

# **VOLUNTEERS IN ACTION SOUTHWARK**

**DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS  
FOR THE PERIOD FROM 1 JULY 1996 TO 31 MARCH 1997**

**COMPANY NUMBER 3218745  
CHARITY NUMBER 1060581**

**\* \* \* \* \***



**John Green & Co  
Certified Accountants**

**471-473 New Cross Road  
London SE14 6TA**

## **VOLUNTEERS IN ACTION SOUTHWARK**

**Directors and Trustees:**

**Charles Woodd (Chair)**  
**Bill Barker (Vice Chair)**  
**Monica Mahabier (Vice Chair)**  
**Hilary Pincott (Secretary)**  
**Eileen Conn**  
**John Hanby Holmes**  
**Audrey Hyde-Chambers**  
**Kitty Leek**  
**Dennry McDonald**

**Company Secretary:**

**Hilary Pincott**

**Company No:**

**3218745**

**Charity No:**

**1060581**

**Registered Office:**

**48 Willowbrook Road**  
**Lower Ground Floor**  
**Peckham**  
**London SE15 6BW**

**Auditors:**

**John Green & Co**  
**471-473 New Cross Road**  
**London SE14 6TA**

**Bankers:**

**National Westminster Bank**  
**65 Peckham High Street**  
**London SE15 5RY**

## **VOLUNTEERS IN ACTION SOUTHWARK**

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**The following does not form part of the statutory audited accounts:**

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**VOLUNTEERS IN ACTION SOUTHWARK**  
**DIRECTORS' AND TRUSTEES' REPORT**  
**FOR THE PERIOD FROM 1 JULY 1996 TO 31 MARCH 1997**

The Directors present their report and the Financial Statements for the period from 1 July 1996 (the date of incorporation) to 31 March 1997.

**Legal Status**

Volunteers In Action Southwark (VIAS) is a registered charity and a company limited by guarantee and therefore governed by its Memorandum and Articles of Association..

**Objects**

VIAS is the local volunteer development agency for the Southwark area. The charity's objects are to advance education, protect health, relieve poverty, sickness and distress and to promote any other charitable purpose for the benefit of persons in the London Borough of Southwark and its environs, by the promotion of voluntary work and a volunteer service.

To achieve this the charity

- Promotes volunteering
- Promotes good practice in working with volunteers
- Provides information and advice on a wide range of volunteering issues
- Liaises and works in partnership with voluntary and statutory agencies and businesses
- Supports local organisations to improve or implement volunteering programmes

**Development, activities, and achievements this period**

The period covered by these accounts saw the organisation incorporated and registered as a charity, the full complement of staff in post, an office and resource base established, and a series of new initiatives commenced.

Karen Sumner took up the post of Project Manager in July 1996, Christina Tueje started work as Information and Administration Officer in August 1996 and Beth Follini was appointed as Community Safety Volunteering Co-ordinator from November 1996, to replace Maya Middlemiss, the first post holder, who left to take up another position.

## **VOLUNTEERS IN ACTION SOUTHWARK**

### **DIRECTORS' AND TRUSTEES' REPORT**

#### **FOR THE PERIOD FROM 1 JULY 1996 TO 31 MARCH 1997 (continued)**

VIAS moved to 48 Willowbrook Road in September 1996, taking over enough space to hold meetings, hold interviews with volunteers, and accommodate a library of resource materials, in addition to the necessary office space.

During the period, VIAS built on the work already being undertaken in the Five Estates, which had been the brief of the original Face to Face project, and at the same time energetically set about developing the borough-wide programme appropriate for a local volunteering development agency.

The following were the main developments during the period:

- The establishment of a Volunteer Co-ordinators' Forum which meets every two months;
- The initiation of a programme of training events, some aimed at volunteer-using organisations, and some at volunteers themselves;
- The provision of practical advice and help to individual organisations, to enable them to develop good practice on the recruitment and management of volunteers;
- The establishment of a computer database of organisations, statutory bodies and volunteers, though this was not complete by the end of the period;
- A significant expansion in the number of volunteers contacting VIAS and being referred to organisations with appropriate volunteering opportunities;
- The organisation of a special event for International Women's Day.

Effective systems were established for the administration of VIAS, its financial management and the monitoring and evaluation of its activities.

#### **Future Developments**

1996/7 has brought a lot of changes for Volunteers In Action Southwark. Plans have already been made to begin a variety of new work areas and to develop some existing ones.

We will be developing our training programme for voluntary organisations and volunteers together with our information and resource centre. We will continue to develop our good practice materials and consultancy support for voluntary organisations.

## **VOLUNTEERS IN ACTION SOUTHWARK**

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE PERIOD FROM 1 JULY 1996 TO 31 MARCH 1997 (continued)**

Our new computerised database will continue to develop, making the referral of volunteers more efficient.

We shall be commencing a piece of work at the end of 1997 based on two estates in Camberwell. The piece of work is being funded by Southwark Safer Cities and will aim to promote volunteering to local residents.

Volunteers Week in June 1997 will play a part in promoting the benefits in volunteering and we are planning a 3-day bonanza of activities in celebration. We are also planning to facilitate an event in celebration of gay pride in July.

We will be aiming to develop our links with the private sector in the form of promoting employee volunteering and also with schools and colleges in Southwark to promote the benefits of volunteering to young people.

Sadly our Make a Difference funding will end in November 1997 and we shall be looking to a variety of new funders to help us carry on with our work.

#### **Transactions and Financial Position**

The Statement of Financial Activity on page 6 shows net income for the period of £10497. The net assets transferred from the VIAS unincorporated association at the beginning of the period amounted to £30762. Funds at 31 March 1997 therefore amounted to £41259.

Expenditure kept within budget for the period, so that it was possible to continue to hold reserve funds not spent in the early life of the project due to the delay in the recruitment of the project's staff. The directors therefore designated £40,000 of these funds towards the cost of next year's salaries.

Active steps are currently being taken to identify ongoing funding to replace the Make a Difference grant which is due to expire in November 1997.

#### **Directors and Trustees**

All directors of the company are also trustees of the charity and members of the Management Committee. Directors who served during the period were Charles Woodd; Bill Barker; Hilary Pincott; Eileen Conn; John Hanby Holmes; Audrey Hyde-Chambers; Kitty Leek; Denny McDonald; Monica Mahabier; David Richards and Hyacinth Parsons.

## **VOLUNTEERS IN ACTION SOUTHWARK**

### **DIRECTORS' AND TRUSTEES' REPORT**

**FOR THE PERIOD FROM 1 JULY 1996 TO 31 MARCH 1997 (continued)**

#### **Statement of Trustees' Responsibilities**

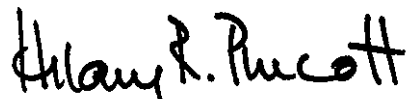
The Trustees are required by law to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the charity and of its financial position at the end of that year. In preparing those Financial Statements the Trustees are required to:

1. Select suitable accounting policies and then apply them consistently;
2. Make judgements and estimates that are reasonable and prudent;
3. State whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the Financial Statements.
4. Prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

#### **Approval**

This report was approved by the Directors and Trustees on .....20 November..... 1997  
and signed on their behalf



Hilary Pincott  
Director and Trustee

**VOLUNTEERS IN ACTION SOUTHWARK**  
**AUDITORS' REPORT TO THE MEMBERS OF**  
**VOLUNTEERS IN ACTION SOUTHWARK**

We have audited the financial statements on pages 6 to 11 which have been prepared under the historical cost convention and the accounting policies set out on pages 8 and 9.

**Respective Responsibilities of Trustees and Auditors**

As described on page 4 the charity's trustees, who are also the directors of Volunteers in Action Southwark, for the purposes of company law are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

**Basis of Opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of significant estimates and judgements made by the trustees in the preparation of the Financial Statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

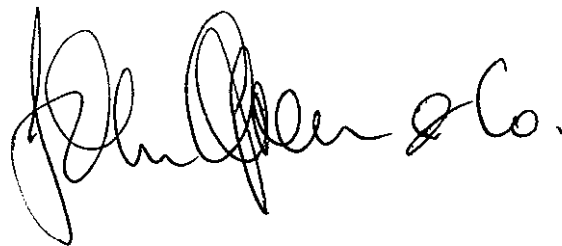
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the Financial Statements are free from material misstatement, whether caused by fraud or other irregularity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

**Opinion**

In our opinion the Financial Statements give a true and fair view of the state of the charity's affairs as at 31 March 1997 and of its incoming resources and application of resources, including its income and expenditure, in the period then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

**John Green & Co**  
**Certified Accountants**  
**and Registered Auditors**

*H. December*  
..... 1997



**471 - 473 New Cross Road**  
**London SE14 6TA**



# VOLUNTEERS IN ACTION SOUTHWARK

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 1997

### SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted £	Restricted £	Total £
<b>INCOMING RESOURCES</b>				
Grants	3	73819	3316	77135
Bank Interest		285	-	285
Other Income		119	-	119
		<hr/>	<hr/>	<hr/>
<b>TOTAL INCOME</b>		<b>74223</b>	<b>3316</b>	<b>£ 77539</b>
		<hr/>	<hr/>	<hr/>
<b>RESOURCES EXPENDED</b>				
Salaries	4	43206	-	43206
Consultancy		3138	-	3138
Recruitment		1703	-	1703
Rent and Room Hire		4386	122	4508
Office Equipment		2281	198	2479
Training		1300	886	2186
Advertising and Publicity		115	-	115
Audit		1116	-	1116
Telephone		1223	-	1223
Printing Post & Stationery		3359	829	4188
Books and Publications		435	370	805
Depreciation		774	-	774
Other Costs		1204	397	1601
		<hr/>	<hr/>	<hr/>
<b>TOTAL EXPENDITURE</b>		<b>64240</b>	<b>2802</b>	<b>£ 67042</b>
		<hr/>	<hr/>	<hr/>
<b>NET INCOME FOR THE PERIOD</b>		<b>£ 9983</b>	<b>£ 514</b>	<b>£ 10497</b>

### STATEMENT OF OTHER RECOGNISED GAINS

	Unrestricted £	Restricted £	Total £
Net income for the period	9983	514	10497
Other gains recognised in the accounts but not through the Statement of Financial Activities:			
Net Assets taken over at the date of incorporation (Note 2)	30762	-	30762
	<hr/>	<hr/>	<hr/>
Net Movement in funds for the period and carried forward at 31 March 1997	£ 40745	£ 514	£ 41259
	<hr/>	<hr/>	<hr/>

The notes on pages 8 to 11 form part of these Financial Statements

# VOLUNTEERS IN ACTION SOUTHWARK

## BALANCE SHEET AS AT 31 MARCH 1997

	Note	£	£
<b>FIXED ASSETS</b>			
Tangible assets	8		2322
<b>CURRENT ASSETS</b>			
Debtors	6	896	
Cash at bank and in hand		52509	
		<hr/>	
		53405	
<b>CREDITORS:</b>			
Amounts falling due within one year	7	(14468)	
		<hr/>	
<b>NET CURRENT ASSETS</b>			38937
			<hr/>
<b>TOTAL ASSETS</b>			
<b>LESS CURRENT LIABILITIES</b>	10		<b>£ 41259</b>
			<hr/>
<b>FUNDS</b>			
Unrestricted Funds			
General Funds			745
Designated Funds	11		40000
Restricted Funds	9		514
			<hr/>
<b>TOTAL FUNDS</b>	10		<b>£ 41259</b>
			<hr/>

Approved by the Directors and Trustees on 20 November 1997 and signed on their behalf.

  
 .....  
 Charles Woodd  
 Director and Trustee

The notes on pages 8 to 11 form part of these Financial Statements

## **VOLUNTEERS IN ACTION SOUTHWARK**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD FROM 1 JULY 1996 TO 31 MARCH 1997**

#### **1. ACCOUNTING POLICIES**

##### **1.1 Basis of preparation of Financial Statements**

The Financial Statements are prepared under the historical cost convention and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing.

The Financial Statements have been prepared in compliance with the Statement of Recommended Practice on Charity Accounts.

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cashflow statement.

Volunteers in Action Southwark was incorporated as a company limited by guarantee on 1 July 1996. The company took over the assets and liabilities of Volunteers in Action Southwark unincorporated association at the date of incorporation (see note 2). This being the first period of activity of the company there are no comparative figures.

##### **1.2 Grants**

Revenue grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included in creditors on the Balance Sheet as a grant received in advance to be recognised in the future accounting period.

##### **1.3 Value Added Tax**

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

##### **1.4 Tangible Fixed Assets and Depreciation**

Tangible Fixed Assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Computer Equipment	25% Straight Line Basis
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## **VOLUNTEERS IN ACTION SOUTHWARK**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD FROM 1 JULY 1996 TO 31 MARCH 1997 (continued)**

#### **1.5 Restricted Funds**

Restricted funds are to be used for the purposes specified by the donor. Expenditure which meets these criteria is identified to the fund.

#### **1.6 Unrestricted Funds**

Unrestricted funds are grants, donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

#### **1.7 Designated Funds**

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

### **2. NET ASSETS TAKEN OVER AT THE DATE OF INCORPORATION**

The following assets and liabilities were taken over by the company from Volunteers in Action Southwark, unincorporated association, at the date of incorporation.

	£
Tangible Fixed Assets	-
Cash at Bank and in hand	37008
Creditors: amounts falling due within one year	(6246)
	_____
	£ 30762
	_____

### **3. GRANTS**

	£
Home Office (Make a Difference Local Volunteer Development Agency Grants Programme)	45000
London Borough of Southwark Strategic Services Dept	6265
London Borough of Southwark SRB Grant	23250
Department of National Heritage	2620
	_____
	£ 77135
	_____

## VOLUNTEERS IN ACTION SOUTHWARK

### NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD FROM 1 JULY 1996 TO 31 MARCH 1997 (continued)

#### 4. STAFF COSTS

Staff costs during the period were:

	£
Salaries and wages	39206
Social security costs	4000
	<u>£ 43206</u>

The average number of employees during the period was 3

#### 5. TRUSTEES REMUNERATION AND EXPENSES

No remuneration was paid to trustees during the period nor were any expenses reimbursed to them.

#### 6. DEBTORS

Due within one year  
Prepayments

£ 896

#### 7. CREDITORS

Amounts falling due within one year:

	£
Trade Creditors	1869
Grant paid in advance	10870
Accruals	1624
Other Creditors	105
	<u>£ 14468</u>

#### 8. TANGIBLE FIXED ASSETS

**Computer  
Equipment  
£**

##### Cost:

Additions during the period  
and cost at 31 March 1997

3096

##### Depreciation:

Charge for Year

774

##### Net Book Value:

At 31 March 1997

£ 2322

## VOLUNTEERS IN ACTION SOUTHWARK

### NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD FROM 1 JULY 1996 TO 31 MARCH 1997 (continued)

#### 9. RESTRICTED FUNDS

Movement on the Charity's Restricted Funds were:

	1 July 1996 £	Incoming £	Outgoing £	31 March 1997 £
International Women's Day	-	696	696	-
Voluntary Organisation Training	-	2620	2106	514
	£ -	£ 3316	£ 2802	£ 514

The balance of £514 will be carried forward to be spent on future Voluntary Organisation training

#### 10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	1997 TOTAL £
Tangible Fixed Assets	2322	-	2322
Current Assets	52891	514	53405
Creditors: Amounts falling due within one year	(14468)	-	(14468)
<b>Total Net Assets</b>	<b>£ 40745</b>	<b>£ 514</b>	<b>£ 41259</b>

#### 11. DESIGNATED FUNDS

The Trustees have designated funds towards the cost of salaries in 1997/8

Transferred during the year and at 31 March 1997                      £ 40000