

Volunteers in Action Southwark

**Directors' and trustees' report and accounts
for the year ended 31 March 2003**

Company number 3218745

Charity number 1060581



Volunteers in Action Southwark

**A company limited by guarantee
and a registered charity**

Directors and Trustees:

Charles Woodd (Chair)
David Frederick (Treasurer)
Daniel Adele-Leigh
Eileen Conn
Fay Hall
John Hanby Holmes
David Kitchen
Sean Risdale

Company Secretary:

John Barkus

Company No:

3218745

Charity No:

1060581

Registered Office:

48 Willowbrook Road
Lower Ground Floor
Peckham
London SE15 6BW

Auditors:

Pridie Brewster
Chartered Accountants
Carolyn House
29-31 Greville Street
London EC1N 8RB

Bankers:

Barclays Bank Plc
223-229 Rye Lane
London
SE15 4TY

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 year ended 31 March 2003

The Directors present their report and the Financial Statements for the year ended 31 March 2003.

Legal Status

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

Objects

Via 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 benefits of persons in the London Borough of Southwark and its environs, by the promotion of voluntary work and a volunteer service.

The charity's mission is to "promote more and better volunteering in Southwark". To achieve this **via** aims to:

- increase individual volunteering and community involvement through providing a volunteer referral service
- improve volunteer management and enhance volunteer involvement through providing a range of information services on volunteering to voluntary and community organisations
- influence volunteering policy at local and regional level to achieve increased volunteering and better management of volunteers
- manage the organisation effectively with a given set of values

Development, activities and achievements this year

The growth in **via's** activities recorded in last year's report continued unabated in the last twelve months with a record 2,154 people being assisted. By the end of the year, more than 1,498 individual volunteers had passed through its referral service, a fourfold increase on the figure just four years ago. In addition, 656 employees have been involved in one-off and longer-term voluntary work in the borough through opportunities and contacts arranged by **via** Business Volunteers project in collaboration with their employers.

via continues its' partnership with Southwark Council who fund the core running costs of £45,000. **via** then use this money to lever other funds totalling approximately £134,000 into Southwark, including from the Community Fund who fund both the Volunteering Development Manager for Individuals and the **via** Business Volunteers Director's posts. Local businesses have also continued to invest in **via** and the **via** Business Volunteers project including founding members PricewaterhouseCoopers, Barclays and Southwark Council. New members include Accenture, American Express, London Electricity and ATG.

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Directors' and trustees' report for the year ended 31 March 2003

As a comprehensive volunteering development agency, *via* has also targeted support to voluntary and community organisations, and particularly their staff involved in managing and supporting volunteers. The Volunteer Managers' Forum, which now has 64 organisations on its mailing list, meets bi-monthly, for a meeting packed with information, good practice ideas, and a sharing of experience. Individual organisations are supported through a regular programme of training sessions, and also more personalised good practice advice sessions. More than 50 organisations have benefited from these free training sessions organised by our Volunteering Development Manager for Groups – a post which is funded by the Bridge House Estates Trust.

Always open to ideas for expanding the scope of its work, *via* this year collaborated with the Southwark Education Business Alliance in the publication of a practical guide for businesses on *Supporting Schools*, which was launched by Simon Hughes, MP and the Mayor of Southwark, Cllr Denise Capstick at a special event at the Globe Theatre in December 2002. The guide has proved very valuable in building new partnerships between local inner city schools and businesses from the City and Southwark.

There are three important foundations to *via's* success. One is the growing emphasis that has been placed on integrating a range of projects into a seamless service. An important step along this road came in 2002 with the renaming of Southwark Cares, the organisation's employee volunteering service, as *via* Business Volunteers, to strengthen its identification as part of *via*, rather than as one of a number of national pilot schemes. The second is the way in which *via* has actively sought to exploit the possibilities of new technology to the maximum. *Via's* website was shortlisted in the 2002 e-commerce awards, and since then it has been further developed with the help of Teresa Crook, placed with *via* for 100 hours by the Millennium Commission. It is significant that almost 50% of initial volunteer contacts now come through the Internet.

The third element is the growing recognition that the organisation has earned in the Southwark community, both through the quality of its services, and through the wider contribution that both staff and trustees have made to borough activities such as the development of Southwark Community Empowerment Network. *via* continues to evaluate its service to make sure that all sections of the community are able to access those services. In January 2003 *via* was able to secure a grant from Timebank, the national media campaign for volunteering, to develop new publicity materials aimed at under represented communities such as the Lesbian, Gay and Bisexual community and the Black and ethnic minority community.

via is now one of the leading volunteer centres in England, the Director John Barkus is also a trustee of the national charity Volunteer Development England and the *via* Business Volunteers Director, Nikki Squelch is also a trustee of Greater London Volunteering making sure that local volunteering issues are being heard at national and regional level.

Volunteers in Action Southwark

Directors' and trustees' report for the year ended 31 March 2003

Financially the year was successful, showing an overall excess of incoming resources over outgoing resources of £9,000. Costs continued to be kept under strict control. Unrestricted donations of nearly £20,000 ensured that the shortfall of over £7,000 in trust funding for the post of Volunteer Development Manager for Groups and support costs could be met.

In addition to the major grants referred to above, smaller grants from the Wakefield Trust and the Cross River Partnership continued to provide valuable support for *via* Business Volunteers activities.

Reserves

The Trustees have reviewed the reserves position and consider the level of the General Fund at 31 March 2003, at £35,527, to be a prudent buffer against unforeseen circumstances.

Risk review

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems are in place to mitigate those risks. The Trustees have been advised that adequate insurance is held with Norwich union. Funding continues to be a risk and a fundraising strategy is being developed with dates of critical funding needs. These and other procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Directors and Trustees

All directors are also trustees of the charity and members of the Management Committee. They remained almost unchanged during the year, which is a testimony to the dedication of current members, some of whom have served the charity since its inception. Directors who served throughout the year were Charles Woodd, Eileen Conn, John Hanby Holmes, David Kitchen, Fay Hall, Daniel Adele-Leigh, Sean Risdale. Dave Frederick resigned with effect from 11 April 2002. In the last quarter, steps were underway to appoint two new Trustees, Lawrence Thomas and Shelagh Kirkland.

Volunteers in Action Southwark

Directors' and trustees' report for the year ended 31 March 2003

Statement of Trustees' Responsibilities

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

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The directors are 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.

Approval

This report has been prepared in accordance with the *Accounting and Reporting by Charities: Statement of Recognised Practice* and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities and was approved by the directors and trustees on 12th June 2003 and signed on their behalf.



Charles Woodd
Director and Trustee

Volunteers in Action Southwark

Report of the Independent Auditors to the Members of Volunteers in Action Southwark

We have audited the accounts of Volunteers in Action Southwark for the year ended 31 March 2003 set out on pages 7 to 14. These accounts have been prepared under the historical cost convention and the accounting policies set out on pages 9 and 10.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As described on page 4, the trustees are responsible as trustees for the preparation of accounts in accordance with applicable law and United Kingdom Accounting Standards. We have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the Trustees' Report is not consistent with the accounts. If the charity has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transaction with the charitable company is not disclosed.

We are not required to consider whether the statement in the Trustees' Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

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

Basis of opinion

We conducted our audit in accordance with United Kingdom 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 accounts. It also includes an assessment of the significant estimates and judgements made in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

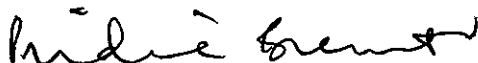
Volunteers in Action Southwark

Report of the Independent Auditors to the Members of Volunteers in Action Southwark (continued)

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 accounts 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 accounts.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 30th March 2003 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



PRIDIE BREWSTER
CHARTERED ACCOUNTANTS
REGISTERED AUDITORS

Carolyn House
29/31 Greville Street
London EC1N 8RB

13th June 2003

Volunteers in Action Southwark

Statement of Financial Activities (including Income and Expenditure account) for the year ended 31 March 2003

	Notes	Unrestricted £	Restricted £	Total 2003 £	Total 2002 £
Incoming resources					
Activities to further the charity's objects					
Grants	2a	45,641	103,051	148,692	156,623
Donations		19,750	2,500	22,250	20,805
Interest received		1,588	-	1,588	1,530
Other income	2b	5,683	975	6,658	557
Total income		72,662	106,526	179,188	179,515
Resources expended					
Cost of generating funds:					
Fundraising and publicity		11,676	-	11,676	1,331
Charitable expenditure:					
Promotion of voluntary work	3	14,386	127,366	141,752	140,318
Management and administration	4	14,198	2,531	16,729	6,186
Total expenditure		40,260	129,897	170,157	147,835
Net incoming/(outgoing) resources for the year		32,402	(23,371)	9,031	31,680
Total funds at 1 April 2003		11,104	49,575	60,679	28,999
Transfers between funds		(7,978)	7,978	-	-
Total funds at 31 March 2002		35,528	34,182	69,710	60,679

The notes on pages 9 to 14 form part of these Financial Statements.

Volunteers in Action Southwark

Balance Sheet as at 31 March 2003

	Notes	£	2003 £	£	2002 £
Fixed assets					
Tangible assets	7		500		500
Current assets					
Debtors	8	13,494		6,558	
Cash at bank and in hand		58,675		57,322	
		<u>72,170</u>		<u>63,880</u>	
Creditors:					
Amounts falling due within one year	9	(2,959)		(3,701)	
Net current assets			<u>72,670</u>		<u>60,179</u>
Total assets less current liabilities			<u>69,710</u>		<u>60,679</u>
Funds:					
Unrestricted Funds:					
General Funds	11		35,528		11,104
Restricted Funds	10		<u>34,182</u>		<u>49,575</u>
Total funds	11		<u>69,710</u>		<u>60,679</u>

Approved by the Directors and Trustees on 12th June 2003 and signed on their behalf.



Charles Woodd
Director and Trustee

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The notes on pages 9 to 14 form part of these Financial Statements.

Volunteers in Action Southwark

Notes forming part of the financial statements for the year ended 31 March 2003

1. Accounting policies

1.1 Basis of preparation of Financial Statements

The Financial Statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), the Companies Act 1985 and follow the recommendations in *Accounting and Reporting by Charities: Statement of Recommended Practice* issued in October 2000.

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 deferred and included in creditors on the Balance Sheet as a deferred grant 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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1.5 Fundraising and Publicity

Fundraising and publicity costs comprise expenditure incurred including a reasonable apportionment of staff time in producing materials to promote the charity, increase its profile and raise funds for development.

Volunteers in Action Southwark

Notes forming part of the financial statements for the year ended 31 March 2003

1.6 Management and Administration

Management and administration costs include expenditure incurred to comply with constitutional and statutory requirements such as audit, certain legal fees and the costs of management committee meetings.

1.7 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.

1.8 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.

1.9 Designated Funds

Designated funds are unrestricted funds set aside by the trustees for specific purposes.

1.10 Operating Leases

Rentals applicable to operating leases, where substantially all the risks of ownership remain with the lessor, are charged to the Statement of Financial Activities in the year in which they fall due.

1.11 Pensions

The charity contributes to a defined contribution stakeholder pension scheme in respect of one of its employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents the amounts payable by the charity to the fund in respect of the year.

Volunteers in Action Southwark

Notes forming part of the financial statements for the year ended 31 March 2003

2a. Grants:

	Unrestricted £	Restricted £	2003 £	2002 £
Southwark Council – Strategic Services	45,641	-	45,641	48,641
Community Fund	-	74,657	74,657	56,762
Bridge House Estates Trust	-	7,500	7,500	30,000
Wakefield Trust	-	7,000	7,000	7,000
Cross River Partnership	-	9,555	9,555	11,220
The Greater Peckham Alliance	-	1,343	1,343	3,000
Timebank	-	2,996	2,996	-
	<u>45,641</u>	<u>103,051</u>	<u>148,692</u>	<u>156,623</u>

2b. Other Income:

	Unrestricted £	Restricted £	Total 2003 £	Total 2002 £
BITC	2,750	-	2,750	-
Boston Cares Challenge	1,473	-	1,473	-
Willowbrook Centre	-	975	975	-
Other (various deposits, video and GP guides)	1,460	-	1,460	557
	<u>5,683</u>	<u>975</u>	<u>6,658</u>	<u>557</u>

3. Charitable expenditure: Promotion of Voluntary Work

	Unrestricted £	Restricted £	Total 2003 £	Total 2002 £
Salaries and pensions	11,676	93,577	105,253	98,466
Events	211	3,240	3,451	1,997
Consultancy/Short-term projects	-	-	-	1,605
Rent	-	6,982	6,982	4,754
Materials and equipment	-	-	-	6,009
Computer equipment & software	33	2,640	2,673	1,555
Training for Voluntary Organisations	28	1,923	1,951	265
Telephone	711	2,642	3,353	4,068
Printing post and stationery	1,121	11,188	12,309	7,703
Staff training	187	1,739	1,926	839
Recruitment	-	2,014	2,014	6,803
Repairs	-	-	-	731
Storage costs	-	-	-	1,882
Other costs	419	1,421	1,840	3,641
	<u>14,386</u>	<u>127,366</u>	<u>141,752</u>	<u>140,318</u>

Volunteers in Action Southwark

Notes forming part of the financial statements for the year ended 31 March 2003

4. Charitable expenditure:

Management and administration

	Unrestricted £	Restricted £	2003 £	2002 £
Salaries	11,676	-	11,676	1,613
Audit	511	1,500	2,011	1,997
Bank charges	271	-	271	319
Other management and administration	1,740	1,031	2,771	2,257
	<u>14,198</u>	<u>2,531</u>	<u>16,729</u>	<u>6,186</u>

5. Staff costs

	Unrestricted £	Restricted £	2003 £	2002 £
Staff costs during the year were:				
Salaries and wages	33,141	87,051	120,192	91,021
Social security costs	1,572	6,094	7,666	8,844
Other pension costs	316	432	748	214
	<u>35,029</u>	<u>93,577</u>	<u>128,606</u>	<u>100,079</u>

No employee earned remuneration in excess of £50,000.

The average number of employees during the year was 5 (2002 – 4).

6. Trustees remuneration and expenses

No remuneration was paid to trustees during the year, neither was there any reimbursement of expenses.

Volunteers in Action Southwark

Notes forming part of the financial statements for the year ended 31 March 2003

7. Tangible fixed assets

	Computer Equipment £
Cost:	
At 1 April 2002	1,998
Additions	-
	<hr/>
At 31 March 2003	1,998
	<hr/>
Depreciation:	
At 1 April 2002	1,498
Charge for the year	-
	<hr/>
At 31 March 2003	1,498
	<hr/>
Net Book Value	
31 March 2002 and 2003	500
	<hr/>

8. Debtors

Due within one year:

	2003 £	2002 £
Prepayments	1,855	2,259
Bridge House Trust	7,500	-
Grant - Wakefield Trust	1,750	1,750
- Cross River Partnership	2,389	2,356
Other debtors	-	193
	<hr/>	<hr/>
	13,494	6,558
	<hr/>	<hr/>

9. Creditors

Amounts falling due within one year:

	2003 £	2002 £
Creditors	1,147	2,030
Accruals	1,812	1,671
	<hr/>	<hr/>
	2,959	3,701
	<hr/>	<hr/>

Volunteers in Action Southwark

Notes forming part of the financial statements for the year ended 31 March 2003

10. Restricted funds

The movements on restricted funds were as follows:

	At 1 April 2002	Incoming £	Outgoing £	Transfers £	At 31 March 2003 £
Printing	-	1,500	(2,395)	895	-
Bridge House Estates Trust Fund (Volunteering Manager for Groups)	16,835	7,500	(31,389)	7,054	-
Community Fund (Volunteering Manager for Individuals & VIA Business Volunteers Director)	32,740	75,657	(76,100)	-	32,297
Wakefield Trust (Volunteering Manager for Business)	-	7,000	(7,000)	-	-
Cross River Project (Volunteering Manager for Business)	-	10,530	(8,645)	-	1,885
Greater Peckham Alliance (Computer networking)	-	1,343	(1,362)	19	-
Timebank	-	2,996	(3,006)	10	-
	<u>49,575</u>	<u>106,526</u>	<u>(129,897)</u>	<u>7,978</u>	<u>34,182</u>

11. Analysis of net assets between funds

	Unrestricted Fund £	Restricted Fund £	Total £
Tangible fixed assets	500	-	500
Current assets	37,987	34,182	72,169
Creditors	(2,959)	-	(2,959)
	<u>35,528</u>	<u>34,182</u>	<u>69,710</u>