VOLUNTEERS IN ACTION SOUTHWARK

DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 1999

COMPANY NUMBER 3218745
CHARITY NUMBER 1060581

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COMPANIES HOUSE 24/11/99

John Green & Co
Certified Accountants
Suite 2.16
Astra House
Arklow Road
London SE14 6EB

VOLUNTEERS IN ACTION SOUTHWARK

A company limited by guarantee
and a registered charity

Directors and Trustees:	**Charles Woodd (Chair)** **Pauline Bovington (Treasurer)** **Bill Barker (Vice Chair)** **Hilary Pincott (Secretary)** **Eileen Conn** **Fay Hall** **John Holmes** **David Kitchen** **Rodney Hedley** **Daniel Adele-Leigh**
Company Secretary:	**Rodney Hedley**
Company No:	**3218745**
Charity No:	**1060581**
Registered Office:	**48 Willowbrook Road** **Lower Ground Floor** **Peckham** **London SE15 6BW**
Auditors:	**John Green & Co** **Suite 2.16** **Astra House** **Arklow Road** **London SE14 6EB**
Bankers:	**Barclays Bank PLC** **223-229 Rye Lane** **London** **SE15 4TY**

VOLUNTEERS IN ACTION SOUTHWARK

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 1999

The Directors present their report and the Financial Statements for the year ended 31 March 1999.

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 year

During this year, Volunteers in Action Southwark consolidated its core programme of activity, as well as laying the foundations for a signifcant expansion in forthcoming years.

The referral of volunteers to appropriate opportunities continued to play a central role. In total 394 people were interviewed, of which more than half were in the 25 - 34 age group and slightly under half were unemployed. 4 training sessions were run for volunteers in interpersonal skills. They covered such topics as Assertiveness Skills, Equal Opportunities, and Your Rights and Responsibilities as Volunteers. Promoting the borough's need for more volunteers through such activities as talks, stalls at local shows and a programme of events during Volunteers' Week was ongoing throughout the year.

VIAS also provided capacity-building support and training to a wide range of volunteer-using organisations in the borough, helping them in various ways to improve their practice in the way that they recruit, support, manage and train their volunteers. Organisations with which we worked on a one-to-one basis included Wickway Community Centre, Love Walk Residential Home, Surrey Docks Farm and the Sexual Abuse Survivors Association. Knowing that practice is also improved through a sharing of experience and through practical projects worked on collectively, we also helped the Volunteer Co-ordinators' Forum take on a new lease of life during the year, with 25 members involved. Outcomes included a newsletter specially targeted at volunteers, an event for Make a Difference Day on Surrey Docks Farm, and a Volunteering Bus distributing leaflets in Volunteers Week.

Following the expiry of our initial grant from the Government's Make A Difference Programme in 1997/8, we were very pleased to secure a grant of £42448 from Southwark Council towards our core costs. This funding, along with the continuing grant from the Peckham Partnership, and some funds accumulated from the first years of the project, meant that we could continue to operate on the same scale as previously.

In early 1999, we obtained a grant from the Bridge House Estates Trust Fund, which enabled us to create the new post of Good Practice and Information Officer. At the same time, negotiations were taking place with Business in the Community (BITC) for VIAS to be the host for the London pilot of BITC's Cares Incorporated Programme, which aims to promote employee volunteering following a very successful North American model. Agreement was reached in May 1999 whereby VIAS will manage Southwark Cares Incorporated and its 3 or 4 staff.

The planning of VIAS's contribution to the Millennium Festival was well underway by the middle of 1999, following award of a Millennium Festival grant. This project will involve the making of a video about volunteering, and the organisation of a major pan-London conference in late 2000.

Although expenditure for the year was nearly £12000 more than income, this shortfall was met from the reserve funds previously designated for staff costs. The General Fund still showed a positive balance of over £6000 at the end of the year. The organisation's three staff remained with VIAS throughout the year and following receipt of funding for the Good Practice and Information Officer, Teresa Crook was appointed to that post, after more than a year on short-term contracts.

VOLUNTEERS IN ACTION SOUTHWARK

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 1999 (continued)

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 year were Charles Woodd; Bill Barker; Hilary Pincott; Eileen Conn; John Holmes; David Kitchen; Fay Hall; Pauline Bovington; Rodney Hedley (appointed 22/10/98) and Daniel Adele-Leigh (appointed 28/1/99).

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 .....22 July.....1999 and signed on their behalf

R J Hedley

Rodney Hedley
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 5 to 12 which have been prepared under the historical cost convention and the accounting policies set out on pages 7 and 8.

Respective Responsibilities of Trustees and Auditors

As described on page 3 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 1999 and of its incoming resources and application of resources, including its income and expenditure, in the year 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

27 August **1999**

Suite 2.16
Astra House
Arklow Road
London SE14 6EB

VOLUNTEERS IN ACTION SOUTHWARK

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 1999

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted	Restricted	Total 1999	Total 1998
INCOMING RESOURCES		£	£	£	£
Grants	2	75448	28000	103448	84950
Less: Deferred grant		-	(28000)	(28000)	-
Interest Received		454	-	454	1830
Donation		-	2500	2500	-
Insurance Claim		3772	-	3772	-
Other Income		3609	-	3609	1109
TOTAL INCOME		**£ 83283**	**£ 2500**	**£ 85783**	**87889**
RESOURCES EXPENDED					
Direct Charitable Expenditure:					
Promotion of Voluntary Work	3	93712	353	94065	105070
Other expenditure					
Fundraising and Publicity		742	-	742	1008
Management and Administration	4	2673	-	2673	2987
TOTAL EXPENDITURE		**97127**	**353**	**97480**	**109065**
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		**(13844)**	**2147**	**(11697)**	**(21176)**
Funds at 31 March 1998		**20083**	**-**	**20083**	**41259**
FUNDS AT 31 MARCH 1999		**£ 6239**	**£ 2147**	**£ 8386**	**£ 20083**

There were no recognised gains or losses for 1999 or 1998 other than those included in the Statement of Financial Activities.

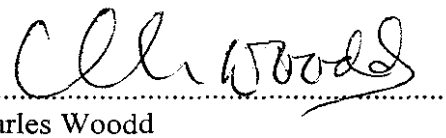
The notes on pages 7 to 12 form part of these Financial Statements.

VOLUNTEERS IN ACTION SOUTHWARK

BALANCE SHEET
AS AT 31 MARCH 1999

	Note	£	1999 £	£	1998 £
FIXED ASSETS					
Tangible assets	7		1498		-
CURRENT ASSETS					
Debtors	8	1088		4896	
Cash at bank and in hand		36595		17024	
		37683		21920	
CREDITORS:					
Amounts falling due within one year	9	(30795)		(1837)	
NET CURRENT ASSETS			6888		20083
TOTAL ASSETS LESS CURRENT LIABILITIES			**£ 8386**		**£ 20083**
FUNDS					
Unrestricted Funds					
General Funds			6239		1083
Designated Funds	11		-		19000
Restricted Funds	10		2147		-
TOTAL FUNDS			**£ 8386**		**£ 20083**

Approved by the Directors and Trustees on 22 July 1999 and signed on their behalf.



Charles Woodd
Director and Trustee

The notes on pages 7 to 12 form part of these Financial Statements.

VOLUNTEERS IN ACTION SOUTHWARK

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 1999

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.

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 deprecation.

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

1.5 Fundraising and Publicity

Fundraising and publicity costs comprise expenditure incurred in producing materials to promote the charity and to raise its profile.

1.6 Management and Administration

Management and administration costs include all expenditure not directly related to the charitable or promotional or fundraising activities. This includes 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 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.

2. GRANTS

	Unrestricted £	Restricted £	1999 £	1998 £
Home Office (Make a Difference Local Volunteer Development Agency Grants Programme)	-	-	-	35000
Southwark Council - Strategic Services	42448	-	42448	7957
Southwark Council - SRB	33000	-	33000	32043
Southwark Safer Cities	-	-	-	9950
Bridge House Estates Trust	-	28000	28000	-
	75448	28000	103448	84950
Less: Deferred Grant (Bridge House Estates Trust)	-	(28000)	(28000)	-
	£ 75448	**£ -**	**£ 75448**	**£ 84950**

The Bridge House Estates Trust grant has been deferred to the year ended 31 March 2000 in accordance with the terms and conditions of the grant aid.

3. DIRECT CHARITABLE EXPENDITURE:

Promotion of Voluntary Work

	Unrestricted £	Restricted £	1999 £	1998 £
Salaries	70587	-	70587	68152
Consultancy/Short-term Projects	70	-	70	6901
Rent	5500	-	5500	5500
Office Equipment	2604	-	2604	2881
Training for Voluntary Organisations	1724	-	1724	2258
Telephone	2293	-	2293	1260
Printing Post and Stationery	4179	-	4179	6961
Staff Training	2607	-	2607	1200
Advertising and Publicity	549	-	549	5511
Depreciation	500	-	500	-
Other Costs	3099	353	3452	4446
	£ 93712	**£ 353**	**£ 94065**	**£ 105070**

4. MANAGEMENT AND ADMINISTRATION

	1999 £	1998 £
Salaries	1125	1092
Audit	1152	1116
Bank charges	119	64
Other Management and Administration	277	715
	£ 2673	**£ 2987**

5. STAFF COSTS

Staff costs during the year were:	1999 £	1998 £
Salaries and wages	64154	62452
Social security costs	6406	6250
Other pension costs	1152	542
	£ 71712	**£ 69244**

The average number of employees during the year was 3 (1998 - 3)

6. TRUSTEES REMUNERATION AND EXPENSES

No remuneration was paid to trustees during the year. Travel expenses of £36 were reimbursed to Pauline Bovington.

7. TANGIBLE FIXED ASSETS

	Computer Equipment
Cost:	£
At 1 April 1998	-
Additions	1998
At 31 March 1999	1998
Depreciation:	
At 1 April 1998	-
Charge for the Year	500
At 31 March 1999	500
Net Book Value:	
At 31 March 1999	£ 1498
At 31 March 1998	£ Nil

8. DEBTORS

	1999	1998
	£	£
Due within one year		
Prepayments	465	526
Trade Debtors	47	290
Grant - Southwark Safer cities	-	4080
Other Debtors	576	-
	£ 1088	**£ 4896**

9. CREDITORS

	1999 £	1998 £
Amounts falling due within one year:		
Trade Creditors	881	308
Deferred Grant	28000	-
Accruals	1722	1529
Other Creditors	192	-
	£ 30795	**£ 1837**

10. RESTRICTED FUNDS

Movement on the Charity's Restricted Funds were:

	At 1 April 1998 £	Incoming £	Outgoing £	At 31 March 1999 £
Volunteers Newsletter funded by Lloyds TSB Foundation	-	2500	353	2147

Restricted funding for the 'Good Practice Project' amounting to £28000 received from Bridge House Trust has been deferred to 1999/00.

11. DESIGNATED FUNDS

At 31 March 1998	19000
Transferred during the year:	
Towards salaries	19000
At 31 March 1999	**£ Nil**