



Volunteer Centre
Southwark

Volunteers in Action Southwark

(A company limited by guarantee)

*Volunteer Centre Southwark is the operational name of
Volunteers in Action Southwark*

Report and Financial Statements For the Year Ended 31 March 2009

**Charity number 1060581
Company number 3218745**

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Volunteers in Action Southwark

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For the year ended 31st March 2009**

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Volunteers in Action Southwark

Report of the Management Committee For the year ended 31st March 2009

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, present their report together with the financial statements for the year ended 31st March 2009. The financial statements have been drawn up in accordance with statutory requirements and applicable Accounting Standards.

Reference and Administrative Information

Charity Name: Volunteers in Action Southwark (trading as Volunteer Centre Southwark)

Charity registration number: 1060581

Company registration number: 3218745

Registered Office and operational address: Wigglesworth House, 69 Southwark Bridge Road, London SE1 0NQ

Directors & Trustees

Ms Claire Helman – Chair

Ms Kate Bowgett – Vice Chair

Ms Shelagh Kirkland – Treasurer

Ms Ashley Bivens (appointed 20th May 2009)

Mr Michael Bukola

Mr Bill Dee

Mr Philroy Forte (appointed 25th February 2009)

Ms-Becky Peates

Ms Elaine Barnbrook (retired 28th January 2009)

Ms Celia Moore (retired 28th January 2009)

Ms Ella Nwaokolo (retired 26th August 2009)

Company Secretary

Mr Clive Pankhurst

Chief Executive Officer

Mr Clive Pankhurst

Auditors

FW Stephens, 3rd Floor, 24 Chiswell Street, London, EC1Y 4YX

Bankers

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

Solicitors

Anthony Gold Solicitors, New London Bridge House, 25 London Bridge Street, SE1 9TW

Volunteers in Action Southwark

Report of the Management Committee (continued) For the year ended 31st March 2009

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 11 June 1996 and registered as a charity on 1 April 1996. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association at each AGM one third of the trustees are subject to retirement by rotation or; if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but, if there is only one trustee who is subject to retirement by rotation, he shall retire. Subject to the provisions of the Act, the trustees to retire by rotation shall be those who have been longest in office since their last appointment or re-appointment.

At the next AGM the following trustees will be pooled for retirement Kate Bowgett, Michael Bukola and Claire Helman will be able to offer themselves for re-election.

The trustees regularly conduct a skills and experience audit and in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Management Committee.

Trustee Induction and Training

Most trustees are already familiar with the practical work of the charity. New trustees are invited and encouraged to attend a short training session to familiarise themselves with the charity and the context within which it operates. These are led by the Chief Executive of the charity and cover:

- The obligations of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

A trustee induction pack has also been prepared drawing information from the various Charity Commission plus Governance Hub publications. This is distributed to all new trustees along with the Memorandum and Articles and the latest financial statements.

Volunteers in Action Southwark

Report of the Management Committee (continued) For the year ended 31st March 2009

Risk Management

The Management Committee has conducted a review of the major risks to which the charity is exposed. Funding continues to be a risk, but a number of new funding streams and grants have been obtained during the year, and steps have been taken to ensure new funders accept responsibility for the overhead costs of the work they are funding. The trustees consider that adequate insurance is held with AON. Procedures are in place to ensure compliance with health and safety of staff, volunteers and visitors to the Volunteer Centre's premises. During the year a review of the Charity's cash was undertaken and a decision made to open new bank accounts to minimise the risk of holding large cash balances with one Bank. The Charity now places funds with four Banks.

Organisational Structure

Volunteer Centre Southwark has a Management Committee who meet quarterly and are responsible for the strategic direction and policy of the charity. At present the Committee has eight members from a variety of personal and professional backgrounds relevant to the work of the charity. The Committee has set up two sub groups, the Finance and General Purposes and Human Resources groups which have delegated powers and review finance, policy development, staffing and other matters. The charity's Chief Executive, who is also the Company Secretary, attends Committee meetings to advise the Trustees, but has no voting rights. Other staff are invited to attend as and when required.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Chief Executive along with the Senior Management Team. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators and quality standards are met.

Objectives and Activities for the public benefit

Volunteer Centre Southwark is the local volunteer development agency for the London Borough of Southwark. 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.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

The charity's mission is to "promote more and better volunteering in Southwark". To achieve this Volunteer Centre Southwark 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

Volunteers in Action Southwark

Report of the Management Committee (continued) For the year ended 31st March 2009

- Influence volunteering policy at local and regional level to achieve increased volunteering and better management of volunteers
- Manage the organisation effectively within a given set of values.

An overview of the Centre's work in 2008-9

Despite the challenging financial and social environment, many of our projects are continuing to grow and flourish, and in a number of areas we are now building on our previous successes. For example, the Capital Volunteering project working with people with mental health issues, whose initial funding finished in 2008-9, is now continuing to grow and develop as a result of a new and successful grant application to Guy's and St Thomas' Charity Trust. In addition, we have continued to offer our work placement programme to long term unemployed residents building on achievements in previous years.

This year we developed the Centre's first strategic plan, and this has really helped us to take a long term, 5 year view, and to become much clearer about what we are aiming to achieve, and how we will know if we are achieving it. The process has helped Trustees, Managers, Staff and Volunteers come together to develop a shared vision and plan for the future.

As we had anticipated, our Business Volunteers project has experienced some reduction in client interest, due to the recession; we felt this particularly in the last quarter of the year. We are working closely with our corporate clients, and remain hopeful that businesses will continue to work with us in the future. In particular, we have done a considerable amount of development work to diversify our Business Volunteers project, to help build the sustainability of the Centre.

Everything that we have achieved is thanks to a very skilled and dedicated management and staff team, and to our highly motivated team of office volunteers, without whom we could not function. I am sure they will continue to achieve in the year ahead.

Our key achievements in 2008-9

- **We helped over 7000 people volunteer and get involved in the community**
- We worked with around **700** local groups
- **3691** new people registered with us to become volunteers
- The Active Citizens Hub reached **1200** people through its outreach
- **2,500** people volunteered over **14,000** hours of work through our Business Volunteers project. This equates to a total of over **£80,000** of labour being given
- Business Volunteers carried out **137** challenges from creating wildlife ponds to tea dances and 'make over's'
- **240** people were given additional support to volunteer through our Supported Volunteering and Work Experience projects
- We ran **60** training sessions

Volunteers in Action Southwark

Report of the Management Committee (continued)
For the year ended 31st March 2009

The Volunteer Centre comprises a team of 16 members of staff, 9 volunteers and 8 trustees. We are organised into three teams: Volunteer Services, The Active Citizens Hub and Business Volunteers which cover different areas of work and projects made possible through the support of various funders. An overview of this work is given below.

Volunteer Services

Volunteer Services is the team which delivers our core work and gives advice and support about volunteering. It helps voluntary groups find volunteers, helps people find out about what they can do as a volunteer and provides additional support for people who need it. Continued funding for our work experience and supported volunteering work has strengthened our programmes, and new funding for Good Practice work will help us to plug a gap in our services. Highlights include:

- **3691 new people registered** with us to find out about volunteering, the vast majority being Southwark residents
- **700 local groups:** We now work with over 700 groups, with 87 new organisations registering with us last year leading to the development of 207 new volunteering opportunities
- **Southwark Stars Awards:** At our annual event at the Hilton 72 Volunteers received awards who had collectively volunteered for 21,346 hours over the year
- **Volunteer Management Forum:** this is proving popular with over 20 groups attending each session

Volunteer Services: BOOST! Work Experience Project

- **Volunteering to increase employability:** This project provides a much needed way of helping unemployed residents volunteer with Third Sector groups as a way of building the skills and confidence people need to get back into work
- **A big demand!** This is a popular project with 163 new volunteers involved, 51 people going into training, 29 into employment, 76 into placements
- **Good partnership with Southwark Works:** This is key to the success of the project, with staff working from outreach bases in Southwark Works offices in Elephant and Castle Shopping Centre and the Castle Resource Centre. This ensures a holistic approach to getting people back into work
- **Established links with referrers,** such as hostels, mental health teams, vocational teams and Job Centre Plus
- **Development of a range of short-term work experience placements** within voluntary sector groups in Southwark, making it easy for people to get involved

Volunteers in Action Southwark

Report of the Management Committee (continued)
For the year ended 31st March 2009

Volunteer Services: Capital Volunteering and Supported Volunteering Project

- **Helping people with mental ill health to volunteer as a way of getting back on their feet:** this project has huge potential to help people and 80 mental health service users have accessed the project over the year
- **Thank you to Capital Volunteering and hurrah to Guy's and St Thomas' Charity Trust!** This was the last year of funding from Capital Volunteering who developed this area of our work, but very fortunately Guy's and St Thomas' trustees have agreed to fund this area of work to develop and expand the project
- **Easy access volunteering opportunities:** We have established volunteer taster sessions across a variety of mainstream volunteer involving organisations making it very easy for people to get involved
- **Great referral partners:** The project has established closer links with services such as homeless units, hostels, day centres and a continued working relationship with Southwark Works
- **New outreach office at Castle Resource:** kind support from Together has given us a permanent outreach space taking our services to people who can benefit from them
- **Reducing the stigma around mental health:** Volunteer involving organisations have become more open minded in regards to supporting and involving mental health service users as volunteers

The Active Citizens Hub

The Active Citizens Hub helps people to be active in the community. The Hub continues to develop from strength to strength, and this year we received national recognition for our work when we were asked to become the Take Part Pathfinder for London. This new funding helps us build on past work and enables us to build new partnerships and new ways of engaging the community. Highlights of the work include:

- **Rubina Malik named Active Citizen of the Year 2009:** At our annual Active Citizen of the Year Awards we recognised the achievements of many local activists from our 'Rising Star' young activist of the year to view givers and community group members. Rubina is a great inspiration to others from the sheer volume of projects and causes she is involved in
- **Letting people know what's going on:** Our outreach work has led to over 1200 people finding out what they could do in Southwark
- **Engaging hard to reach groups:** The Hub has carried out targeted work with many communities including Traveller, Polish, Latin American & Sierra Leonean. The Hub Supports them in holding events and consulting them on what the Hub can do to help them get more active in the community
- **Cafe Conversation Training** – bringing together 8 individuals from different cultures, ethnicities, faiths, social economic statuses and generations to be empowered to hold events for their peers in the community

Volunteers in Action Southwark

Report of the Management Committee (continued)
For the year ended 31st March 2009

- **Sustainable Communities Act:** 16 Activists attended a learning event about how the Sustainable Communities Act in Southwark impacts on the borough and them. This was organised in partnership with the Active Citizens Hub, as part of the Take Part Programme, for local citizen activists to find out more and put forward ideas
- **Youth Engagement:** Funding from Children in Need, V, Genesis, Family Mosaic and Hyde Housing enabled us to run some targeted youth engagement work. We got young people involved in issues affecting where they lived, and a series of easy access volunteering opportunities
- **Training:** This has remained a strong element of the Hub's work. Training has two main aims, to help people already active to become more effective at what they are doing, and to help people find out what they can do. We have an established training programme and we also run bespoke training for specific communities

Business Volunteers

This project aims to harness the 'brains and brawn' of the corporate sector. It is now one of our most established projects with a big demand for our services from both business partners and community groups. During the year the team has diversified the scope of what we can offer and how companies can support the community. Highlights include:

-
- **137 projects** were run with volunteer-involving organisations in Southwark, Lambeth and Lewisham
 - **2,500 volunteers** helped contribute almost 14,000 hours of work. Even based on just the National Minimum Wage this equates to a total of over £80,000 of labour being given.
 - **Free materials and resources for voluntary groups:** In addition to giving 'free' labour the businesses also contribute tools and materials to each project, which makes a huge difference – the majority of the projects simply would not go ahead without this continued support.
 - **A professional service for voluntary groups:** It can be tricky having a large group turn up at your voluntary group wanting to do something. We have a highly professional team that manage the whole process and ensure that both partners get what they need out of the experience. The team are skilled in ensuring that work is completed professionally whether it is decorating a hall or creating a hedgehog box.

Volunteers in Action Southwark

Report of the Management Committee (continued)
For the year ended 31st March 2009

Plans for Future Periods

We have just completed our Strategic Plan which covers the next 5 years. Each year work plans and a number of key performance indicators will be drawn from the plan to focus our work for the coming year. In general we are not looking to radically enlarge the charity and develop lots of new strands of work, but to enhance and improve the effectiveness of the work we are already doing.

In 2009-10 we plan to focus on:

Increasing our conversion rates: We want to increase the amount of people registering with us who go on and do something - from becoming a volunteer or active citizen or to a skills - based employer supported volunteering role.

Increasing the effectiveness of volunteer and active citizen involvement: We will provide more opportunities for groups to access training, advice and resources and introduce a Volunteer Management Good Practice Charter

Developing our new Website: We want to make it easier for people to find out about us and to enable us to monitor our activities more effectively.

Increasing the sustainability of the charity: We will look to improve and diversify our trading activities and our ability to deliver bespoke training and consultancy. We will look to collaborate more with other Volunteer Centres, GLV and local organisations. It is also important to us to find new premises that will support our growth and better involvement of volunteers in delivering our services.

Sustaining current work: We will look for funding to sustain our Work Experience and Supported Volunteering projects. We have already found funding through Guy's and St Thomas' Charity Trust to continue our Supported Volunteering work, and will look to fundraise to continue Work Experience.

Looking for funding to support our core work: We have already invested in our Volunteering Support Officer post as a way of improving our core work and increasing conversion rates. We have also been lucky to get funding from the City Bridge Trust to develop our good practice work and move from providing a reactive to a proactive service.

Thank you to our volunteers

Volunteers are key to how we work and deliver services. We would like to thank everyone that has volunteered with us over the last year, including:

Colin Coulson, Tracy Kaurr, Irene Harris, John Haydn -Jones, Tom Sloan, Gemma McDonald, Safina Deya, Elaine Etienne, Kehinde Ogunbesan, Celestina Oniye, Sharon Murphy and Kimberley Folan.

Volunteers in Action Southwark

**Report of the Management Committee (continued)
For the year ended 31st March 2009**

Thank you

A big thank you to everyone who have supported us in our mission to try and make volunteering easy in Southwark.

In particular we would like to thank our current funders including:

Southwark Council, Economic Development Team, Southwark Alliance, the Department of Communities and Local Government, CSV Capital Volunteering, Guy's and St Thomas' Charity Trust, BBC Children in Need, Genesis, Hyde Housing and Family Mosaic Housing Associations, V and Choice FM, City Bridge Trust, Ernst and Young, Barclays Bank, UBS, Madano Partnership, Kings College and Deutsche Bank.

We would also like to thank all our partners, and people who we work with including:

Margaret Fisher and the team at the Castle Resource Centre; Southwark Works; Nuala Conlan, Kevin Dykes and all the team at CIDU; Cllr Adele Morris; Cllr Paul Kiryakou, the former Mayor of Southwark; Cllr Eliza Mann; CAS; the Southwark Infrastructure Group; Nick Hervey and Sara Martin at South London and Maudsley NHS Foundation Trust; the Community Development Foundation.

Volunteers in Action Southwark

Report of the Management Committee (continued) For the year ended 31st March 2009

Financial Review

Results

The Charity had a deficit of £88,893 in 2008-9.

A large proportion of the year's deficit has been incurred through expenditure on a number of funded projects where grants recorded as income in previous years had not been fully spent in those previous years. In addition the level of Business Volunteers income generated, particularly in the final Quarter, was less than anticipated with the downturn in general economic activity.

In addition Trustees decided to make an additional investment in the core volunteer brokerage service through the continued employment of a staff member. This required funding from reserves in 2008-9 but Trustees don't anticipate a similar investment in the forthcoming year.

Reserves Policy

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy in line with Charity Commission guidelines whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the current expenditure.

Budgeted expenditure, excluding internal charges for 2009/10 is £771,053 and therefore the target is £ 192,763 to £ 385,526 in unrestricted funds. The reserves are needed to meet the working capital requirements of the charity, and to meet its legal obligations in the event of a significant drop in funding. The present level of unrestricted reserves available to the charity of £ 179,043 represents just under three months running costs, which whilst outside the Charity's target the Trustees consider acceptable given the current situation. The Trustees believe the current level of reserves are adequate and that within the foreseeable future the level of unrestricted reserves will be restored to above three months of running costs.

Designated Funds Policy

Within unrestricted reserves, the trustees have designated certain funds which were received during the year. As part of the annual budget process, the management committee will decide which monies, receivable from the various organisations, will be set aside for specific projects in furtherance of the charities objectives.

Auditors

In accordance with section 385 of the Companies Act 2006, a resolution proposing that FW Stephens be reappointed as auditors of the charitable company will be put to the Annual General Meeting.

Volunteers in Action Southwark

Report of the Management Committee (continued) For the year ended 31st March 2009

Responsibilities of the trustees

The Management Committee are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the 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 management committee should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- make judgments 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 company will continue on that basis.

The Management Committee is responsible for maintaining 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 Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Statement of disclosure to auditor

- So far as the Management Committee are aware, there is no relevant audit information of which the company's auditors are unaware, and
- They have taken all the steps that they ought to have taken as directors in order to make them aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Approved by the Management Committee on 26th August 2009 and signed on its behalf by:



Ms Claire Helman (Chair)

16/09/09

Volunteers in Action Southwark

Independent Auditors' Report To the members of Volunteers in Action Southwark

We have audited the financial statements of Volunteers in Action Southwark on pages 15 to 26 for the year ended 31st March 2009 which comprises the Statement of Financial Activities, the Balance Sheet and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company'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 company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members, as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of Volunteers In Action for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities on page 12.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, 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 transactions with the charity is not disclosed.

We report to you whether in our opinion the information given in the trustees' report is consistent with the financial statements.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 the 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 financial statements and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

Volunteers in Action Southwark

Independent Auditors' Report (continued) To the members of Volunteers in Action Southwark

We planned and performed our audit so as to obtain all 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, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31st March 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.
- The financial statements have been properly prepared in accordance with the Charities Act 1993.
- The information given in the trustee's report is consistent with the financial statements.

FW Stephens

FW Stephens

Chartered Accountants
Registered Auditors

24 Chiswell Street
London
EC1Y 4YX

17 SEPTEMBER 2009

Volunteers in Action Southwark

Statement of Financial Activities (including Income & Expenditure Account) for the year ended 31 March 2009

	Notes	Unrestricted Funds £	Restricted Funds £	Total funds 2009 £	Total funds 2008 £
Incoming resources:					
Income resources from generating funds					
<i>Voluntary Income</i>					
Grants and donations	2	52,180	-	52,180	67,768
<i>Investment Income</i>					
Bank interest received		10,883	-	10,883	14,716
Incoming resources from charitable activities	3	222,607	373,855	596,462	683,739
Total incoming resources		285,670	373,855	659,525	766,223
Resources expended:					
Cost of generating funds					
<i>Cost of generating voluntary income</i>	4	48,469	-	48,469	23,729
Cost of charitable activities	4	220,845	473,332	694,177	661,653
Governance costs	4	5,772	-	5,772	6,416
Total resources expended		275,086	473,332	748,418	691,798
Net (outgoing)/incoming resources before transfers	5	10,584	(99,477)	(88,893)	74,425
Gross transfers between funds	15	(75,190)	75,190	-	-
Net movement in funds for the year		(64,606)	(24,287)	(88,893)	74,425
Reconciliation of funds					
Total funds brought forward		243,649	57,853	301,502	227,077
Total funds carried forward	13-14	179,043	33,566	212,609	301,502

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 17 - 26 form part of these accounts

Volunteers in Action Southwark

Balance Sheet As at 31st March 2009

	Notes	2009		2008	
		£	£	£	£
Fixed assets					
Tangible assets	9		6,792		10,583
Current assets					
Debtors	10	96,461		141,203	
Cash at bank and in hand		292,864		256,067	
		389,325		397,270	
Current liabilities					
Creditors: amounts falling due within one year	11	(183,508)		(106,351)	
Net current assets			205,817		290,919
Net assets			212,609		301,502
Represented by:					
Unrestricted funds	13		179,043		243,649
Restricted funds	14		33,566		57,853
Total funds			212,609		301,502

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

Approved by the Directors and Trustees on 26th August 2009 and signed on their behalf.


Ms Claire Helman – Chair

16/09/09

The notes on pages 17 - 26 form part of these accounts

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2009

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and the Companies Act 1985.

b) Fund accounting

- Unrestricted funds can be used in accordance with the charitable objects at the discretion of the management committee.
- Designated funds are unrestricted funds earmarked by the trustees for particular purposes. The trustees decide which incoming funds to designate in order to match the budgeted annual expenditure expected on the particular projects.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. If this performance has not been satisfied by the year end, the related income is deferred.

d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred.

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes, including training.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and includes the audit fee and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2009

1. Accounting Policies (continued)

e) Fixed Assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years. Items of equipment are capitalised where the purchase price exceeds £500.

f) Operating Leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

g) Pension scheme

The charity contributes to a stakeholder pension scheme in respect of nine of its employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. Contributions payable are charged in the period to which they relate. In addition the charity contributes to two further personal pension schemes for individual members of staff.

2. Grants and donations

	Unrestricted	Restricted	2009 Total	2008 Total
	£	£	£	£
<i>Core (class)</i>				
Southwark Council	51,839	-	51,839	50,577
Other donations	<u>341</u>	<u>-</u>	<u>341</u>	<u>17,191</u>
Total	52,180	-	52,180	67,768

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2009

3. Incoming resources from charitable activities

	Unrestricted	Restricted	2009 Total	2008 Total
	£	£	£	£
<u>Volunteer Services (class)</u>				
BBC Children in Need	-	-	-	20,497
Capital Volunteering (CSV)	-	777	777	53,639
Genesis Community, Hyde Plus, Family Mosaic	-	-	-	11,250
Lloyds TSB Foundation	-	-	-	10,410
Off the Streets into Work (OSW)	-	-	-	3,125
Southwark Council	-	105,719	105,719	49,531
Southwark PCT	-	-	-	4,000
Training and events	21,035	-	21,035	15,746
<u>Hub(class)</u>				
BBC Children in Need	-	27,402	27,402	-
Genesis Community, Hyde Plus, Family Mosaic	-	7,500	7,500	-
Southwark Alliance	-	150,000	150,000	300,000
Take Part Pathfinder	-	75,000	75,000	-
Training and events	3,775	-	3,775	-
V Project GCap	-	7,457	7,457	-
<u>Business Volunteers (class)</u>				
Business Volunteers project	197,797	-	197,797	211,937
Training and events	-	-	-	3,604
Total	222,607	373,855	596,462	683,739

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2009

4. Total resources expended

		Basis of allocation	Voluntary Income (Core)	Business Volunteers	HUB	Volunteer Services	Governance (Core)	2009 Total	2008 Total
			£	£	£	£	£	£	£
Costs directly allocated to activities									
Staff costs	Direct	-	120,117	155,604	156,011	-	-	431,732	411,565
Service delivery	Direct	4,256	61,210	61,990	7,284	-	-	134,740	111,848
Staff expenses	Direct	2,394	3,341	4,840	3,743	-	-	14,318	15,461
Marketing	Direct	406	267	3,142	472	-	-	4,287	11,511
Equipment & IT	Direct	667	1,422	10,433	2,860	-	-	15,382	7,619
Insurance	Direct	249	573	879	691	-	-	2,392	2,726
Legal and professional	Direct	-	-	-	-	40	-	40	783
Audit fees	Direct	-	-	-	-	4,392	-	4,392	4,917
Trustees expenses	Direct	-	-	-	-	1,340	-	1,340	728
Bank charges	Direct	-	663	-	-	-	-	663	578
Support costs allocated to activities									
Staff/Management costs	Staff time		32,068	19,500	27,400	-	-	78,968	76,039
Premises	Per Head		7,261	13,405	15,756	19,449	-	55,871	44,845
Depreciation	Per Head		505	1,010	1,263	1,515	-	4,293	3,178
Total resources expended			48,469	220,845	281,307	192,025	5,772	748,418	691,798

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2009

5. Net incoming resources for the year

This is stated after charging:	2009	2008
	£	£
Depreciation	4,293	3,178
Auditors' remuneration – Audit	4,392	4,320
Auditors' Remuneration – Other	-	597
Operating lease rentals	19,375	19,375
	<u> </u>	<u> </u>

6. Staff costs and numbers

Staff costs were as follows:

	2009	2008
	£	£
Salaries and wages	420,327	414,231
Social security	42,774	42,931
Pension	15,853	19,796
Consultants' fees	<u>31,746</u>	<u>10,646</u>
Total	<u>510,700</u>	<u>487,604</u>

No employee received emoluments of more than £60,000.

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2009	2008
	No.	No.
Administration and support	2	2
Operational	<u>14</u>	<u>14</u>
	<u>16</u>	<u>16</u>

The charity operates a stakeholder pension scheme and administers contributions for 9 employees (2008: 11). The charity also makes contributions on behalf of 2 further employees (2008: 1) to other personal pension schemes. The total pension cost incurred by the charity for the year was £15,853 (2008: £19,796) and the charity owed £2,726 pension contributions as at the balance sheet date.

7. Trustee Remuneration

No members of the trustee board received remuneration during the year.

Expenses covering the cost of the Annual General Meeting and refreshments at Trustee meetings during the year totalled £1,340 (2008: £728).

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2009

8. Taxation

As a charity, Volunteers in Action Southwark is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

9. Tangible Fixed Assets

Cost	Office Equipment £
As 1 April 2008	22,339
Additions	502
Disposals	<u>(2,750)</u>
At 31 March 2009	<u>20,091</u>
Accumulated Depreciation	
As 1 April 2008	11,756
Charge for the year	4,293
Disposals	<u>(2,750)</u>
At 31 March 2009	<u>13,299</u>
Net book value	
At 31 March 2009	<u>6,792</u>
At 31 March 2008	<u>10,583</u>

The tangible fixed assets are all used for charitable purposes

10. Debtors

	2009 £	2008 £
Trade debtors	79,425	111,838
Prepayments	15,054	14,833
Accrued Income	356	13,780
Other debtors	<u>1,626</u>	<u>752</u>
Total	<u>96,461</u>	<u>141,203</u>

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2009

11. Creditors

	2009	2008
	£	£
Trade creditors	33,292	7,463
Accruals	10,583	9,829
Grants payable	-	10,561
Deferred income (note 12)	118,765	58,225
Taxation and social security	<u>20,868</u>	<u>20,273</u>
Total	<u>183,508</u>	<u>106,351</u>

12. Deferred income

	As at 1 April 2008	Income received in year	Amount recognised in SOFA	As at 31 March 2009
	£	£	£	£
Grants and donations	-	52,180	52,180	-
Investment income	-	10,883	10,883	-
Charitable activities	<u>58,225</u>	<u>657,002</u>	<u>596,462</u>	<u>118,765</u>
Total	<u>58,225</u>	<u>720,065</u>	<u>659,525</u>	<u>118,765</u>

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2009

13. Unrestricted funds

	At 1 April 2008	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2009
	£	£	£	£	£
General funds:					
Core (class)	192,675	63,063	(54,241)	(38,409)	163,088
Designated funds:					
Business Volunteers (class)	35,228	197,797	(220,845)	-	12,180
Hub (class)	-	3,775	-	-	3,775
Volunteer Services (class)	<u>15,746</u>	<u>21,035</u>	<u>-</u>	<u>(36,781)</u>	<u>-</u>
Total unrestricted funds	243,649	285,670	(275,086)	(75,190)	179,043

Unrestricted funds:

Core (class) – This fund has general objects for any charitable or administrative purpose relating to the organisation. It includes a £51,839 core strategic grant from Southwark Council, as well as unrestricted donations and interest.

Business Volunteers (class) – The trustees have designated funds generated by the business volunteers project to fund the Business Volunteers Manager and Business Volunteers Assistant roles and associated running costs.

Hub (class) - This fund includes income arising from providing outside training and events and the Trustees have designated these funds to partly fund the Active Citizens Hub Manager role and associated running costs

Volunteer Services (class) – This fund includes income arising from providing outside training and events and the Trustees have designated these funds to partly fund the Volunteer Services Manager role and associated running costs.

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2009

14. Restricted funds

	At 1 April 2008	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2009
	£	£	£	£	£
Restricted funds:					
Volunteer Services (class)	9,289	106,496	(192,025)	76,240	-
Hub (class)	<u>48,564</u>	<u>267,359</u>	<u>(281,307)</u>	<u>(1,050)</u>	<u>33,566</u>
Total restricted funds	57,853	373,855	(473,332)	75,190	33,566

Restricted funds:

Volunteer Services (class) – This fund consists of a number of grants received by the charity to fund specific projects within the Volunteer Service division. These grants include:

- *Capital Volunteering (CSV)* – via the South London and Maudsley NHS Trust (SLAM) funded a supported volunteer project co-ordinator.
- *Southwark Council* – funded the Work Experience BOOST! project to support people who are long term unemployed to find volunteering opportunities

Hub (class) – The objects of this restricted *Southwark Alliance* funded project (£150,000) was to continue the work of "Active Citizens Hub", the aims of which are to enable the local citizens of Southwark to be more active in the community.

In January 2009 the Hub was awarded a three year Take Part grant from the Community Development Foundation with a £75,000 grant for 2008-9. This was to act as the local Pathfinder for the London region, an initiative established by the Department for Communities and Local Government to build the skills and confidence of local people so they can pursue civic activism, community leadership and lay governance roles.

In addition during the year the work of the Youth Volunteer Coordinator was transferred to the Hub class with the following grants:

- *BBC Children in Need* – part funding the post of Youth Volunteering Co-ordinator.
- *vProject G Cap* – to fund a Dip in Days project for short term taster volunteering opportunities for young people in Southwark
- *Genesis Community, Hyde Plus and Family Mosaic* – these local Housing Associations are together part funding the post of Youth Volunteering Co-ordinator and associated costs relating to a project to get young people involved in their local community.

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2009

15. Transfer between funds

Transfers were made as follows:

- A transfer between Restricted funds and Unrestricted funds of £75,190 to reflect the costs incurred of unfunded posts within the Volunteer Services class, offset by designated fund income of £36,781
- A transfer of £1,050 arising from the transfer of the Youth volunteering project from the Volunteer Services class to the Hub class during the year

16. Analysis of Net Assets Between Funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible fixed assets	799	1,598	4,395	6,792
Current assets	170,817	98,334	120,174	389,325
Current liabilities	<u>(8,528)</u>	<u>(83,977)</u>	<u>(91,003)</u>	<u>(183,508)</u>
Net assets at 31 March 2009	163,088	15,955	33,566	212,609

17. Operating lease commitments

The company has obligations under operating leases to pay the following rentals during the next year in respect of land and buildings.

Leases expire:	2009	2008
	£	£
Between 0 – 1 years	4,844	13,334

The company is currently extending its lease rental on the premises currently occupied with a three month period of notice.

18. Control

The charity is controlled by its trustees.

Volunteers in Action Southwark

Management Information Detailed Income and Expenditure Account For the year ended 31st March 2009

Incoming resources	2009 £	2008 £
Grants	52,180	67,768
Bank interest	10,883	14,716
Charitable activity income	596,462	683,739
Total income	<u>659,525</u>	<u>766,223</u>
Resources expended		
Auditors remuneration	4,392	4,917
Bank charges	663	578
Equipment	15,382	7,619
Insurance	2,392	2,726
Trustees expenses	1,340	728
Marketing	4,287	11,511
Staff Expenses	14,318	15,461
Rent / premises	50,631	41,510
Staff costs	510,700	487,604
Telephone	5,240	3,335
Service Delivery	134,740	111,848
Legal & professional fees	40	783
Total expenditure	<u>744,125</u>	<u>688,620</u>
Net (outgoing)/incoming resources for the year excluding depreciation	(84,600)	77,603
Depreciation	(4,293)	(3,178)
Net (outgoing)/incoming resources for the year	<u>(88,893)</u>	<u>74,425</u>

This statement does not form part of the statutory audited accounts