

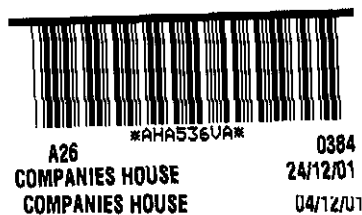
# **VOLUNTEERS IN ACTION SOUTHWARK**

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

**FOR THE YEAR ENDED 31 MARCH 2001**

**COMPANY NUMBER 3218745  
CHARITY NUMBER 1060581**

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



**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)  
David Frederick (Treasurer)  
Eileen Conn  
Fay Hall  
John Hanby Holmes  
David Kitchen  
Daniel Adele-Leigh  
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:**

**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**

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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 2001**

The Directors present their report and the Financial Statements for the year ended 31 March 2001.

**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:

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

**Development, activities and achievements this year**

This year, while the core services of Volunteers in Action Southwark (**via**) continued unabated, the foundations were laid for a new phase in the development of the organisation in 2001.

A major achievement of the year was the successful establishment of Southwark Cares, which celebrated its first year of operation in August 2000. By December 2000 the number of employee volunteers engaged by Southwark Cares had reached 1000, thanks particularly to the committed support of the organisation's founding employer partners,

## VOLUNTEERS IN ACTION SOUTHWARK

### DIRECTORS' AND TRUSTEES' REPORT

#### FOR THE YEAR ENDED 31 MARCH 2001 (continued)

PriceWaterhouseCoopers, Barclays and Southwark Council. A considerable number of voluntary and community organisations and schools in the borough had benefited both from team challenges and the longer-term involvement of individual volunteers.

The number of prospective volunteers approaching *via* through its continuing volunteer referral service also increased substantially, particularly as a result of the establishment of TimeBank, a national initiative supported by the BBC and the Government's Active Community Unit, which uses television to raise awareness of the opportunities available for voluntary work. A total of 562 people approached, or were referred to, *via*, an increase of 35% on the previous year (or 7%, if the TimeBank referrals are omitted). Excluding the TimeBank referrals, for which less statistical information is available, the profile remained similar to previously, with 60% in the 18-34 age range, nearly 70% from black and ethnic minority communities, and 32% categorising themselves as seeking work. It is to the considerable credit of the staff that this service was not only maintained, but expanded, despite there being no dedicated member of staff, following the expiry of the funding for the Volunteer Coordinator's post in early 2000.

The Information and Good Practice project funded by Bridge House Estates Trust Fund reached a satisfactory conclusion with the completion and publication of a Good Practice Guide on the recruitment and management of volunteers. The foundations were laid by Teresa Crook, and brought to fruition by Dionne Nelson. Good practice was also the theme of two training seminars in November 2000, organised as part of the Millennium Festival, which attracted 120 participants in all.

On a wider canvas, *via* representatives continued to play an active part in the development of Greater London Volunteering, as well as collaborating with other boroughs through Capital Cares, and other less formal links.

While Southwark Council continued to provide invaluable core support for the Director's post, the future of *via* as a viable organisation depended on successful new fundraising, to replace the project grants which expired during the year. In the event, the combined efforts of the Director, Karen Sumner, and the Development Director of Southwark Cares, John Barkus, were strikingly successful. In the early part of 2001, three-year grants were secured from the Community Fund (formerly National Lottery Charities Board), the Bridge House Estates Trust Fund, and the Cross River Partnership. These provided for the creation of posts of Volunteer Development Managers working with Individuals, Groups and Organisations, and with Businesses, as well as establishing the post of Business Involvement Manager on a new basis. In addition a number of trusts and companies made welcome smaller grants and donations towards the organisation's current costs. As a result, the year's finances were sound, allowing a small surplus of £5,525 to be added to the General Reserve. Expenditure exceeded income for the year, the explanation being that funding had been received for the Southwark

## **VOLUNTEERS IN ACTION SOUTHWARK**

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

**FOR THE YEAR ENDED 31 MARCH 2001 (continued)**

*Via's* small but dedicated staff were ably supported by a committed and stable Management Committee. However, it is with great sadness that we report the tragically early death of *via's* Vice Chair, Bill Barker, in January 2001. Bill had been a stalwart supporter of *via* from its early days, and his wise counsel is sorely missed.

#### **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 (deceased January 2001), Eileen Conn, John Hanby Holmes, David Kitchen, Fay Hall, Daniel Adele-Leigh, David Federick, Sean Risdale, Alison White (resigned October 2000), and Shazia Hussein (appointed November 2000).

#### **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. 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 Director and Trustees on 9<sup>th</sup> November 2001 and signed on their behalf



Charles Woodd  
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.

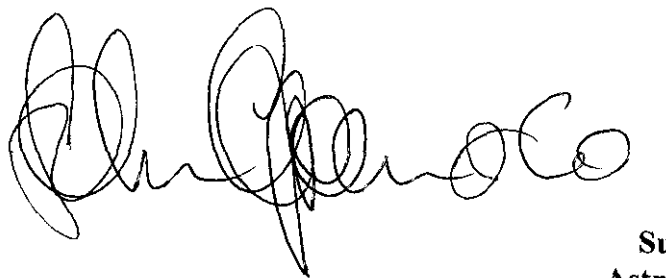
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the Financial Statements are free from material misstatement, whether caused by fraud or other irregularity 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 2001 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**

**Friday 9<sup>th</sup> November 2001**



**Suite 2.16**  
**Astra House**  
**Arklow Road**  
**London SE14 6EB**

# VOLUNTEERS IN ACTION SOUTHWARK

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2001

### SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted	Restricted	Total 2001	Total 2000
INCOMING RESOURCES		£	£	£	£
Grants	2	44,746	46,450	91,196	154,691
Deferred grant		-	-	-	28,000
Interest Received		3,212	-	3,212	1,283
Donations		4,258	11,031	15,289	10,000
Other Income		4,622	-	4,622	6,030
<b>TOTAL INCOME</b>		<b>56,838</b>	<b>57,481</b>	<b>114,319</b>	<b>200,004</b>
<b>RESOURCES EXPENDED</b>					
<b>Direct Charitable Expenditure:</b>					
Promotion of Voluntary Work	3	45,924	78,359	124,283	146,545
<b>Other expenditure</b>					
Fundraising and Publicity		2,084	10,694	12,778	1,706
Management and Administration	4	3,305	1,051	4,356	4,042
<b>TOTAL EXPENDITURE</b>		<b>51,313</b>	<b>90,104</b>	<b>141,417</b>	<b>152,293</b>
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR</b>		<b>5,525</b>	<b>(32,623)</b>	<b>(27,098)</b>	<b>47,711</b>
Funds B/fwd 31 March 2000		17,316	38,781	56,097	8,386
<b>FUNDS C/fwd 31 MARCH 2001</b>		<b>£ 22,841</b>	<b>£ 6,158</b>	<b>£ 28,999</b>	<b>£ 56,097</b>

There were no recognised gains or losses for 2001 or 2000 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 2001

	Note	£	2001 £	£	2000 £
<b>FIXED ASSETS</b>					
Tangible assets	7		500		999
<b>CURRENT ASSETS</b>					
Debtors	8	530		14,897	
Cash at bank and in hand		40,290		42,504	
		40,820		57,401	
<b>CREDITORS:</b>					
Amounts falling due within one year	9	(12,321)		(2,303)	
<b>NET CURRENT ASSETS</b>			28,499		55,098
<b>TOTAL ASSETS</b>					
<b>LESS CURRENT LIABILITIES</b>			<b>£ 28,999</b>		<b>£ 56,097</b>
<b>FUNDS:</b>					
Unrestricted Funds:					
General Funds			22,841		17,316
Restricted Funds	10		6,158		38,781
<b>TOTAL FUNDS</b>			<b>£ 28,999</b>		<b>£ 56,097</b>

Approved by the Directors and Trustees on 9<sup>th</sup> November 2001 and signed on their behalf.

  
 .....  
 Dave Frederick  
 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 2001**

**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: Accounting by Charities (issued October 1995).

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 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 in producing materials to promote the charity and to raise its profile.

## **VOLUNTEERS IN ACTION SOUTHWARK**

### **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2001 (continued)**

#### **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.

## VOLUNTEERS IN ACTION SOUTHWARK

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2001 (continued)

#### 2. GRANTS

	Unrestricted £	Restricted £	2001 £	2000 £
Southwark Council - Strategic Services	44,746	10,000	54,746	43,719
Southwark Council - SRB	-	-	-	34,000
National Lottery Charities Board	-	-	-	29,211
Bridge House Estates Trust	-	29,000	29,000	-
Southwark Cares (Business in the Community)	-	-	-	35,000
Home Office	-	-	-	12,761
Awards for All	-	4,950	4,950	-
Lloyds TSB Foundation	-	2,500	2,500	-
	<hr/>	<hr/>	<hr/>	<hr/>
	44,746	46,450	91,196	154,691
Add: Deferred Grant (Bridge House Estates Trust)	-	-	-	28,000
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>£ 44,746</b>	<b>£ 46,450</b>	<b>£ 91,196</b>	<b>£ 182,691</b>
	<hr/>	<hr/>	<hr/>	<hr/>

#### 3. DIRECT CHARITABLE EXPENDITURE:

##### Promotion of Voluntary Work

	Unrestricted £	Restricted £	Total 2001 £	Total 2000 £
Salaries and pension	31,299	50,175	81,474	83,103
Video Contract	-	-	-	31,007
Events	81	4,639	4,720	-
Consultancy/Short-term Projects	2,148	4,057	6,205	-
Rent	2,017	4,033	6,050	6,623
Materials and Equipment	300	1,026	1,326	3,382
Training for Voluntary Organisations	206	4,530	4,736	375
Telephone	848	1,920	2,768	2,298
Printing Post and Stationery	2,181	5,386	7,567	6,867
Staff Training	688	445	1,133	3,644
Recruitment	-	-	-	5,568
Repairs	3,426	304	3,730	-
Depreciation	499	-	499	499
Other Costs	2,231	1,844	4,075	3,179
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>£ 45,924</b>	<b>£ 78,359</b>	<b>£ 124,283</b>	<b>£ 146,545</b>
	<hr/>	<hr/>	<hr/>	<hr/>

**VOLUNTEERS IN ACTION SOUTHWARK**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2001 (continued)**

**4. MANAGEMENT AND ADMINISTRATION**

	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
Salaries	1,543	1,453
Audit	1,234	1,198
Bank charges	453	247
Other Management and Administration	1,126	1,144
	<hr/>	<hr/>
	<b>£ 4,356</b>	<b>£ 4,042</b>
	<hr/>	<hr/>

**5. STAFF COSTS**

Staff costs during the year were:	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
Salaries and wages	75002	76,784
Social security costs	7,588	7,581
Other pension costs	427	192
	<hr/>	<hr/>
	<b>£ 83,017</b>	<b>£ 84,557</b>
	<hr/>	<hr/>

The average number of employees during the year was 3 (2000 - 3)

**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 TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2001 (continued)**

### **7. TANGIBLE FIXED ASSETS**

	<b>Computer Equipment £</b>
<b>Cost:</b>	
At 1 April 2000	1,998
Additions	-
	<hr/>
At 31 March 2001	1,998
	<hr/>
<b>Depreciation:</b>	
At 1 April 2000	999
Charge for the Year	499
	<hr/>
At 31 March 2001	1498
	<hr/>
<b>Net Book Value:</b>	
At 31 March 2001	<b>£ 500</b>
	<hr/>
At 31 March 2000	<b>£ 999</b>
	<hr/>

### **8. DEBTORS**

	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
<b>Due within one year</b>		
Prepayments	530	2,136
Trade Debtors	-	-
Grant - Home Office	-	12,761
	<hr/>	<hr/>
	<b>£ 530</b>	<b>£ 14,897</b>
	<hr/>	<hr/>

# **VOLUNTEERS IN ACTION SOUTHWARK**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2001 (continued)**

### **9. CREDITORS**

	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
Amounts falling due within one year:		
Trade Creditors	2,668	604
Accruals	1,392	1,699
Taxation and Social Security	6,614	-
Other Creditors	1,647	-
	<hr/>	<hr/>
	<b>£12,321</b>	<b>£ 2,303</b>
	<hr/>	<hr/>

### **10. RESTRICTED FUNDS**

Movement on the Charity's Restricted Funds were:

	<b>At 1 April 2000 £</b>	<b>Transfers Between Funds £</b>	<b>In- coming £</b>	<b>Out- going £</b>	<b>At 31 March 2001 £</b>
Volunteers Newsletter	2,147	(2,147)	-	-	-
Video and Conference	10,964	-	-	10,826	138
Good Practice Project	4,156	2,147	29,250	31,108	4,445
Southwark Cares	21,514	-	28,231	48,170	1,575
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<b>£ 38,781</b>	<b>£ -</b>	<b>£ 57,481</b>	<b>£ 90,104</b>	<b>£ 6,158</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

### **11. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted Fund £</b>	<b>Restricted Fund £</b>	<b>Total £</b>
Tangible Fixed Assets	500	-	500
Current Assets	34,662	6,158	40,820
Creditors	(12,321)	-	(12,321)
	<hr/>	<hr/>	<hr/>
<b>TOTAL NET ASSETS</b>	<b>£ 22,841</b>	<b>£ 6,158</b>	<b>£ 28,999</b>
	<hr/>	<hr/>	<hr/>