

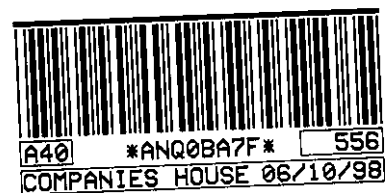
VOLUNTEERS IN ACTION SOUTHWARK

DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 1998

**COMPANY NUMBER 3218745
CHARITY NUMBER 1060581**

*** * * * ***



**John Green & Co
Certified Accountants**

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

VOLUNTEERS IN ACTION SOUTHWARK

Directors and Trustees:

Charles Woodd (Chair)
Pauline Bovington (Treasurer)
Bill Barker (Vice Chair)
Hilary Pincott (Secretary)
Eileen Conn
Fay Hall
John Holmes
David Kitchen

Company Secretary:

Hilary Pincott

Company No:

3218745

Charity No:

1060581

Registered Office:

48 Willowbrook Road
Lower Ground Floor
Peckham
London SE15 6BW

Auditors:

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

Bankers:

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

VOLUNTEERS IN ACTION SOUTHWARK

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VOLUNTEERS IN ACTION SOUTHWARK

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 1998

The Directors present their report and the Financial Statements for the year ended 31 March 1998.

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

The year saw the successful consolidation and development of all the activities initiated in the previous year, as well as a number of further initiatives. The staff remained unchanged until the end of January 1998 when Christina Tueje left to take up another position. She was replaced by Teresa Crook on a temporary contract, in view of the uncertainty of funding for the post.

VOLUNTEERS IN ACTION SOUTHWARK

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 1998 (continued)

The main achievements of the year were:

- A further increase in the number of potential volunteers contacting VIAS to a total of 439 for the year.
- The organisation of nine training events, which were attended by 91 people. Subjects included: inducting and training your volunteers, monitoring and evaluating your volunteer programme, finding the volunteers you need, communication skills for volunteers, being an assertive volunteer. Some were targeted at volunteers and some at voluntary and community organisations.
- Practical advice and consultancy was provided to 27 organisations, on such topics as recruiting and selecting volunteers, screening volunteers, devising a training plan for volunteers and paying volunteers expenses.
- Continuous development of our computerised database of volunteers, voluntary and community organisations and volunteering opportunities. This was brought into full use, and is constantly updated and added to.
- We undertook a local research project for the Camberwell Safer Cities Project, which focused on volunteering on the D'Eynsford and Elmington Estates. The conclusions from the research received considerable publicity in national journals, as well as providing useful evidence for the development of VIAS' work.
- We published the first two issues of a regular Newsletter.
- We organised a programme of events for Volunteers Week in June 1997, and special events for International Womens Week, Black History Month and Gay Pride.
- We organised a process for monitoring the effectiveness of our volunteer referral service, through the regular dissemination of reply postcards to all volunteers referred on by VIAS, three months after their interview.
- The Volunteer Co-ordinators' Forum met four times during the year. Following falling attendance, its contents and format was reviewed in the light of a survey of interested organisations.

In order to ensure that the interests of voluntary and community organisations in the borough are best served, we have collaborated closely with the Steering Group of Southwark Action for Voluntary Organisations to co-ordinate our activities and services.

VOLUNTEERS IN ACTION SOUTHWARK

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 1998 (continued)

Future Developments

Considerable thought has been given during the last year to possible ways in which to expand our activities, so as better to fulfil our aims. These are summarised below and are the subject of bids for additional funding which have either been submitted or are in preparation:

- Extending the reach of our volunteer referral service through the appointment of three Mobile Volunteering Co-ordinators,
- Development and dissemination of good practice materials on volunteering,
- Expansion of our consultancy service to voluntary and community organisations with regard to volunteering policies and practices,
- Publication of a regular newsletter,
- Expansion of our training programme, and exploration of the possibilities of accreditation of some courses within it.

We will also be seeking larger and more accessible premises, particularly if our bids for additional funding are successful

Transactions and Financial Position

Although our Make a Difference grant expired in November 1997, we were able to use £21,000 from our designated reserve to meet the shortfall on salary costs for the rest of the year. As a result, at the end of the year, our reserves were significantly reduced. However, we were successful in obtaining a substantially increased grant towards our core costs for 1998/9 from Southwark Council, which compensated for the loss of Home Office funding. As a result, we have, with use of some of the remaining reserves, been able to continue at our present level of activity well into the 1998/9 financial year. We are hopeful that, if our fundraising programme is successful and with continuing core support from Southwark Council, we will be able both to maintain our core activities and undertake our planned developments in the future.

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; Audrey Hyde-Chambers (resigned 18 September 1997); Kitty Leek (resigned 18 September 1997); Dennry McDonald (resigned 24 February 1998) Monica Mahabier (resigned 18 June 1998) David Kitchen (appointed 18 September 1997) Sarah Ireland (appointed 18 September 1997, resigned 24 March 1998) Fay Hall (appointed 18 September 1997) and Pauline Bovington (appointed 20 November 1997)

VOLUNTEERS IN ACTION SOUTHWARK

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 1998 (continued)

Statement of Trustees' Responsibilities

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

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

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

Approval

This report was approved by the Directors and Trustees on 10 September 1998 and signed on their behalf



Hilary Pincott
Director and Trustee

VOLUNTEERS IN ACTION SOUTHWARK

AUDITORS' REPORT TO THE MEMBERS OF VOLUNTEERS IN ACTION SOUTHWARK

We have audited the financial statements on pages 6 to 13 which have been prepared under the historical cost convention and the accounting policies set out on pages 8 and 9.

Respective Responsibilities of Trustees and Auditors

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

Basis of Opinion

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

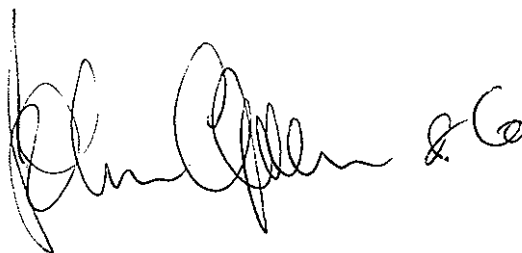
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the Financial Statements are free from material misstatement, whether caused by fraud or other irregularity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

Opinion

In our opinion the Financial Statements give a true and fair view of the state of the charity's affairs as at 31 March 1998 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

5 October
..... 1998



471 - 473 New Cross Road
London SE14 6TA

VOLUNTEERS IN ACTION SOUTHWARK

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 1998

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted	Restricted	Total 1998	Total 1997
INCOMING RESOURCES		£	£	£	£
Grants	2	75000	9950	84950	77135
Interest Received		1830	-	1830	285
Other Income		1109	-	1109	119
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL INCOME		77939	9950	87889	77539
		<hr/>	<hr/>	<hr/>	<hr/>
RESOURCES EXPENDED					
Direct Charitable Expenditure:					
Promotion of Voluntary Work	3	98483	6587	105070	63729
Other expenditure					
Fundraising and Publicity		1008	-	1008	55
Management and Administration	4	2987	-	2987	3258
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURE		102478	6587	109065	67042
		<hr/>	<hr/>	<hr/>	<hr/>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		(24539)	3363	(21176)	10497
Transfers Between Funds		3877	(3877)	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		(20662)	(514)	(21176)	10497
Other Recognised Gains and Losses					
Net Assets taken over at the date of incorporation		-	-	-	30762
		<hr/>	<hr/>	<hr/>	<hr/>
NET MOVEMENT ON FUNDS		(20662)	(514)	(21176)	41259
Funds at 31 March 1997		40745	514	41259	-
		<hr/>	<hr/>	<hr/>	<hr/>
FUNDS AT 31 MARCH 1998		20083	-	£ 20083	£ 41259

There were no recognised gains or losses for 1997 or 1996 other than those included in the Statement of Financial Activities.

The notes on pages 8 to 13 form part of these Financial Statements

VOLUNTEERS IN ACTION SOUTHWARK

BALANCE SHEET AS AT 31 MARCH 1998

	Note	£	1998 £	£	1997 £
FIXED ASSETS					
Tangible assets	7		-		2322
CURRENT ASSETS					
Debtors	8	4896		896	
Cash at bank and in hand		17024		52509	
			21920	53405	
CREDITORS:					
Amounts falling due within one year	9	(1837)		(14468)	
NET CURRENT ASSETS			20083		38937
TOTAL ASSETS					
LESS CURRENT LIABILITIES			£ 20083		£ 41259
FUNDS					
Unrestricted Funds					
General Funds			1083		745
Designated Funds	11		19000		40000
Restricted Funds	10		-		514
TOTAL FUNDS			£ 20083		£ 41259

Approved by the Directors and Trustees on 10 September 1998 and signed on their behalf.



 Charles Woodd
 Director and Trustee

The notes on pages 8 to 13 form part of these Financial Statements

VOLUNTEERS IN ACTION SOUTHWARK
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 1998

1. ACCOUNTING POLICIES

1.1 Basis of preparation of Financial Statements

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

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

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

Volunteers in Action Southwark was incorporated as a company limited by guarantee on 1 July 1996. The comparative figures are for the 9 month period from 1 July 1996 to 31 March 1997.

1.2 Grants

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

1.3 Value Added Tax

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

1.4 Tangible Fixed Assets and Depreciation

Tangible Fixed Assets are stated at cost less depreciation.

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

Computer Equipment	25% Straight Line Basis
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VOLUNTEERS IN ACTION SOUTHWARK
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 1998 (continued)

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 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 1998 (continued)

2. GRANTS

	1998 £	1997 £
Home Office (Make a Difference Local Volunteer Development Agency Grants Programme)	35000	45000
Southwark Council - Strategic Services	7957	6265
Southwark Council - SRB	32043	23250
Department of National Heritage	-	2620
Southwark Safer Cities	9950	-
	<hr/>	<hr/>
	£ 84950	£ 77135
	<hr/>	<hr/>

3. DIRECT CHARITABLE EXPENDITURE:
Promotion of Voluntary Work

	1998 £	1997 £
Salaries	68152	42082
Consultancy/Short-term Projects	6901	3138
Recruitment	-	1703
Rent	5500	4386
Office Equipment	2881	2479
Training for Voluntary Organisations	2258	1153
Telephone	1260	1223
Printing Post and Stationery	6961	4133
Staff Training	1200	1155
Advertising and Publicity	5511	115
Depreciation	-	774
Other Costs	4446	1388
	<hr/>	<hr/>
	£ 105070	£ 63729
	<hr/>	<hr/>

VOLUNTEERS IN ACTION SOUTHWARK
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 1998 (continued)

4. MANAGEMENT AND ADMINISTRATION

	1998	1997
	£	£
Salaries	1092	1124
Audit	1116	1116
Bank charges	64	102
Other Management and Administration	715	916
	<hr/>	<hr/>
	£ 2987	£ 3258
	<hr/>	<hr/>

5. STAFF COSTS

Staff costs during the year were:	1998	1997
	£	£
Salaries and wages	62452	39206
Social security costs	6250	4000
Other pension costs	542	-
	<hr/>	<hr/>
	£ 69244	£ 43206
	<hr/>	<hr/>

The average number of employees during the year was 3 (1997 - 3)

6. TRUSTEES REMUNERATION AND EXPENSES

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

VOLUNTEERS IN ACTION SOUTHWARK
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 1998 (continued)

7. TANGIBLE FIXED ASSETS

	Computer Equipment £
Cost:	
At 1 April 1997	3096
Additions	Nil
Loss due to theft	3096
	—
At 31 March 1998	Nil
	—
Depreciation:	
At 1 April 1997	774
Adjustment on loss	774
	—
At 31 March 1998	Nil
	—
Net Book Value:	
At 31 March 1998	£ Nil
	—
At 31 March 1997	£ 2322
	—

8. DEBTORS

	1998 £	1997 £
Due within one year		
Prepayments	526	896
Trade Debtors	290	-
Grant - Southwark Safer cities	4080	-
	—	—
	£ 4896	£ 896
	—	—

VOLUNTEERS IN ACTION SOUTHWARK
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 1998 (continued)

9. CREDITORS

	1998	1997
	£	£
Amounts falling due within one year:		
Trade Creditors	308	1869
Grant paid in advance	-	10870
Accruals	1529	1624
Other Creditors	-	105
	<hr/>	<hr/>
	£ 1837	£ 14468
	<hr/>	<hr/>

10. RESTRICTED FUNDS

Movement on the Charity's Restricted Funds were:

	At 1 April 1997	Incoming	Outgoing	Transfer to Unrestricted Fund	At 31 March 1998
		£	£	£	£
Voluntary Organisation Training Safer Cities	514	-	514	-	-
Volunteering Project	-	9950	6073	3877	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	£ 514	£ 9950	£ 6587	£ 3877	£ -
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

11. DESIGNATED FUNDS

At 31 March 1997	40000
Transferred during the year:	
Towards salaries	(21000)
	<hr/>
At 31 March 1998	£ 19000
	<hr/>

The Trustees have designated the balance at 31 March 1998 towards the cost of salaries in 1998/9.