

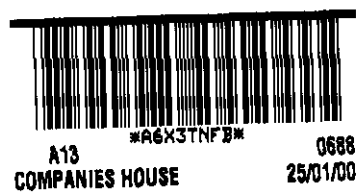
VOLUNTARY ACTION CARDIFF

Company Number 3336421

REPORT AND FINANCIAL STATEMENTS

PERIOD ENDED 31ST MARCH 1999

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VOLUNTARY ACTION CARDIFF

YEAR ENDED 31ST MARCH 1999

Company Information

Directors/Trustees

Byron Hughes
Maxine Smilie
Valda Levett
Percy Smith
Mutale Nyoni
Mohammed Yusuf
Clive Curtis
Nigel England
Abdi Karim Adam
Suzanne Smith
Mike Phillips
Salah Mohammed
Claire Norman
Mary Newman
Irene John
Dennis Daymond-John MBE
June Burke
Peter Trevett
Tony Darwent

Secretary:

Alan Bull

Registered Office:

3rd Floor, Shand House,
2 Fitzalan Place,
Cardiff, CF2 1BD

Auditors:

Zeidman & Davis,
Chartered Certified Accountants,
Registered Auditors,
Lawrence House,
Cardiff Road,
Caerphilly, CF83 1GE

Bankers:

Unity Trust Bank Plc,
4 The Square,
111 Broad Street,
Birmingham, B15 1AR

Company Number:

3336421

Charity Number:

1068623

VOLUNTARY ACTION CARDIFF

YEAR ENDED 31ST MARCH 1999

DIRECTORS/TRUSTEES' REPORT

The directors/trustees present their report with the accounts for the Charitable Company for the year ended 31st March 1999.

Principal Activities

The principal activity is to provide advice and support to voluntary organisations in the Cardiff Area.

Review of Activities

A summary of the income and expenditure for the period is given on page 5 of the accounts.

The Board of Voluntary Action Cardiff are satisfied that the organisation continues to provide key support and development services to members and potential members. The demands placed upon the Charity are increasing at a greater pace than our resources. Whilst the directors/trustees will continue to strive to meet these needs, we will need to be realistic about what is achievable in supporting the Voluntary Sector in Cardiff and continue to be heavily dependent on the organising support of our various funders whose support we gratefully appreciate.

Directors

The Directors in office during the year under review were:

Byron Hughes	Mike Phillips
Maxine Smillie	Salah Mohammed
Valda Levett	Claire Norman
Percy Smith	Mary Newman
Mutale Nyoni	Irene John
Mohammed Yusuf	Dennis Daymond-John MBE
Clive Curtis	June Burke
Nigel England	Peter Trevett
Abdi Karim Adam	Tony Darwent
Suzanne Smith	

Directors/Trustees responsibility for the Financial Statements

Company law requires the Directors/Trustees 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 and of the incoming resources and application of resources, including the income and expenditure of the company for that period. In preparing those financial statements, the Directors/Trustees are required to:-

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue to operate.

VOLUNTARY ACTION CARDIFF

YEAR ENDED 31ST MARCH 1999

DIRECTORS/TRUSTEES' REPORT (Continued)

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

Company Status

The Company is a registered charity, number 1068623 (Note 1) and is a company limited by guarantee with no share capital (Note 2).

Fixed Assets

Acquisitions and disposals of fixed assets are shown in the Notes to the accounts.

Auditors

The Auditors, Zeidman and Davis, will be proposed for re-appointment in accordance with Section 385, Companies Act 1985.

APPROVED BY THE BOARD OF DIRECTORS: 29/10/99

SIGNED ON BEHALF OF THE BOARD

[Signature]
Secretary

AUDITORS' REPORT TO THE MEMBERS OF

VOLUNTARY ACTION CARDIFF

YEAR ENDED 31ST MARCH 1999

We have audited the financial statements for the period ended 31st March 1999 set out on pages 4 to 11 which have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets, and the accounting policies set out on page 7.

Respective Responsibilities of Directors/Trustees and Auditors

As described on page 2, the charitable company's directors/trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion on those statements, based on our audit, 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 an 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 in the preparation of the financial statements, and an assessment of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit in order to obtain all the information and explanations which we considered necessary to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, 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 charitable company's affairs as at 31st March 1999 and of its incoming resources and application of resources, including its income and expenditure, in the period then ended, and have been properly prepared in accordance with the Companies Act 1985.

Zeidman & Davis

**ZEIDMAN & DAVIS,
Chartered Certified Accountants and Registered Auditors,
Lawrence House,
Caerphilly, CF83 1GE**

Dated:

29/10/99

VOLUNTARY ACTION CARDIFF

STATEMENT OF FINANCIAL ACTIVITIES **FOR THE YEAR ENDED 31ST MARCH 1999**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 1999 £	Total Funds 1998 £
INCOME AND EXPENDITURE					
Incoming Resources:					
Donations		-	1,686	1,686	-
Grants	5(a)	234,619	113,205	347,824	305,981
Other Income	5(b)	17,178	597	17,775	23,156
Interest Received and other investment income	5(c)	7,804	1,689	9,493	6,749
Total Incoming Resources		259,601	117,177	376,778	335,886
Resources expended:					
Direct Charitable	6(a)	207,618	123,580	331,198	191,865
Fundraising and Publicity	6(b)	1,853	503	2,356	6,090
Management and Administration of the Charity	6(c)	17,321	12,549	29,870	130,874
Total Resources Expended		226,792	136,632	363,424	328,829
Movement in Funds		32,809	(19,455)	13,354	7,057
Balances brought forward		24,832	48,021	72,853	65,796
Transferred from Intervol		83		83	-
Balances carried forward		57,724	28,566	86,290	72,853

VOLUNTARY ACTION CARDIFF

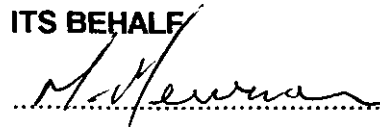
BALANCE SHEET AS AT 31ST MARCH 1999

	Note	1999		1998	
		£	£	£	£
FIXED ASSETS	7		7,289		-
CURRENT ASSETS					
Debtors and Prepayments	8(a)	20,835		1,319	
Cash at Bank	8(b)	89,210		111,561	
Cash in Hand		476		178	
		<u>110,521</u>		<u>113,058</u>	
CREDITORS:					
Amounts falling due within one year	9(a)	<u>31,520</u>	<u>79,001</u>	<u>40,205</u>	<u>72,853</u>
			86,290		
NET CURRENT ASSETS					72,853
Provision for liabilities and charges	9(b)		-		-
			<u>86,290</u>		<u>72,853</u>
RESERVES					
Restricted Funds	10		28,566		48,021
Unrestricted Funds			57,724		24,832
			<u>86,290</u>		<u>72,853</u>

The financial statements have been prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small companies.

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE 2.3).

APPROVED BY THE COUNCIL ON 29/10/99 AND SIGNED ON ITS BEHALF

 Chairman

VOLUNTARY ACTION CARDIFF

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 1999

1. Charitable Status

The Company is a registered charity under the Charities Act 1993 and is accordingly exempt from taxation on its charitable activities.

2. Liabilities of Members

The Council is limited by guarantee and has no share capital. The Memorandum of Association provides that every member is liable to contribute a sum not exceeding £1 in the event of the company being wound up while he is a member or within one year of ceasing to be a member.

3. Financial statements

It is considered that the analysis of Income and Expenditure shown in the Financial Statements is more informative than that required by the Companies Act 1985.

A review of how the charity categorises expenditure into Direct Charitable, Fundraising and Management and Administration costs has been undertaken. It was felt that some expenditure was categorised as management and administration but due to the nature of the charity and objectives of the organisation, the expenditure should be categorised as direct charitable.

4. Accounting Policies

a) Basis of Accounting

The accounts have been prepared under the historical cost convention and in accordance with the Companies Act 1985.

b) Fixed Assets

Previously Fixed Assets were written off to the Income and Expenditure Account. This was not in accordance with SSAP 12 Accounting for Depreciation. The charity's accounting policy has been changed to take account of SSAP 12 and now capitalises Fixed Asset expenditure.

Depreciation is provided on fixed assets at rates calculated to reduce the balance sheet value to the estimated residual value of each asset, over its expected life. The rates used are:

Fixtures, Fittings and Office Equipment (including computers) - 25% on cost

c) Income

Bank deposit interest is included as income on an accruing basis.

Donations are included when they are received.

Grants are included in the year to which they relate.

d) Stocks

No account has been taken of stocks of publications or stationery.

VOLUNTARY ACTION CARDIFF

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 1999

4. Accounting Policies (Continued)

e) Leased Assets

Rental costs arising under operating leases are charged to the Income and Expenditure Account in the year to which they relate.

f) Pension Costs

The Company makes payments to defined contribution schemes for the benefit of certain employees. The assets of such schemes are held separately from those of the Company in independently administered funds. The pension cost charge represents contributions payable by the Company to the schemes during the year.
There were no arrears at the Balance Sheet date.

g) Cash Flow

The accounts do not include a cash flow statement because the Company, as a small reporting entity is exempt from the requirement to prepare such a Statement under Financial Reporting Standard 1: Cash Flow Statements.

5. INCOME

	Unrestricted Funds	Restricted Funds	1999 Total Funds	1998 Total Funds
	£	£	£	£
a) Grants:				
Cardiff City Council	110,210	57,459	167,669	158,708
Lloyds TSB	-	3,550	3,550	-
Atlantic Foundation	-	500	500	-
Wales Council for Voluntary Action	100,307	11,194	111,501	105,008
Bro Taf Health Authority	15,000	10,172	25,172	15,000
Welsh Office	9,102	15,000	24,102	15,526
Cardiff Bay	-	7,000	7,000	-
Vale of Glamorgan County Council	-	8,330	8,330	11,739
	<u>234,619</u>	<u>113,205</u>	<u>347,824</u>	<u>305,981</u>
b) Other Income:				
Management Fees	3,974	-	3,974	3,950
Rent	2,400	-	2,400	1,200
Membership	1,740	-	1,740	1,970
Other Sundry Income	9,064	597	9,661	16,036
	<u>17,178</u>	<u>597</u>	<u>17,775</u>	<u>23,156</u>
c) Interest Received and other Investment Income:				
Bank Deposit Interest	<u>7,804</u>	<u>1,689</u>	<u>9,493</u>	<u>6,749</u>

VOLUNTARY ACTION CARDIFF

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 1999

6. EXPENDITURE	Unrestricted Funds £	Restricted Funds £	Total 1999 £	Total 1998 £
a) Direct Charitable:				
Salaries, National Insurance & Pensions	161,822	59,850	221,672	148,225
Video Production Costs	-	-	-	100
Videos	-	-	-	170
Publications and Subscriptions	3,065	597	3,662	1,085
Welsh Office Slippage 1996/97	-	-	-	4,027
Membership Fees	326	-	326	773
Staff Travel, Subsistence and Accommodation	605	1,546	2,151	2,580
Catering	1,641	900	2,541	2,204
Venues	516	3,916	4,432	397
Training	2,565	1,202	3,767	2,884
Postages	4,444	820	5,264	3,071
Printing, Stationery and Photocopying	7,939	4,697	12,636	5,684
Telephones	3,082	1,598	4,680	2,670
Rent, Rates, Heat and Light	23,111	7,401	30,512	15,022
Recruitment	1,230	34	1,264	2,507
Group Training	1,040	-	1,040	194
Translation Costs	(1,061)	60	(1,001)	848
Carers/Volunteers Expenses	85	874	959	224
Conference Speaker	-	200	200	200
Capital Expenditure	(8,864)	(1,552)	(10,416)	-
Cleaning	1,317	1,166	2,483	-
Depreciation	1,893	415	2,308	-
Insurance	185	1,650	1,835	-
Repairs, Renewals and Maintenance	2,336	120	2,456	-
Sundry	341	10,760	11,101	-
Cardiff City Council	-	3,930	3,930	-
World Aids Day Grant	-	600	600	-
Atlantic Foundation Grant	-	500	500	-
CLIP Donation	-	300	300	-
Transfer to Black Voluntary Sector Network	-	21,996	21,996	-
	<u>207,618</u>	<u>123,580</u>	<u>331,198</u>	<u>191,865</u>
b) Fundraising and Publicity:				
Salaries, National Insurance & Pensions	572	-	572	2,606
Printing, Stationery and Photocopying	1,160	-	1,160	2,500
Staff Travel, Subsistence & Accommodation	-	-	-	84
Training	-	-	-	40
Publicity	105	503	608	12
Recruitment	16	-	16	-
Translation Costs	-	-	-	848
	<u>1,853</u>	<u>503</u>	<u>2,356</u>	<u>6,090</u>

VOLUNTARY ACTION CARDIFF

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 1999

6. EXPENDITURE (Continued)

	Unrestricted Funds £	Restricted Funds £	Total 1999 £	Total 1998 £
c) Management and Administration:				
Salaries, National Insurance & Pensions	11,586	6,178	17,764	60,949
Audit Fees	1,410	571	1,981	1,778
Bank Charges	(33)	124	91	32
Publications and Subscriptions	341	-	341	723
Welsh Office Slippage 1996/97	-	-	-	2,684
Management Fees	-	5,174	5,174	3,950
Staff Travel, Subsistence & Accommodation	151	106	257	555
Training	-	-	-	1,804
Repairs, Renewals and Maintenance	123	6	129	5,361
Postages	234	43	277	1,209
Insurance	6	43	49	777
Printing, Stationery and Photocopying	204	54	258	8,827
Cleaning	232	206	438	2,097
Telephones	108	17	125	1,341
Rent, Rates, Heat and Light	1,217	-	1,217	14,373
Board Expenses	652	-	652	473
Recruitment	-	-	-	4,874
Sundry	378	-	378	1,289
Legal and Professional Fees	31	-	31	20
Office Subsistence	581	5	586	584
Project Evaluation	-	-	-	500
Depreciation	100	22	122	
Capital Expenditure:				
Furniture and Equipment	-	-	-	4,365
Computers	-	-	-	6,309
Welsh Office Slippage 1997/98	-	-	-	6,000
	<u>17,321</u>	<u>12,549</u>	<u>29,870</u>	<u>130,874</u>

d) Analysis of Total Resources Expended:

	Staff Costs £	Other £	Depn. and Profit on Sales £	Total £
Direct Charitable Expenditure	227,590	101,300	2,308	331,198
Fundraising and Publicity	572	1,784	-	2,356
Management and Administration Expenditure	18,021	11,727	122	29,870
	<u>246,183</u>	<u>114,811</u>	<u>2,430</u>	<u>363,424</u>

VOLUNTARY ACTION CARDIFF

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 1999

7. FIXED ASSETS

	Furniture Fittings & Office Equipment £	Total £
Cost:		
Opening Balance	-	-
Transfer from Income & Expenditure Account	8,281	8,281
Additions	1,438	1,438
Closing Balance	<u>9,719</u>	<u>9,719</u>
Depreciation		
Opening Balance	-	-
Charge in year	2,430	2,430
Closing Balance	<u>2,430</u>	<u>2,430</u>
Net Book Value:		
At 31st March 1999	<u>7,289</u>	<u>7,289</u>
At 31st March 1998	<u>-</u>	<u>-</u>
	1999 £	1998 £

8. ASSETS

a) Debtors

Grants Receivable	17,056	-
Sundry Debtors	3,779	1,319
	<u>20,835</u>	<u>1,319</u>

b) Cash at Bank

	<u>89,210</u>	<u>111,561</u>
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Part of the cash at bank is held in respect of restricted funds (Note 9).

VOLUNTARY ACTION CARDIFF

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 1999

	1999 £	- 1998 £
9. LIABILITIES		
a) Creditors: Amounts falling due within one year		
Bank Overdraft	3,633	-
Other Creditors and Accruals	27,887	40,205
	<u>31,520</u>	<u>40,205</u>
b) Provisions for liabilities and charges	-	-
c) Capital Commitments	-	-

10. RESTRICTED FUNDS

	Balance as at 01.04.98 £	Movement in Reserves Incoming £	Outgoing £	Balance as at 31.3.99 £
Carers Development Project	10,848	37,125	40,101	7,872
Housing Access Project	13,037	31,894	41,144	3,787
Yemeni Community Association	2,683	11,342	14,346	(321)
Anti-Poverty Network	(418)	515	11	86
Volunteering Forum	710	-	142	568
Disability Forum	2,555	-	1,172	1,383
Children & Families Forum	14	5	-	19
Black Voluntary Sector Network	246	22,000	22,439	(193)
Community Development Network	619	-	-	619
Male Rape Group	480	-	-	480
Learning Difficulties Forum	12,787	1,504	4,355	9,936
Cardiff Youth Housing & Homelessness	358	387	-	745
HIV/AIDS (Core)	1,804	11,070	11,986	888
HIV/AIDS (Deaf)	2,298	-	-	2,298
Atlantic Foundation	-	500	500	-
CLIP	-	300	300	-
Disabled Access	-	135	-	135
Disabled Women's Conference	-	400	136	264
	<u>48,021</u>	<u>117,177</u>	<u>136,632</u>	<u>28,566</u>

11. EXECUTIVE COMMITTEE

No members of the executive committee receive any emoluments from the Council.

12. The closing balance on the unrestricted funds has been ring fenced for the following:
Redundancy liability, maternity leave pay, capital replacement and the building up of a reserve sufficient to cover three months operating costs.