

**VOLUNTARY ACTION CARDIFF**

**Company Number 3336421**

**REPORT AND FINANCIAL STATEMENTS**

**PERIOD ENDED 31ST MARCH 1998**

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## VOLUNTARY ACTION CARDIFF

### Company Information

<b>Directors:</b>	Mary Newman (Chair) Irene John (Vice Chair) Peter Trevett Byron Hughes Naomi Alleyne June Burke Dennis Daymond-John Angela Ross-Phillips Maxine Smillie Nigel England James Bright (resigned November 1997)
<b>Secretary:</b>	Alan Bull
<b>Registered Office:</b>	3rd Floor, Shand House, 2 Fitzalan Place, Cardiff, CF2 1BD
<b>Auditors:</b>	Zeidman & Davis, Chartered Certified Accountants, Registered Auditors, Lawrence House, Cardiff Road, Caerphilly, CF83 1GE
<b>Bankers:</b>	Unity Trust Bank Plc, 4 The Square, 111 Broad Street, Birmingham, B15 1AR
<b>Company Number:</b>	3336421
<b>Charity Number:</b>	1068623

## VOLUNTARY ACTION CARDIFF

### DIRECTORS' REPORT

The directors present their report with the accounts for the Council for the period ended 31st March 1998.

#### **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.

#### **Dividend**

The directors do not recommend the payment of a dividend.

#### **Directors**

The Directors in office during the year under review were:

Mary Newman	Dennis Daymond-John
Irene John	Angela Ross-Phillips
Peter Trevett	Maxine Smillie
Byron Hughes	Nigel England
Naomi Alleyne	James Bright (resigned November 1997)
June Burke	

#### **Directors responsibility for the Financial Statements**

Company law requires the Directors 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 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.

The Directors 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.

**VOLUNTARY ACTION CARDIFF**

**DIRECTORS' REPORT** (Continued)

**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 Note 8 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: ..... 12/7/98 .....

SIGNED ON BEHALF OF THE BOARD

.....  
Secretary

## AUDITORS' REPORT TO THE MEMBERS OF

### VOLUNTARY ACTION CARDIFF

We have audited the financial statements for the period ended 31st March 1998 set out on pages 4 to 12 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 and Auditors**

As described on page 2, the charitable company's directors 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 1998 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: 3 *August* 1998

# VOLUNTARY ACTION CARDIFF

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 1998

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 1998 £
<b>INCOME AND EXPENDITURE</b>				
Incoming Resources:				
Grants	5(a)	237,834	68,147	305,981
Other Income	5(b)	21,617	1,539	23,156
Interest Received and other investment income	5(c)	<u>4,578</u>	<u>2,171</u>	<u>6,749</u>
<b>Total Incoming Resources</b>		<u>264,029</u>	<u>71,857</u>	<u>335,886</u>
Resources expended:				
Direct Charitable	6(a)	141,991	49,874	191,865
Fundraising and Publicity	6(b)	5,980	110	6,090
Management and Administration of the Charity	6(c)	<u>100,947</u>	<u>29,927</u>	<u>130,874</u>
<b>Total Resources Expended</b>		<u>248,918</u>	<u>79,911</u>	<u>328,829</u>
Movement in Funds				
Balances brought forward		15,111	(8,054)	7,057
(Transferred from Intervol)		<u>9,721</u>	<u>56,075</u>	<u>65,796</u>
<b>Balances carried forward</b>		<u>24,832</u>	<u>48,021</u>	<u>72,853</u>

**VOLUNTARY ACTION CARDIFF**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31ST MARCH 1998**

	Note	1998 £
Gross Income of Continuing Operations		335,886
Non Charitable trading activities net income		<u>-</u>
<b>Total Income of Continuing Operations</b>		335,886
Total Expenditure of Continuing Operations	6(c)	<u>328,829</u>
<b>Net (expenditure)/income for the year before adjustments</b>		7,057
Unrealised gain on investments		<u>-</u>
<b>Net (expenditure)/income for the year</b>		<u><u>7,057</u></u>

**VOLUNTARY ACTION CARDIFF**

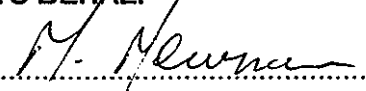
**BALANCE SHEET AS AT 31ST MARCH 1998**

	Note	£	£
<b>FIXED ASSETS</b>	7(a)		-
<b>CURRENT ASSETS</b>			
Investments	7(b)	-	
Debtors and Prepayments	7(c)	1,319	
Cash at Bank	7(d)	111,561	
Cash in Hand		178	
		<u>113,058</u>	
<b>CREDITORS:</b>			
<b>Amounts falling due within one year</b>	7(e)	<u>40,205</u>	<u>72,853</u>
<b>NET CURRENT ASSETS</b>			72,853
Provision for liabilities and charges	7(f)		-
			<u>72,853</u>
<b>RESERVES</b>			
Restricted Funds	9		48,021
Unrestricted Funds			<u>24,832</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  
ITS BEHALF

*17/4/98*  
 Chairman

AND SIGNED ON

*17/4/98*



**VOLUNTARY ACTION CARDIFF**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31ST MARCH 1998**

**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.

**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**

The whole cost of capital expenditure has been charged to the Income and Expenditure Account when incurred. This treatment does not comply with the Statement of Standard Accounting Practice No. 12; Accounting for Depreciation, which requires the cost of fixed assets to be written off over their expected useful lives.

**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.

**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.

**VOLUNTARY ACTION CARDIFF**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31ST MARCH 1998**

**4. Accounting Policies (Continued)**

**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**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
<b>a) Grants:</b>			
Welsh Office	15,526	-	15,526
Cardiff County Council	107,000	51,708	158,708
Wales Council for Voluntary Action	100,308	4,700	105,008
Bro Taff Health Authority	15,000	-	15,000
Vale of Glamorgan County Council	-	11,739	11,739
	<u>237,834</u>	<u>68,147</u>	<u>305,981</u>
<b>b) Other Income:</b>			
Management Fees	3,950	-	3,950
Rent	1,200	-	1,200
Membership	1,970	-	1,970
Other Sundry Income	14,497	1,539	16,036
	<u>21,617</u>	<u>1,539</u>	<u>23,156</u>
<b>c) Interest Received and other Investment Income:</b>			
Bank Deposit Interest	<u>4,578</u>	<u>2,171</u>	<u>6,749</u>

# VOLUNTARY ACTION CARDIFF

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 1998

### 6. EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total 1998 £
<b>a) Direct Charitable:</b>			
Salaries, National Insurance & Pensions	103,415	44,810	148,225
Printing Materials	1,809	319	2,128
Video Production Costs	-	100	100
Videos	-	170	170
Publications and Subscriptions	875	210	1,085
Welsh Office Slippage 1996/97	4,027	-	4,027
Membership Fees	773	-	773
Staff Travel, Subsistence and Accommodation	810	1,770	2,580
Catering	1,512	692	2,204
Venues	397	-	397
Training	1,675	1,209	2,884
Postages	3,071	-	3,071
Photocopying	2,556	-	2,556
Telephones	2,670	-	2,670
Rent, Rates, Heat and Light	15,022	-	15,022
Recruitment	2,435	72	2,507
Group Training	194	-	194
Translation Costs	750	98	848
Carers/Volunteers Expenses	-	224	224
Conference Speaker	-	200	200
	<u>141,991</u>	<u>49,874</u>	<u>191,865</u>
<b>b) Fundraising and Publicity:</b>			
Salaries, National Insurance & Pensions	2,606	-	2,606
Outside Printing	2,500	-	2,500
Staff Travel, Subsistence & Accommodation	84	-	84
Training	40	-	40
Publicity	-	12	12
Translation Costs	750	848	848
	<u>5,980</u>	<u>860</u>	<u>6,090</u>

# **VOLUNTARY ACTION CARDIFF**

## **NOTES TO THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31ST MARCH 1998**

### **6. EXPENDITURE (Continued)**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 1998 £</b>
<b>c) Management and Administration:</b>			
Salaries, National Insurance & Pensions	54,455	6,494	60,949
Audit Fees	1,175	603	1,778
Bank Charges	32	-	32
Stationery	5,676	2,337	8,013
Publications and Subscriptions	583	140	723
Welsh Office Slippage 1996/97	2,684	-	2,684
Management Fees	-	3,950	3,950
Staff Travel, Subsistence & Accommodation	555	-	555
Training	1,675	129	1,804
Office Equipment Repairs	53	-	53
Postages	768	441	1,209
Insurance	292	485	777
Photocopying	639	175	814
Cleaning	1,229	868	2,097
Telephones	667	674	1,341
Rent, Rates, Heat and Light	6,438	7,935	14,373
Maintenance	5,308	-	5,308
Board Expenses	473	-	473
Recruitment	1,977	2,897	4,874
Sundry	592	697	1,289
Legal and Professional Fees	20	-	20
Office Subsistence	533	51	584
Project Evaluation	-	500	500
Capital Expenditure:			
Furniture and Equipment	2,814	1,551	4,365
Computers	6,309	-	6,309
Welsh Office Slippage 1997/98	6,000	-	6,000
	<u>100,947</u>	<u>29,927</u>	<u>130,874</u>

### **d) Analysis of Total Resources Expended:**

	<b>Staff Costs £</b>	<b>Other £</b>	<b>Depn. and Profit on Sales £</b>	<b>Total £</b>
Direct Charitable Expenditure	104,225	87,640	-	191,865
Fundraising and Publicity	2,690	3,400	-	6,090
Management and Administration Expenditure	55,010	75,864	-	130,874
	<u>161,925</u>	<u>166,904</u>	<u>-</u>	<u>328,829</u>

- e) Welsh Office Slippage 1996/97 is expenditure on Publications and includes £1,342 of publications donated to Vale Council for Voluntary Services.

**VOLUNTARY ACTION CARDIFF**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 1998**

1998  
£

**7. ASSETS**

**a) Debtors**

Sundry Debtors

1,319

**b) Cash at Bank**

111,561

Part of the cash at bank is held in respect of restricted funds (Note 9).

**8. LIABILITIES**

**a) Creditors: Amounts falling due within one year**

Other Creditors and Accruals

40,205

**b) Provisions for liabilities and charges**

-

**c) Capital Commitments**

-

**9. RESTRICTED FUNDS**

	From Interval	Movement in Reserves		Balance as
	£	Incoming	Outgoing	at 31.3.98
	£	£	£	£
Carers Development Project	17,366	25,747	32,265	10,848
Housing Access Project	20,146	35,806	42,915	13,037
Yemeni Community Association	-	4,308	1,625	2,683
Anti-Poverty Network	-	60	478	(418)
Volunteering Forum	150	922	362	710
Disability Forum	3,518	132	1,095	2,555
Children & Families Forum	(5)	25	6	14
Black Voluntary Sector Network	-	400	154	246
Community Development Network	619	-	-	619
Male Rape Group	480	-	-	480
Learning Difficulties Forum	8,772	4,157	142	12,787
Cardiff Youth Housing & Homelessness	358	-	-	358
HIV/AIDS (Core)	1,964	300	460	1,804
HIV/AIDS (Deaf)	2,707	-	409	2,298
	<u>56,075</u>	<u>71,857</u>	<u>79,911</u>	<u>48,021</u>

**10. EXECUTIVE COMMITTEE**

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

**11. 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.

The closing balance on the carers development project has been ring fenced for major events in the early part of 1998 and the forecasted rapid expansion of the project and associated costs such as carers expenses.