

VOLUNTARY ACTION CARDIFF

Company Number 3336421

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2000

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VOLUNTARY ACTION CARDIFF

COMPANY INFORMATION
YEAR ENDED 31 MARCH 2000

Directors/Trustees:	Mary Newman (Chair) Irene John (Vice Chair) Byron Hughes Claire Norman Peter Trevett June Burke Maxine Smillie Suzanne Smith Salah Mohammed Percy Smith Dennis Daymond-John, MBE Abdi Karim Adan Jaswant Singh
Secretary:	Alan Bull
Registered Office:	3rd Floor Shand House 2 Fitzalan Place Cardiff CF24 0BE
Auditors:	Zeidman & Davis Chartered Accountants Registered Auditors Lawrence House Clive Street 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

DIRECTORS'/TRUSTEES REPORT **FOR THE YEAR ENDED 31 MARCH 2000**

The directors/trustees present their report with the accounts for the Charitable Company for the year ended 31 March 2000.

Principal Activities

The principal activity of the charity 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 again increasing at a greater pace than its resources. Whilst the directors/trustees will continue to strive to meet these needs, they will be realistic about what is achievable in supporting the Voluntary Sector in Cardiff and continue to be heavily dependent on the organising support of the various funders, whose support is gratefully appreciated.

Directors/Trustees

The directors/trustees in office during the year under review were:

Mary Newman (Chair)	Percy Smith
Irene John (Vice Chair)	Dennis Daymond-John, MBE
Byron Hughes	Abdi Karim Adan
Claire Norman	Jaswant Singh
Peter Trevett	Clive Curtis (Resigned 22/09/1999)
June Burke	Valda Levett (Resigned 22/09/1999)
Maxine Smillie	Tony Darwent (Resigned 25/01/2000)
Suzanne Smith	Marie Pryce (Resigned 28/03/2000)
Salad Mohammed	Nigel England (Resigned 03/04/2000)

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:-

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

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 the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

VOLUNTARY ACTION CARDIFF

DIRECTORS'/TRUSTEES REPORT (Continued)
FOR THE YEAR ENDED 31 MARCH 2000

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 & Davis, will be proposed for re-appointment in accordance with Section 385, Companies Act 1985.



APPROVED BY THE BOARD OF DIRECTORS/TRUSTEES ON 18.10.2000
AND SIGNED ON ITS BEHALF BY:

Mr A Bull
Secretary

AUDITORS' REPORT TO THE MEMBERS OF

VOLUNTARY ACTION CARDIFF

We have audited the financial statements on pages 5 to 12 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities, under the historical cost convention and on the basis of accounting policies set out on page 7.

Respective Responsibilities of Directors/Trustees and Auditors

As described to you 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 31 March 2000 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 Companies Act 1985.

Zeidman & Davis

Zeidman & Davis

Chartered Accountants and Registered Auditors

Lawrence House

Clive Street

Caerphilly

CF83 1GE

Dated: 18.10.2000

VOLUNTARY ACTION CARDIFF**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31 MARCH 2000

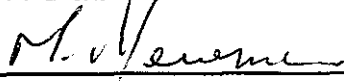
	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2000 £	Total Funds 1999 £
INCOME AND EXPENDITURE					
Incoming Resources:					
Donations		-	-	-	1,686
Grants	5.	241,716	222,831	464,547	347,824
Other Income	6.	30,405	445	30,850	17,775
Interest Received and other Investment Income	7.	7,839	1,411	9,250	9,493
Total Incoming Resources		279,960	224,687	504,647	376,778
Resources Expended:					
Direct Charitable	8.	181,635	194,496	376,131	331,198
Fundraising and Publicity	9.	4,751	165	4,916	2,356
Management and Administration of the Charity	10.	14,408	17,672	32,080	29,870
Total Resources Expended		200,794	212,333	413,127	363,424
Movement in Funds					
Balances brought forward		79,166	12,354	91,520	13,354
Transferred from Intervol		57,724	28,566	86,290	72,853
Balances carried forward		28,774	-	28,774	83
		165,664	40,920	206,584	86,290

VOLUNTARY ACTION CARDIFF**BALANCE SHEET AS AT 31 MARCH 2000**

	Note	2000		1999	
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	12.		13,865		7,289
CURRENT ASSETS					
Debtors and prepayments	13.	49,484		20,835	
Cash at Bank	14.	229,674		89,210	
Cash in Hand		422		476	
		<u>279,580</u>		<u>110,521</u>	
CREDITORS: Amounts falling due within one year	15.	<u>86,861</u>		<u>31,520</u>	
			<u>192,719</u>		<u>79,001</u>
NET CURRENT ASSETS			206,584		86,290
CREDITORS: Amounts falling due after more than one year			-		-
			<u>206,584</u>		<u>86,290</u>
RESERVES					
Restricted Funds	18.	92,745		29,080	
Restricted Funds deficit balance	18.	<u>(51,825)</u>		<u>(514)</u>	
			40,920		28,566
Unrestricted Funds	20.		<u>165,664</u>		<u>57,724</u>
			<u>206,584</u>		<u>86,290</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and the Financial Reporting Standard for Smaller Entities (Effective March 2000).

APPROVED BY THE BOARD OF DIRECTORS/TRUSTEES ON 18.10.2000 AND SIGNED
ON ITS BEHALF BY



Chair

VOLUNTARY ACTION CARDIFF

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 MARCH 2000**

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 charity is a company limited by guarantee and has no share capital. The Memorandum and Articles of Association provide 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 of 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

The accounts have been prepared under the historical cost convention and in accordance with the Companies Act 1995.

Fixed Assets

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 equipment - 25% on cost

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.

Stocks

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

Leased Assets

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

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.

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.

VOLUNTARY ACTION CARDIFF**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 MARCH 2000**

	Unrestricted Funds £	Restricted Funds £	2000 Total Funds £	1999 Total Funds £
5. Grants receivable				
Cardiff City Council	110,210	103,495	213,705	167,669
Lloyds TSB	-	-	-	3,550
Atlantic Foundation	-	-	-	500
Wales Council for Voluntary Action	105,332	33,992	139,324	111,501
Bro Taf Health Authority	15,842	61,328	77,170	25,172
National Assembly for Wales (Formerly Welsh Office)	10,332	10,000	20,332	24,102
Cardiff Bay Corporation	-	-	-	7,000
Vale of Glamorgan County Council	-	9,475	9,475	8,330
Other small grants	-	4,541	4,541	-
	241,716	222,831	464,547	347,824
6. Other Income				
Management Fees	14,611	-	14,611	3,974
Rent	-	-	-	2,400
Membership Fees	-	-	-	1,740
Other Sundry Income	15,794	445	16,239	9,661
	30,405	445	30,850	17,775
7. Interest Received and Other Investment Income				
Bank Deposit Interest	7,839	1,411	9,250	9,493

VOLUNTARY ACTION CARDIFF**NOTES TO THE FINANCIAL STATEMENTS (Continued)**
FOR THE YEAR ENDED 31 MARCH 2000

	Unrestricted Funds £	Restricted Funds £	2000 Total Funds £	1999 Total Funds £
8. Direct Charitable Expenditure				
Salaries, National Insurance and Pensions	121,199	148,622	269,821	221,672
Publications and Subscriptions	1,948	1,177	3,125	3,662
Membership Fees	654	-	654	326
Staff Travel, Subsistence and Accommodation	3,336	8,061	11,397	2,151
Catering	1,900	1,073	2,973	2,541
Venues	900	257	1,157	4,432
Training	1,364	686	2,050	3,767
Postages	4,705	1,485	6,190	5,264
Printing, Stationery and Photocopying	11,245	5,062	16,307	12,636
Telephones and Fax	2,782	1,854	4,636	4,680
Rent, Rates, Heat and Light	18,027	12,195	30,222	30,512
Recruitment	2,093	5,281	7,374	1,264
Group Training	2,636	2,734	5,370	1,040
Translation Costs	-	97	97	(1,001)
Carers/Volunteers Expenses	-	366	366	959
Carers Event	-	903	903	-
Conference Speakers	-	-	-	200
Capital Expenditure	-	-	-	(10,416)
Cleaning	1,156	537	1,693	2,483
Depreciation	3,910	942	4,852	2,308
Insurance	-	655	655	1,835
Repairs, Renewals and Maintenance	2,698	491	3,189	2,456
Sundry Expenses	1,082	1,518	2,600	11,101
Cardiff City Council	-	-	-	3,930
World Aids Day Grant	-	500	500	600
Atlantic Foundation Grant	-	-	-	500
CLIP Donation	-	-	-	300
Transfer to Black Voluntary Sector Network	-	-	-	21,996
	181,635	194,496	376,131	331,198
9. Fundraising and Publicity Expenditure				
Salaries, National Insurance and Pensions	3,420	-	3,420	572
Printing, Stationery and Photocopying	625	-	625	1,160
Staff Travel, Subsistence and Accommodation	196	-	196	-
Training	72	-	72	-
Publicity	438	68	506	608
Recruitment	-	-	-	16
Translation Costs	-	97	97	-
	4,751	165	4,916	2,356

VOLUNTARY ACTION CARDIFF**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 MARCH 2000**

	Unrestricted Funds £	Restricted Funds £	2000 Total Funds £	1999 Total Funds £
10. Management and Administration Expenditure				
Salaries, National Insurance and Pensions	6,840	-	6,840	17,764
Audit Fees	1,600	853	2,453	1,981
Bank Charges	-	45	45	91
Publications and Subscriptions	-	-	-	341
Management Fees	-	14,331	14,331	5,174
Staff Travel, Subsistence and Accommodation	392	-	392	257
Training	-	-	-	-
Repairs, Renewals and Maintenance	-	-	-	129
Postages	247	-	247	277
Insurance	190	-	190	49
Printing, Stationery and Photocopying	625	-	625	258
Cleaning	61	-	61	438
Telephone and Fax	147	-	147	125
Rent, Rates, Heat and Light	948	-	948	1,217
Board Expenses	1,000	-	1,000	652
Recruitment	-	-	-	-
Sundry	-	-	-	378
Legal and Professional Fees	1,510	2,344	3,854	31
Office Subsistence	414	99	513	586
Project Evaluation	-	-	-	-
Depreciation	434	-	434	122
	14,408	17,672	32,080	29,870

11. Analysis of Total Resources Expended

	Staff Costs £	Other £	Depreciation and Profit on Sales £	Total £
Direct Charitable Expenditure	283,268	88,011	4,852	376,131
Fundraising and Publicity	3,688	1,228	-	4,916
Management and Administration Expenditure	7,232	24,414	434	32,080
	294,188	113,653	5,286	413,127

VOLUNTARY ACTION CARDIFF**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 MARCH 2000****12. FIXED ASSETS**

	Furniture, fittings & office equipment £	Total £
Cost:		
Opening balance	9,719	9,719
Additions	11,862	11,862
Closing balance	21,581	21,581
Depreciation:		
Opening balance	2,430	2,430
Charge in the year	5,286	5,286
Closing balance	7,716	7,716
Net Book Value:		
This year	13,865	13,865
Last year	7,289	7,289

	2000 £	1999 £
13. Debtors		
Grants receivable	35,000	17,056
Sundry debtors	14,484	3,779
	49,484	20,835

14. Cash at bank		
Cash at bank	229,674	89,210

Part of the cash at bank is held in respect of restricted funds.

15. Creditors: Amounts falling due within one year		
Bank overdraft	-	3,633
Other creditors and accruals	86,861	27,887
	86,861	31,520

16. Provisions for liabilities and charges	-	-
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VOLUNTARY ACTION CARDIFF

NOTES TO THE FINANCIAL STATEMENTS (Continued) FOR THE YEAR ENDED 31 MARCH 2000

	2000 £	1999 £
17. Capital commitments	-	-

18. RESTRICTED FUNDS

	Opening balance £	Movement in Reserves Incoming £	Outgoing £	Transfers £	Closing balance £
Anti-poverty Network	86	-	31	-	55
Black Voluntary Sector Network	(193)	35	70	-	(228)
Capacity Building Fund	-	31,992	73,918	-	(41,926)
Cardiff Youth Housing & Homelessne:	745	-	-	-	745
Carers Development Network	7,872	42,388	34,938	-	15,322
Children & Families Forum	19	-	-	-	19
Community Development Network	619	-	-	-	619
Disability Forum	1,383	304	193	399	1,893
Disabled Access	135	-	-	(135)	-
Disabled Women's Forum	264	-	-	(264)	-
Funworks	-	-	1,267	-	(1,267)
HIV/Aids (Core)	888	100	500	-	488
HIV/Aids (Deaf)	2,298	-	-	-	2,298
Housing Access Project	3,787	26,345	23,131	-	7,001
Learning Difficulties Forum	9,936	-	690	-	9,246
Male Rape Group	480	-	-	-	480
SHARPS	-	10,000	5,078	-	4,922
Substance Misuse	-	106,651	57,361	-	49,290
Voices for Change	-	4,822	6,351	-	(1,529)
Volunteering Forum	568	10	211	-	367
Yemeni Community Association	(321)	2,040	8,594	-	(6,875)
	28,566	224,687	212,333	-	40,920

19. EXECUTIVE COMMITTEE

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

20. UNRESTRICTED FUNDS

The closing balance on unrestricted funds has been ring-fenced for the following: redundancy liabilities, maternity leave pay and capital replacement.

It is also the intention of the charity to build up a three month operating reserve.

The unrestricted funds are also funding the deficit balances on the restricted funds.