

Charity number: 1068623

Company number: 3336421

**REPORT OF THE TRUSTEES AND**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2009**  
**FOR**  
**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**



**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**

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**FOR THE YEAR ENDED 31ST MARCH 2009**

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**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**

**TRUSTEES AND PROFESSIONAL ADVISORS**

Registered charity name	Voluntary Action Cardiff
Charity number	1068623
Company registration number	3336421
Registered office	Shand House 2 Fitzalan Place Cardiff CF24 0BE
Trustees	Barbara Natasegara Chair Anthony Hendrickson Vice Chair (Re-co-opted 18.11.08) Lucy O'Donnell (Re-co-opted 18.11.08) Ed Cole Jaswant Singh Peter Trevett Betty Campbell Adil Shashaty (Retired 18.11.08) Soad Hamdi Jacqui Rafferty Morgan Fackrell Michael Flynn (Elected 13.10.08) Richard Edwards (Elected 13.10.08) Gareth Hughes (Co-opted 18.11.08)
Secretary	Heidi Morris
Auditors	Hodge Bakshi Chartered Accountants & Registered Auditors Churchgate House 3 Church Road Whitchurch Cardiff CF14 2DX
Bankers	Unity Trust Bank plc Nine Brindleyplace 4 Oozells Square Birmingham B1 2HB

# **VOLUNTARY ACTION CARDIFF COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT**

**Year Ended 31 March 2009**

The trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2009.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

#### **The trustees**

The trustees who served the charity during the period were as follows:

Barbara Natasegara	Chair	
Anthony Hendrickson	Vice Chair	(Re-co-opted 18.11.08)
Lucy O'Donnell		(Re-co-opted 18.11.08)
Ed Cole		
Jaswant Singh		
Peter Trevett		
Betty Campbell		
Adil Shashaty		(Retired 18.11.08)
Soad Hamdi		
Jacqui Rafferty		
Morgan Fackrell		
Michael Flynn		(Elected 13.10.08)
Richard Edwards		(Elected 13.10.08)
Gareth Hughes		(Co-opted 18.11.08)

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

The rules and regulations by which the charitable company is governed are contained in the memorandum and Articles of Association.

#### **Appointment of Trustees**

Trustees are appointed by the members at the Annual General Meeting and are chosen from individuals and organisations sympathetic to the aims and objectives of the charity. Two new Board members were elected at VAC's Annual General Meeting in October 2008, two existing members were re-co-opted and one new member co-opted, bringing the total of Board members to thirteen, following the retirement of one other. VAC's full Board met 4 times in 2008-2009, the Finance Sub-Committee met 4 times, the HR Sub-Committee met 4 times, the new Policy and Strategy sub-committee met 3 times, and the Equal Opportunities Working Group met 3 times.

All members of the Management committee give their time voluntarily and receive no benefits from the charity. All expenses reclaimed from the charity are set out in note 7 to the accounts.

#### **Trustee, Induction, Training and Development**

At the away day for VAC staff and trustees in July 2008, the focus was on introducing the new Communities First Team to the trustees and staff and trustees getting to know each other more generally. A programme of presentations that allow team members to report directly to the Board on their activities has continued to take place. An away day for VAC staff and trustees is planned for July 2009 which will contribute to the development of VAC's Business Plan 2010-2015.

The three newly appointed trustees were given an induction, and the VAC induction pack, including a Trustee Contract, Trustee Code of Conduct and Trustee Declaration, were used.

# **VOLUNTARY ACTION CARDIFF COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT** *(continued)*

### **Organisation**

The Charity is managed by the Board of Trustees, which meets on a regular basis and employs a team of staff to manage the organisation on a day-to-day basis headed by Margaret McLaughlin.

The organisation comprises three service delivery teams, Development, Partnerships, and Communications, to reflect its core activities, plus a small Finance Team. The managers of the service delivery teams meet regularly as a VAC Service Areas Team in order to plan and coordinate service delivery. The overall management of the organisation is undertaken by a Senior Management Team comprising the Director, the Finance Manager - Assistant Director and the HR and Communications Manager - Assistant Director. All members of the Senior Management Team attend VAC's Board meetings. The Director attends the Finance sub-committee, which is coordinated by the Finance Manager; the HR Manager coordinates the HR sub-committee; the Director coordinates the Policy and Strategy sub-committee, and the HR Manager attends the Equal Opportunities Working Group, which the Director also coordinates. All of the sub-committees report to the Board. All of the Teams meet regularly and there are also bi-monthly staff meetings where all VAC staff have the opportunity to meet.

### **Related Parties**

Related party transactions during this financial year are shown in note 17 to the accounts.

### **RISK MANAGEMENT**

The Board of Trustees continues to review the major risks to which the charity is exposed and to ensure that systems are established to mitigate those risks. The major risk that has been identified is the loss of funding, in particular core funding. This risk has been linked to the reserves policy to ensure that the Charity has sufficient reserves to continue its activities whilst new sources of funding are found.

### **OBJECTIVES AND ACTIVITIES**

The object for which the Charity was established is the promotion of any charitable purpose for the benefit of communities in the City and County of Cardiff, in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness.

### **ENSURING OUR WORK DELIVERS OUR AIMS**

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aim, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities and we have complied with our duty under S4 of the 2006 Charities Act. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

### **How our activities deliver public services**

The principal activity of the company during the year was the provision of advice and support to voluntary organisations in the Cardiff area. This is achieved through the main services detailed below. The Charity does not exclude individuals or organisations that are unable to pay for the services which are provided. The charity operates on an equal access basis to everyone regardless of disability, gender, age and ethical background. The charity's funding is limited by its grant providers to those whom the trustees believe can be helped and is defined by a geographical area.

All the charity's objects are supported by the charity's sole activity. It is our opinion that all the charitable expenditure incurred in the year ended 31st March 2009 was directed to this one activity. We have not attempted to artificially sub divide the expenditure for the year as it would not result in any reliable analysis of the charity's activities and it is difficult to foresee any benefits that a further analysis would provide. Our support staff are trained to offer charitable related support. Any contact time with clients could, and usually does, encompass all the services referred to in our charitable objectives.

# **VOLUNTARY ACTION CARDIFF COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT** *(continued)*

Capacity Building and Support - services include practical ones such as photocopying and meeting room use and developmental ones such as support with governing documents, planning and fundraising. Activities and public benefits included:

Helping to establish 17 new community groups and 17 new community projects.

Advising 29 Trustee groups on governance issues.

Successfully assisting 98 organisations and groups with funding applications amounting to £528,181.

Distributing £90,000 via Impact Plus, in small capital grants to 62 community organisations.

Running five funding events attended by 134 organisations.

Offering practical services including equipment hire, room use and photocopying to member organisations on 505 occasions.

Running 43 training courses attended by 369 people.

Working in Rumney, Grangetown, and Plasnewydd as well as running an Ethnic Minority Community Project as part of the Welsh Assembly Government sponsored Communities First regeneration initiative.

### Representation and Joint Working – Activities and public benefits included:

Representing the voluntary sector on 31 strategic partnerships.

Finding 11 new members and representatives for strategic partnership working.

Running four networks in this period, which contain a total of 596 members.

Organising 22 network and other events that were attended by 697 people.

Organising a Compact Annual Meeting with statutory partners in July 2008 and producing a new Compact Action Plan for 2008-2010.

Producing a Compact Community Development Code of Practice.

Holding 18 consultation events for VAC and Network members.

Influencing local developments such as the Local Service Board and its projects; and the establishment of a multi-agency social enterprise panel.

Publicising 250 policy issues through VAC's website and publications.

### Information and advice – Activities and public benefits included:

Offering an enquiry service for the sector (377 funding enquiries and 607 general enquiries),

Producing its newsletters, Voluntary Action Matters (4 issues), Cashpoint (4 issues) and Partnerships Picture (3 issues)

Running VAC information stalls at 11 events, including the Eistedfodd in 2008.

Carrying the CVA/ CVC Infrastructure Information Sheets on its website which were accessed 16,406 times

Maintaining an up to date website which was accessed 32,568 times

## **FINANCIAL REVIEW**

### **RESULTS**

The total income for the year was £869,635 (2008: £1,076,406). Direct charitable expenditure amounted to £860,247 (2008: £1,153,949) and administration costs totalled £25,259 (2008: £8,206). This resulted in net outgoing resources of £15,871 (2008: outgoing resources of £85,749).

### **PRINCIPAL FUNDING SOURCES**

The principal funding sources for the charity are currently by way of grant income.

### **GRANTS POLICY**

The trustees publicise all grants schemes and invite applications from eligible organisations from every part of Cardiff. Applications are assessed against set criteria and recommendations made by advisory panels, appointed by the Board and including at least one Board members, representing a wide cross section of expertise. Strict codes of conduct, including a register of interest, are adhered to. All the awards are publicly announced.

# **VOLUNTARY ACTION CARDIFF COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT** *(continued)*

### **PRINCIPAL MANAGEMENT POLICIES ADOPTED IN THE YEAR**

During the year the charity adopted a procurement policy. The existing expenditure policy was reviewed and updated.

### **INVESTMENT POLICY**

The memorandum and articles of association govern the trustees' investment powers. The trustees continue to monitor its policy of keeping any surplus as liquid funds in interest bearing accounts that can be accessed readily.

### **RESERVES POLICY**

The Board of Trustees has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (free reserves) held by the Charity should be six months of the resources expended upon core activities. The policy was reviewed by the Finance Sub-Committee at its meeting in July 2009, and agreed that at this level, the Board of Trustees would be able to continue the current activities of the Charity in the event of a significant drop in funding.

The current level of free reserves is £218,782 and the level identified to enable the organisation to continue for six months is £224,998. The Board of Trustees, primarily through its Finance Sub-Committee, continues to monitor the level and seek ways in which additional unrestricted funds can be increased.

### **PLANS FOR FUTURE PERIODS**

In 2009-2010, VAC plans to:

- Produce a new Business Plan for 2010-2015.
- Establish a Cardiff Volunteer Coordinators Network with Voluntary Community Service
- Establish an Environment Network as a sub group of the Community Development Network.
- Work with Cardiff Council who will submit a bid to the Welsh Assembly Government Scrutiny Fund in order to develop a model for involving the third sector more in scrutiny processes in Cardiff.
- Consult on a Compact Partnership Working Code of Practice and a Mediation and Disputes Resolution Process
- Undertake Communities First work in Cardiff in Rumney, Grange town and Plasnewydd

### **RESPONSIBILITIES OF THE TRUSTEES**

The trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

# **VOLUNTARY ACTION CARDIFF COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT** *(continued)*

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 1985. The trustees 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.

In so far as the trustees are aware:

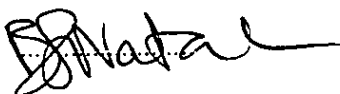
- there is no relevant audit information of which the charity's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

### **AUDITOR**

A resolution to re-appoint Hodge Bakshi as auditor for the ensuing year will be proposed at the Annual General Meeting.

Signed on behalf of the board

Barbara Natasegara  
Chair



Dated 13.08.09





CHARTERED ACCOUNTANTS  
AND  
CHARTERED TAX ADVISERS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS VOLUNTARY ACTION CARDIFF

We have audited the financial statements of Voluntary Action Cardiff for the year ended 31<sup>st</sup> March 2009, which comprise, the Statement of Financial Activities, the Balance Sheet, and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

***Respective responsibilities of trustees and auditors***

The trustees' (who are also the directors of Voluntary Action Cardiff for the purposes of company law) responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustees' Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

**Partners**

Pankaj Bakshi FCA CTA  
Khurshed Bamji  
BSc(Hons) FCA (ICAI) FCCA

**Consultant**

Steve Woods FCA

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CHARTERED  
TAX ADVISERS

**sage**

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CHARTERED ACCOUNTANTS  
AND  
CHARTERED TAX ADVISERS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS VOLUNTARY  
ACTION CARDIFF

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 the significant estimates and judgments 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, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31<sup>st</sup> March 2009 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Report is consistent with the financial statements.

*Hodge Bakshi*

Registered auditors

Date

10<sup>th</sup> August 2009 Page 8

**Partners**

Pankaj Bakshi FCA CTA  
Khurshed Bamji  
BSc(Hons) FCA (ICAI) FCCA

**Consultant**

Steve Woods FCA

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CHARTERED  
TAX ADVISERS



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**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(Including income and expenditure account)**  
**FOR THE YEAR ENDED 31ST MARCH 2009**

	Note	Unrestricted Funds £	Restricted Fund £	2009 £	2008 £
<b>INCOMING RESOURCES:</b>					
<i>Incoming resources from generated funds</i>					
<i>Voluntary Income</i>	2	1,985	0	1,985	1,970
<i>Investment income</i>	3	7,110	0	7,110	12,591
<i>Incoming resources from charitable activities</i>	4	354,363	506,177	860,540	1,061,845
<b>Total Incoming resources</b>		<b>363,458</b>	<b>506,177</b>	<b>869,635</b>	<b>1,076,406</b>
<b>RESOURCES EXPENDED:</b>					
<i>Charitable activities</i>	5	332,688	527,559	860,247	1,153,949
<i>Governance costs</i>	5	25,259	0	25,259	8,206
<b>Total resources expended</b>		<b>357,947</b>	<b>527,559</b>	<b>885,506</b>	<b>1,162,155</b>
<b>Net (Outgoing)/Incoming resources for the financial year</b>		<b>5,511</b>	<b>-21,382</b>	<b>-15,871</b>	<b>-85,749</b>
<b>Funds transfer</b>	13	<b>-9,488</b>	<b>9,488</b>	<b>0</b>	<b>0</b>
<b>Total funds brought forward 1 April 2008</b>		<b>239,403</b>	<b>18,725</b>	<b>258,128</b>	<b>343,876</b>
<b>Total funds carried forward 31 March 2009</b>		<b>235,426</b>	<b>6,831</b>	<b>242,257</b>	<b>258,127</b>

All of the net incoming resources are from continuing activities

The company has no recognised gains and losses other than the above.

An income and expenditure account has not been produced as the Statement of Financial Activities represents all the income & expenditure of the Charity. The deficit for the year (before unrealised gains and losses) being £15,871 (2008 deficit £85,749).

The notes form part of these financial statements.

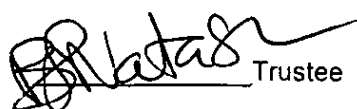
**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**

**BALANCE SHEET**  
**31ST MARCH 2009**

	Notes	<u>2009</u>		<u>2008</u>	
		£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible assets	8		20,854		33,418
<b>CURRENT ASSETS:</b>					
Debtors	9	8,115		17,494	
Cash at bank		<u>298,826</u>		<u>232,370</u>	
		306,941		249,864	
<b>CREDITORS:</b> Amounts falling due within one year	10	<u>85,538</u>		<u>25,155</u>	
<b>NET CURRENT ASSETS:</b>			<u>221,403</u>		<u>224,709</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>			<u>242,257</u>		<u>258,127</u>
<b>FUNDS:</b>					
<b>Unrestricted funds:</b>					
Unrestricted funds:			235,426		239,403
Restricted fund	13		<u>6,831</u>		<u>18,724</u>
<b>NET ASSETS</b>			<u>242,257</u>		<u>258,127</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Approved by the Board of Trustees on 4/8/09 and signed on its behalf by

 Trustee

The notes form part of these financial statements.

**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2009**

**1 ACCOUNTING POLICIES**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

**Basis of accounting**

The financial statements have been prepared under the historic cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Companies Act 1985 and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) The principal accounting policies adopted in the preparation of the financial statements are set out below.

**Financial Reporting Standard Number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the Company qualifies as a small Company under the Companies Act 1985.

**Incoming resources**

**Donations & Grants**

Income from donations and grants, including capital grants, are included in incoming resources when these are receivable, except as follows:

- When donors specify that the donations and grants must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which must be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.
- Donated services are recorded at market value.

**Resources expended**

- costs are allocated between direct charitable expenditure and other expenditure according to the nature of the cost. Where items relate to more than one category they are apportioned between the categories according to the nature of the cost.
- governance costs include expenditure in respect of audit and accountancy, legal and professional and the costs of generating funds and costs in furtherance of the charity's objects and includes that proportion of head office costs that relate to these activities.
- liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure as described in the Financial Reporting Standards for Smaller Entities.

**Tangible fixed assets**

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Fixtures, fittings and equipment     - 25% straight line

**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2009**

**Taxation**

As a charity, Voluntary Action Cardiff is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

**Pensions**

The charity operates a defined contribution pension scheme for the benefit of certain employees. The assets of such schemes are held separately from those of the company in an independently managed fund. The pension cost represents contributions payable by the company to the scheme during the year.

**Investment income**

Investment income is included when receivable.

**Operating lease commitments**

Rentals paid under leases are charged to the Income & expenditure account in equal amounts over the periods of the leases.

**Irrecoverable VAT**

All resources expended are classified under activity headings that aggregate all costs related to its category. Irrecoverable VAT is charged against the category of resources expended for which was incurred.

**Fund accounting**

***Unrestricted funds***

Unrestricted funds comprise those funds which the Trustees are free to use in accordance with charitable objects.

***Restricted funds***

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

**2 INCOME**

The income was in respect of one charitable activity undertaken, being the provision of advice and support to voluntary organisation in the Cardiff area.

**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2009**

**2 VOLUNTARY INCOME**

	Unrestricted funds £	Total £	2008 Total £
Other income			
Membership fees	1,985	1,985	1,970

**3 INVESTMENT INCOME**

	Unrestricted funds £	Total £	2008 Total £
Bank interest receivable	7,110	7,110	12,591

**4 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total £	2008 £
Cardiff City Council Grant	159,000	0	159,000	159,000
Wales Council for Voluntary Action/LVS Grant	159,554	0	159,554	160,261
Wales Council for Voluntary Action Training Framework	5,882	0	5,882	7,499
LHB Building Strong Bridges Grant	0	32,583	32,583	20,487
Cymorth CYPP Grant	0	45,259	45,259	57,043
Cymorth LSO Grant	0	6,073	6,073	1,377
Local Health Board Core Grant	20,978	0	20,978	38,500
Welsh Assembly Government CFAP Grant	0	100,000	100,000	100,000
Communities First Grant	0	286,597	286,597	112,372
Equal ESF Grant	0	0	0	12,267
Cardiff City Council New/Innovative Grant	0	30,000	30,000	20,000
BB4C ERDF Revenue Grant	0	2,164	2,164	45,836
BB4C ERDF Capital Grant	0	0	0	320,709
Cymorth Rumney Youth Facility Feasibility Study C1st Award Grant	0	3,500	3,500	0
Training fees	2,285	0	2,285	2,020
Facilities Income	4,179	0	4,179	1,314
Other income	2,486	0	2,486	3,160
	354,364	506,176	860,540	1,061,845

All income relates for the benefit of communities in the City and County of Cardiff

**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2009**

**5 ANALYSIS OF EXPENDITURE BY CHARITABLE ACTIVITY**

The charity undertakes direct charitable activities which includes the payments of grants.

	Basis of allocation	Charitable activity £	Total £	2008 £
<b>Activities undertaken directly</b>				
Employment costs	direct	535,487	535,487	406,367
Establishment costs	direct	56,714	56,714	55,362
Other direct charitable expenditure	direct	57,720	57,720	46,229
Project costs	direct	44,848	44,848	76,019
VSC Feasibility Study	direct	11,985	11,985	-
<b>Grant funding of activity</b>	direct	101,073	101,073	519,978
<b>Support costs allocated to activities</b>				
General office, finance staff and associated costs	usage	52,420	52,420	49,995
		<b>860,247</b>	<b>860,247</b>	<b>1,153,950</b>

**GOVERNANCE COSTS**

	unrestricted funds £	Total funds 2009 £	Total funds 2008 £
Salaries and wages	5,548	5,548	4,551
Photocopying	1,210	1,210	538
Over provision of audit fees prior year	0	0	-2,667
Audit fees	4,639	4,639	3,730
Annual report	3,173	3,173	1,546
Legal and Professional Fees	10,638	10,638	15
Trustees expenses	51	51	492
	<b>25,259</b>	<b>25,259</b>	<b>8,205</b>

**6 NET OUTGOING RESOURCES FOR THE YEAR**

	2009 £	2008 £
This is stated after charging:		
Staff pension contributions	29,485	22,856
Depreciation	18,928	17,518
Auditors remuneration		
- audit of the financial statements	4,600	3,730
Operating lease costs:		
-Other	6,318	7,855



**VOLUNTARY ACTION CARDIFF**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
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<b>7 TOTAL RESOURCES EXPENDED</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Wages & Salaries	494,995	384,892
Social Security Costs	46,011	35,419
Pensions Costs	29,485	22,856
	<u>570,491</u>	<u>443,167</u>

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	<b>2009</b>	<b>2008</b>
	<b>No</b>	<b>No</b>
Administration	3	3
Charitable activities	<u>22</u>	<u>17</u>

None of the Trustees received any remuneration for their services. The total expenses claimed for the year were £51.18 (2008 £492.39). Two Trustees were paid expenses during the year. No employee received emoluments of more than £60,000 during the year (2008 -nil).

**8 TANGIBLE FIXED ASSETS**

	<b>Fixtures Fittings &amp; equipment</b>
	<b>£</b>
<b>COST:</b>	
At 1 April 2008	143,850
Additions	<u>6,364</u>
At 31 March 2009	<u>150,214</u>
<b>DEPRECIATION:</b>	
At 1 April 2008	110,432
Charge for year	<u>18,928</u>
At 31 March 2009	<u>129,360</u>
<b>NET BOOK VALUE:</b>	
At 31 March 2009	<u>20,854</u>
At 31 March 2008	<u>33,418</u>

<b>9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Grants and amounts receivable	3,012	14,304
Prepayments	<u>5,103</u>	<u>3,190</u>
	<u>8,115</u>	<u>17,494</u>

**VOLUNTARY ACTION CARDIFF**  
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<b>10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Creditors	5,410	4,607
Social Security & Other Taxes	15,233	10,132
Deferred income	220	80
Other creditors	52,074	5,413
Accruals	12,601	4,923
	<u>85,538</u>	<u>25,155</u>

**11 PENSIONS**

During the year the Charity contributed into a defined pension contribution scheme. The contributions in the year were £29,484 (2008 £22,856) and as at 31st March 2009 there was an outstanding amount of £4,583 due to the fund (2008 £618).

**12 COMMITMENTS UNDER OPERATING LEASES**

As at 31st March 2009 the Charity had annual commitments under non-cancellable operating leases as set out below.

	<b>Assets other than land and buildings</b>	
	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Operating leases which expire:		
Within 2 to 5 years	7,728	7,855

<b>13 FUNDS</b>	<b>Balance</b>	<b>Income</b>	<b>Expenses</b>	<b>Transfer</b>	<b>Balance</b>
<b>RESTRICTED FUNDS</b>	<b>1.4.08</b>	<b>resources</b>	<b>resources</b>		<b>31.3.09</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
ERDF BB4C Capital Fund to distribute	10,073		10,073		0
ERDF BB4C Revenue		2,165	2,165		0
CFAP Funds to distribute		90,000	90,000		0
CFAP Revenue		10,000	16,249	-6,249	0
Welsh Assembly Government Grass Roots fund to distribute	1,000		1,000		0
Older People's Strategy	121				121
VCVS/LHB	2,500				2,500
LHB Building Strong Bridges		32,583	32,583		0
Cardiff Council Innovative Fund	855	30,000	34,095	-3,240	0
Communities First	1,295	286,597	284,640		3,252
Cymorth Children & Young People's Partnership	2,619	45,259	47,096		782
Cymorth Extra Fund	261	6,072	6,159		174
Cymorth Rhymney Feasibility Study		3,500	3,500		0
	<u>18,724</u>	<u>506,176</u>	<u>527,560</u>	<u>-9,489</u>	<u>6,829</u>

**VOLUNTARY ACTION CARDIFF**  
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The ERDF BB4C – Better Buildings For Communities – supports and distributes capital funds for the improvement of community buildings in Cardiff's Objective 2 areas. The project ended in June 2008.

The CFAP (Community Facilities & Activities Programme) Impact Plus fund is a Welsh Assembly Government funded small grants scheme to provide small community and voluntary organisation with one-off grants of up to £5,000 towards activities and equipment, which continues to March 2010.

The Grass Roots Fund was a Welsh Assembly Government capital and revenue pilot grant scheme to support new or small community and voluntary organisations. It ran from October to December 2008.

The VCVS/Local Health Board funds held are for a project to research health related issues within the Cardiff Voluntary Sector.

The LHB Building Strong Bridges Scheme supports and promotes joint working between voluntary and statutory organisations involved in social care.

The Cardiff Council New/Innovative Project supports the development of VAC's Partnership Team and its contribution to partnership working in both the statutory and voluntary sectors, thus improving the support and services to members in relation to partnership working.

Communities First is a Welsh Assembly Government sponsored regeneration initiative to identify and work with Lower Super Output Areas in Cardiff. The work developed in 2008-09 will be continued during the next three years, 2009-2012.

The Cymorth CYPP (Children & Young People's Partnership) grant supports the development of networks and activities to support children and young people. Extra funds were awarded to assist with the development of the Children & Young People's Plan.

The Cymorth Rhymney Youth Feasibility Study grant was a contribution from Cymorth towards the cost of a Feasibility Study into the provision of a Youth Hub/Youth Centre in Rhymney, Cardiff, a Communities First LSOA. The balance of the costs were met by Communities First.

**14 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**Restricted Income Funds**

	<b>Tangible Fixed assets</b>	<b>Net Current Assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Older Peoples Strategy	0	121	121
VCVS/LHB	0	2,500	2,500
Communities First	3,252	0	3,252
Cymorth Children & Young People's Partnershi	782	0	782
Cymorth Extra Fund	174	0	174
	<b>4,208</b>	<b>2,621</b>	<b>4,208</b>
<b>Unrestricted Income Funds</b>	<b>16,646</b>	<b>218,782</b>	<b>235,428</b>
<b>Total Funds</b>	<b>20,854</b>	<b>221,403</b>	<b>242,257</b>

**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2009**

**15 GRANTS PAID**

The following grants totalling £101,073 have been paid to organisations by the Charity during the year in furtherance of the charitable objects:

**WAG CFAP IMPACT PLUS Grants:**

£  
 Welsh Assembly Government funded small grants scheme to provide small community and voluntary organisation with one-off grants of up to £5,000 towards activities and equipment,

South Wales Yemeni F&C Education Centre	1,000.00
Cardiff YMCA	2,000.00
Siloam Baptist Church	847.10
People Around Here	4,000.00
United Harmony Singers	4,126.00
Awetu	1,250.00
Journeys Towards Recovery	2,000.00
Cardiff Law Centre Ltd	1,874.77
Cardiff Women's Aid Ltd	239.99
AFC Butetown Youth	1,000.00
Going Public	1,000.00
Splott, Tremorfa and Adamsdown Physical Activity Forum	900.00
MENFA Scheme	450.00
Central & Eastern European Association	1,000.00
St Mary the Virgin Church Cardiff	1,406.70
Breathworks, Cardiff	500.00
Greek Cypriot Association Wales	1,500.00
Treganna Family Centre	1,500.00
Wesley Methodist Church	2,000.00
Women Stepping Out	500.00
Hand In Hand Training	400.00
Mount Stuart After School Club Limited	750.00
Glenwood Church	900.00
Mums Matters	448.74
The Hollies Action Group	1,413.00
Star Sword Club	600.00
Ely Garden Villagers	924.01
Rumney Gospel Chapel	2,500.00
The Women's Workshop Cardiff Training Centre	500.00
Menter Caerdydd	500.00
Believe II Achieve	675.00
Model Community Matters	2,200.00
African Light Association	1,000.00
Welsh Dance Theatre Trust T/A Rubicon Dance	550.00
The Voice Of the Congo	1,500.00
Cardiff Malayalee Association	1,500.00
The Gate Trust Ltd	980.87
Bryncelyn Tenants And Residents	792.46
Victoria Park Amateur Boxing Club	2,000.00
Barnardo's General Account	1,320.74
Boys' Brigade Cardiff Battalion	500.00
Butetown Community Centre	3,911.99
	<u>54,961.37</u>

**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2009**

**15 GRANTS PAID**

	£
<b>WAG CFAP IMPACT PLUS Grants:</b>	<b>54,961.37</b>
Friends Of Pedal Power Project	5,000.00
Women Connect First	1,000.00
Somali Education Foundation	1,000.00
First Trowbridge Scout Group	1,155.00
CATVOG Area Scout Council	1,901.00
Grangetown Local History Society	457.96
The Beacon Centre Trust Cardiff	2,432.00
St Paul's Church, Grangetown	945.98
Welsh Yemeni Open Community Association	1,000.00
Cowbridge Road Allotment Society	1,012.00
Innovate Trust Ltd	3,298.93
RCMA Social Enterprises	1,000.00
Radyr And Morganstown Association	398.59
Calvary Baptist Church	2,500.00
Kerala Cultural Association Cardiff	1,500.00
Welsh Council on Alcoholism and Other Drugs	2,032.20
Re-create	5,000.00
Grangetown Muslim Cultural Centre	904.97
Pavilion Outreach Youth Project	2,500.00
	<b>90,000.00</b>

**WCVA: Grass Roots Grants:**

Welsh Assembly Government capital and revenue pilot grant scheme to support new or small community and voluntary organisations.

Bi Cymru/Wales	<u>1,000.00</u>
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**ERDF BB4C Grants:**

This grant supports and distributes capital funds for the improvement of community buildings in Cardiff's Objective 2 areas.

Calvary Baptist Church	<u>10,072.69</u>
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**16 COMPANY LIMITED BY GUARANTEE**

The Company is limited by guarantee, not having share capital. In winding -up, a member's liability would be limited to £1.

**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2009**

**17 RELATED PARTY**

Most of VAC's trustees are elected from within VAC's membership. However, individuals serve as trustees within their own right, and not as representatives of their particular member organisation. During the year, the following VAC trustees declared an interest in relation to the CFAP Impact Plus Grant Scheme administered by VAC.

<u>Grant Recipient</u>	<u>Award</u>	<u>Trustee</u>	<u>Position in related Organisation</u>
Cardiff Women's Aid Ltd	£239.99	Morgan Fackrell	Employee
Journeys Towards Recovery	£2,000	Jacqui Rafferty	Employee
MENFA Scheme	£450	Ed Cole	Trustee
Women Connect First	£1,000	Soad Hamdi	Employee

Some members of VAC staff may be involved on a voluntary basis with organisations who are successful recipients of grants. Where such staff are involved in the administration of the grants, they are not involved in determining the awards. In addition, it is practice for all staff and trustees to declare their interest in any meeting they may be attending and to leave the room, as appropriate, during the decision making process.

**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31ST MARCH 2009**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>		
<b>VOLUNTARY INCOME</b>		
Membership Fees	<b>1,985</b>	<b>1,970</b>
<b>INVESTMENT INCOME</b>		
Bank deposit interest	<b>7,110</b>	<b>12,591</b>
<b>INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>		
Cardiff City Council Grant	<b>159,000</b>	<b>159,000</b>
Wales Council for Voluntary Action/LVS Grant	<b>159,554</b>	<b>160,261</b>
Wales Council for Voluntary Action Training Framework	<b>5,882</b>	<b>0</b>
LHB Building Strong Bridges Grant	<b>32,583</b>	<b>38,500</b>
Cymorth CYPP Grant	<b>45,259</b>	<b>57,043</b>
Cymorth LSO Grant	<b>6,073</b>	<b>1,377</b>
Local Health Board Core Grant	<b>20,978</b>	<b>20,487</b>
Welsh Assembly Government CFAP Grant	<b>100,000</b>	<b>100,000</b>
Communities First Grant	<b>286,597</b>	<b>112,372</b>
Equal ESF Grant	<b>0</b>	<b>12,267</b>
WCVA WAG Grass Roots Grant	<b>0</b>	<b>7,499</b>
Cardiff City Council New/Innovative Grant	<b>30,000</b>	<b>20,000</b>
BB4C ERDF Revenue Grant	<b>2,164</b>	<b>45,836</b>
BB4C ERDF Capital Grant	<b>0</b>	<b>320,709</b>
Cymorth Rumney Youth Facility Feasibility Study C1st Award Grant	<b>3,500</b>	<b>0</b>
Training fees	<b>2,285</b>	<b>2,020</b>
Facilities Income	<b>4,179</b>	<b>1,314</b>
Other Income	<b>2,486</b>	<b>3,160</b>
	<b>860,540</b>	<b>1,061,845</b>
<b>TOAL INCOMING RESOURCES</b>	<b>869,635</b>	<b>1,076,406</b>

This page does not form part of the statutory financial statements

**VOLUNTARY ACTION CARDIFF**  
**(LIMITED BY GUARANTEE)**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31ST MARCH 2009**

	<u>2009</u>	<u>2008</u>
	£	£
<b>RESOURCES EXPENDED</b>		
<b>CHARITABLE ACTIVITIES</b>		
Staff costs - Wages & Salaries	495,729	380,341
Staff costs - Employer's NIC	46,011	35,419
Staff costs - Pension costs	29,485	22,856
Repairs & maintenance	6,368	5,217
Telephone & Communications	2,365	5,133
Depreciation	18,928	17,518
Rent, rates, light and heat & insurance	39,417	37,385
Publications and subscription	2,991	2,187
Staff training and recruitment	21,858	10,566
Staff travel and subsistence	4,269	3,052
Equipment Leasing	6,318	7,855
Postage	5,117	3,906
Stationery and photocopying	13,084	14,966
Sundry expenses	1,288	1,947
Project costs	44,848	76,019
Bank charges	205	162
Grants distributed	101,073	519,978
Events and Training Programme	7,410	9,443
Promotion	1,498	0
Voluntary Sector Centre Feasibility Study	11,985	0
	<u>860,247</u>	<u>1,153,950</u>
<b>GOVERNANCE COSTS</b>		
Salaries and wages	5,548	4,551
Photocopying	1,210	538
Over provision of audit fees prior year	0	-2,667
Audit fees	4,639	3,730
Annual report	3,173	1,546
Legal and Professional Fees	10,638	15
Trustees expenses	51	492
	<u>25,259</u>	<u>8,205</u>
<b>TOTAL RESOURCES EXPENDED</b>	<b>885,506</b>	<b>1,162,155</b>
<b>NET (OUTGOING) RESOURCES FOR THE YEAR</b>	<b><u>-15,871</u></b>	<b><u>-85,749</u></b>

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