

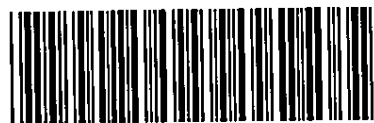
**VOLUNTARY ACTION
(CHILTERN AND SOUTH BUCKS)**

COMPANY NO: 4154592
CHARITY NO: 1090761

(A CHARITABLE COMPANY LIMITED BY GUARANTEE)

**ANNUAL UNAUDITED REPORT AND ACCOUNTS FOR
YEAR ENDED
31 MARCH 2009**

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VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)

Year ended 31 March 2009

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VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)

Year ended 31 March 2009

Directors' Report

The Directors, who are trustees of the charity, have pleasure in presenting their annual report and accounts for the year ended 31st March 2009.

REFERENCE AND ADMINISTRATIVE DETAILS

Voluntary Action (Chiltern and South Bucks) – hereafter referred to as “the Charity” or “the Company” as appropriate – is a registered charity and a company limited by guarantee, originally incorporated and registered on the 1st February 2001.

Reg. Charity Number 1090761

Limited Company 4154592

Registered address

C/o SBDC Offices, Capswood
Oxford Road, Denham
Bucks UB9 4LH

Bankers:

Lloyds TSB
79 High Street
Chesham
Bucks
HP5 1DE

CCLA Investment Management Ltd
80 Cheapside
London
EC2V 6DZ

Trustees

Trustees, who are Directors of the company, are:

Appointed before 1st April 2008

Patricia Fiddian
VK Gupta
Jenny Baker OBE
Rachael Block
Mike Coote

John Poules
Alan English
Martin Cannon (retired 16/9/08)
Patrick Arbuthnot (retired 17/12/08)

Appointed since 1st April 2008

	Date of appointment
Denise Hudson	24 th July 2008
Tonia Berridge	24 th July 2008
Barry Clarke	24 th July 2008
Lawrence Harris	17 th December 2008

Jenny Baker, Rachael Block and Mike Coote retired by rotation at the 2008 AGM, and all were re-elected. Tonia Berridge retired in April 2009.

VK Gupta, Patricia Fiddian and John Poules are due to retire by rotation at the 2009 AGM.

VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)

Year ended 31 March 2009

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is constituted as a Company Limited by Guarantee and is governed by its Articles of Association.

In accordance with the Articles of Association, a Board of Trustee Directors meets every two months to manage the Charity. Some Trustee Directors also join one of the Board's sub committees - Human Resources or Finance & Funding, which meet between Board meetings as necessary. These committees formulate and review policies and procedures for approval by the Board.

The Chief Officer is responsible for the day-to-day management of the Charity. Diane Rutter has held this post since April 2002.

We are located in the offices of South Bucks District Council near Denham. The Council's generosity in allowing us to occupy their premises and use their facilities at a nominal charge is a substantial benefit to the Charity for which the Directors are extremely grateful.

Recruitment of Trustee Directors

The trustee directors are aware of the need to maintain a suitable mix of skills within the board.

If it is recognised that the board lacks a particular expertise we will actively seek a person with the required experience. On occasions volunteers present themselves.

In either case prospective board members are formally interviewed by the Chairman and at least one other existing trustee director.

RISKS

The Board has carried out a formal assessment of risks, using a recognised methodology and keeps these under review. It has been recognised that the major risks facing the Charity are:

- insufficient projected income in the 2010/11 financial year to maintain current levels of service
- potential loss of key personnel

Funding

Funding is secured for the year 2009/10. Beyond that there remains an ongoing risk of a funding shortfall. The Funding and Finance Committee will continue to explore all sources of future funding to minimise this risk.

Staff

Retention and recruitment could be affected by funding uncertainties. The Charity makes every effort to keep all staff fully informed of future prospects and the plans being developed to manage them.

VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)

Year ended 31 March 2009

OBJECTIVES AND ACTIVITIES

Objects of the Charity

The objects of the Charity are:

- to promote any charitable purposes for the benefit of the community in the county of Buckinghamshire and its adjacent areas (hereinafter called the area of benefit) and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness.
- to promote and organise co-operation in the achievement of the above purposes and, to that end, to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

The Charity's Trustees are entirely confident that all the Charity's activities deliver public benefit.

ACHIEVEMENTS AND PERFORMANCE

Throughout the year the Charity continued to provide the infrastructure functions of a Council for Voluntary Services and a Volunteer Centre to benefit the communities in the Chiltern and South Bucks Local Government Districts. We also work countywide across Buckinghamshire to provide services in close collaboration with our colleagues in the other infrastructure charities in the county, as members of the Voluntary Impact Bucks (VIB) consortium.

We remain members of the National Association of Voluntary and Community Action (NAVCA) and of Volunteering England (VE), having achieved the full quality accreditation of the latter.

We maintain a database of registered users of the organisation and we monitor the degree of satisfaction of users of our services on an ongoing basis.

Trustee directors, staff and volunteers have all worked extremely hard during the year. It is to our credit that in all areas we have exceeded the targets set in our business plan.

The following are some of the highlights of our work over the year:

- We have played a lead role in the further development of the countywide consortium, Voluntary Impact Bucks (VIB), which is comprised of the 4 organisations that deliver the services of Volunteer Centres, Councils for Voluntary Services, and Rural Community Councils across the county; these being ourselves, Vale Volunteers, The Priory Centre and Buckinghamshire Community Action.
- Along with our partners in the VIB consortium we have successfully delivered the second year of the local authority infrastructure contract, exceeding on all our performance indicators.
- Through our matching service 722 new volunteers were referred to our member organisations.
- We upload all of the volunteering vacancies that are registered with us on to the national Do-it website.
- Activities to promote volunteering and the voluntary sector included displays in various locations around the two districts, articles in local press including Bucks Examiner/Advertiser and the Chiltern Chronicle and South Bucks Report which are

VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)

Year ended 31 March 2009

delivered to every household across the two districts, and many presentations and talks in the local area.

- We have run 12 successful training events this year.
 - six modules helping local organisations to improve their chances of finding and retaining volunteers through good practice in volunteer management,
 - three sessions helping managers to involve volunteers
 - one training for volunteer co-ordinators to share good practice and support
 - two workshops preparing organisations to tender as a consortium.
 - one workshop on safeguarding of children and vulnerable adults
- We provided major input to the delivery of a new countywide VCS conference and funding fair which was attended by 155 people and included 11 workshops as well as a funding fair, keynote presentations, 10 exhibit displays, and individual surgeries.
- We provided information and advice responding to 396 enquiries from voluntary groups. Support ranged across areas such as help to re-write constitutions, toolkits and advice on recruitment and employment processes, support when tendering for contracts, identifying suitable local venues for events, understanding quality assurance systems, sourcing funding, developing business plans etc.
- We have continued to promote voluntary sector interest at strategic forums across the county.
- We chair the South Bucks Community Spirit Task Group, and we are on the steering groups of the Chiltern Community Partnership, the South Bucks Strategic Partnership, the Chiltern and South Bucks Economy and Learning Group, the Compact Steering Group, the Compact Funding Group, the Chiltern Community Cohesion Forum, the South Bucks Cohesion and Equalities Forum, the Chesham Building Community Capacity Group, the Buckswide Economy and Environment Group and the Bucks and Milton Keynes Social Enterprise Network.
- We have played an active and influential role in the Countywide work within the Government's ChangeUp programme for which we are the lead agency. We have successfully secured funding for its delivery in the next two years, plus 2 additional funds to help build resilience of the voluntary sector in responding to the impact of the recession. We convene the ChangeUp Consortium and the Bucks Infrastructure Group.
- We launched a new project this year, Volunteer Workout, which helps local employers to give back to the community through employer-supported-volunteering. This is a countywide project, funded by the BIG lottery, delivered in collaboration with the other Volunteer Centres in Bucks.
- We held a successful AGM attended by 74 key stakeholder representatives who amongst other things, heard from local groups and volunteers about the difference that our support has made to them, including from our new Volunteer Workout project. A national speaker talked about how the Compact helps the voluntary sector to thrive. Also included was our successful annual Voluntary Action Good Practice Award to encourage, recognise and celebrate excellence in volunteer management and practice, given by one of our local Members of Parliament.

We are grateful for all the encouragement and support we have received from organisations in the voluntary, private and statutory sectors to achieve our aims. As we are in a period of recession we face increased challenges, both in an upsurge of demand for our services and in overcoming future financial uncertainty.

VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)
Year ended 31 March 2009

FINANCIAL REVIEW

POLICIES

Financial management

A Treasurer, who is also a trustee director, is responsible for day to day financial management.

The major tool of financial management is a budget prepared in advance of the start of the financial year and approved by the Funding and Finance committee. The budget for income and expenditure is broken down by month to provide a Cash Flow forecast. This forecast is updated monthly with actual comparatives and issued to the Funding and Finance committee for review at its periodic meetings.

Reserves

Unrestricted Net Current Assets carried forward at 31 March 2009 amount to £72,672

The Board recognises the need to maintain adequate reserves to cover firstly outstanding liabilities in the event of the Charity ceasing to operate and, secondly, costs of recovery from a disaster such as fire, flood or burglary which might have to be met before any insurance payments were forthcoming.

These reserves should include:

Close down costs:

- redundancy payments (£6617)
- three months estimated running costs to cover consumables (£1,000)

Disaster recovery

- computers, peripherals and licences (£7500),

The required reserve is thus of the order of £15000

Board has agreed to designate the sum of £20000 as Contingency Reserve to cover these eventualities and an additional contingency of £5000.

This leaves a balance of unrestricted funds of some £52,672 which is budgeted to be spent during the 2009/10 financial year and future years.

Investment

The Board aims to maximise the interest earned on its funds by minimising the current account balances and maximising the funds held on deposit.

Current policy is to invest all available funds in the COIF Charities Deposit Fund, a variable interest deposit on three day call managed by CCLA Investment Management Ltd.

Review of the year

For the 2008/09 Financial Year the Charity depended for its finances on:

- a surplus from the previous year,

VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)

Year ended 31 March 2009

- monies received from Bucks County Council and District Councils to fund various activities, particularly the Local Authority Contract, described below,
- grants and donations from Parish and Town Councils and supporters shown in Note 2 to the accounts,
- service charges for work by its staff on a major Government sponsored project, ChangeUp, which capacity builds the UK's voluntary sector infrastructure,
- fees earned and service charges for other activities.

We are very grateful for all of this support.

- The Local Authority Contract

County and District Councils have together issued a contract for the delivery of Infrastructure services across Buckinghamshire.

Together with our equivalent organisations in the other districts we have formed a consortium (Voluntary Impact Bucks) which is delivering these services.

The accountable body for the contract is The Priory Centre in Wycombe.

- Funds

General (Unrestricted) funds represent the balance of core grants and other income and expenditure accumulated since the formation of the Charity. Restricted funds represent the balance of grants and donations received for specific purposes.

The following restricted grants were brought forward at 1 April 2008 or received during the year:

- **Resilience Grant** - a grant of £11,000 from Capacity Builders,
- **Change Up Consortium Development Fund** – a grant amounting to £26,000 from Capacity Builders,
- **Gardening and Decorating scheme** – a brought forward balance of £4,630
- **Volunteer Work Out** – a grant of £20,000 from Bucks County Council and £54,992 from the Big Lottery
- **Training** – a brought forward balance of £2,500 from Bucks County Council and £3,912 from Buckinghamshire Life Long Learning Partnership for the delivery of training.

Full details as to how these funds were disbursed are given in Note 5 to the accounts.

- Income, expenditure and balances

Total income to general (Unrestricted) funds was £137,441. The major items were grants for the Local Authority Contract as described above (£49,587), from Bucks County Council for the Participation and Partnership Program (3Ps Project) (£10,966) and from South Bucks District Council (£32,310 as the value of office accommodation and services). Fees and Service Charges received amounted to £35,225 (£25,732 from Restricted funds and £9,463 for other services). Grants of £890 were received from Town and Parish Councils, and donations of £4,190 from other organisations and members of the public; these are listed in Note 2 to the accounts.

Interest on deposits amounted to £4,169.

VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)

Year ended 31 March 2009

Restricted income listed above, net of fees earned by Voluntary Action for work carried out on these projects, totalled £90,172.

Total expenditure of general funds amounted to £127,154, of which £124,392 was attributable to charitable activities and £2,762 to governance costs. The most significant item was staff remuneration (£72,789)

Restricted fund expenditure amounted to £87,369. This expenditure is itemised in Note 5 to the accounts.

General Funds had net inflow for the year (excess of Incoming Resources over Resources Expended) of £10,287. There was a net inflow of Restricted Funds of £2,803, resulting in total net inflow of £13,090.

Balances carried forward are £9,934 Restricted Funds and £72,672 General Funds.

CONCLUSION

This has been a significant year, with many successes for the charity. Our current funding position is healthier than in recent years. However future funding beyond the three year contract with the local authorities and ChangeUp remains a significant challenge which the trustee directors and staff will be addressing in the financial year 2009/10.

I would like to thank Diane Rutter and her team and my fellow Trustee Directors for their substantial efforts during the year.

On behalf of the Board of Trustee Directors 

Michael Coote
Chair

Date: 13/8/09

VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)

Year ended 31 March 2009

Independent examiner's report to the trustees of Voluntary Action (Chiltern and South Bucks)

I report on the accounts of the company for the year ended 31 March 2009, which are set out on pages 10 to 15.

This report is made solely to the charity's trustees, as a body, in accordance with section 43 of the Charities Act 1993. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in my report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 221 of the Companies Act 1985; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 226 of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C D Nash A.C.A.

For and on behalf of C D Nash Limited

Chartered Accountants

15a Hill Avenue, Amersham Bucks, HP6 5BD

C D Nash
28/8/2009

VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)
Year ended 31 March 2009

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	<u>2008/09</u>		<u>2007/08</u>
		Notes 1 & 5		
		Restricted	Unrestricted	TOTAL
		£	£	£
Incoming Resources				
Incoming Resources from generated funds				
Voluntary income:				
Donations	2		4,190	4,190
Parish and Town Council grants	2		890	890
Interest			4,169	4,169
Incoming Resources from charitable activities				
Supporting voluntary and community organisations				
Local Authority Contract	3		49,587	49,587
Received from Bucks County Council:				
- 3 Ps Project			10,966	10,966
- Older Peoples' Services				0
S. Bucks District Council - benefit in kind	4		32,310	32,310
Fees and Service charges received				
- from restricted funds			25,732	25,732
- for other services			9,493	9,493
Restricted Funds (Net. of fees and expenses)	5	90,172		90,172
Other Income:				
Other income			104	104
Total Incoming Resources		90,172	137,441	227,613
Resources Expended				
Charitable activities - Supporting voluntary and community organisations				
Payments to other partners		18,336	3,600	21,936
Remuneration costs	6	38,997	72,789	111,786
Accommodation costs	4		32,310	32,310
Publicity & Marketing		10,422	1,241	11,663
Travel & Training		8,736	3,785	12,521
Publications			185	185
Direct project costs		4,017		4,017
General running expenses	5 & 7	3,159	5,372	8,531
Subscriptions			537	537
IT support		3,166	2,905	6,071
Recruitment			550	550
Equipment			410	410
Other expenses			708	708
		86,833	124,392	211,225
Governance costs	8	536	2,762	3,298
Total Resources Expended		87,369	127,154	214,523
Net Income Carried Down		2,803	10,287	13,090
Total Funds Brought Forward		7,131	62,385	69,516
Total Funds Carried Forward	9	9,934	72,672	82,606

VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)

BALANCE SHEET AT 31st March 2009

	Notes	31/03/2009	31/03/2008
		£	£
Current Assets			
Debtors and prepayments		10,952	786
COIF Charities Deposit Fund		51,269	100,286
Lloyds Current Account		39,392	1,279
Cash in Hand		53	14
Total Current Assets		101,666	102,365
CURRENT LIABILITIES - payable within one year			
Receipts in advance			20,225
Creditors & Accruals		19,060	12,624
Total Liabilities		19,060	32,849
Net Current Assets		82,606	69,516
Excess of Assets over Liabilities		82,606	69,516
Funded by:			
Unrestricted funds:			
General fund		52,672	42,385
Contingency reserve		20,000	20,000
	9	72,672	62,385
Restricted funds	5 & 9	9,934	7,131
		82,606	69,516

For the financial year ended 31 March 2009, the Company was entitled to exemption from audit under section 249A(1) Companies Act 1985; and no notice has been deposited under section 249B(2). The trustee directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 (of the Act) and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its profit or loss for the financial year in accordance with the requirements of section 226 and which otherwise comply with the requirements of the Companies Act 1985 so far as applicable to the company.

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

Approved by the Board of Voluntary Action (Chiltern and South Bucks) and signed on its behalf by:

Trustee Director and Hon. Treasurer.....*Larry Harris*.....
 Date.....*13 August 2009*.....
 Larry Harris

VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)
Year ended 31 March 2009

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

1.1 Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and in line with the Statement of Recommended Practice as detailed by the Charity Commission.

1.2 Funds

General funds (Unrestricted) comprise those funds which the Trustees are free to use in accordance with the charitable objects,

Designated funds are funds (if any) set aside by the Trustees out of unrestricted general funds for specific future purposes or projects

Restricted funds are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Movements on these funds are summarised under the heading **Restricted** on the Statement of Financial Activities.

1.3 Pension costs

Contributions in respect of the Company's defined contributory pension scheme are charged to the profit and loss account for the year in which they are payable to the scheme.

2. DONATIONS

We are extremely grateful to the following organisations that supported Voluntary Action during the year:

Parish and Town Council grants		Donations	
	£		
Amersham Town Council	225	GE Healthcare	3,500
Chalfont St. Giles PC	25	Other donations	392
Chalfont St. Peter PC	100	Gift Aid tax relief	298
Chesham Bois PC	90		
Chesham Town Council	300		
Great Missenden PC	100		
Iver PC	50		
	<u>890</u>		<u>4,190</u>

VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)

Year ended 31 March 2009

NOTES TO THE ACCOUNTS (Continued)

3. LOCAL AUTHORITY CONTRACT

Monies received for the Local Authority Contract include contributions from Bucks CC, Chiltern DC, and South Bucks DC in accordance with the Local Authority Infrastructure contract.

These funds are channelled through The Priory Centre, the lead organisation within the Voluntary Impact Bucks Consortium delivering the infrastructure contract.

4. BENEFIT IN KIND

South Bucks District Council provides Voluntary Action with furnished office space, heat and light, cleaning, meeting rooms and tea and coffee free of charge. The Council estimates the commercial value of this benefit to be £32,310. This sum is included in Incoming Resources on the Statement of Financial Activities and shown as Accommodation costs under Resources Expended.

5. RESTRICTED FUNDS

5.1 Sources, purposes and disbursements

The following Restricted Funds were managed during the year or brought forward from the previous year:

- **ChangeUp Consortium** - a grant of £26,000 from Capacity Builders (Consortia Development Fund) to continue work on the Buckinghamshire ChangeUp Consortium and its strategic planning of support services to frontline voluntary organisations across the county. This grant was fully expended in the year.
- **Resilience Grant** - £11,000 from Capacity Builders to carry out a range of activities designed to improve the support service provided to frontline voluntary groups across the county. This grant was fully expended in the year.
- **Gardening and Decorating scheme** – a brought forward balance of £4,630 for tidying and maintaining gardens of older or disabled people on means tested benefits. A balance of £1,942 is carried forward.
- **Volunteer Workout** - £20,000 from Bucks County Council and £54,992 from the Big Lottery. A balance of £7,992 is carried forward.
- **Training** - a brought forward balance of £2,500 from Bucks County Council and a grant of £3,912 from Buckinghamshire Life Long Learning Partnership, for the development of training. This grant was fully expended in the year.

VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)

Year ended 31 March 2009

NOTES TO THE ACCOUNTS (Continued)

5.2 Receipts and expenditure

Restricted fund receipts and expenditure are analysed in the following table:

	Training	Capacity Builders Resilience Grant	ChangeUp Consortium	Volunteer Workout	Gardening and Decorating Scheme	Total
INCOMING RESOURCES						
Lifelong Learning Partnership	3,912.00					3,912.00
Big Lottery				54,992.00		54,992.00
Bucks Strategic Partnership				20,000.00		20,000.00
Capacity Builders		11,000.00	26,000.00			37,000.00
TOTAL INCOMING RESOURCES	3,912.00	11,000.00	26,000.00	74,992.00	0.00	115,904.00
TRANSFERS TO GENERAL FUNDS						
Payments to Voluntary Action						
- staff time and other costs	2,500.00	3,750.00	5,000.00	13,232.00	1,250.00	25,732.00
- share of grants						
NET INCOMING RESOURCES	1,412.00	7,250.00	21,000.00	61,760.00	-1,250.00	90,172.00
RESOURCES EXPENDED						
Payments to other parties		7,250.00	2,000.00	7,647.00	1,439.00	18,336.00
Remuneration costs			13,000.00	25,997.00		38,997.00
Travel and training	3,912.00		295.00	4,529.00		8,736.00
Publicity & Marketing			1,100.00	9,322.00		10,422.00
Direct project costs			4,017.00			4,017.00
General running expenses				3,159.00		3,159.00
Governance costs			84.00	452.00		536.00
IT costs			504.00	2,662.00		3,166.00
Equipment						0.00
Total resources expended	3,912.00	7,250.00	21,000.00	53,768.00	1,439.00	87,369.00
Net movement of funds	-2,500.00	0.00	0.00	7,992.00	-2,689.00	2,803.00
Opening funds as at 1 April 2008	2,500.00	0.00	0.00	0.00	4,631.00	7,131.00
CLOSING FUNDS 31 March 2009	0.00	0.00	0.00	7,992.00	1,942.00	9,934.00

6. EMOLUMENTS

Salaries were paid throughout the year to 5 staff: a full time Chief Officer, a full time Volunteering Manager, a full time Project Manager, a full time Administration Co-ordinator and a part time Financial Administrator.

Total Remuneration Costs are made up as follows:

	2008/09	2007/08
	£	£
Salaries	98,796	72,412
Social security costs	9,594	6,541
Pension costs	3,395	3,177
	111,785	82,130

Thirteen volunteer workers have supported the Charity's work during the year.

The Company operates a defined contributory pension scheme on behalf of employees. The assets of this scheme are held separately from those of the company in an independently administered fund. The Company's commitment under this scheme is for contributions of 5% of gross salary.

VOLUNTARY ACTION (CHILTERN AND SOUTH BUCKS)

Year ended 31 March 2009

NOTES TO THE ACCOUNTS (Continued)

No remuneration was paid or is payable for the period from the funds of the charity to any trustee director or to any person or persons known to be connected to any of them.

Out of pocket expenses incurred by trustees, staff and volunteers in the course of their duties are reimbursable but certain trustee directors make a donation of their claimable expenses:

7. GENERAL RUNNING EXPENSES

Unrestricted general running expenses comprise the following:

	2008/09	2007/08
Insurance	1,038	1012
Venue Hire		397
Telephone	1,229	-
Postage	993	2236
Stationery & Office costs	2,112	1204
	<u>5372</u>	<u>4849</u>

8. GOVERNANCE COSTS

Unrestricted governance costs comprise the following:

Governance costs

	2008/09	2007/08
Accounting fees *	1,000	1,300
Board members' travel expenses	933	638
AGM	814	411
Companies House fee	15	15
	<u>2,762</u>	<u>2,364</u>

* In 2008/09 £300 of the accounting fees has been attributed to Restricted Funds (Big Lottery)

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	Total funds
Current assets			
- bank accounts	79,404	11,257	90,661
- cash	53		53
- debtors and pre payments	10,952		10,952
Current liabilities	-17,737	-1,323	-19,060
Net assets at 31 March 2009	<u>72,672</u>	<u>9,934</u>	<u>82,606</u>