

2117940

**Association for Research in the
Voluntary and Community Sector (ARVAC)
Report of the Trustees
for the Year Ended 31 March 2008**

The trustees who are also directors of the charity for the purposes of the Companies Act 1985, present their report with the financial statements of the charity for the year ended 31 March 2008. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
2117940

Registered Charity number
296762

Registered office
c/o School of Business & Social Sciences
Roehampton University, Southlands College
80 Roehampton Lane
London
SW15 5SL

Trustees
Vacant - Chair
S Howlett - Vice Chair
K Jones - Treasurer

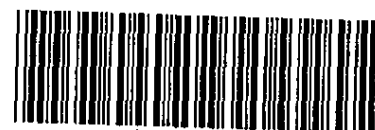
C Rochester
F Poland
J Diamond
K Wilding
J Grotz
J V Humm
C A Pharoah
G Munro

L. Hernandez - appointed 22/03/08
A. Mihailidou - appointed 22/03/08
M. Zimmeck - appointed 22/03/08

Company Secretary
C Rochester

Bankers
The Co-operative Bank
Albert Hall Building
High Street
Colchester
CO11JW

THURSDAY



A36 22/10/2009 284
COMPANIES HOUSE
A20 02/10/2009 122
COMPANIES HOUSE

Independent Examiner of Accounts

D.J. Prescott MBE FCIS

REFERENCE AND ADMINISTRATIVE DETAILS

The Association for Research in the Voluntary and Community Sector (ARVAC) was incorporated under the Companies Act 1985 on 31st March 1987 no. 2117940 and registered with the Charity Commissioners on 14th September 1987 no: 296762. It is governed by its Memorandum and Articles of Association which states that unless the company decides otherwise, the number of committee members should not be less than seven or more than twenty. The company is managed by the Management Committee. Each year at the Annual General Meeting a chair, vice chair and treasurer are elected to hold office until the next AGM.

The Trustees who are also directors of the charity for the purposes of the Companies Act 1985, submit their Annual Report and the financial statements of the Association for Research in the Voluntary and Community Sector (ARVAC) (the Charity) for the year ended 31 March 2008. The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities' issued in 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT ACTIVITIES

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 1985.

The organisation is a charity and a company limited by guarantee, not having a share capital. It exists to promote effective community action through research with a focus on small community groups and those who support them. The Charity operates a number of projects to achieve this.

Organisational structure

The Charity is administered by the Management Committee elected by and from the membership. They meet six times a year and focus on the strategic aspects of authorisation, development and operation.

Risk Review

The management committee has conducted its own review of the major risks to which the Charity is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan, which will allow for diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company.

These procedures are periodically reviewed to ensure that they still meet the needs of the Charity.

OBJECTIVES AND ACTIVITIES

Information Dissemination

The ARVAC Bulletin, a quarterly journal of research news and articles publishes news of community research and other information that is useful to researchers in the community sector. The bulletin is disseminated via email.

Supporting Community Research

ARVAC exists to support groups with research. This is done via producing the publication 'Getting Started', and also via answering questions via the website. We signpost people to other resources and put them in touch with trainers and other researchers where appropriate.

Publications

We have continued to sell copies of our publication 'Community Research - Getting Started', a resource pack that provides a guide for individuals and groups wanting to get started with a community research project.

Governance project

ARVAC manages a project funded by the Big Lottery fund, called 'Governance Pages'. This is an interactive website which helps small groups diagnose governance problems and work through solutions.

Volunteers

There are no paid employees, the trustees are all volunteers and do the day to day work of ARVAC.

FINANCIAL REVIEW

Reserves policy

Given the uncertainty in funding our policy is to ensure sufficient reserves to:

- a) ensure that delays in the receipt of promised income do not result in the Charity facing insolvency
- b) meet statutory and contractual obligations including salary and redundancy payments
- c) provide an option to delay the termination of services to our members and service users if services temporarily lose funding whilst having a good prospect of funding being released shortly
- d) allow where possible for predictable but temporary increases in costs for which funds cannot easily be raised
- e) provide a safeguard against unpredictable costs which cannot be insured against.

ARVAC's management committee will ensure that for the foreseeable future the organisation does not take any loans and that we endeavour to retain, once current obligations have been met, a minimum of £5,000 in the bank.

RESULTS

The net outgoing resources for the year amounted to £6101 of which £14339 relates to unrestricted funds, with net incoming resources of £8238 relating to restricted funds. £3173 was attributable to general reserves.

FUTURE DEVELOPMENTS

ARVAC is still in a process of re-building as a membership organisation. We recognise the limitations of being a membership led organization, but also that we are in a position this year to increase our activity. The trustees will continue to publish the bulletin quarterly by email. We will be looking to develop the web-site and be working towards putting the research database on-line.

The trustees recognise that ARVAC will need partners to move forward. However we also recognise that we can take the lead on some issues and will look to reinstate the ARVAC conference. This will be a half day event together together people interested in community research. This event will be free to attend and we anticipate it costing very little to put on.

We will be working towards making our publication 'Getting Started' free to download on the website

We intend to provide a sign-posting service for organisations looking for community researchers. We shall provide help through answering queries via the web-site and put organisations in touch with researchers known to the organisation. We shall look for partners to host events.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. 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 the 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 charitable company and of the surplus or deficit of the charitable company for that period. In preparing those 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 charitable company will continue in business.

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

The management committee is responsible for maintaining 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.

The management committee is also responsible for safeguarding the assets of the charitable company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Management Committee

Members of the management committee, who are directors for the purpose of company law and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on Page 1.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO INDEPENDENT EXAMINER

So far as the trustees are aware, there is no relevant information (as defined by Section 234ZA of the Companies Act 1985) of which the charitable company's independent examiner is unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any relevant information and to establish that the charitable company's independent examiner is aware of that information.

ON BEHALF OF THE BOARD:



S Howlett – Trustee
1st November 2008

**Independent Examiners report to the Trustees of the Association for Research in the
Voluntary and Community Sector (ARVAC)**

A handwritten signature in black ink, appearing to read 'D. J. Prescott', with a long horizontal stroke extending to the right.

**D. J. Prescott MBE FCIS
Independent Examiner**

Wellhead Cottage
Hale Road
Wendover
Aylesbury
Bucks. HP22 6NF

4th November, 2008

Association for Research in the
Voluntary and Community Sector (ARVAC)

Statement of Financial Activities
for the Year Ended 31 MARCH 2008

	notes	Unrestricted funds £	Restricted funds £	31.3.08 Total funds £	31.3.07 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	-	-	-	22,521
Investment income	3	346	-	346	130
Incoming resources from charitable activities					
Directorate	4	1,357	-	1,357	4,636
London CRP		-	-	-	7,689
Information		-	3,750	3,750	11,250
Governance		-	22,200	22,200	22,500
Total incoming resources		1,703	25,950	27,653	68,776
RESOURCES EXPENDED					
Charitable activities					
Directorate	5	-	-	-	19,845
London CRP		-	-	-	18,226
Information		15,292	-	15,292	6,149
Governance		-	17,712	17,712	18,743
Governance costs	6	750	-	750	3,136
Total resources expended		16,042	17,712	33,754	66,099
NET INCOMING/(OUTGOING) RESOURCES before transfers					
		(14,339)	8,238	(6,101)	2,677
Gross transfers between funds					
	13	-	-	-	-
Net incoming/(outgoing) resources		(14,339)	8,238	(6,101)	2,677
RECONCILIATION OF FUNDS					
Total funds brought forward		17,512	-	17,512	14,835
TOTAL FUNDS CARRIED FORWARD		<u>3,173</u>	<u>8,238</u>	<u>11,411</u>	<u>17,512</u>

Association for Research in the
Voluntary and Community Sector (ARVAC)

Balance Sheet
AT 31 MARCH 2008

	notes	Unrestricted funds £	Restricted funds £	31.3.08 Total funds £	31.3.07 Total funds £
FIXED ASSETS					
Tangible assets	10	-	-	-	901
CURRENT ASSETS					
Debtors	11	-	-	-	5,469
Cash at bank		<u>3,173</u>	<u>8,238</u>	<u>11,411</u>	<u>22,481</u>
		3,173	8,238	11,411	27,950
CREDITORS					
Amounts falling due within one year	12	-	-	-	(11,339)
NET CURRENT ASSETS		-	-	-	<u>16,611</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>3,173</u>	<u>8,238</u>	<u>11,411</u>	<u>17,512</u>
NET ASSETS		<u>3,173</u>	<u>8,238</u>	<u>11,411</u>	<u>17,512</u>
FUNDS	13				
Unrestricted funds				3,173	17,512
Restricted funds				<u>8,238</u>	-
TOTAL FUNDS				<u>11,411</u>	<u>17,512</u>

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

For the Year ended 31 March 2008, the company was entitled to exemption under 249a(1) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249b(2). The directors acknowledge responsibility for: 1) Ensuring the company keeps accounting records which comply with section 221; and ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relation to accounts so far as applicable to the company.

The financial statements were approved by the Board of Trustees on 10 November 2008 and were signed on its behalf by:



S Howlett - Trustee

Association for Research in the
Voluntary and Community Sector (ARVAC)

Notes to the Financial Statements
for the Year Ended 31 MARCH 2008

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2007), the Companies Act 1985 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost including VAT related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment	-33% on cost
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Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

2. VOLUNTARY INCOME

	31.3.08	31.3.07
	£	£
Grants	<u> </u>	<u>22,521</u>
Grants received, included in the above, are as follows:		
	31.3.07	31.3.07
	£	£
ACU	-	-
Home Office	<u> </u>	<u>22,521</u>
	<u> </u>	<u>22,521</u>

Association for Research in the
Voluntary and Community Sector (ARVAC)

Notes to the Financial Statements - continued
for the Year Ended 31 MARCH 2007

3. INVESTMENT INCOME

	31.3.08	31.3.07
	£	£
Deposit account interest	<u>346</u>	<u>130</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

		31.3.08	31.3.07
	Activity	£	£
Membership	Directorate	690	3,785
Publications	Directorate	250	826
Miscellaneous income	Directorate	417	25
Miscellaneous income	London CRP	-	7,689
Grants	London CRP	-	-
Grants	Information	3,750	11,250
Grants	Governance	<u>22,200</u>	<u>22,250</u>
		<u>27,307</u>	<u>46,125</u>

Grants received, included in the above, are as follows:

	31.3.07	31.3.07
	£	£
City Parochial Foundation	3,750	11,250
Big Lottery Fund	<u>22,200</u>	<u>22,550</u>
	<u>25,950</u>	<u>33,800</u>

5. CHARITABLE ACTIVITIES COSTS

		£	£
	Direct costs		
Directorate		-	19,845
London CRP		-	18,226
Information		-	6,149
Governance		<u>17,712</u>	<u>18,743</u>
		<u>17,712</u>	<u>62,963</u>

6. GOVERNANCE COSTS

	31.3.08	31.3.07
	£	£
Legal fees	-	-
Professional fees	750	136
Auditors' remuneration	<u>-</u>	<u>3,000</u>
	<u>750</u>	<u>4,609</u>

Association for Research in the
Voluntary and Community Sector (ARVAC)

Notes to the Financial Statements - continued
for the Year Ended 31 MARCH 2007

7. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.08	31.3.07
	£	£
Auditors' remuneration	-	3,000
Depreciation - owned assets	901	978
Other operating leases	-	5,136
Surplus/(deficit) on disposal of fixed asset	-	235
	<u>-</u>	<u>235</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2008 nor for the year ended 31 March 2007.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2008 nor for the year ended 31 March 2007.

9. STAFF COSTS

	31.3.08	31.3.07
	£	£
Wages and salaries	-	29,811
Social security costs	-	2,360
	<u>-</u>	<u>32,171</u>

The average monthly number of employees during the year was as follows:

	31.3.08	31.3.07
Directorate	-	1
London CRP	-	1
Information	-	1
Governance	-	1
	<u>-</u>	<u>4</u>

Association for Research in the
Voluntary and Community Sector (ARVAC)

Notes to the Financial Statements - continued
for the Year Ended 31 MARCH 2008

10. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2007	5,188	20,153	25,341
Additions	-	1,350	1,350
Disposals	-	(1,584)	(1,584)
At 31 March 2008	<u>5,188</u>	<u>19,919</u>	<u>25,107</u>
 DEPRECIATION			
At 1 April 2007	5,188	19,018	24,206
Charge for year	-	901	901
Eliminated on disposal	-	-	-
At 31 March 2008	<u>5,188</u>	<u>19,919</u>	<u>25,107</u>
 NET BOOK VALUE			
At 31 March 2008	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2007	<u>-</u>	<u>901</u>	<u>901</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.08 £	31.3.07 £
Trade debtors	-	-
Other debtors	-	5,469
	<u>-</u>	<u>5,469</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.08 £	31.3.07 £
Trade creditors	-	5,401
Taxation and social security	-	-
Other creditors	-	5,938
	<u>-</u>	<u>11,339</u>

Association for Research in the
Voluntary and Community Sector (ARVAC)

Notes to the Financial Statements - continued
for the Year Ended 31 MARCH 2008

13. MOVEMENT IN FUNDS

	At 1.4.07 £	Net movement in funds £	Transfers between funds £	At 31.3.08 £
Unrestricted funds				
Unrestricted	17,512	(14,339)	-	3,173
Restricted funds				
Restricted	-	8,238	-	8238
TOTAL FUNDS	<u>17,512</u>	<u>(6101)</u>	<u>-</u>	<u>11,411</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted	1,703	16042	(14,339)
Restricted funds			
Restricted	25,950	17712	8238
TOTAL FUNDS	<u>27,653</u>	<u>33,754</u>	<u>(6101)</u>

Association for Research in the
Voluntary and Community Sector (ARVAC)

Detailed Statement of Financial Activities
for the Year Ended 31 MARCH 2007

	31.3.08 £	31.3.06 £
INCOMING RESOURCES		
Voluntary income		
Grants	-	22,521
Investment income		
Deposit account interest	346	130
Incoming resources from charitable activities		
Membership	690	3,785
Publications	250	826
Miscellaneous income	417	7,714
Grants	<u>25,950</u>	<u>33,800</u>
	<u>27,653</u>	<u>46,125</u>
Total incoming resources	27,653	68,776
RESOURCES EXPENDED		
Charitable activities		
Wages	-	29,811
Social security	-	2,360
Pension costs	12,245	
Other operating leases	-	5,136
Rates and water	-	315
Insurance	368	367
Telephone	-	699
Postage and stationery	-	989
Sundries	200	34
Agency costs	-	2,146
Building repairs & maintenance	-	920
Travel & subsistence	-	579
Internet/IT	949	233
Subscriptions	304	-
Computer maintenance	-	-
Meetings	103	54
Bulletin	-	1,661
Staff training	-	-
Consultancy	17,712	16,200
Bank charges	222	246
Depreciation of tangible fixed assets	901	978
Loss on sale of tangible fixed assets	<u>-</u>	<u>235</u>
	62,963	62,963
Governance costs		
Legal fees	-	-
Professional fees	750	136
Auditors' remuneration	<u>-</u>	<u>3,000</u>
	750	3,136