

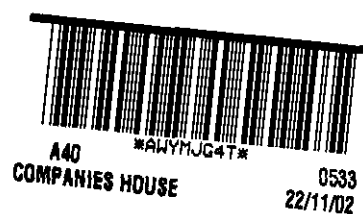
**STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY**

**COMPANY LIMITED BY GUARANTEE NO. 4016295**

**REGISTERED CHARITY NO. 1083231**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2002**



# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

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FOR THE YEAR ENDED 31 MARCH 2002

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# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

## LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2002

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**Status:** The company's governing documents are the Memorandum and Articles of Association.

The members of the Management Committee are the Directors of the Company and the Trustees of the Charity. In accordance with the Articles of Association one third of the Directors will retire at each AGM.

The Company was established under a Memorandum of Association which established the objects and powers of the charitable Company and is governed under its Articles of Association. Under those Articles, the members of the Management Committee are elected at the AGM to serve a period of 3 years, subject to ratification at each AGM.

Directors:	Appointed	Resigned
Caroline Jane Chubb		20.6.01
David Wright Coleman		10.5.02
Robert Cook		
Cllr. Sheila Corr BA (Hons) Dip		
Lesley Makin		
Hugh McGouran		20.6.01
Ian Pallent		19.4.02
Charles Frank Porter		
Bernard Storey (reappointed)	1.4.02	20.6.01
Judith Sykes		
Susan Elizabeth Wales		
Edward Wood		
Paula Carol Pickard		
Margaret Alderdice		
Edna Chapman		
Kenneth Cook		
Peter Scott	6.7.01	

**Company Secretary:** David Dorman-Smith

**Registered Office:** 27 Yarm Road  
Stockton on Tees  
TS18 3NJ

**Auditors:** Baines Goldston  
43/45 Yarm Lane  
Stockton on Tees  
TS18 3EA

**STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY**

**LEGAL AND ADMINISTRATIVE INFORMATION (Continued.)**

**FOR THE YEAR ENDED 31 MARCH 2002**

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**Bankers:**

The Company bankers are:

Bank of Scotland  
41 South Gyle Crescent  
Edinburgh  
EH12 9BB

National Westminster Bank Plc  
123 High Street  
Stockton on Tees

Scottish Widows Bank Plc  
PO Box 12757  
67 Morrison Street  
Edinburgh  
EH3 8YJ

# **STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY**

## **DIRECTORS' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2002**

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The Directors present their report and the audited financial statements for the year ended 31 March 2002.

#### **Objects of the Company**

The Company which is limited by guarantee is a registered charity (number 1083231) existing to provide support for other organisations with charitable objects within Stockton on Tees in order to assist these organisations in their charitable work, and to promote and organise co-operation between voluntary sector organisations, statutory and public bodies.

#### **Results**

The results for the year ended 31 March 2002 are detailed in the Statement of Financial Activities on page 7. The Directors consider that the Charity's affairs to be satisfactory.

Activities and achievements during the year have been as follows:

##### **Training**

The agency engages in providing a range of training opportunities for the sector in order to enhance and develop their effectiveness. These include business planning, volunteer supervision, quality assurance, preparing funding applications, staff supervision.

##### **Volunteer Development**

This project aims to develop volunteering opportunities across the Borough and recruits individuals who wish to offer their time in a volunteering capacity. The project also runs a programme for Millennium Volunteers supporting and developing volunteering between ages 16 years and 24 years. Funding for the Volunteer Development project has been received from SRB round 6 and the MV programme through Millennium Volunteers funding.

##### **Sector Development**

The agency has engaged in a range of activities which support Voluntary and Community organisations. These include funding advice, resource library, capacity building initiatives, photocopying and printing services, and the facilitation of new groups start up.

##### **Community Empowerment**

This year the Agency has engaged with the local community and Voluntary organisations to develop an empowerment programme which aims to enable both individuals and group representatives to participate fully in the work of the Local Strategic Partnership in Stockton on Tees. This project is funded through Government Office North East via its Community Empowerment programme.

#### **Future Strategy**

SBVDA has a clear Business Plan for the next 3 years and has committed resources to developing all new opportunities to expand its work in relation to support development and empowerment of the Voluntary and Community Sector in Stockton on Tees.

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

## DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2002

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### Reserves Policy

The Board has agreed a reserves policy whereby SBVDA will seek to develop free reserves that will equate to 6 months operating costs. As a relatively new organisation, the level of reserves is still at a low level. It is the policy of SBVDA management to develop services in such a way that income can be drawn into the agency that is over and above project and core funding and thus increase the free reserves to the desired level.

### Investment Policy

The Board have agreed the adoption of an investment policy that identifies common investment funds as appropriate for charities, and in addition any cleared balances surplus to requirements are to be placed on deposit with a reputable financial institution.

### Risk Assessment

The Board of SBVDA have reviewed the financial regulations of the agency in relation to any internal risk within those procedures and appropriate amendments have been made when deemed necessary. The agency recognises the risks to which it is exposed in terms of short term funding contracts and its implications for sustainable activity. The business plan contains an assessment of anticipated changes to funding streams and the agency has recognised the importance of developing independent income as a matter of urgency. Subsequent to the year end the board have carried out a full analysis of the company's risk profile.

### Responsibilities of the Directors

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its *incoming resources and application of resources, including income and expenditure, for the financial year*. In preparing those financial statements, SBVDA Board will follow best practice and:

Select suitable accounting policies and then apply them consistently;

Make judgements and estimates that are reasonable and prudent; and

Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Company will continue on that basis.

The Board 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 Board is 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.

### Auditors

Baines Goldston were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that office.

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

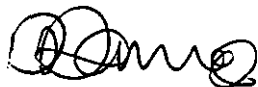
## DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2002

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This report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the SBVDA Board on 5 August 2002



David Dorman-Smith  
Company Secretary

# INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF

## STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

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We have audited the financial statements of Stockton Borough Voluntary Development Agency Limited for the year ended 31 March 2002 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out therein.

### Respective Responsibilities of Directors and Auditors

As described in the Statement of Directors' Responsibilities the trustees, who are also the directors of Stockton Borough Voluntary Development Agency Limited for the purposes of company law, are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

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 if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company 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 directors' remuneration and transactions with the company is not disclosed.

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


### Basis of Opinion

We conducted our audit in accordance with United Kingdom Auditing Standards 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 judgements made by the Directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Charitable Company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether 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 of the state of the Charitable Company's state of affairs at 31 March 2002 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

  
**BAINES GOLDSTON**  
Chartered Accountants  
Stockton on Tees

**Registered Auditors**

Date: 29 August 2002



# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2002

	Notes	Unrestricted Funds £	Restricted Funds £	12 months to 31.3.2002 Total Funds £	9 months to 31.3.2001 Total Funds £
<b>INCOMING RESOURCES</b>					
Activities to further the charity's objects:					
Grants		66,186	191,575	257,761	92,910
Other income		-	5,834	5,834	3,887
Funds received on behalf of other organisations	5	-	55,051	55,051	-
Activities to generate funds:					
Room hire, printing etc.		6,710	-	6,710	1,254
Bank interest received		2,150	-	2,150	758
<b>TOTAL INCOMING RESOURCES</b>		<b>75,046</b>	<b>252,460</b>	<b>327,506</b>	<b>98,809</b>
<b>RESOURCES EXPENDITURE</b>					
Charitable services:					
Provision of services	2	45,975	234,666	280,641	61,310
Management and administration of the charity	3	30,545	-	30,545	31,448
<b>TOTAL RESOURCES EXPENDITURE</b>	4	<b>76,520</b>	<b>234,666</b>	<b>311,186</b>	<b>92,758</b>
<b>NET INCOMING RESOURCES</b>		<b>(1,474)</b>	<b>17,794</b>	<b>16,320</b>	<b>6,051</b>
<b>TRANSFER</b>		<b>(4,690)</b>	<b>4,690</b>	<b>-</b>	<b>-</b>
<b>BALANCE BROUGHT FORWARD</b>		<b>16,115</b>	<b>-</b>	<b>16,115</b>	<b>10,064</b>
<b>BALANCE CARRIED FORWARD</b>		<b>9,951</b>	<b>22,484</b>	<b>32,435</b>	<b>16,115</b>

The Company has no recognised gains or losses other than the net incoming resources for the year.

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

## BALANCE SHEET

AS AT 31 MARCH 2002

	Notes	2002 £	2001 £
<b>Fixed assets</b>			
Tangible assets	6	12,343	4,114
<b>Current assets</b>			
Debtors	7	47,212	3,503
Cash at bank and in hand		108,454	55,337
		<u>155,666</u>	<u>58,840</u>
<b>Creditors - amounts falling due within one year</b>	8	<u>135,574</u>	<u>46,839</u>
<b>Net current assets</b>		20,092	12,001
<b>Total net assets</b>		<u>32,435</u>	<u>16,115</u>
<b>Financed by:</b>			
Unrestricted	10	9,951	16,115
Restricted	11	22,484	-
		<u>32,435</u>	<u>16,115</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Board of Directors on 5 August 2002 and signed on their behalf by:



C F Porter  
Director

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2002

### 1. ACCOUNTING POLICIES

The Accounts have been prepared under the historical cost convention and have been drawn up in accordance with the Statements of Accounting Practice, Financial Reporting Standards and the Statement of Recommended Practice relating to Charities.

All incoming resources becoming available to the Charity during the period are recognised in the Statement of Financial Activities.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

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

Computer Equipment	33%	Straight Line
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The Company operates a defined contribution pension scheme. The amount charged in the Statement of Financial Activities in respect of pension costs is the contributions payable for the period. Differences between contributions payable in the period and contributions actually paid are shown as either accruals or prepayments in the balance sheet.

The Charity has taken advantage of the exemption in Financial Reporting Standard No.1 from producing a cash flow statement.

### 2. DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	12 months 31.3.2002 £	9 months 31.3.2001 £
<b>Provision of services:</b>				
Core activities of the agency	45,975	-	45,975	46,310
Expenditure on behalf of other organisations	-	55,051	55,051	-
Volunteer Development	-	58,402	58,402	-
Billingham Office	-	70,001	70,001	-
Community Development Worker	-	29,252	29,252	-
Community Empowerment Fund	-	12,088	12,088	-
Health Active Zone	-	3,164	3,164	-
Quality Assurance	-	3,585	3,585	-
Connexions	-	3,123	3,123	-
Tees Health: Better Care Higher Standards	-	-	-	15,000
	<u>45,975</u>	<u>234,666</u>	<u>280,641</u>	<u>61,310</u>

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2002

### 3. MANAGEMENT AND ADMINISTRATION OF THE CHARITY

	12 months to 31.3.2002 £	9 months to 31.3.2001 £
Salaries and Employers NIC	22,812	16,150
Staff Travel Expenses	990	767
Staff Training Costs	51	142
	<u>23,853</u>	<u>17,059</u>
Repairs & Maintenance	826	668
Postage	745	1,025
Printing & Stationery	1,665	2,233
Office Sundries	295	578
Telephone	802	939
Insurance	182	744
Cleaning	494	379
Audit and Accountancy	588	294
Equipment & Consumables under £500	268	1,209
Equipment Rental	373	746
Miscellaneous Expenses	454	74
Stolen Monies	-	5,500
	<u>30,545</u>	<u>31,448</u>

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2002

### 4. TOTAL RESOURCE EXPENDITURE

	Staff Costs	Dep'n	Other Costs	Core Activity Costs Recharged	12 months to 31.3.2002	9 months to 31.3.2001
	£	£	£	£	£	£
Core activities of the agency	43,471	1,512	36,710	(5,173)	76,520	77,758
Expenditure on behalf of other organisations	30,587	-	24,464	-	55,051	-
Volunteer Development	40,415	456	16,953	578	58,402	-
Billingham Community Development	20,746	360	45,730	3,165	70,001	-
Community Development Worker	15,372	288	13,592	-	29,252	-
Community Empowerment Fund	802	-	9,856	1,430	12,088	-
Health Active Zone	-	-	3,164	-	3,164	-
Quality Assurance	-	-	3,585	-	3,585	-
Connexions	-	-	3,123	-	3,123	-
Tees Health: Better Care Higher Standards	-	-	-	-	-	15,000
	<u>151,393</u>	<u>2,616</u>	<u>157,177</u>	<u>-</u>	<u>311,186</u>	<u>92,758</u>

Staff costs	31.3.2002	31.3.2001
	£	£
Wages and Salaries	135,010	39,336
Employer's National Insurance	12,678	3,495
Pension Costs	3,705	1,183
	<u>151,393</u>	<u>44,014</u>

No employee earned £50,000 per annum or more.

The average number of employees analysed by function was:

	No.	No.
Direct Charitable Activities and Management	2	2
Administration	6	1
	<u>8</u>	<u>3</u>

Resource expenditure includes the following:

Audit Fees	<u>1,000</u>	<u>900</u>
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# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2002

### 5. OTHER ACTIVITIES

During the year the Charity managed funds for a number of other Organisations. In the case of Hardwick Tomorrow funds were received to pay consultancy fees. In other cases SBVDA has administered the payroll costs of the other organisations on their behalf. Details of transactions during the year are as follows:

	Held at 1.4.2001	Received during Year	Expenditure	Held at 31.3.2002
The Clarences	19,000	9,713	28,713	-
Mental Health Carers	1,200	-	1,200	-
Hardwick Tomorrow	-	9,694	9,694	-
Stockton Blind Peoples Voice	-	2,246	2,246	-
The Forge	-	13,198	13,198	-
	<u>20,200</u>	<u>34,851</u>	<u>55,051</u>	<u>-</u>

### 6. TANGIBLE FIXED ASSETS

	Computer Equipment £	Total £
<b>Cost</b>		
Brought forward	6,366	6,366
Additions	10,845	10,845
<b>At end of year</b>	<u>17,211</u>	<u>17,211</u>
<b>Depreciation</b>		
Brought forward	2,252	2,252
Charge for the period	2,616	2,616
<b>At end of year</b>	<u>4,868</u>	<u>4,868</u>
<b>Net book values</b>		
At 31 March 2002	<u>12,343</u>	<u>12,343</u>
At 31 March 2001	<u>4,114</u>	<u>4,114</u>

### 7. Debtors

	2002 £	2001 £
Grants Receivable	38,857	2,728
Prepayments and other debtors	8,355	775
	<u>47,212</u>	<u>3,503</u>

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2002

### 8. CREDITORS - amounts falling due within one year

	2002	2001
	£	£
Deferred income	101,099	19,637
Amount held for other Organisations	-	20,200
Accruals	31,889	4,928
Social Security & other taxes	2,586	2,074
	<u>135,574</u>	<u>46,839</u>

### 9. CORPORATION TAX

No liability arises for Corporation Tax as the Company is a Registered Charity, Number 1083231 and has obtained exemption.

### 10. UNRESTRICTED FUNDS

	2002	2001
	£	£
Balance brought	16,115	10,064
Transfer to restricted funds	(4,690)	-
Total recognised gains and losses for the year	<u>(1,474)</u>	<u>6,051</u>
	<u>9,951</u>	<u>16,115</u>

### 11. RESTRICTED FUNDS

	Balance	Movement in resources			Balance
	01.04.01	Inflow	Outflow	Transfer from Core	31.03.02
Volunteer Development	-	53,712	58,402	4,690	-
Billingham Community Development	-	79,712	70,001	-	9,711
Community Development Workers	-	34,981	29,252	-	5,729
Community Empowerment Fund	-	16,270	12,088	-	4,182
Quality Assurance	-	6,070	3,585	-	2,485
Connexions	-	3,500	3,123	-	377
Health Action Zone	-	3,164	3,164	-	-
Funds managed for other organisations	-	55,051	55,051	-	-
	-	<u>252,460</u>	<u>234,666</u>	<u>4,690</u>	<u>22,484</u>

#### Volunteer Development

The Volunteer Development Project recruits potential volunteers within the community and links them to volunteering opportunities amongst the voluntary community and public sector. The project also promotes volunteering as an important and valuable opportunity for individuals to make a practical contribution to the needs of others in their locality. The Millennium Volunteers Project works to recruit young people between the ages of 16 and 25 to become volunteers.

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2002

### **Billingham Community Development**

This project is a capacity building project focussing on Billingham. The project offers support and advice to local groups helping to build their capacity to promote and deliver services or activities in their locality.

### **Community Development Project**

This project is a capacity and building project focussing on Stockton.

### **Community Empowerment**

The Community Empowerment Project works with the voluntary and community sector in order to enhance its contribution to the Local Strategic Partnership in Stockton. This work also covers the various Partnership Boards associated with the LSP.

### **Northern Rock Foundation**

This funding was received by Stockton Borough Voluntary Development Agency in order to manage a project developing quality assurance within the voluntary and community sector. The funding will cover training, web site development, resources and costs incurred by both SBVDA and local agencies offering support and training to local groups.

### **Connexions**

This is a small grants fund that has been administered by Stockton Borough Voluntary Development Agency. All monies received, except for a small administration fee, were distributed in the form of small grants up to £500 each.

### **Health Action Zone**

This is a small grants fund that has been administered by Stockton Borough Voluntary Development Agency. All monies were distributed to groups in the form of grants up to £750 each.

## **12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Tangible Fixed Assets</b>	<b>Net Current Assets</b>	<b>Total</b>
<b>Restricted Funds</b>			
Billingham Community Development	3,131	6,580	9,711
Community Development Workers	-	5,729	5,729
Community Emploment Fund	3,335	847	4,182
Quality Assurance	-	2,485	2,485
Connexions	-	377	377
 Unrestricted activities- Core	 5,877	 4,074	 9,951
	<u>12,343</u>	<u>20,092</u>	<u>32,435</u>



# **STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2002**

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### **13. PENSION SCHEME**

The Company operates a defined contribution pension scheme for the benefit of the employees. The assets of the scheme are administered by Trustees in a fund independent from those of the Company.

### **14. SUBSEQUENT EVENTS**

Subsequent to the year end, the Organisation purchased the property at 27 Yarm Road, Stockton on Tees for the sum of £232,000. This was funded by a grant obtained from the Lottery Community Fund.

### **15. TRUSTEES REMUNERATION**

There were no payments to Trustees during the year.

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

## SUMMARY OF RESTRICTED FUND INCOME AND OUTGOINGS

FOR THE YEAR ENDED 31 MARCH 2002

	Volunteer Development	Billingham Community Development	Community Development Worker	Community Empowerment Fund	Connexions	Quality Assurance	Funds Managed For Other Organisations	Total
<b>Income</b>								
RB6	11,072	65,475						76,547
Millennium Volunteers	42,640							42,640
Herburn House		8,403						8,403
Other Income		5,834					1,200	7,034
ILCB			29,981					29,981
Lloyds TSB			5,000					5,000
EF				16,270				16,270
Connexions					3,500			3,500
Northern Rock						5,050		5,050
EC						1,020		1,020
Grants							28,713	28,713
Forge							13,198	13,198
Lardwick Tomorrow							9,694	9,694
Stockton Blind Peoples Voice							2,246	2,246
	53,712	79,712	34,981	16,270	3,500	6,070	55,051	249,296
<b>Outgoings</b>								
Salaries	36,643	43,348	13,957	757			32,076	126,781
Employers NI	3,031	2,981	1,257	45			748	8,062
Superannuation	740	954	158					1,852
Staff Travel	1,280	1,133	263	18		236		2,930
Staff Recruitment		570	456	6,529				7,555
Staff Training	330	212				3,349		3,891
Beneficiary Training			300					300
Rent	2,150		4,570					6,720
Service Charge			807					807
Insurance	207	237	190					634
Repairs and Maintenance	845	4,069	526	75				5,515
Light, Water, Heat	258	529	208	25				1,020
Cleaning	110	506	-					616
Legal and Professional	1,257	163	917	380				2,717
Office Furniture and Equipment	2,959	1,394	700	768				5,821
Equipment Leasing	100	1,191	430					1,721
Printing and Copying	1,304	425	603	495				2,827
Postage	360	1,103	690	706				2,859
Office Sundries and Stationery	1,779	2,689	1,242	139				5,849
Telephone	1,159	2,900	808	60				4,927
Publicity	185	762	400					1,347
Publications	110	128	114					352
Subscriptions	93	71	121					285
Room Hire	1,946	530	133	648				3,257
Volunteer Expenses	355		-					355
Depreciation	456	360	288					1,104
Miscellaneous Expenses	167	581	114	13	2,623		22,227	25,725
Management Costs	578	3,165		1,430	500			5,673
	58,402	70,001	29,252	12,088	3,123	3,585	55,051	231,502
<b>Income Less Outgoings</b>	(4,690)	9,711	5,729	4,182	377	2,485	-	17,794

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY

## ALLOCATION OF CORE COSTS

FOR THE YEAR ENDED 31 MARCH 2002

It was established that in the year ended 31 March 2002 the following core costs related to administration:

		Admin	Core			2001	
	% Admin	Cost	Activities	Total	Admin	Core	Total
					Cost	Activities	
<u>Salaries and Employers NIC</u>							
D Dorman-Smith	20%	5,165	20,659	25,824	3,400	13,600	17,000
Other Salaries	100%	17,647	-	17,647	12,750	14,264	27,014
Staff Expenses	100%	990	-	990	767	-	767
Staff Training Costs	100%	51	-	51	142	-	142
		23,853	20,659	44,512	17,059	27,864	44,923
Rent		-	-	-	-	5,692	5,692
Light & Heat	100%	(48)	-	(48)	-	1,439	1,439
Repairs & Maintenance	100%	826	-	826	668	-	668
Postage	50%	745	744	1,489	1,025	1,026	2,051
Printing & Stationery	50%	1,665	1,665	3,330	2,233	2,233	4,466
Office Sundries	100%	295	-	295	578	-	578
Telephone	50%	802	802	1,604	939	940	1,879
Publicity		-	90	90	-	1,638	1,638
Publications		-	304	304	-	72	72
Miscellaneous Subscriptions		-	395	395	-	16	16
Insurance	100%	182	-	182	744	-	744
Room Hire		-	2,094	2,094	-	1,083	1,083
Cleaning	100%	494	-	494	379	-	379
Audit and Accountancy	25%	588	1,762	2,350	294	881	1,175
Professional Fees		-	5,210	5,210	-	1,881	1,881
Equipment & Consumables under £500	100%	268	-	268	1,209	-	1,209
Equipment Rental	100%	373	-	373	746	-	746
Recruitment Costs		-	570	570	-	932	932
Miscellaneous Expenses	100%	502	-	502	-	-	-
Depreciation		-	1,512	1,512	-	1,375	1,375
NCVO/EQM		-	-	-	-	379	379
Investors in People		-	-	-	-	739	739
Beneficiary Training		-	-	-	-	750	750
Stolen Money		-	-	-	5,500	-	5,500
Gateway to Independence - net		-	-	-	-	(199)	(199)
Clarences Costs		-	-	-	-	285	285
Bank Charges	100%	-	-	-	74	-	74
		30,545	35,807	66,352	31,448	49,026	80,474
Less:							
Core activity costs recharged		-	(5,173)	(5,173)		(2,716)	(2,716)
		30,545	30,634	61,179	31,448	46,310	77,758