(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2006

REGISTERED CHARITY NUMBER: 1083231

COMPANY REGISTRATION NUMBER: 4016295

A15 **AHETCJTM** 9
COMPANIES HOUSE 20/10/2006

STOCKTON ON TEES VOLUNTARY DEVELOPMENT AGENCY CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED $31^{\rm ST}$ MARCH 2006

	Page
Report of the Directors	2
Report of the Auditors	8
Statement of Financial Activities	10
Summary Income and Expenditure Account	11
Balance Sheet	12
Notes to the Financial Statements	13

REPORT OF THE DIRECTORS

The directors present their report together with the audited financial statements for the year ended 31st March 2006.

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 entities.

Reference and administrative information

Charity name:

Stockton on Tees Voluntary Development Agency

Charity registration number:

1083231

Company registration number:

4016295

Registered office and operational

address

27 Yarm Road Stockton on Tees TS18 3NJ

Directors and Trustees

Directors and Trustees	Appointed	Resigned
Robert Cook David Coleman Peter Thomas Judith Sykes Edna Chapman Kenneth Cooke Elizabeth Nesbitt		9 th June 2005 9 th June 2005 10 th November 2005 9 th June 2005 9 th June 2005
Sacha Bedding Paul Kirton		9 th June 2005
Derrick Brown Moira Massey Olive Milner		9 th June 2005
Andrew Featherstone Marie Devine		29 th June 2005
Roy Parker Colin Leckonby	9 th June 2005 9 th June 2005	

Company Secretary

Susan Johnson		2 nd November 2005
Carolynne Withers	2 nd November 2005	

Auditors

S V Bye, New Garth House, Upper Garth Gardens, GUISBOROUGH, TS14 6HA

Ba	n	ke	rs
----	---	----	----

Bank of Scotland	Nat West Bank plc	Scottish Widows Bank plc
41 South Gyle Crescent	123 High Street	PO Box 12757
Edinburgh	Stockton on Tees	67 Morrison Street
EH12 9XD	TS18 1NW	Edinburgh
		EH3 8YJ

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 16th June 2000 and registered as a charity on 8th November 2000.

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. Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up.

Recruitment and appointment of directors

Under the articles, the Directors, who are trustees of the charity, are elected at the AGM to serve a period of 2 years, subject to ratification at each AGM. One third of the directors retire at each AGM. Directors are drawn from the Voluntary Sector within Stockton on Tees.

Trustee induction and training

Trustee training and induction was undertaken with all trustees, using an external consultant, this training focused upon understanding the memorandum and articles of association, roles and responsibilities of trustees, and company directors, conflicts of interest, and ethical governance.

Risk management

The agency continues to recognise 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 short term risks and the agency has recognised the importance of developing independent income generation through a sustainable recognition of its inherent assets.

In addition a risk assessment is undertaken annually and reviewed quarterly, by the Board of Directors.

Organisational structure

The directors who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the period and up to the date of this report are set out on page 2. The directors are responsible for the strategic direction and policy of the charity. The day to day administration of the charity is delegated to the Chief Executive. The charity currently has no permanent Chief Executive but is fortunate to be able to use the services of one of its trustees, Ms Liz Nesbitt, who is carrying out this role on a temporary basis until a new Chief Executive is appointed.

Related parties

There are no related parties other than the trustees and their immediate families.

Objectives and activities

The company, which is limited by guarantee is a registered charity, exists to provide support for other organisations with charitable objectives within the voluntary and community sector in Stockton on Tees. It assists these organisations in their charitable work, and promotes and facilitates co-operation between voluntary sector organisations, statutory and public bodies.

Activities and performance

SVDA aims to 'provide a range of appropriate and effective services to local voluntary and community sector organisations that enable the sector to participate in the local economy of Stockton in a sustained and vibrant way'

SVDA aims to deliver this commitment by working across 4 core objectives:

- 1. Providing quality-volunteering opportunities for all through the Volunteer Centre service.
- 2. Sourcing and delivering good quality training, meeting the rich and diverse needs of the sector
- 3. Giving access to the most up to date and relevant **advice and information** about funding opportunities available to the sector and providing support on a range of governance issues. SVDA is committed to supporting organisations through the complete funding process up to submission of application.
- 4. Representing the sector in the strategic debates and initiatives that impact on the sector. SVDA will draw from a wide range of sources to ensure that representation will be reflective of many strands of opinion. It is committed to ensuring the most appropriate representative voice will speak for the sector in Stockton Borough and in Tees Valley debates that have an impact on Stockton.

Future of the Organisation

In November 2005, an external consultant was appointed by the Board of Directors to assess the best way for the organisation to meet the growing demands of the sector

This work is ongoing and will re-focus the organisation to allow the best possible use of resources. Initial findings have indicated that to best serve the sector the organisation needs to become less service delivery orientated.

Volunteer Centre Development

Volunteer Development forms a bedrock function within SVDA and is central to the ongoing development and sustainability of the Voluntary and Community sector. This area of work remains the one area in which SVDA is a commitment to working with groups and organisations to develop service provision opportunities.

SVDA signed up Volunteering England's national branding of volunteering infrastructure and became a 'Volunteer Centre' in March 2005. It was felt that the volunteering network needed to make it clear and easy for people to identify their local volunteer development agency, and make a link between this and other campaigns. SVDA will be re-launching the Volunteer Centre services under this new brand.

The Volunteer Centre supports the development of volunteering across the Borough of Stockton through the delivery of six core functions:

- 1. Brokerage
- 2. Marketing
- 3. Good practice development
- 4. Developing volunteering opportunities
- 5. Policy responses and campaigning
- 6. Strategic Development

The Volunteer Centre promotes a range of volunteering opportunities helping potential volunteers match their skills, interests and motivations with volunteering opportunities. It also offers a range of services designed to help and support everyone who works with or is involved with volunteers in any capacity. This includes offering training and information on a range of Best Practice options. This project is funded by The Northern Rock Foundation, and Change Up Infrastructure funds.

Community Development

The aim of this project currently funded by the Big Lottery is to strengthen and develop capacity within the voluntary and community sector in Stockton on Tees.

The community development team respond to a high level of requests for advice and support from Stockton's community and voluntary groups on a range of governance issues including:

- Model documents and constitutions
- Providing Organisational Health Checks
- Sourcing trust funders and posting weekly updates on the web site
- Assisting with applications to funding bodies
- · Supporting the start up of new groups
- Mapping the voluntary and community sector services
- · Helping with applying for charitable status
- · Supporting groups with new project ideas

This project is funded by The Big Lottery Fund (formerly the Community Fund), and has continued to work during the financial year. The project has enabled the organisation to better serve those organisations who seek to commission services from the public sector and to this end has added great value to the sector, offering a more comprehensive one to one service. This service is currently undergoing an evaluation by external consultants which will be published to the sector in 2006.

Financial review

The Statement of Financial Activities on page 10 of these financial statements details all incoming and outgoing resources during the year. As predicted in last year's report, the charity has successfully reviewed its activities and concentrated on its main objects of providing support to the Voluntary Sector. It has succeeded in increasing its free reserves to a level of £42771.

Reserves Policy

The Board has agreed a reserves policy which would involve the charity's developing free reserves (i.e. reserves not tied up in fixed assets, designated or restricted funds) which equate to 6 months core operating costs which would be a figure in the region of £55000, if the charity had the benefit of a full time chief executive for a full year. At 31st March 2006 the charity did not quite meet this target but forecasts indicate that the charity should be able to increase this amount during forthcoming periods.

Investment Policy

The Board has agreed an investment policy that identifies common investment funds which are appropriate to charities. Any short term surpluses of funds will be placed on deposit with a reputable financial institution.

Plans for future periods

SVDA has a Business Plan for the next three years and has committed resources to developing new opportunities to expand opportunities to support the development and the empowerment of the voluntary sector in Stockton on Tees.

Auditors

S V Bye were reappointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

Statement of Directors' Responsibilities

edolth

Company law requires the directors (trustees) to prepare financial statements for each financial year which give a true and fair view of the state of 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, the directors should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- o Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The directors are 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. 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.

Approved by the Board of Directors on 17th October 2006 and signed on its behalf by:

E A Nesbitt

Director/Trustee

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF STOCKTON ON TEES VOLUNTARY DEVELOPMENT AGENCY

We have audited the financial statements of Stockton on Tees Voluntary Development Agency for the year ended 31st March 2006, 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 and the accounting policies set out therein.

This report is made solely to the company'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 company'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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS

As described in the Statement of Trustees' Responsibilities the trustees (who are also the directors of Stockton on Tees Voluntary Development Agency for the purposes of company law) are responsible for the preparation of the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 report to you whether, in our opinion, the Trustees' Annual Report is consistent with the financial statements. We also 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 transactions with the charity is not disclosed.

We read other information contained in the Trustees Annual Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

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 judgements made 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 by other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF STOCKTON ON TEES VOLUNTARY DEVELOPMENT AGENCY

Opinion

In our opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the charity's state of affairs as at 31st March 2006 and of its incoming resources and application of resources including its income and expenditure in the year then ended;
- have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the directors' report is consistent with the financial statements.

New Garth House Upper Garth Gardens Guisborough TS14 6HA S V Bye Chartered Accountants Registered Auditors 17th October 2006

STOCKTON ON TEES VOLUNTARY DEVELOPMENT AGENCY STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 31ST MARCH 2006

	Unrestricted Funds 2006	Restricted Funds 2006	Total Funds 2006	Total Funds 2005
es	£	£	£	£
0	0.4055		24055	24000
2	34855	-	34855	34682
ı's	33213 1878	-	33213 1878	29862 2342
2	-	234766	234766	201843
				125693
	69946	234766	304712	394422
	48780	189515	238295	499543
	8122	-	8122	14288
3	56902	189515	246417	513831
	13044	45251	58295	(119409)
1(e)	40499	(40499)	-	-
	53543	4752	58295	(119409)
	10148	256323	266471	385880
	63691	261075	324766	266471
	3	Funds 2006 £ 2	Funds 2006 £ 200	Funds 2006 2006 2006 2006 2006 2006 2006 200

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

The notes on pages 13 to 19 form part of these financial statements.

STOCKTON ON TEES VOLUNTARY DEVELOPMENT AGENCY SUMMARY INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2006

	Note	2006 £	2005 £
Gross income from continuing operations		304712	394422
Expenditure of continuing operations	14	(234917)	(502331)
Net income/ (expenditure) for the year		69795	(107909)

Detailed analyses of the expenditure are provided in the Statement of Financial Activities and Note 3.

The Summary Income and Expenditure Account is derived from the Statement of Financial Activities on page 8 which together with the notes to the accounts provides full information on the movements during the year on all the funds in the company.

The notes on pages 13 to 19 form part of these accounts.

BALANCE SHEET

YEAR ENDED 31ST MARCH 2006

	_	2006	_	2005
Notes	£	£	£	£
8		205878		221379
9	17274 123407		8702 80487	
	140681		89189	
10	(21793)		(44097)	
		118888		45092
		324766		266471
12		63691		10148
12		261075		256323
12		324766		266471
	9 10 12 12	8 9 17274 123407 140681 10 (21793) 12 12	Notes £ £ 8 205878 9 17274 123407 140681 10 (21793) 118888 324766 12 63691 12 261075	Notes £ £ £ 8 205878 9 17274 123407 80487 140681 89189 10 (21793) (44097) 118888 324766 12 63691 12 261075

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 17th October 2006 and signed on its behalf by:

E A Nesbitt

Trustee and Director

Elaborates

The notes on pages 13 to 19 form part of these financial statements.

STOCKTON ON TEES VOLUNTARY DEVELOPMENT AGENCY NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2006

1. Accounting Policies

. 1

- a) The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005), the Companies Act 1985 and follow the Statement of Recommended Practice relating to Charities issued in March 2005.
- b) All incoming resources becoming available to the charity during the year are recognised in the Statement of Financial Activities when they are receivable.
- c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered. Resources expended are allocated to the particular activity where the cost relates directly to that activity. However certain of the overhead costs of the core activity cannot be directly attributed and are allocated on the basis of 90% to charitable activities and 10 % to governance costs.
- e) Transfers between funds relate largely to management and other charges from unrestricted to restricted funds as well as transfers from unrestricted funds to mark the charity's contribution to projects deriving their external funding from restricted sources.
- f) Depreciation is provided at the following annual rates in order to write off each asset addition over its estimated useful life.

Computer equipment - core 33% per annum Computer equipment - projects 100% per annum Buildings 5% per annum

- f) Pension costs The company makes contributions to a defined contributions scheme. The pension costs charged represents contributions payable to the scheme.
- g) Unrestricted funds are incoming resources receivable or generated by the charity for its objects without further specified purpose and are available as general funds.
- h) Restricted funds are to be used for specific purposes laid down by the donor. Expenditure meeting these criteria is charged to the fund along with a fair allocation of management costs.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2006

2. Grants Receivable	•
----------------------	---

Voluntary income	Unrestricted	Restri	-	2006 Total	2005 Total
Stockton Borough Council	£ 34855		£	£ 34855	£ 34682
Big Lottery Fund				100166	77438
Infrastructure-Volunteer Development Northern Rock Foundation Volunteering England Infrastructure-Advice and Information	- - -	33 21 20	3293 3397 1130 0263	36293 33397 21130 20263	30422
Infrastructure-Capital ICT Infrastructure-Capital Health & Safety Stockton Borough Council	- -		6450 7067 -	16450 7067 -	17174
Community Empowerment Fund Time Limited Development Fund Time Bank Development	- - -		- -	- - -	31059 41250 4500
	_	234	1766 2	234766	201843
3. Total Resources Expended	Basis of Ch Allocation	aritable Costs	Governanc Costs	e 2006 £	2005 £
		£	£	£	£
Costs directly allocated to activities Salaries etc. Other staff costs Premises costs Training Publicity and advertising Office Costs Legal and professional Audit Other project expenses Miscellaneous Depreciation Other organisations Support costs allocated to activities	Direct	124713 8452 4205 890 3608 10871 2837 2378	2703 - - - - - -	124713 8452 4205 890 3608 10871 2837 2703 2378 - 31561	149492 10061 4999 11251 8411 11635 2529 2885 61039 2003 11500 123989
Salaries etc. Other staff costs Premises costs Training Publicity and advertising Office Costs Legal and professional Other project expenses Insurance Depreciation	Usage Usage Usage Usage Usage Usage Usage Usage Usage	22982 378 6214 522 3790 11412 356 2009 1117	2553 42 691 58 421 1268 39 223 124	25535 420 6905 580 4211 12680 395 2232 1241	67975 2590 12378 310 2547 11013 7307 4379 3401 2137
				- 	

4. Net incoming resources for the year This is stated after charging:	2005 £	2005 £
Depreciation	32802	13637
Trustee's remuneration Auditors' remuneration - audit services Auditor's remuneration - accountancy and other services	1957 746	1880 711
		
5. Staff costs	2006 £	2005 £
Wages and salaries Social security costs	135330 13283	196006 18550
Pension costs	1635	2912
	150248	217468
No employee received emoluments of more than £60000.		
	2006	2005
The average number of employees was:		
Direct charitable activities Management and administration	4 2	7 2
	- 6	9

6. Taxation

No provision has been made in respect of taxation, as the charity, by nature of its activities, is deemed exempt.

7. Tangible fixed assets	Freehold	Computer	
	Property £	Equipment £	Total £
Cost At 1 st April 2005 Additions	253668	84166 17301	337834 17301
At 31 st March 2006	253668	101467	355135
Depreciation At 1 st April 2005 Charge for the year	35224 12683	81231 20119	116455 32802
At 31 st March 2006	47904	101350	149257
Net book value At 31 st March 2006	205761	117	205878
At 31st March 2005	218444	2935	221379
			
8. Debtors		2006	2005
Grants receivable Prepayments and other debtors		£ 13638 3636	£ 8702
		17274	8702
All debtors are receivable within one year.			

9. Creditors: amounts falling due within one year	2006 £	2005 £
Deferred income Accruals and other creditors Social security and other taxes	8168 12262 1363	25053 14546 4498
	21793	44097
	-	

10. Guarantee

The company is incorporated as a company limited by guarantee and not having a share capital. The members of the company have each undertaken to contribute an amount not exceeding £1 towards any deficit arising in the event of the company being wound up. This guarantee applies during the period of membership and extends one year after membership ceases.

11. Analysis of net assets between funds	General	Restricted	Total
	Funds	Funds	Funds
	£	£	£
Tangible fixed assets Net current assets	20920	184958	205878
	42771	76117	118888
	63691	261075	324766

12. Movement in funds	At 1 st April 2005 £	Incoming Resources £	Resources Expended £	Transfers £	At 31 st March 2006 £
Restricted funds		-	~	~	-
Volunteer Development	_	33397	(40020)	3952	(2671)
Community Development			, ,		` ,
-Big Lottery Fund	32139	100166	(65898)	(7744)	58663
Quality Assurance	3386	-	-	(3386)	-
Children's Fund	18959	_	_	(18959)	-
Infrastructure-volunteer			/a.a	(0.4.00)	
development	-	36293	(20718)	(6166)	9409
Infrastructure-advice and		20262	(45064)	(4750)	2140
information	~	20263 16450	(15364) (16450)	(1750)	3149
Infrastructure-capital-ICT Infrastructure-capital-Health &	-	10450	(10450)	=	-
safety	_	7067	(675)	_	6392
Volunteering England	~	21130	(15065)	(6065)	0002
N Tees PCT Community		2,100	(10000)	(0000)	
Resources	5000	~	(3825)	-	1175
Property –Big Lottery Fund	196458	•	(11500)	•	184958
	. •		(,		
Other organisations	381	-	~	(381)	-
_					
				(45.450)	
	256323	234766	(189515)	(40499)	261075
Unrestricted funds					
General funds-core	10148	69946	(56902)	40499	63691
General fullus-core	10140	09940	(30902)	40433	03031
					
	266471	304712	(246417)	u u	324766
					

13. Purpose of restricted funds

Volunteer Development

This project is financed by the Northern Rock Foundation and aims to recruit, support and develop volunteers.

Community Development

This project is financed by the Big Lottery Fund and aims to promote, support and develop other organisations in the community.

Infrastructure - volunteer development

This relates to ChangeUp funding received to provide support for volunteering

13. Purpose of restricted funds

Infrastructure - advice and information

This relates to ChangeUp funding received to enhance infrastructure support for frontline organisations

Infrastructure Capital-ICT and Health and Safety

These two funds relate to ChangeUp grants received to update the organisation's ICT and the security in the building.

Volunteering England

These are funds received from Volunteering England as part of the Year of the Volunteer 2005 Action Fund to promote the role of volunteering as a powerful force for change.

N Tees PCT Community Resources

These funds were received to buy resources for use by the voluntary sector

Property

This fund represents the undepreciated amounts of restricted funds from the Community Fund (now the Big Lottery Fund) used to purchase and furnish the property at 27 Yarm Road, Stockton on Tees.

14. Notes to the Summary Income and Expenditure Account

	2006 £	2005 £
Total resources expended per the SOFA	246417	513831
Less capital grants released re property	(11500)	(11500)
Gross expenditure for the year	234917	502331