

**STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY LIMITED**

**COMPANY LIMITED BY GUARANTEE NO. 4016295**

**REGISTERED CHARITY NO. 1083231**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD 16 JUNE 2000 TO 31 MARCH 2001**



*A Member of*  
**The UK 200 Group**  
PRACTISING CHARTERED ACCOUNTANTS



# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY LIMITED

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FOR THE PERIOD 16 JUNE 2000 TO 31 MARCH 2001

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# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE PERIOD 16 JUNE 2000 TO 31 MARCH 2001

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

The members of the Management Committee, who are the Directors of the Company and the Trustees of the Charity, were appointed when the Company was incorporated in June 2000. In accordance with the Articles of Association they will all retire at the AGM, although those willing to continue to serve will seek re-appointment. In future years, in accordance with the Articles 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             | 28.06.00  |          |
| David Wright Coleman            | 28.06.00  |          |
| Robert Cook                     | 28.06.00  |          |
| Cllr. Sheila Corr BA (Hons) Dip | 28.06.00  |          |
| Lesley Makin                    | 28.06.00  |          |
| Hugh McGouran                   | 28.06.00  |          |
| Ian Pallent                     | 28.06.00  |          |
| Charles Frank Porter            | 28.06.00  |          |
| Bernard Storey                  | 28.06.00  |          |
| Judith Sykes                    | 28.06.00  |          |
| Susan Elizabeth Wales           | 28.06.00  |          |
| Edward Wood                     | 28.06.00  |          |
| Mehdi Husaini                   | 28.06.00  | 14.03.01 |
| Alexander White Bain            | 28.06.00  | 11.07.00 |
| Geoffrey Garnett                | 28.06.00  | 17.07.00 |
| Peter Graham Clark              | 28.06.00  | 08.11.00 |
| Paula Carol Pickard             | 12.07.00  |          |
| Diane Roberts                   | 12.07.00  | 08.11.00 |
| Margaret Alderdice              | 14.07.00  |          |
| Edna Chapman                    | 08.11.00  |          |
| Kenneth Cook                    | 20.02.01  |          |

**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 LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION (Continued.)

FOR THE PERIOD 16 JUNE 2000 TO 31 MARCH 2001

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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

# **STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY LIMITED**

## **DIRECTORS' REPORT**

FOR THE PERIOD 16 JUNE 2000 TO 31 MARCH 2001

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The Directors present their report and the audited financial statements for the period ended 31 March 2001.

### **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 period 1 July 2000 to 31 March 2001 are detailed in the Statement of Financial Activities on page 6. The Directors consider that the Charity's affairs to be satisfactory.

### **Training**

The agency engages in the provision of a range of training opportunities for the sector that equip organisations in the development and effectiveness of their work and activity.

Funding for this project has been through The Community Fund and Lloyds TSB Foundation. During this year 127 people have attended 33 courses.

### **Volunteer Development**

This project began in February 2001 and focuses on the development of volunteering opportunities within the Borough. It supports individuals looking for volunteer work and those organisations who can and will accept volunteers to support their activity.

Funding for the project has been received through SRB round 6 funding.

The project is developing the initial work that the agency has begun throughout the year. This year 123 individuals contacted the agency looking for volunteer activity.

### **Sector Development**

The agency has engaged in a range of activities in which support for member organisations has been offered. These include funding advice, use of a resource library, photocopying and printing service and facilitation of new group start ups.

This activity is funded through core funding by Stockton Borough Council and comprises the main source of unrestricted funding for the organisation.

### **Future Strategy**

The agency has developed a clear business plan that outlines the future development of SBVDA. It is envisaged that current work will continue with opportunities taken to expand work in community development.

# **STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY LIMITED**

## **DIRECTORS' REPORT**

FOR THE PERIOD 16 JUNE 2000 TO 31 MARCH 2001

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### **Reserves Policy**

The Board has agreed a reserves policy whereby SBVDA will seek to develop unrestricted funds 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.

### **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.

### **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 appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that office.

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.

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY LIMITED

## DIRECTORS' REPORT

FOR THE PERIOD 16 JUNE 2000 TO 31 MARCH 2001

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Approved by the SBVDA Board on 20th June 2001.



David Dorman-Smith  
Company Secretary

# **REPORT OF THE AUDITORS TO THE MEMBERS OF STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY LIMITED**

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We have audited the financial statements on pages 7 to 12 which have been prepared under the historical cost convention and the accounting policies set out on page 9.

## **Respective Responsibilities of Directors and Auditors**

As described on page 4 the Company's Directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

## **Basis of Opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes an 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 Company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all of the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

## **Opinion**

In our opinion the financial statements give a true and fair view of the state of the Charitable Company's affairs at 31 March 2001 and of its incoming resources and application of resources in the period then ended and have been properly prepared in accordance with the Companies Act 1985.

*Baines Goldston*

**BAINES GOLDSTON**  
Chartered Accountants  
Stockton on Tees

**Registered Auditors**

**Date: 20 June 2001**



**STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE PERIOD 16 JUNE 2000 TO 31 MARCH 2001**

|   | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|---|-------|----------------------------|--------------------------|---------------------|
| <b>INCOMING RESOURCES</b>                           |       |                            |                          |                     |
| Grants  | 2     | 77,910                     | 15,000                   | 92,910              |
| Room hire, printing etc.                            |       | 1,254                      | -                        | 1,254               |
| Other income  |       | 3,887                      | -                        | 3,887               |
| Bank interest received                              |       | 758                        | -                        | 758                 |
| <b>TOTAL INCOMING RESOURCES</b>                     |       | <u>83,809</u>              | <u>15,000</u>            | <u>98,809</u>       |
| <b>RESOURCES EXPENDITURE</b>                        |       |                            |                          |                     |
| Direct charitable expenditure                       | 3     | -                          | 15,000                   | 15,000              |
| Other expenses                                      | 4     | <u>77,758</u>              | <u>-</u>                 | <u>77,758</u>       |
| <b>TOTAL RESOURCES EXPENDITURE</b>                  | 5     | <u>77,758</u>              | <u>15,000</u>            | <u>92,758</u>       |
| <b>NET INCOMING RESOURCES</b>                       |       | 6,051                      | -                        | 6,051               |
| <b>BALANCE BROUGHT FORWARD<br/>ON INCORPORATION</b> |       | 10,064                     | -                        | 10,064              |
| <b>BALANCE CARRIED FORWARD</b>                      |       | <u>16,115</u>              | <u>-</u>                 | <u>16,115</u>       |

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

The annexed notes form part of these financial statements.

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2001

|  | Notes | £             | 2001<br>£     |
|--|-------|---------------|---------------|
| <b>Fixed assets</b>                                    |       |               |               |
| Tangible assets  | 7     |               | 4,114         |
| <b>Current assets</b>                                  |       |               |               |
| Prepayments and accrued income                         |       | 3,503         |               |
| Cash at bank and in hand                               |       | <u>55,337</u> |               |
|  |       | <u>58,840</u> |               |
| <b>Creditors - amounts falling due within one year</b> | 8     | <u>46,839</u> |               |
| <b>Net current assets</b>                              |       |               | 12,001        |
| <b>Total net assets</b>                                |       |               | <u>16,115</u> |
| <b>Financed by:</b>                                    |       |               |               |
| Unrestricted   | 10    |               | 16,115        |
| Restricted   | 11    |               | <u>-</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 20 June 2001 and signed on their behalf by:



Mr C Porter  
Director

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD 16 JUNE 2000 TO 31 MARCH 2001

### 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 |
|--------------------|-----|---------------|

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. GRANTS

|  |               |
|--|---------------|
| Stockton Borough Council - Core Funding      | 22,500        |
| Lloyds TSB                                   | 3,750         |
| Stockton Voluntary Services                  | 5,650         |
| Primary Care Group                           | 2,500         |
| Cleveland Community Foundation               | 1,500         |
| National Lottery Charities Board             | 24,605        |
| National Council for Voluntary Organisations | 5,083         |
| Tees Valley TDC                              | 818           |
| SRB - Voluntary Development Office           | 4,363         |
| SRB - Billingham                             | 2,000         |
| SLP/SLLP                                     | 200           |
| European Regional Development Fund           | 4,941         |
|  | <u>77,910</u> |

### 3. DIRECT CHARITABLE EXPENDITURE

|   |                          |
|---|--------------------------|
|   | Restricted<br>Funds<br>£ |
| Tees Health: Better Care Higher Standards | <u>15,000</u>            |

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD 16 JUNE 2000 TO 31 MARCH 2001

### 4. OTHER EXPENSES

|   | 2001<br>£      |
|---|----------------|
| <b>Personnel Costs</b>  |                |
| Salaries and Employers NIC  | 42,831         |
| Pension Costs   | 1,183          |
| Staff Travel Expenses   | 767            |
| Staff Training Costs  | 142            |
|   | <u>44,923</u>  |
| <b>Other Costs</b>  |                |
| Rent  | 5,692          |
| Light & Heat  | 1,439          |
| Repairs & Maintenance   | 668            |
| Postage   | 2,051          |
| Printing & Stationery   | 4,466          |
| Office Sundries   | 578            |
| Telephone   | 1,879          |
| Publicity   | 1,638          |
| Publications  | 72             |
| Miscellaneous Subscriptions                                       | 16             |
| Insurance   | 744            |
| Room Hire   | 193            |
| Cleaning  | 379            |
| Audit and Accountancy   | 1,175          |
| Professional Fees   | 1,881          |
| Equipment & Consumables under £500                                | 1,209          |
| Equipment Rental  | 746            |
| Recruitment Costs   | 932            |
| Conference Facilities   | 890            |
| NCVO/EQM  | 379            |
| Investors in People   | 739            |
| Beneficiary Training  | 750            |
| Stolen Monies   | 5,500          |
| Depreciation  | 1,375          |
| Bank Charges  | 74             |
| Gateway to Independence - Net Contribution towards Costs          | (199)          |
| Clarences Costs   | 285            |
|   | <u>80,474</u>  |
| Expenditure relating to the Restricted Fund - Tees Health Project | <u>(2,716)</u> |
|   | <u>77,758</u>  |

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD 16 JUNE 2000 TO 31 MARCH 2001

### 5. TOTAL RESOURCE EXPENDITURE

Included in the resource expenditure are the following:

2001

£

#### Staff costs

|                               |               |
|-------------------------------|---------------|
| Wages and Salaries            | 39,336        |
| Employer's National Insurance | 3,495         |
| Pension Costs                 | 1,183         |
|                               | <u>44,014</u> |

No employee earned £40,000 per annum or more.

The average number of employees analysed by function was:

No.

|   |          |
|---|----------|
| Direct Charitable Activities and Management | 2        |
| Administration                              | 1        |
|   | <u>3</u> |

### 6. OTHER ACTIVITIES

During the period the Charity acted as Agents for a number of other Organisations. Monies have been received and expended on their behalf during the period. Balances not expended are carried forward and included in creditors. Details of transactions are as follows:

|                      | Income        | Expenditure  | Carried Forward |
|----------------------|---------------|--------------|-----------------|
| Billingham Synthonia | 2,000         | 2,000        | -               |
| The Clarences        | 19,536        | 536          | 19,000          |
| Mental Health Carers | 1,200         | -            | 1,200           |
|                      | <u>22,736</u> | <u>2,536</u> | <u>20,200</u>   |

### 7. TANGIBLE FIXED ASSETS

|                             | Computer Equipment<br>£ | Total        |
|-----------------------------|-------------------------|--------------|
| <b>Cost</b>                 |                         |              |
| Introduced on Incorporation | 5,391                   | 5,391        |
| Additions                   | 975                     | 975          |
| <b>At end of period</b>     | <u>6,366</u>            | <u>6,366</u> |
| <b>Depreciation</b>         |                         |              |
| Introduced on Incorporation | 877                     | 877          |
| Charge for the period       | 1,375                   | 1,375        |
| <b>At end of period</b>     | <u>2,252</u>            | <u>2,252</u> |
| <b>Net book values</b>      |                         |              |
| At end of period            | <u>4,114</u>            | <u>4,114</u> |

# STOCKTON BOROUGH VOLUNTARY DEVELOPMENT AGENCY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD 16 JUNE 2000 TO 31 MARCH 2001

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

|                                     | 2001<br>£     |
|-------------------------------------|---------------|
| Deferred income                     | 19,637        |
| Amount held for other Organisations | 20,200        |
| Accruals                            | 4,928         |
| Social Security & other taxes       | 2,074         |
|                                     | <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

|  | 2001<br>£     |
|--|---------------|
| Balance brought forward on Incorporation       | 10,064        |
| Total recognised gains and losses for the year | 6,051         |
|  | <u>16,115</u> |

### 11. RESTRICTED FUNDS

|   | Movement in resources |        |                                |
|---|-----------------------|--------|--------------------------------|
|   | Balance<br>01.07.01   | Inflow | Outflow<br>Balance<br>31.03.01 |
| Tees Health: Better Care Higher Standards | -                     | 15,000 | (15,000) -                     |

The purpose of this project was to produce a Charter for users and carers of people suffering long term illness indicating the services that are available.

### 12. COMMITMENTS UNDER LEASES

At the period end the charitable company had the following annual commitments:

|  | Property     | Equipment  |
|--|--------------|------------|
| Operating Leases which expire within two to five years | <u>7,574</u> | <u>776</u> |

### 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. TRANSFER OF FUNDS ON INCORPORATION

The Company was incorporated on 16 June 2000 and became a Registered Charity on 5 November 2000. All assets and liabilities of the Organisation prior to Incorporation have been transferred into the Company at book value as at 30 June 2000.