

Company No: 1604168

VOLUNTARY ACTION SWINDON
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2000

Charity No: 287732



VOLUNTARY ACTION SWINDON

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VOLUNTARY ACTION SWINDON

Trustees' Report for the year ended 31st March 2000

The trustees present their report and accounts for the year ended 31st March 2000.

Objects of the charity, principal activities and organisation of work

The charity is constituted as a company limited by guarantee and is therefore governed by its Memorandum and Articles of Association. It operates from its registered office at 1 John Street, Swindon under company number 1604168 and charity number 287732.

The principal activity of the company is to provide information, support and development services for voluntary organisations to aid their effectiveness.

Developments, activities and achievements

The work of Voluntary Action Swindon has continued to play its important part in Swindon's Voluntary Sector. The provision of information, access to practical resources and training has been maintained. The start of the Funding Advice Service has added another service that has been used by the voluntary sector. The organisation has provided a range of training opportunities for the voluntary sector from management of projects, ICT (computer works) to fundraising and finance.

The replacement of windows to the top two floors at 1 John Street had to be done due to their unsafe condition. Neglecting to take this action could have found the Trustees negligent, the building now looks a lot more user friendly.

The trustees in the development of the organisation have produced a document called 'Financial Regulations' which sets out the procedures for financial management which the Committee has accepted and implemented.

Future developments

Voluntary Action Swindon has been undergoing a major review of its services and work. Consultants have been employed to carry out this important task. We are positive that this review will bring about changes and the existing Trustees want to see a vibrant VAS (Council for Voluntary Service) in Swindon and in the coming year this will start to happen.

Transactions and financial position

The Statement of Financial Activities shows a net surplus on core funds of £33,278 for the year. A deficit on restricted funds arose of £25,542 for the year although, as the term suggests, the usage of these funds is defined by the donor.

In July 1999, Swindon Volunteers became an independent entity. Its fund balance was transferred from VAS but this had no financial effect on the core fund of VAS.

VOLUNTARY ACTION SWINDON

Trustees' Report for the year ended 31st March 2000

Directors and trustees

All of the directors of the company are also trustees of the company. All directors who served during the year were -

M. Clements, A. Haworth (Resigned 23/2/00), A. Patel, P. Sandhu, J. Melville, S. Badhii, B. Hodgson (Res. 14/9/99) and Dr. F. Ramani.

Trustees not appointed as directors were -

M. Ponting and G. Swatton (Appt. 20/4/99).

Relevant Organisations

Bankers Lloyds Bank, Regent Street, Swindon, Wiltshire

Auditors Morris Owen, Morris Owen House, 43-45 Devizes Road, Swindon, Wiltshire SN1 4BG

Statement of trustees' responsibilities

The trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its results for that period. In preparing those financial statements the trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity 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 charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the board of trustees and signed on its behalf by.



P. Sandhu (Appointed 14/03/00)
Company Secretary

Date:

VOLUNTARY ACTION SWINDON

Auditors' Report to the Members of

Voluntary Action Swindon

on the Financial Statements for year ended 31st March 2000

We have audited the financial statements on pages 4 to 11, which have been prepared under the historical cost convention and the accounting policies set out on page 6.

Respective responsibilities of directors and auditors

As described on page 2, the company's directors (who also act as trustees for the charitable activities of Voluntary Action Swindon) for the preparation of the 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 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 made by the directors 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 the 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 as at 31st March 2000 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.



**Morris Owen
Chartered Accountants and
Registered Auditors
Morris Owen House
43-45 Devizes Road
Swindon
Wilts SN1 4BG**

Date: 28. 11. 00

VOLUNTARY ACTION SWINDON

Statement of Financial Activities

For the year ended 31st March 2000

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Restricted funds	Unrestricted funds	2000	1999
INCOMING RESOURCES					
Donations	2	1,096	-	1,096	2,036
Grants receivable	3	76,105	62,892	138,997	172,303
Rent received		-	26,234	26,234	23,502
Investment income		-	4,883	4,883	6,250
Other income	4	40	32,158	32,198	40,209
Total Incoming Resources		<u>77,241</u>	<u>126,167</u>	<u>203,408</u>	<u>244,300</u>
RESOURCES EXPENDED					
Other expenditure					
Support costs	5	-	17,947	17,947	11,867
Management and administration	7	89,383	88,342	177,725	200,693
Total Resources Expended		<u>89,383</u>	<u>106,289</u>	<u>195,672</u>	<u>212,560</u>
Net Incoming/(Outgoing) Resources before Transfers	8	(12,142)	19,878	7,736	31,740
Transfers between funds	15	(13,400)	13,400	-	-
Net Incoming/(Outgoing) Resources for the Year		<u>(25,542)</u>	<u>33,278</u>	<u>7,736</u>	<u>31,740</u>
Other Recognised Gains and Losses		-	-	-	-
Net Movement in Funds		<u>(25,542)</u>	<u>33,278</u>	<u>7,736</u>	<u>31,740</u>
Balances brought forward at 1st April 1999		118,457	19,571	138,028	106,288
Balances carried forward at 31st March 2000		<u>92,915</u>	<u>52,849</u>	<u>145,764</u>	<u>138,028</u>

The notes on pages 6 to 11 form part of these accounts.

VOLUNTARY ACTION SWINDON

Balance sheet as at 31st March 2000

	Notes	2000	1999
Fixed Assets			
Tangible fixed assets	9	122,988	97,931
Current Assets			
Investments	10	80,839	73,104
Stock		1,860	2,000
Debtors	11	5,235	13,257
Cash at bank and in hand		26,773	5,131
		<u>114,707</u>	<u>93,492</u>
Liabilities: amounts falling due within one year	12	<u>38,837</u>	<u>50,127</u>
Net Current Assets		<u>75,870</u>	<u>43,365</u>
Total Assets less Current Liabilities		198,858	141,296
Liabilities: amounts falling due in more than one year	13	53,094	-
Provisions for liabilities and charges	14	-	3,268
Net Assets		<u>145,764</u>	<u>138,028</u>
Capital and reserves			
Income funds			
Unrestricted income	15	52,849	19,571
Restricted income	15	92,915	118,457
		<u>145,764</u>	<u>138,028</u>

These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (Effective March 2000).

Approved by the board of trustees and signed on its behalf by.

M. W. Clements

M. Clements
Director

P. Sandhu

P. Sandhu
Director

Thu-16 Nov 00

Date:

The notes on pages 6 to 11 form part of these accounts.

VOLUNTARY ACTION SWINDON

Notes to the accounts for the year ended 31st March 2000

1 Accounting policies

a) Basis of preparation of accounts

The accounts have been prepared in accordance with the Companies Act 1985, as amended, and with applicable Accounting Standards and the Statement of Recommended Practice, Accounting by Charities, October 1995.

b) Incoming resources

Incoming resources are reported gross.

c) Donations

Donations are accounted for when resources are receivable or when the charity's entitlement is legally enforceable.

d) Grants

Grants are recognisable when receivable.

e) Expenditure on management & administration of the charity

Administration expenditure includes all expenditure not directly related to the charitable activity or fund-raising ventures. This includes costs of staff salaries, office running costs and audit fees.

f) Fixed assets

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis-

Freehold Property - Nil

Office Equipment - 15% reducing balance

In the opinion of the Trustees, depreciation on freehold property would be immaterial and has not been charged. In addition the Trustees are of the opinion that the residual value to the charity is greater than its net book value.

g) Stock

Stock is valued at the lower of cost and net realisable value.

VOLUNTARY ACTION SWINDON

Notes to the accounts for the year ended 31st March 2000

	Restricted funds	Unrestricted funds	2000 Total	1999 Total
2 Donations received	1,096	-	1,096	2,036
3 Grants receivable				
Unitary Authority (SBC)	-	60,892	60,892	59,400
Wiltshire Health Authority	-	2,000	2,000	2,000
Allied Dunbar	3,800		3,800	3,000
Community Health Council	-	-	-	550
Home Office	5,000	-	5,000	36,603
National Lottery Charities Board	57,375	-	57,375	41,750
Wilts and Bath Health Authority	-	-	-	29,000
Lloyds TSB	5,000		5,000	-
Other	4,930	-	4,930	-
	76,105	62,892	138,997	172,303
4 Other income				
Workshop income	-	15,447	15,447	13,507
Room & equipment hire	-	1,740	1,740	1,480
Voluntary News income	-	890	890	5,221
Miscellaneous income	40	976	1,016	3,735
Gas income	-	168	168	766
Training income	-	3,762	3,762	6,248
Management fee	-	9,175	9,175	9,252
	40	32,158	32,198	40,209
5 Support costs				
Workshop expenses	-	15,977	15,977	11,058
Information Directory costs	-	-	-	53
Voluntary News Expenses	-	1,970	1,970	756
	-	17,947	17,947	11,867
6 Staff costs				
The trustees received no remuneration during the year.				
Wages and salaries	48,043	47,494	95,537	109,430
Redundancy costs	-	-	-	6,426
Employers NIC	3,936	4,095	8,031	9,297
	51,979	51,589	103,568	125,153
The average number of staff employed was:				
Support	2	2	4	4
Administration	1	2	3	3
	3	4	7	7

VOLUNTARY ACTION SWINDON

Notes to the accounts for the year ended 31st March 2000

	Restricted funds	Unrestricted funds	2000 Total	1999 Total
7 Administration and management expenses				
Wages and salaries	48,043	47,494	95,537	109,430
Redundancy costs	-	-	-	6,426
Employers NIC	3,936	4,095	8,031	9,297
Travel	1,232	202	1,434	327
Publicity & publications	1,090	127	1,217	723
Management fee	9,175	-	9,175	6,752
Postage	396	1,317	1,713	2,840
Office expenses	1,552	1,433	2,984	4,121
Rent	6,417	-	6,417	6,000
Subscriptions	-	486	486	296
Professional fees	151	1,409	1,560	850
Miscellaneous expenses	3,200	2,578	5,778	4,661
Recruitment & training	4,318	877	5,195	6,807
Volunteer expenses	-	1,066	1,066	2,149
Telephone	850	2,532	3,382	4,277
A G M & meetings expenses	-	592	592	853
Reference material	-	332	332	367
Audit fee	-	2,938	2,938	1,465
Computer expenses	147	1,230	1,377	928
Insurance	-	2,386	2,386	3,182
Light and heat	-	2,201	2,201	2,407
Cleaning	-	3,482	3,482	3,288
Water rates	-	-	-	117
Furniture & fittings	1,897	666	2,563	17
Fire equipment maintenance	-	227	227	221
Property repairs and maintenance	-	443	443	4,104
Bad and doubtful debts	-	1,192	1,192	391
Loan interest	-	3,571	3,571	4,064
Depreciation	484	1,205	1,689	1,399
Loss on disposal of fixed assets	-	2,037	2,037	625
Transfer on separation	6,495	2,224	8,719	12,309
	<u>89,383</u>	<u>88,342</u>	<u>177,725</u>	<u>195,493</u>
8 Net Incoming/(Outgoing) Resources for the year				
are stated after charging:				
Depreciation	484	1,205	1,689	1,399
Audit fee	-	2,938	2,938	1,465
	<u>-</u>	<u>2,938</u>	<u>2,938</u>	<u>1,465</u>

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Notes to the accounts for the year ended 31st March 2000

9	Tangible fixed assets		Freehold Property	Improvements To Property	Office Equipment	2000 Total
	Cost	B/fwd	90,000	-	13,925	103,925
		Additions	-	23,425	5,358	28,783
		Disposals	-	-	(2,818)	(2,818)
		Cfwd	<u>90,000</u>	<u>23,425</u>	<u>16,465</u>	<u>129,890</u>
	Depreciation	B/fwd	-	-	5,994	5,994
		Charge	-	-	1,689	1,689
		Disposal	-	-	(781)	(781)
		C/fwd	<u>-</u>	<u>-</u>	<u>6,902</u>	<u>6,902</u>
	Net Book Value	As at 31/3/00	<u>90,000</u>	<u>23,425</u>	<u>9,563</u>	<u>122,988</u>
	Net Book Value	As at 31/3/99	<u>90,000</u>	<u>-</u>	<u>7,931</u>	<u>97,931</u>

The Trustees are of the opinion that the value of the freehold property and improvements are greater than the carrying value within the accounts.

10	Investments	2000	1999
	Abbey National Building Society account	17,233	17,183
	CAFCASH account	48,401	15,274
	CAFCASH - lottery account	15,205	40,647
		<u>80,839</u>	<u>73,104</u>
11	Debtors due within one year		
	Other debtors	4,075	12,797
	Taxation recoverable	460	460
	Accrued income	700	-
		<u>5,235</u>	<u>13,257</u>
12	Creditors: amounts falling due within one year		
	Trade creditors	-	90
	Other creditors	9,119	5,174
	Accruals & deferred income	27,438	2,763
	Bank loan (secured)	2,280	42,100
		<u>38,837</u>	<u>50,127</u>
	The loan is secured on the property at 1 John Street, Swindon.		
13	Creditors: amounts falling due in more than one year		
	Bank loan (secured)	<u>53,094</u>	-
14	Provisions for liabilities and charges		
	Charged to SOFA - re fire escape	<u>-</u>	<u>3,268</u>

VOLUNTARY ACTION SWINDON

Notes to the accounts for the year ended 31st March 2000

15 Reserves	B/fwd	Movement in year	Transfers	C/fwd
<i>Unrestricted funds</i>				
Core account	19,571	(3,547)	13,400	29,424
Designated fund - Property Improvements	-	23,425	-	23,425
	<u>19,571</u>	<u>19,878</u>	<u>13,400</u>	<u>52,849</u>
<i>Restricted funds</i>				
Redundancy	3,850	-	-	3,850
SAFE Project	27	-	-	27
Swindon Volunteers	7,662	(7,662)	-	-
Gladys Plumley Fund	2,225	-	-	2,225
Hawksworth Revenue Account	1,476	(238)	-	1,238
Hawksworth Fund	4,352	-	-	4,352
Allied Dunbar Capital Reserve	24,000	-	-	24,000
Freehold Reserve	23,901	-	(13,275)	10,626
Social Care Revenue Fund	3,691	(914)	-	2,777
Colbourne Bequest - Socialcare	5,000	-	-	5,000
Burmah Castrol Factbank Directory	2,000	(900)	-	1,100
National Lottery	39,423	(7,501)	-	31,922
Learning Curve	125	-	(125)	-
Swindon Information Federation	-	5,073	-	5,073
Wiltshire Health Authority	725	-	-	725
	<u>118,457</u>	<u>(12,142)</u>	<u>(13,400)</u>	<u>92,915</u>
Total funds	<u>138,028</u>	<u>7,736</u>	<u>-</u>	<u>145,764</u>

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Notes to the accounts for the year ended 31st March 2000

16	Analysis of Net Assets by fund	Tangible Fixed Assets	Net Current Assets	Provisions	Total
	<i>Unrestricted</i>				
	Core Account	6,811	22,613	-	29,424
	Designated fund - Property Imp	23,425	-	-	23,425
		<u>30,236</u>	<u>22,613</u>	-	<u>52,849</u>
	<i>Restricted</i>				
	Redundancy	-	3,850	-	3,850
	SAFE Project	-	27	-	27
	Swindon Volunteers	-	-	-	-
	Gladys Plumley Fund	-	2,225	-	2,225
	Hawksworth Revenue Account	-	1,238	-	1,238
	Hawksworth Fund	-	4,352	-	4,352
	Allied Dunbar Capital Reserve	24,000	-	-	24,000
	Freehold Reserve	66,000	(55,374)	-	10,626
	Social Care Revenue Fund	-	2,777	-	2,777
	Colbourne Bequest - Socialcare	-	5,000	-	5,000
	Burmah Castrol Factbank Directory	-	1,100	-	1,100
	National Lottery	2,752	29,170	-	31,922
	Learning Curve	-	-	-	-
	Swindon Information Federation	-	5,073	-	5,073
	Wiltshire Health Authority	-	725	-	725
		<u>92,752</u>	<u>163</u>	-	<u>92,915</u>
	Total of all funds	<u>122,988</u>	<u>22,776</u>	-	<u>145,764</u>

In July 1999, Swindon Volunteers became an independent entity. The fund balance was transferred from VAS to the new entity.

The Allied Dunbar Capital Reserve and the Freehold Reserve represent the value of the property at 1 John Street, net of any outstanding liability secured on it.

The usual adjustment made to the Freehold Reserve represents the capital repaid on the liability during the year, thus increasing the Reserve balance. However, during the year to 31st March 2000, the liability was redeemed and a new one created to advance further capital to VAS. This has had the effect therefore of decreasing the Freehold Reserve this year.