

Registrar J87A

Company No: 1604168

VOLUNTARY ACTION SWINDON  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2001

Charity No: 287732



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**VOLUNTARY ACTION SWINDON**

**Contents**

	<b>Page</b>
<b>Trustees' Report</b>	<b>1 &amp; 2</b>
<b>Auditors' Report</b>	<b>3</b>
<b>Statement of Financial Activities</b>	<b>4</b>
<b>Balance Sheet</b>	<b>5</b>
<b>Notes to the Accounts</b>	<b>6 to 11</b>

## VOLUNTARY ACTION SWINDON

### Trustees' Report for the year ended 31st March 2001

The trustees present their report and accounts for the year ended 31st March 2001.

#### **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 attached financial statements comply with the Charities Act 1993 and with the charity's governing document.

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 dominant management issue for VAS in the year 2000/01 was the review of the organisation, carried out with the assistance of a grant from Swindon Borough Council and Zurich Financial Services. This review had serious potential financial consequences, since Swindon Borough Council's ongoing financial support was dependent on a successful outcome. Thankfully this was resolved following the appointment of a new manager in January, and the adoption of an Action Plan, and election of a new Management Committee, at the Annual General Meeting in February.

The critical financial issue facing the organisation at present is to secure additional funding to expand the core services offered, and at the same time underpin the funding for the key managerial and administrative functions.

We are grateful to all funders and members for their financial support in the year. We are also grateful to 14 unpaid volunteers who gave their time during the year for the benefit of the charity.

#### **Transactions and financial position**

The Statement of Financial Activities shows net incoming resources on core funds of £3,851 for the year. Net outgoing resources on restricted funds arose of £10,826 for the year although, as the term suggests, the usage of these funds is defined by the donor.

#### **Post balance sheet events**

The Lottery application for a further grant supporting the funding advice work was unsuccessful and the Funding Advice Worker left at the end of April 2001. A possible liability arises to repay the residual balance of the original grant to the NLCB/Community Fund after failure to recruit a replacement worker as agreed.

## VOLUNTARY ACTION SWINDON

### Trustees' Report for the year ended 31st March 2001

#### Directors and trustees

All of the directors of the company are also trustees of the company, none of whom have any interest in the company. All directors who served during the year were -

M. Clements(resigned 14/2/2001), A. Patel(resigned 14/2/2001), P. Sandhu(resigned 14/2/2001), J. Melville(resigned 14/2/2001), S. Badhii(resigned 14/2/2001), Dr. F. Ramani(resigned 14/2/2001), A. Attwood(appointed 14/2/2001), S. Barrie(appointed 14/2/2001), D. Doherty(appointed 14/2/2001), A. Mack(appointed 14/2/2001), M. Parry(appointed 14/2/2001), B. Thompson(appointed 14/2/2001), M. Verma(appointed 14/2/2001), and P. Rashid(appointed 2/3/2001).

Trustees not appointed as directors were -

M. Ponting(resigned 14/2/2001) and G. Swatton(resigned 14/2/2001).

#### 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. Baker**  
Company Secretary

**Date: 11th September 2001**

**VOLUNTARY ACTION SWINDON**

**Auditors' Report to the Members of**

**Voluntary Action Swindon**

**on the Financial Statements for year ended 31st March 2001**

We have audited the financial statements on pages 4 to 11, which have been prepared in accordance with the Financial Reporting Standard for Small Entities (effective March 2000), 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) are responsible 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.

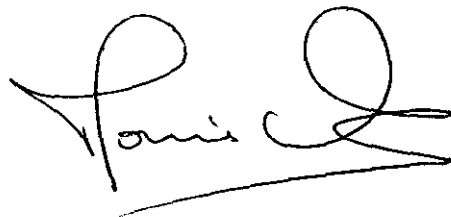
**Basis of opinion**

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 2001 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: 11th September 2001**

**VOLUNTARY ACTION SWINDON**

**Statement of Financial Activities**

**For the year ended 31st March 2001**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT**

	Notes	Restricted funds	Unrestricted funds	2001	2000
<b>INCOMING RESOURCES</b>					
Donations		5,119	-	5,119	1,096
Grants receivable	2	56,875	65,420	122,295	138,997
Rent received		-	26,155	26,155	26,234
Investment income		-	4,098	4,098	4,883
Other income	3	3,078	29,122	32,200	32,198
<b>Total Incoming Resources</b>		<u>65,072</u>	<u>124,795</u>	<u>189,867</u>	<u>203,408</u>
<b>RESOURCES EXPENDED</b>					
<b>Direct charitable expenditure</b>	4	77,441	16,161	93,602	97,455
<b>Other expenditure</b>					
Management and administration	6	645	102,595	103,240	98,217
<b>Total Resources Expended</b>		<u>78,086</u>	<u>118,756</u>	<u>196,842</u>	<u>195,672</u>
<b>Net Incoming/(Outgoing) Resources before Transfers</b>	7	(13,014)	6,039	(6,975)	7,736
Transfers between funds	12	2,188	(2,188)	-	-
<b>Net Incoming/(Outgoing) Resources for the Year</b>		<u>(10,826)</u>	<u>3,851</u>	<u>(6,975)</u>	<u>7,736</u>
<b>Other recognised gains and losses</b>		-	-	-	-
<b>Net Movement in Funds</b>		<u>(10,826)</u>	<u>3,851</u>	<u>(6,975)</u>	<u>7,736</u>
Balances brought forward at 1st April 2000		92,915	52,849	145,764	138,028
Balances carried forward at 31st March 2001		<u>82,089</u>	<u>56,700</u>	<u>138,789</u>	<u>145,764</u>

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

VOLUNTARY ACTION SWINDON

Balance sheet as at 31st March 2001

	Notes	2001	2000
<b>Fixed Assets</b>			
Tangible fixed assets	8	119,130	122,988
<b>Current Assets</b>			
Stock		1,860	1,860
Debtors	9	6,253	5,235
Cash at bank and in hand		87,924	107,612
		<u>96,037</u>	<u>114,707</u>
<b>Creditors:</b> amounts falling due within one year	10	<u>26,112</u>	<u>38,837</u>
<b>Net Current Assets</b>		<u>69,925</u>	<u>75,870</u>
<b>Total Assets less Current Liabilities</b>		<u>189,055</u>	<u>198,858</u>
<b>Creditors:</b> amounts falling due in more than one year	11	50,266	53,094
<b>Net Assets</b>		<u>138,789</u>	<u>145,764</u>
<b>Capital and reserves</b>			
<b>Income funds</b>			
Unrestricted income	12	56,700	52,849
Restricted income	12	82,089	92,915
		<u>138,789</u>	<u>145,764</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.

*Anthony R. Attwood*

A. Attwood  
Director

Date: 11th September 2001

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 2001

#### 1 Accounting policies

##### a) Basis of preparation of accounts

The accounts have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Small Entities (effective March 2000) 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 and 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 - not depreciated

Improvements to property - 15% reducing balance

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 2001

	Restricted funds	Unrestricted funds	2001 Total	2000 Total
<b>2 Grants receivable</b>				
Unitary Authority (SBC)	-	65,420	65,420	60,892
Wiltshire Health Authority	-	-	-	2,000
Children In Need	1,000	-	1,000	-
Zurich Financial Services (formerly Allied Dunbar)	-	-	-	3,800
Home Office	-	-	-	5,000
National Lottery Charities Board	55,875	-	55,875	57,375
Lloyds TSB	-	-	-	5,000
Other	-	-	-	4,930
	<b>56,875</b>	<b>65,420</b>	<b>122,295</b>	<b>138,997</b>
<b>3 Other income</b>				
Workshop income	155	15,165	15,320	15,447
Room and equipment hire	-	1,273	1,273	1,740
Voluntary News income	-	2,564	2,564	890
Miscellaneous income	303	385	688	1,016
Gas income	-	-	-	168
Training income	2,620	2,310	4,930	3,762
Management fee	-	7,425	7,425	9,175
	<b>3,078</b>	<b>29,122</b>	<b>32,200</b>	<b>32,198</b>
<b>4 Direct charitable expenditure</b>				
Wages and salaries	36,065	-	36,065	48,043
Employers national insurance	2,623	-	2,623	3,936
Recruitment and training	7,323	-	7,323	4,318
Social care grants	4,232	-	4,232	1,955
Consultancy	3,639	-	3,639	-
Travel	1,955	-	1,955	1,232
Postage	103	-	103	396
Telephone	2,321	-	2,321	850
Printing and stationary	2,978	-	2,978	1,090
Photocopying	132	-	132	-
Computer	1,284	-	1,284	147
Furniture and fittings	547	-	547	1,897
Rent	6,126	-	6,126	6,417
Management fees	7,425	-	7,425	9,175
Insurance	430	-	430	-
Misc	-	-	-	52
Voluntary News expenses	-	738	738	1,970
Workshop expenses	258	15,423	15,681	15,977
	<b>77,441</b>	<b>16,161</b>	<b>93,602</b>	<b>97,455</b>

In previous years direct charitable expenditure was included within management and administration costs and support costs. This year direct charitable expenditure is disclosed separately to give a more meaningful analysis of expenditure. Comparative figures have been reclassified for consistency.

## VOLUNTARY ACTION SWINDON

### Notes to the accounts for the year ended 31st March 2001

	Restricted funds	Unrestricted funds	2001 Total	2000 Total
<b>5</b>				
<b>Staff costs</b>				
The trustees received no remuneration during the year.				
Wages and salaries	36,065	35,930	71,995	95,537
Employers national insurance	2,623	3,345	5,968	8,031
	<u>38,688</u>	<u>39,275</u>	<u>77,963</u>	<u>103,568</u>
The average number of staff employed was:				
Support	2	-	2	4
Administration	-	3	3	3
	<u>2</u>	<u>3</u>	<u>5</u>	<u>7</u>
<b>6</b>				
<b>Administration and management expenses</b>				
Wages and salaries	-	35,930	35,930	47,494
Employers national insurance	-	3,345	3,345	4,095
Travel	-	616	616	202
Publicity and publications	-	-	-	127
Management fee	-	-	-	-
Postage	-	1,864	1,864	1,317
Office expenses	-	1,558	1,558	2,984
Rent	-	-	-	-
Subscriptions	-	823	823	486
Professional fees	-	5,875	5,875	1,560
Miscellaneous expenses	-	473	473	3,772
Recruitment and training	60	10,302	10,362	877
Volunteer expenses	-	791	791	1,066
Telephone	-	1,215	1,215	2,532
A G M and meetings expenses	-	116	116	592
Reference material	-	125	125	332
Audit	-	2,835	2,835	2,938
Computer expenses	-	5,506	5,506	1,230
Insurance	-	2,062	2,062	2,386
Light and heat	-	2,674	2,674	2,201
Cleaning	-	3,719	3,719	3,482
Furniture and fittings	-	7,996	7,996	666
Fire equipment maintenance	-	325	325	227
Property repairs and maintenance	-	5,391	5,391	443
Bad and doubtful debts	-	(57)	(57)	1,192
Interest on bank loan	-	4,400	4,400	3,571
Depreciation	585	4,557	5,142	1,689
Loss on disposal of fixed assets	-	-	-	2,037
Transfer on separation	-	-	-	8,719
Room hire	-	154	154	-
	<u>645</u>	<u>102,595</u>	<u>103,240</u>	<u>98,217</u>
<b>7</b>				
<b>Net Incoming/(Outgoing) Resources for the year</b>				
are stated after charging:				
Depreciation	585	4,557	5,142	1,689
Audit	-	2,835	2,835	2,938

**VOLUNTARY ACTION SWINDON**

Notes to the accounts for the year ended 31st March 2001

8	<b>Tangible fixed assets</b>		Freehold	Improvements	Office	<b>2001</b>
			Property	To Property	Equipment	<b>Total</b>
	<b>Cost</b>	B/fwd	90,000	23,425	16,465	<b>129,890</b>
		Additions	-	-	1,284	<b>1,284</b>
		Cfwd	<u>90,000</u>	<u>23,425</u>	<u>17,749</u>	<u><b>131,174</b></u>
	<b>Depreciation</b>	B/fwd	-	-	6,902	<b>6,902</b>
		Charge	-	3,514	1,628	<b>5,142</b>
		C/fwd	<u>-</u>	<u>3,514</u>	<u>8,530</u>	<u><b>12,044</b></u>
	<b>Net Book Value</b>	As at 31/3/01	<u><b>90,000</b></u>	<u><b>19,911</b></u>	<u><b>9,219</b></u>	<u><b>119,130</b></u>
	<b>Net Book Value</b>	As at 31/3/00	<u>90,000</u>	<u>23,425</u>	<u>9,563</u>	<u>122,988</u>

9	<b>Debtors due within one year</b>	<b>2001</b>	<b>2000</b>
	Other debtors	5,700	4,075
	Taxation recoverable	-	460
	Prepayments and accrued income	553	700
		<u>6,253</u>	<u>5,235</u>

10	<b>Creditors: amounts falling due within one year</b>		
	Trade creditors	1,710	-
	Other creditors	13,343	9,119
	Accruals and deferred income	8,140	27,438
	Bank loan (secured)	2,919	2,280
		<u>26,112</u>	<u>38,837</u>

The loan is secured on the property at 1 John Street, Swindon.

11	<b>Creditors: amounts falling due in more than one year</b>		
	Bank loan (secured)		
	1-2 years	3,138	2,919
	2-5 years	10,897	10,137
	greater than 5 years	36,231	40,038
		<u>50,266</u>	<u>53,094</u>

The loan is secured on the property at 1 John Street, Swindon.

Interest, at 2% above bank base rates, accrues on a monthly basis and repayments are also made monthly.

**VOLUNTARY ACTION SWINDON**

Notes to the accounts for the year ended 31st March 2001

12	Reserves	B/fwd	Movement in year	Transfers	C/fwd
	<i>Unrestricted funds</i>				
	Core account	29,424	9,553	(2,188)	36,789
	Designated fund - Property Improvements	23,425	(3,514)	-	19,911
		<u>52,849</u>	<u>6,039</u>	<u>(2,188)</u>	<u>56,700</u>
	<i>Restricted funds</i>				
	Redundancy	3,850	-	-	3,850
	SAFE Project	27	1,000	-	1,027
	Gladys Plumley Fund	2,225	-	-	2,225
	Hawksworth Revenue Account	1,238	-	-	1,238
	Hawksworth Fund	4,352	5	-	4,357
	Allied Dunbar Capital Reserve	24,000	-	-	24,000
	Freehold Reserve	10,626	-	2,188	12,814
	Social Care Revenue Fund	2,777	(178)	-	2,599
	Colbourne Bequest - Socialcare	5,000	-	-	5,000
	Burmah Castrol Factbank Directory	1,100	-	-	1,100
	National Lottery	31,922	(8,768)	-	23,154
	Swindon Information Federation	5,073	(5,073)	-	-
	Wiltshire Health Authority	725	-	-	725
		<u>92,915</u>	<u>(13,014)</u>	<u>2,188</u>	<u>82,089</u>
	<b>Total funds</b>	<u>145,764</u>	<u>(6,975)</u>	<u>-</u>	<u>138,789</u>

13	Material movements on restricted funds	2001 Total	2000 Total
	<i>National Lottery fund</i>		
	Grants receivable from National Lottery Charities Board	55,875	57,375
	Donations and other income	3,923	570
	Wages and salaries	(32,819)	(38,406)
	Management fees	(7,000)	(8,000)
	Other expenditure	(28,747)	(19,040)
	Net movement in year	<u>(8,768)</u>	<u>(7,501)</u>

## VOLUNTARY ACTION SWINDON

### Notes to the accounts for the year ended 31st March 2001

14 Analysis of Net Assets by fund	Tangible Fixed Assets	Net Current Assets	Provisions	Total
<i>Unrestricted</i>				
Core Account	5,908	30,881	-	36,789
Designated fund - Property Improvements	19,911	-	-	19,911
	<u>25,819</u>	<u>30,881</u>	<u>-</u>	<u>56,700</u>
<i>Restricted</i>				
Redundancy	-	3,850	-	3,850
SAFE Project	-	1,027	-	1,027
Gladys Plumley Fund	-	2,225	-	2,225
Hawksworth Revenue Account	-	1,238	-	1,238
Hawksworth Fund	-	4,357	-	4,357
Allied Dunbar Capital Reserve	24,000	-	-	24,000
Freehold Reserve	66,000	(53,186)	-	12,814
Social Care Revenue Fund	-	2,599	-	2,599
Colbourne Bequest - Socialcare	-	5,000	-	5,000
Burmah Castrol Factbank Directory	-	1,100	-	1,100
National Lottery	3,311	19,843	-	23,154
Wiltshire Health Authority	-	725	-	725
	<u>93,311</u>	<u>(11,222)</u>	<u>-</u>	<u>82,089</u>
Total of all funds	<u>119,130</u>	<u>19,659</u>	<u>-</u>	<u>138,789</u>

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.

The National Lottery Fund was set up primarily by National Lottery Funding, for the purposes of providing a Funding Advice Service, and research into the Voluntary Sector.

The remaining funds are primarily concerned with providing relief from poverty in the local community.