

Charity Registration No. 287732

Company Registration No. (England and Wales) 1604168

**VOLUNTARY ACTION SWINDON**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2007**

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# **VOLUNTARY ACTION SWINDON**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Directors and Trustees</b>	M Bell T Charnock J Hawkins S Milner A Nix T Odoire R Power M Shawyer S Sahu H Thompson
<b>Company Secretary</b>	C Lau
<b>Charity number</b>	287732
<b>Company number</b>	1604168
<b>Registered office</b>	1 John Street Swindon Wiltshire SN1 1RT
<b>Auditor</b>	HEMANT 53 Victoria Road Swindon Wiltshire SN1 3AY
<b>Bankers</b>	Lloyds TSB Bank plc 5 High Street SN1 3EN

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# VOLUNTARY ACTION SWINDON

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# **VOLUNTARY ACTION SWINDON**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2007**

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The trustees, who are also directors of the charity for purposes of the Companies Act, present their report and the audited financial statements for the year ended 31 March 2007

### **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 a memorandum and articles of association. The guarantee of each member is limited to £1.

The charity's object and its principal activity continues to be that of promoting any charitable purpose for the benefit of the community, the advancement of education and furtherance of health, the relief of poverty, distress and sickness and to provide information, support and development of services for the voluntary and community organisations in the Borough of Swindon and to aid their effectiveness.

### **Development, activities and achievements**

The main areas of charitable activity are the provision of advice and information (including funding advice), organisational development, a Trustee Network, Community Newsletter and a Training and Resource Centre for voluntary and community sector.

Funding advice provides practical support for new, embryonic and small to medium sized voluntary and community organisations seeking resources. Throughout the year, 148 groups benefited from this service which has been supported by Swindon Borough Council since 2005/06.

The Trustee Network continues to grow with a membership of over 50 trustees. Voluntary Action Swindon provides training opportunities for trustees, paid workers and volunteers. In the last 12 months, 26 training courses have been delivered for the voluntary and community sector with a total of 230 participants.

Between April 2006 and March 2007, Voluntary Action Swindon had

- over 1,000 telephone calls for general enquiries, referrals, advice and information
- 552 individuals drop in for support and assistance
- 62 voluntary and community groups use Voluntary Action Swindon printing facilities

Voluntary Action Swindon continues to support the further development of the Swindon Local Area Agreement. Updates on the Local Area Agreement are circulated through our newsletter and by email to engage as many voluntary and community groups as possible. Voluntary Action Swindon also represents the voluntary and community sector on the Local Area Agreement Partnership Board and manages the Voluntary and Community Forum.

The resources Centre at 1 John Street continues to support voluntary and community groups to produce low cost publications. It also offers subsidised meeting rooms and office space.

Voluntary Action Swindon has managed the process of creating the Swindon Compact with a launch on 17th March 2005 of the four Codes of Practice: Funding, Consultation, Volunteering and Community Groups. The Codes of Funding, Consultation and Volunteering were reviewed in November 2006 with minor updates. The Black & Minority Ethnic Code of Practice should be completed by July 2007 after three month consultation. It was agreed by the Swindon Strategic Partnership that an Implementation Group set up in July 2007 to implement and monitor the Swindon Compact and the five Codes of Practice.

Voluntary Action Swindon continues to support the Social Care Committee in providing financial assistance to families with low income.

### **Transactions and financial position**

The Statement of Financial Activities show a reduced net income for the year of £17,577 (2006 £18,284). Some loss of rental income, the decline of subsidies and an unsuccessful lottery application contributed to the situation. With tight control of expenditure Voluntary Action Swindon managed to break even on its total budget.

# VOLUNTARY ACTION SWINDON

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2007

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### Directors and trustees

All directors of the company are also trustees of the charity who served during the year are

M Bell	
T Charnock	Appointed July 2006
J Hawkins	
S Milner	
A Nix	
T Odoire	
R Power	Co-opted September 2006
M Shawyer	
S Sahu	
H Thompson	

Directors and trustees are elected by members at the Annual General Meeting following nomination

The Governing Document grants electees to have the opportunity to co-opt up to two trustees who will serve until the next Annual General Meeting

### Risk Management and Review

The Board of Trustees has carried out a Risk Assessment, particularly in respect of business, operational and financial risk. Procedures and reporting regimes have been implemented to manage and reduce identified risks. Trustees have agreed clear lines of delegation and authority to staff and have involved staff in the recognition of risk. Income generation is a significant risk and the Trustees have reviewed and approved the Strategic Plan for 2007 to 2010 in order to address this risk over the next three years and beyond.

### Reserves Policy

The Trustees have examined the reserves policy in the light of the predominant risks to the charity. The reserves are required to cover late payment, loss of grant aid funding and other shortfalls of income so as to ensure full and timely delivery of, or appropriate exit from, planned programmes and ongoing provisions of services. A policy has been established whereby unrestricted funds, not committed or invested in tangible fixed assets held by the charity, should be four months of running costs. Although the strategy is to continue to build reserves through planned operating surpluses, the Trustees are aware that the target range could be reached for at least five years. The present level of reserves available to the charity is still significantly short of the target level. £20,000 has been designated for the property maintenance fund, and a further £32,000 for the operational reserve fund.

### Trustees' Responsibilities

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view 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 trustees should follow best practice and

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis

## VOLUNTARY ACTION SWINDON

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2007

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The trustees 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as company directors, we certify that

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware, and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

#### Auditors

A resolution proposing HEMANT be re-appointed as auditors to the charity will be put to the Annual General Meeting.

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

On behalf of the trustees



C Lau  
Company secretary  
Dated 12 June 2007

# VOLUNTARY ACTION SWINDON

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF VOLUNTARY ACTION SWINDON

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We have audited the financial statements of VOLUNTARY ACTION SWINDON for the year ended 31 March 2007 which comprise the Statement of Financial Activities, the Balance Sheet and related matters. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities

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

### Respective responsibilities of trustees and auditors

As described in the Statement of Trustees' Responsibilities the trustees' (who are also the directors of Voluntary Action Swindon for the purpose of company law) are responsible for preparing 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 also report to you if, in our opinion, the Trustees' Annual Report is consistent with the financial statements, if 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 is not disclosed.

We read the Trustees' Annual Report and consider whether 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 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 statement. It also includes an assessment of the significant estimates and judgements made by the trustees 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 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, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities of the state of the charity's affairs as at 31 March 2007, 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

In our opinion the information given in the Trustees' Annual Report is consistent with the financial statements



HEMANT

Chartered Certified Accountant  
Registered Auditor

Dated 12 June 2007

53 Victoria Road  
Swindon  
Wiltshire  
SN1 3AY

## VOLUNTARY ACTION SWINDON

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2007

	Notes	Unrestricted £	Restricted £	2007 £	2006 £
<b>Incoming resources</b>					
<i>Charitable Activities</i>					
Donations		311		311	-
Grants receivable	2	-	113,056	113,056	142,681
Community Print and publications		16,572	-	16,572	17,739
Training and conference		16,136	-	16,136	30,292
<i>Generated Funds</i>					
Rental income		24,811	-	24,811	26,101
Other income		2,575	4,610	7,185	5,709
Bank interest	3	6,971	379	7,350	5,254
<b>Total incoming resources</b>		<b>67,376</b>	<b>118,045</b>	<b>185,421</b>	<b>227,776</b>
<b>Resources expended</b>					
<i>Charitable Activities</i>					
	4	40,909	117,080	157,989	200,034
<i>Generated Funds</i>					
	4	2,503	-	2,503	1,530
<i>Governance Costs</i>					
	4	4,294	3,058	7,352	7,928
<b>Total resources expended</b>		<b>47,706</b>	<b>120,138</b>	<b>167,844</b>	<b>209,492</b>
Transfers between funds		1,447	(1,447)	-	-
<b>Net income for the year/Net movement in funds</b>		<b>21,117</b>	<b>(3,540)</b>	<b>17,577</b>	<b>18,284</b>
Fund balances at 1 April 2006		228,789	30,267	259,056	240,771
<b>Fund balances at 31 March 2007</b>		<b>249,906</b>	<b>26,727</b>	<b>276,633</b>	<b>259,055</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985



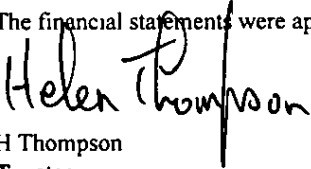
# VOLUNTARY ACTION SWINDON

## BALANCE SHEET AS AT 31 MARCH 2007

	Notes	2007		2006	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	7		108,184		116,764
<b>Current assets</b>					
Stock		1,320		842	
Debtors	8	4,707		12,613	
Cash and bank		179,085		149,047	
		<u>185,112</u>		<u>162,502</u>	
<b>Creditors' amounts falling due within one year</b>	9	<u>(16,663)</u>		<u>(20,210)</u>	
<b>Net current assets</b>			168,449		142,292
<b>Total assets less current liabilities</b>			<u>276,633</u>		<u>259,056</u>
<b>Creditors' amounts falling due after more than one year</b>					
<b>Net assets</b>			<u>276,633</u>		<u>259,056</u>
<b>Income Funds</b>					
<b>Unrestricted funds</b>					
General fund			197,906		180,789
Designated fund	11		52,000		48,000
<b>Restricted funds</b>	12		26,727		30,267
			<u>276,633</u>		<u>259,056</u>

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

The financial statements were approved by the board of directors and trustees on 12 June 2007

  
H Thompson  
Trustee

# VOLUNTARY ACTION SWINDON

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2007

### 1 Accounting policies

#### 1.1 Basis of preparation

The financial statements are prepared under the historical cost convention

The financial statements have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" published in March 2005 and applicable accounting standards and

#### 1.2 Incoming resources

Incoming resources are reported gross

#### 1.3 Tangible fixed assets

Tangible fixed assets other than freehold property are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows

Freehold property	Nil
Office equipment	25% straight line
Property improvements	15% straight line

In the opinion of the Trustees, depreciation on freehold property is not required as the residual value of the asset to the charity is greater than its net book value

#### 1.4 Stock

Stock is valued at lower of cost and net realisable value

#### 1.5 Grants and donations

Grants and donations are recognised when they become receivable

#### 1.6 Resources expended

Expenditure is recognised on an accrual basis and include any irrecoverable VAT

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services

Governance costs include costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs associated to the strategic management of the charity

#### 1.7 Pension

The charity operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to profit and loss account in the year they are payable

### 2 Grants receivable

	Unrestricted	Restricted	2007	2006
	£	£	£	£
Swindon Borough Council	-	96,547	96,547	77,340
Community Fund Grant	-	-	-	15,392
ESF Funding	-	13,809	13,809	15,996
Zurich	-	-	-	3,000
Compact printing	-	1,500	1,500	-
Government Office South West	-	-	-	18,653
Community First	-	-	-	5,700
The Scarman Trust	-	1,200	1,200	1,600
Community Foundation	-	-	-	2,000
Salisbury CVS	-	-	-	3,000
	-	113,056	113,056	142,681

# VOLUNTARY ACTION SWINDON

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2007

3	Investment income	Unrestricted £	Restricted £	2007 £	2006 £	
	Interest receivable	6,971	379	7,350	5,254	
		<u>6,971</u>	<u>379</u>	<u>7,350</u>	<u>5,254</u>	
4	Total resources expended	Staff £	Support £	Other Direct £	2007 £	2006 £
	<b>Unrestricted funds</b>					
	<i>Charitable expenditure</i>					
	Funding advice and research	9,129	11,604	-	20,733	21,121
	Community Print and publications	2,852	4,642	5,268	12,762	20,006
	Training and conference		6,963	451	7,414	10,723
	<i>Generated Funds</i>					
	Rental income	2,503	-	-	2,503	1,530
	Governance	4,294	-	-	4,294	4,030
	<b>Total unrestricted resources expended</b>	<u>18,778</u>	<u>23,209</u>	<u>5,719</u>	<u>47,706</u>	<u>57,410</u>
	<b>Restricted funds</b>					
	<i>Charitable expenditure</i>					
	Funding advice and research	56,133	3,069	8,827	68,029	97,937
	Community Print and publications	8,556	1,228	1,544	11,328	15,165
	Training and conference	25,723	1,842	10,158	37,723	35,082
	<i>Generated Funds</i>					
	Rental income	-	-	-	-	-
	Governance	-	3,058	-	3,058	3,898
	<b>Total restricted resources expended</b>	<u>90,412</u>	<u>9,197</u>	<u>20,529</u>	<u>120,138</u>	<u>152,082</u>
	<b>Total resources expended</b>	<u>109,190</u>	<u>32,406</u>	<u>26,248</u>	<u>167,844</u>	<u>209,492</u>
	<i>Total resources expenses 2006</i>	<u>140,477</u>	<u>46,862</u>	<u>26,183</u>	<u>213,522</u>	
		Unrestricted £	Restricted £	2007 £	2006 £	
	<u>Support costs</u>					
	Premises	9,569	667	10,236	14,475	
	Communications	528	1,310	1,838	3,233	
	General Office	4,180	4,162	8,342	10,997	
	Depreciation	8,932		8,932	6,572	
	Loss on disposal	-		-	3,657	
	Governance costs	-	3,058	3,058	7,928	
		<u>23,209</u>	<u>9,197</u>	<u>32,406</u>	<u>46,862</u>	

# VOLUNTARY ACTION SWINDON

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2007

	2007 £	2006 £
<u>Governance costs</u>		
Staff cost	4,294	4,030
Audit fees	2,350	2,465
Trustees' meetings	648	500
Interest payable	-	859
Bank charges	60	74
	<u>7,352</u>	<u>7,928</u>

5 Staff costs	Unrestricted £	Restricted £	2007 £	2006 £
Wages and salaries	17,390	79,377	96,767	124,760
Social security costs	1,056	7,874	8,930	11,307
Pension contributions	1,080	2,412	3,492	4,410
	<u>19,526</u>	<u>89,663</u>	<u>109,189</u>	<u>140,477</u>

None of the trustees (or any persons connected with them) received any remuneration during the year

The average monthly number of employees during the year were

Administration	2	2
Management	1	1
Support	3	4
	<u>6</u>	<u>7</u>

There were no employees whose annual emoluments were £50,000 or more

6 Surplus for the year	2007 £	2006 £
The surplus of income over expenditure is stated after charging		
Depreciation	8,930	6,572
Loss on disposal	-	3,657
Audit fees	2,350	2,465

# VOLUNTARY ACTION SWINDON

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2007

### 7 Tangible fixed assets

	Land and building £	Office equipment £	Total £
<b>Cost</b>			
At 1 April 2006	113,425	28,810	142,235
Additions	-	350	350
Disposals	-	-	-
<b>At 31 March 2007</b>	<b>113,425</b>	<b>29,160</b>	<b>142,585</b>
<b>Depreciation</b>			
At 1 April 2006	20,557	4,914	25,471
Charge for the year	2,867	6,063	8,930
Disposals	-	-	-
<b>At 31 March 2007</b>	<b>23,424</b>	<b>10,977</b>	<b>34,401</b>
<b>Net book value</b>			
At 31 March 2007	90,001	18,183	108,184
At 31 March 2006	92,868	23,896	116,764

### 8 Debtors

	2007 £	2006 £
Trade debtors	2,147	10,662
Prepayments	2,560	1,951
	<b>4,707</b>	<b>12,613</b>

### 9 Creditors: amounts falling due within one year

	2007 £	2006 £
Trade creditors	6,313	9,860
Other creditors	8,000	8,000
Accruals	2,350	2,350
	<b>16,663</b>	<b>20,210</b>

### 10 Pension costs

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £3,492 (2006 £4,410).

# VOLUNTARY ACTION SWINDON

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2007

### 11 Designated funds

	Movement in funds			Balance at 31-Mar-07 £
	Balance at 01-Apr-06 £	Incoming Resources £	Transfers £	
Property maintenance fund	20,000	-	-	20,000
Operational reserve fund	28,000	-	4,000	32,000
	<u>48,000</u>	<u>-</u>	<u>4,000</u>	<u>52,000</u>

Property maintenance funds represents reserves to provide for any emergency and major repairs and refurbishments as and when required

Operational reserve fund represents funds set aside equivalent to three months of core operating costs of the organisation in accordance with the reserves policy mentioned in the Trustees' Report

### 12 Restricted funds

	Movement in funds			Balance at 31-Mar-07 £
	Balance at 01-Apr-06 £	Incoming Resources £	Transfers £	
Hawksworth Revenue account	4,435	2,137	(3,223)	3,349
Redundancy fund	3,191	-	-	3,191
Social Care	8,645	2,852	(3,427)	8,070
Lloyds TSB Foundation TNS	12,282	-	(12,282)	-
ESF Funding	-	13,809	(3,910)	9,899
Swindon Borough Council (Core Funding)	-	96,547	(96,547)	-
Mobility Explorers Club	650	1,200	(1,446)	404
Compact Printing	-	1,500	-	1,500
Administrators Network	264	-	-	264
Dalmatians	800	-	(750)	50
	<u>30,267</u>	<u>118,045</u>	<u>(121,585)</u>	<u>26,727</u>

The Swindon Borough Council fund relates to grant income received the Council to be spent on predetermined expenses including salaries costs and provision of training

Lloyds TSB Foundation and ESF funds are for Trustee Support

Compact printing fund is to support printing needs for Swindon Compact

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

### 13 Analysis of net assets between funds

	Unrestricted £	Restricted £	Total £
Fund balances at 31 March 2007 are represented by			
Tangible fixed assets	108,184	-	108,184
Current assets	158,385	26,727	185,112
Creditors amounts falling due within one year	(16,663)	-	(16,663)
	<u>249,906</u>	<u>26,727</u>	<u>276,633</u>