

**VOLUNTARY ACTION SWINDON  
1 JOHN STREET  
SWINDON  
WILTSHIRE**

**REGISTERED NUMBER  
1604168**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2010**

**WEDNESDAY**



**A10 \*A13X9OZO\* 10/11/2010 441  
COMPANIES HOUSE**

**VOLUNTARY ACTION SWINDON**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2010**

**CONTENTS**

	<b>Page</b>
<b>Charity Information</b>	<b>1</b>
<b>Statement of Responsibilities</b>	<b>3</b>
<b>Trustees' Report</b>	<b>4</b>
<b>Auditors' Report</b>	<b>7</b>
<b>Statement of Financial Activities</b>	<b>9</b>
<b>Balance Sheet</b>	<b>10</b>
<b>Notes to the Financial Statements</b>	<b>11</b>

**VOLUNTARY ACTION SWINDON**

**CHARITY INFORMATION**

CHARITY NUMBER	287732
TRUSTEES	T Charnock J Hawkins A Nix T Odoire N Ramruttun S Sahu H Thompson
COMPANY SECRETARY	M Pearce
REGISTERED OFFICE	1 John Street Swindon Wiltshire SN1 1RT
BANKERS	Lloyds TSB Bank PLC 5 High Street Swindon Wiltshire
AUDITORS	Reeves & Co Argyle Commercial Centre Argyle Street Swindon SN2 8AR

## VOLUNTARY ACTION SWINDON

### TRUSTEES' RESPONSIBILITIES

Charity law requires the trustees to prepare financial statements which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- Follow applicable accounting standards, subject to any material departures disclosed and explained in the financial statements,
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

In addition to complying with charities' legislation the trustees are also required to have regard to the Statement of Recommended Practice, *Accounting and Reporting by Charities (Revised 2005)* (the SORP), published by the Charity Commissioners for England and Wales

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the SORP and the Charities Act 1993. 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

## VOLUNTARY ACTION SWINDON

### TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2010

The trustees present their report and the financial statements for the year ended 31st March 2010

#### Introduction

This report covers the period from the last reported year ended 31st March 2009 to 31st March 2010

#### Structure, Governance and Management

Voluntary Action Swindon is a charitable company, limited by guarantee. The charitable company was established under Memorandum of Association, which sets out the objects and powers of the charitable company and is governed under its Articles of Association.

Members support the aims of the organisation and are invited to the Annual General Meeting. Members elect the trustees or members of the management committee and these individuals are also company directors. The members of the management committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. In the event of the charitable company being wound up, members are required to contribute an amount not exceeding £1.

#### Recruitment and Appointment of Management Committee

The focus of the organisation's work is providing advice and general support to voluntary organisations within the Borough of Swindon. The aim is to ensure that the needs of this group are appropriately reflected through the diversity of the trustee body and to enhance the potential pool of trustees, the charity continually seeks to identify potential new trustees relevant to the nature of its work.

Business, social care and legal skills are well represented on the management committee. In an effort to maintain a broad skill mix, members of the management committee are requested to provide an outline of their skills and, in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the management committee.

#### Trustee Induction and Training

Most potential trustees are already familiar with the practical work of the charity having been encouraged to join the Trustee Network, which offers advice, information, support and training opportunities. An induction pack has also been prepared drawing information from the various Charity Commission publications. This is distributed to all new trustees along with the Memorandum and Articles, and the latest financial statements.

#### Risk Management

The management committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the building. The adoption of ISO 9001 and PQASS (Quality Assurance for Small Organisations) ensure a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

## VOLUNTARY ACTION SWINDON

### TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2010

#### Organisational Structure

Voluntary Action Swindon has a management committee of up to 12 members who meet every six weeks and are responsible for the strategic direction and policy of the charity. At present the Committee has 7 members from a variety of professional backgrounds relevant to the work of the charity. The Company Secretary also sits on the Committee but has no voting rights.

#### Objectives and Activities

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 the furtherance of health, the relief of poverty, distress and sickness and to provide information, support and development services for the voluntary and community organisations in the Borough of Swindon and to aid their effectiveness. The main objectives and activities for the year continued to focus upon the development of diverse, strong communities to enhance well-being and the quality of life by

- Improving the capacity and quality of voluntary and community organisations,
- Facilitating liaison and collaboration in the voluntary and community sector and between the voluntary, public and private sectors,
- Enabling voluntary and community organisations to gain greater access to information, practical support services and facilities,
- Identifying and prioritising the needs of local communities and develop appropriate responses

#### Public Benefit

Voluntary Action Swindon helps charities and other voluntary organisations on all levels without regard to the general background of those involved in the administration of the organisations, or the targeted beneficiaries of those organisations. By supporting voluntary organisations within the Borough of Swindon benefits percolate down to the needy sectors of the community in line with the objects of the charities in question, thus providing valuable service to those organisations allowing them to utilise their resources more efficiently.

#### **Achievements and Performance**

The main areas of charitable activity are engagement and facilitation - the provision of advice and information, training, hosting a trustee network, funding advice, group support, and the operation of a print room for voluntary and community groups.

From its premises at 1 John Street, Voluntary Action Swindon provides a wide range of services to voluntary and community organisations in the Borough of Swindon. These include

**Development:** A rolling training programme and funding advice to set up and build the capacity of voluntary and community organisations.

**Voice and Representation** Community development outreach work to identify and support existing groups. Information exchange with third sector network. Representation of voluntary and community sector interests to policymakers. A Voluntary & Community forum is held each quarter with key speakers, information sharing, networking, identifying needs of the sector.

**Support Services** Print and design workshop, meeting rooms, equipment hire, a library, office space and information, CRB checks, hot desking, advice and guidance on Voluntary and Community sector matters.

**Gateway Project.** A team of advisors ready to offer free advice, information, support and guidance on the subjects of funding advice, running a group, youth activities and volunteering.

## VOLUNTARY ACTION SWINDON

### TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2010

#### Achievements and Performance (Cont.)

**UK Online Centres** Starting April 2010 free computer courses to introduce people to computers and the Internet. Courses range from the basics of using a mouse and keyboard, to using emails, shopping and banking online.

**Local Involvement Network (LINK)** · Involves local people in influencing their health and adult social services

Between April 2009 and March 2010

- 1989 people in total dropped in to use VAS's services
- 641 received telephone calls regarding general enquiries, referrals, advice and information
- 105 individuals dropped in for support and assistance
- 45 voluntary and community groups used VAS's printing facilities
- 202 individuals attended 20 training sessions, which included outcomes training, trustee training, personal safety, fire safety, health & safety, and first aid training
- 26 groups received funding advice
- 14 groups signed up to VAS as an umbrella organisation to undertake their CRB checks, 261 disclosures were applied for, mentoring support was provided to 3 voluntary and community groups in the process of them implementing PQASSO
- 3 voluntary and community groups had their accounts independently inspected

Over the course of the last year, the funding climate has continued to worsen on both the national and local level. Voluntary and community groups have found it increasingly difficult to acquire the funding that they need, and thus have been compelled to develop new and more creative methods of raising funds. Additionally, voluntary and community groups have had to adapt to the local authority's increased inclination towards using commissioning and tendering processes.

The Gateway Project employs outreach workers to identify and locate new and existing groups that stand to benefit from increased infrastructure support. The Gateway Project provides generic advice, signposting and support to voluntary and community groups, by improving learning and the sharing of knowledge, helping with strategy and action planning, improving long-term sustainability, and improving operating skills. The Gateway Project particularly focuses on six neighbourhood renewal areas in Swindon, and from 2009-11 aims to help 90 existing and emerging voluntary groups which are not already benefiting from infrastructure support services. The Gateway Project is delivered by Voluntary Action Swindon in partnership with the Volunteer Centre Swindon, Community First, and the Charities Information Bureau South and West. These partners are accountable to, and monitored by, the wider *Empower Swindon infrastructure consortium*.

The VOICE Project aims to strengthen the voice of those in the voluntary and community sector. To this end, VOICE workers undertake community development outreach work to identify and support new and existing groups, organise community engagement activities, ensure that the voluntary and community sector is represented on key partnerships and sector specific partnerships, organise training courses and workshops, and operate an online database of voluntary and community groups, which the groups can sign up to free of charge.

The LINK is a network of individuals and organisations with a small steering group at its centre. It has the challenging task of promoting and supporting the involvement of people in the commissioning, provision and scrutiny of local health and adult social care services, making these views known and making reports and recommendations about how local care services could or ought to be improved to those responsible for commissioning, providing, managing or scrutinising them.

## VOLUNTARY ACTION SWINDON

### TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2010

#### 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 provision 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. A designated sum of £70,000 has been set aside for the property maintenance fund and a further £55,000 for the operational reserve fund. A designated sum of £10,000 has been set aside for the property fund, which will allow Voluntary Action Swindon to identify new premises and pay for surveyors and architects, when appropriate. Voluntary Action Swindon will continue to build reserves through planned operating surpluses.

#### Investment Policy

The service's excess funds have historically been held in the CAF Charities Aid Foundation. The current account is regularly reviewed and any funds not needed in the short term are invested in the CAF fund.

#### Plans for Future Periods

Our strategic aims for the next three years - 2010 - 2013 are

- To improve the capacity and quality of third sector organisations
- To facilitate liaison and collaboration within the third sector and between the voluntary, public and private sectors
- To enable third sector organisations to gain greater access to information, practical support services and facilities
- To identify and prioritise the needs of local communities and develop appropriate responses

On Behalf of the Trustees



Bryan Hutchinson

22nd October 2010



## VOLUNTARY ACTION SWINDON

### INDEPENDENT AUDITOR'S REPORT

To the members of Voluntary Action Swindon

We have audited the financial statements of Voluntary Action Swindon for the year ended 31st March 2010 which comprise the Statement of Financial Activities, the Balance Sheet, and related notes. These financial statements have been prepared under the historical cost convention and in accordance with Statement of Recommended Practice, *Accounting and Reporting by Charities (Revised 2005)* and the accounting policies set out in the notes to the financial statements.

This report is made solely to the charitable company's members, as a body, in accordance with Section 498 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable 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 charitable company and the charitable company'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

The trustees (who are also directors of Voluntary Action Swindon for the purposes of company law) responsibilities 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) are set out in the Statement of Trustees' Responsibilities.

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 United Kingdom Generally Accepted Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion the information given in the Trustees' Annual Report is consistent with those financial statements.

In addition, we report to you if, in our opinion, the charity has not kept proper accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

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 beyond that referred to in this paragraph.

#### 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 statements. 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 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.

**VOLUNTARY ACTION SWINDON**

**INDEPENDENT AUDITOR'S REPORT**

Opinion

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been properly prepared in accordance with the Companies Act 2006, and
- the information in the Trustees' Annual Report is consistent with the financial statements

*C. Vaughan*

C Vaughan  
Senior Statutory Auditor  
For and on behalf of Reeves & Co  
Statutory Auditors  
Argyle Commercial Centre  
Argyle Street  
Swindon  
SN2 8AR

22nd October 2010

VOLUNTARY ACTION SWINDON

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2010

	Note	Unrestricted Funds General	Restricted Funds	2010 (12 months) Total	2009 (12 months) Total
<u>Incoming Resources</u>					
<u>Incoming Resources from</u>					
<u>Generated Funds</u>					
Voluntary Income					
Donations		48	1750	1798	322
Activities for Generating Funds					
Rental Income		30394		30394	32241
Other Income		18898		18898	17135
Investment Income	2	286	3	289	13501
<u>Incoming Resources from</u>					
<u>Charitable Activities</u>					
Grants	3	1800	235165	236965	216805
Community Print and Publications		19057		19057	15073
Training and Conference		3440		3440	10571
Total Incoming Resources		<u>£73923</u>	<u>£236918</u>	<u>£310841</u>	<u>£305648</u>
<u>Resources Expended</u>					
<u>Generated Funds</u>					
					10679
<u>Charitable Activities</u>					
		124860	204261	329121	217176
<u>Governance Costs</u>					
	5	8344	1135	9479	9860
Total Resources Expended	4	<u>£133204</u>	<u>£205396</u>	<u>£338600</u>	<u>£237715</u>
Net Income/ Expenditure for the Year	6	(59281)	31522	(27759)	67933
<u>Transfers between Funds</u>					
		<u>57441</u>	<u>(57441)</u>	<u>-</u>	<u>-</u>
		(1840)	(25919)	(27759)	67933
Fund Balances Brought Forward		297557	55522	353079	285146
Fund Balances Carried Forward		<u>£295717</u>	<u>£29603</u>	<u>£325320</u>	<u>£353079</u>

VOLUNTARY ACTION SWINDON

BALANCE SHEET AS AT 31ST MARCH 2010

	<u>Note</u>		<u>2009</u>
<b><u>FIXED ASSETS</u></b>			
Tangible Fixed Assets	7	121640	100137
<b><u>CURRENT ASSETS</u></b>			
Stock	8	1141	1175
Debtors	9	9301	41025
Cash at Bank and in Hand		<u>244819</u>	<u>256097</u>
		<u>£255261</u>	<u>£299107</u>
<b><u>CREDITORS</u> Amounts falling due within one year</b>	10	<u>£31226</u>	<u>£46165</u>
<b><u>NET CURRENT ASSETS</u></b>		224035	252942
<b><u>TOTAL ASSETS LESS CURRENT LIABILITIES</u></b>		<u>345675</u>	<u>353079</u>
<b><u>CREDITORS</u> Amounts falling due after more than one year</b>		(20355)	-
		<u>£325320</u>	<u>£353079</u>
<b><u>RESERVES</u></b>			
Restricted Funds	11	29603	55522
General Fund	11	160717	162557
Designated Fund	11	135000	135000
		<u>£325320</u>	<u>£353079</u>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006

The financial statements were approved by the trustees of the committee on 22nd October 2010 and are signed on their behalf by

  
J HAWKINS

Trustee

## VOLUNTARY ACTION SWINDON

### NOTES TO THE FINANCIAL STATEMENTS

#### 1 ACCOUNTING POLICIES

##### a) Basis of Accounting

The financial statements have been prepared under the Historical Cost Convention and in accordance with the Standard of Recommended Practice, *Accounting and Reporting by Charities 2005 (Revised 2008)* and applicable accounting standards

##### b) Voluntary Income

Voluntary income is received by way of donations and grants and is included in full in the income and expenditure account when received

##### c) Donations in Kind

The charity is fortunate in the level of support it receives from its volunteers. Without this voluntary support, considerable expense would be incurred. It is not thought meaningful or practicable to put a monetary value on the support but the committee is grateful to those who provide it.

##### d) Grants

Grants receivable and payable are included in the financial statements when received or paid. Where grants are received or made for a defined period any amounts relating to a period extending beyond the charity's accounting date are deferred.

##### e) Restricted and Unrestricted Funds

The financial statements distinguish between restricted and unrestricted funds. The former are received from donors and are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions. They include those freely available to the charity for expenditure or appropriation to reserves for internally designated purposes.

##### f) Depreciation

Depreciation is calculated to write off the cost, less estimated residual values, of tangible fixed assets over their expected useful lives, as follows:

Freehold Property	Nil	
Property Improvements	25%	Reducing Balance Method
Office Equipment	15%	Reducing Balance Method
Leased Assets	Amortised over the term of the lease	

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 amount.

##### g) Taxation

The charity is exempt from Corporation Tax under the provisions of section 505 Income and Corporation Taxes Act 1988. Consequently no provision for deferred taxation is required.

##### h) Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 3.

**VOLUNTARY ACTION SWINDON**

**NOTES TO THE FINANCIAL STATEMENTS**

**1 ACCOUNTING POLICIES (CONT.)**

**i) Finance Leases**

Assets acquired under finance leases are capitalised in the balance sheet and are depreciated in accordance with the company's normal policy. The outstanding liabilities under such agreements less interest not yet due are included in creditors. Interest on such agreements is charged to profit and loss account over the term of each agreement and represents a constant proportion of the balance of capital repayments outstanding.

**j) Restricted Funds**

The charity's restricted funds have the following purposes

- (i) Hawksworth Revenue Account, Social Care, Dalmatians  
Funds primarily concerned with providing relief from poverty in the local community
- (ii) RTPC, VOICE and BASIS  
Grant income received in order to be defrayed on predetermined expenses
- (iii) SBC Link  
Funds applied to expenditure on health and social care
- (iv) Capacity Builder  
Grant income received to provide additional support to third sector development

**k) Designated Funds**

The charity's designated funds have the following purposes

- (i) Property Maintenance Fund  
Fund to provide for any emergency and major repairs and refurbishments as and when required
- (ii) Operational Reserve Fund  
Funds set aside equivalent to four months of core operating costs of the organisation in accordance with the reserves policy mentioned in the Trustees Report
- (iii) Property Fund  
Funds set aside to cover costs to identify new premises and pay for surveyors and architects fees

**l) Pension Scheme**

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £11410 (2009 £4166)

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2009</u>
<b>2 <u>INVESTMENT INCOME</u></b>			
Interest Receivable	£286	£3	£13501
<b>3 <u>GRANTS RECEIVABLE</u></b>			
Swindon Borough Council		45415	96547
SBC Link		93331	93333
Capacity Builder		22000	26925
Age Concern	300		
Big Lottery		68069	-
Empowering Communities	1500		-
Exeter CVS		6350	-
	<u>£1800</u>	<u>£235165</u>	<u>£216805</u>

VOLUNTARY ACTION SWINDON

NOTES TO THE FINANCIAL STATEMENTS

					<u>2009</u>
<b>4 TOTAL RESOURCES EXPENDED</b>					
	<u>Staff</u>	<u>Support</u>	<u>Other Direct</u>	<u>Total</u>	
<u>Unrestricted Funds</u>					
<u>Charitable Expenditure</u>					
Funding Advice and Research	48467	32526	14553	95546	17728
Community Print and Publications	16649			16649	18488
Training and Conference	8325	4340		12665	7706
<u>Generated Funds</u>					
Rental Income				-	10679
Governance	4292	4052		8344	4798
<b>Total Unrestricted Resources Expended</b>	<u>£77733</u>	<u>£40918</u>	<u>£14553</u>	<u>£133204</u>	<u>£59399</u>
<u>Restricted Funds</u>					
<u>Charitable Expenditure</u>					
Funding Advice and Research	83816	826	119619	204261	126229
Community Print and Publications				-	17209
Training and Conference				-	29816
<u>Generated Funds</u>					
Governance			1135	1135	5062
<b>Total Restricted Resources Expended</b>	<u>£83816</u>	<u>£826</u>	<u>£120754</u>	<u>£205396</u>	<u>£178316</u>
<b>Total Resources Expended</b>	<u>£161549</u>	<u>£41744</u>	<u>£135307</u>	<u>£338600</u>	<u>£237715</u>
<b>Total Resources Expended 2009</b>	<u>£130606</u>	<u>£32226</u>	<u>£74883</u>	<u>£237715</u>	
	<u>Basis of Allocation</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	
<u>Support Costs</u>					
Premises	Direct	21169		21169	12107
Communications	Direct	3342		3342	1376
General Office	Direct	7142	826	7968	10892
Depreciation	Direct	5213		5213	3669
Governance	Direct	<u>4052</u>		<u>4052</u>	<u>3531</u>
		<u>£40918</u>	<u>£826</u>	<u>£41744</u>	<u>£32226</u>

**VOLUNTARY ACTION SWINDON**

**NOTES TO THE FINANCIAL STATEMENTS**

			<u>2009</u>
<b>5 GOVERNANCE COSTS</b>			
	<u>Basis of Allocation</u>	<u>Total</u>	
Staff Costs	Direct	4292	6329
Audit Fees	Direct	1704	2850
Professional Fees	Direct	2903	-
Trustees' Meetings and AGM	Direct	580	1083
Bank Charges	Direct	-	<u>90</u>
		<u>£9479</u>	<u>£9861</u>

**6 NET INCOME/ EXPENDITURE FOR THE YEAR**

Net Income/ Expenditure for the Year is stated after charging

Auditors' Remuneration	1704	2875
Depreciation - Owned Assets	2166	3380
- Leased Assets	<u>3047</u>	=

**7 TANGIBLE FIXED ASSETS**

	<u>Total</u>	<u>Land and Building</u>	<u>Office Equipment</u>
Cost			
At 1st April 2009	142285	113425	28860
Addition	<u>26716</u>	-	<u>26716</u>
	<u>£169001</u>	<u>£113425</u>	<u>£55576</u>
Depreciation			
Cumulative to 1st April 2009	42148	23425	18723
Charge for the Year	<u>5213</u>	-	<u>5213</u>
	<u>£47361</u>	<u>£23425</u>	<u>£23936</u>
Net Book Amount			
At 31st March 2010	<u>£121640</u>	<u>£90000</u>	<u>£31640</u>
At 31st March 2009	<u>£100137</u>	<u>£90000</u>	<u>£10137</u>

**8 STOCK**

Stock has been valued at the lower of cost and estimated net realisable value. Cost is determined on a first-in, first-out basis. Net realisable value is based on estimated selling price, less any other costs of realisation.



VOLUNTARY ACTION SWINDON

NOTES TO THE FINANCIAL STATEMENTS

		<u>2009</u>
9 <u>DEBTORS</u>		
Trade Debtors	1770	40443
Prepayments	<u>7531</u>	<u>582</u>
	<u>£9301</u>	<u>£41025</u>
10 <u>CREDITORS</u> <u>Amounts falling due within one year</u>		
Trade Creditors	20312	33530
Other Creditors	-	8000
Obligations under Finance Leases	5089	-
Accruals	<u>5825</u>	<u>4635</u>
	<u>£31226</u>	<u>£46165</u>
11 <u>CREDITORS</u> <u>Amounts falling due after more than one year</u>		
Obligations under Finance Leases	<u>£20355</u>	£-

12 ANALYSIS OF MOVEMENT OF FUNDS

	Balance 1st April 2009	Net Incoming Resources	Transfers between Funds	Balance 31st March 2010
<u>Restricted Funds</u>				
Hawksworth Revenue Account	1150	(680)	-	470
Social Care	3959	(1906)	-	2053
RTPC, VOICE and BASIS	-	28694	(20839)	7855
SBC Link	42405	3083	(32016)	13472
Capacity Builders	7658	2331	(4586)	5403
Dalmatians	<u>350</u>	<u>-</u>	<u>-</u>	<u>350</u>
	<u>£55522</u>	<u>£31522</u>	<u>£(57441)</u>	<u>£29603</u>
<u>Unrestricted Funds</u>				
<u>General Fund</u>	<u>£162557</u>	<u>£(59281)</u>	<u>£57441</u>	<u>£160717</u>
<u>Designated Funds</u>				
Property Maintenance Fund	70000			70000
Operational Reserve Fund	55000			55000
Property Fund	<u>10000</u>			<u>10000</u>
	<u>£135000</u>	£-	£-	<u>£135000</u>
Total Charity Funds	<u>£353079</u>	<u>£(27759)</u>	£-	<u>£325320</u>

**VOLUNTARY ACTION SWINDON**

**NOTES TO THE FINANCIAL STATEMENTS**

**13 ANALYSIS OF ASSETS BETWEEN FUNDS**

	Unrestricted Funds	Restricted Funds
Fixed Assets	121640	
Current Assets	225658	29603
Current Liabilities	(31226)	
Deferred Liabilities	(20355)	
 Total Net Assets at 31st March 2010	<u>£295717</u>	<u>£29603</u>

2009

**14 STAFF COSTS**

The average number of persons employed by the charity during the year was 7 (2009 6) and the aggregate payroll costs for the year amounted to £161549 (2009 £130608)  
No employee was in receipt of remuneration in excess of £60000 during the year

Aggregate payroll costs are analysed as follows

Gross Salaries	137435	115502
Employer's National Insurance	12704	10940
Pension Contributions	<u>11410</u>	<u>4166</u>
	<u>£161549</u>	<u>£130608</u>

The average number of full-time equivalent employees of the charity was 6 (2009 6) analysed as follows

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

During the year training expenses in the sum of £165 were paid to 1 trustee (2009 Nil) No remuneration was paid to any trustee (2009 Nil)

**15 OBLIGATIONS UNDER FINANCE LEASE**

Amounts falling due within one year	5089	-
Amounts falling due after more than one year	<u>20355</u>	-
	<u>£25444</u>	<u>£-</u>

**16 CAPITAL COMMITMENT**

The charity entered into a contractual commitment for the upgrading of its IT equipment in the sum of £10865 The work for this upgrading will take place during the year ended 31st March 2011

**17 CONTROL**

The charity is controlled by its trustees who are named on page 1 No individual exercises overall control