

*Registered*

**Company No: 1604168**

**VOLUNTARY ACTION SWINDON  
(A COMPANY LIMITED BY GUARANTEE)  
DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 1998**

**Charit**



**VOLUNTARY ACTION SWINDON**

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## **VOLUNTARY ACTION SWINDON**

### **Directors' and Trustees' Report for the year ended 31st March 1998**

The directors and trustees present their report and accounts for the year ended 31st March 1998.

#### **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. 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**

In a harsh funding climate and in an ever changing external environment, Voluntary Action Swindon has been able to successfully respond to a high demand for its established services of information, training, workshop and policy development.

In response to reducing resources, staff agreed to a four day week with effect from September 1997. This was not an easy decision to make but to the credit of VAS employees, it was achieved without reducing the opening hours to the public.

During the year, with central government funding, VAS expanded its services with the launch of "Swindon Volunteers". This service has provided vital support to volunteers and organisations working with volunteers. Using media expertise, the service has substantially increased the profile of volunteering.

#### **Future developments**

As the financial year drew to a close, VAS heard that its application to the National Lottery had been successful. This new money for new work will provide £155k over two years for funding advice and voluntary sector research.

Despite its award, VAS is faced with ensuring that the size and nature of its priority services are realistic and achievable. Organisational review work will be required during 98/99.

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

The Statement of Financial Activities shows a net surplus on core funds of £13897 for the year. A surplus on restricted funds arose of £292 although, as the term suggests, the usage of these funds is defined by the donor.

## VOLUNTARY ACTION SWINDON

### Directors' and Trustees' Report for the year ended 31st March 1998

#### Directors and trustees

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

Revd. Dr. Alison-Ruth Goodwin (Died October 1997) Patricia Harding Madge Clements  
Anita Patel Albert Haworth Martha Parry Jean Melville Pom Sandhu Marilyn Beale

#### 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 directors and trustees and signed on its behalf by.

*AE Haworth*

Albert Haworth  
Company Secretary

Date: 8.1.99

**VOLUNTARY ACTION SWINDON**

**Auditors' Report to the Members of**

**Voluntary Action Swindon**

We have audited the financial statements on pages 4 to 10 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 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.

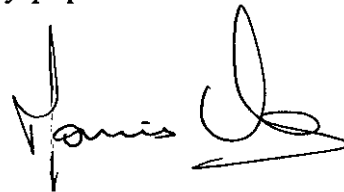
**Basis of opinion**

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 judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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 affairs as at 31st March 1998 and of its incoming resources and application of resources, including 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: 14<sup>th</sup> January 1999.

**VOLUNTARY ACTION SWINDON**

**Statement of Financial Activities**

**For the year ended 31st March 1998**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT**

	Notes	Restricted funds	Unrestricted funds	1998	1997
<b>INCOMING RESOURCES</b>					
Donations	2	4,484	250	4,734	28,380
Grants receivable	3	96,310	74,450	170,760	192,348
Less: deferred income	4	(6,603)	-	(6,603)	(34,000)
Rent received		-	24,035	24,035	23,413
Investment income		695	4,430	5,125	6,705
Miscellaneous income	5	477	34,457	34,935	30,587
<b>Total Incoming Resources</b>		<b>95,364</b>	<b>137,622</b>	<b>232,986</b>	<b>247,433</b>
<b>RESOURCES EXPENDED</b>					
<b>Direct charitable expenditure</b>					
Grants and training	6	6,500	-	6,500	10,072
<b>Other expenditure</b>					
Support costs	7	-	14,222	14,222	15,835
Management and administration	9	75,871	122,204	198,075	211,444
<b>Total Resources Expended</b>		<b>82,371</b>	<b>136,425</b>	<b>218,797</b>	<b>237,351</b>
<b>Net Incoming/(Outgoing) Resources before Transfers</b>	10	12,992	1,197	14,189	10,082
Transfers between funds	16	(12,700)	12,700	-	-
<b>Net Incoming/(Outgoing) Resources for the Year</b>		<b>292</b>	<b>13,897</b>	<b>14,189</b>	<b>10,082</b>
<b>Other Recognised Gains and Losses</b>		-	-	-	-
<b>Net Movement in Funds</b>		<b>292</b>	<b>13,897</b>	<b>14,189</b>	<b>10,082</b>
Balances brought forward at 1st April 1997		88,767	3,332	92,099	82,017
Balances carried forward at 31st March 1998		<b>89,059</b>	<b>17,229</b>	<b>106,288</b>	<b>92,099</b>

The notes on pages 6 to 10 form part of these accounts.

**VOLUNTARY ACTION SWINDON**

**Balance sheet as at 31st March 1998**

	Notes	1998	1997
<b>Fixed Assets</b>			
Tangible fixed assets	11	99,442	94,861
<b>Current Assets</b>			
Investments	12	44,140	85,367
Stock		2,000	2,000
Debtors	13	11,463	3,222
Cash at bank and in hand		4,776	10,715
		<u>62,379</u>	<u>101,304</u>
<b>Liabilities: amounts falling due within one year</b>	14	<u>14,555</u>	<u>61,407</u>
<b>Net Current Assets</b>		<u>47,824</u>	<u>39,897</u>
<b>Total Assets less Current Liabilities</b>		147,266	134,758
<b>Liabilities: amounts falling due in more than one year</b>	15	40,978	42,659
<b>Net Assets</b>		<u>106,288</u>	<u>92,099</u>
<b>Funds</b>			
Unrestricted	16	17,229	3,332
Restricted	16	89,059	88,767
		<u>106,288</u>	<u>92,099</u>

These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities.

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

*A E Haworth*  
**Albert Haworth**  
 Director

*Madge Clements*  
**Patricia Harder**  
 Director

*M. P. W. Clements*  
 Date: 13 January 1999.

The notes on pages 6 to 10 form part of these accounts.

## VOLUNTARY ACTION SWINDON

### Notes to the accounts for the year ended 31st March 1998

#### 1 Accounting policies

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

The accounts are prepared under the historical cost convention.

The accounts have been prepared in accordance with the Statement of Recommended Practice for charity accounts.

##### (b) Income

Donations are accounted for as received by the charity. Grants are accounted for as receivable by the charity.

##### (c) Value added tax

Value Added Tax is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

##### (d) Investment Income

Investment income is from bank and investment accounts. It is stated gross of tax credits and as receivable by the charity.

##### (e) Taxation

The Company has been accorded charitable status and its qualifying activities are such that they are therefore exempt from corporation tax.

##### (f) Tangible fixed assets for use by the charity

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at the following rates:

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.

##### (h) Expenditure on management and administration of the charity

Administration expenditure includes expenditure not directly related to the charitable activities or fundraising ventures. This includes costs of running office premises, staff salaries for administration staff and audit fees.

	Restricted funds	Unrestricted funds	1998 Total	1997 Total
2 Donations received	4,484	250	4,734	28,380



## VOLUNTARY ACTION SWINDON

Notes to the accounts for the year ended 31st March 1998

	Restricted funds	Unrestricted funds	1998 Total	1997 Total
<b>3</b>	<b>Grants receivable</b>			
WCC	13,000	-	13,000	70,290
Unitary Authority (TBC)	-	72,170	72,170	34,620
Unitary Authority (TBC) R & M	-	280	280	-
Dept. of National Heritage	70,000	-	70,000	21,000
CAF	-	-	-	5,810
Wiltshire Health Authority	-	2,000	2,000	-
HCWB	13,310	-	13,310	13,310
Allied Dunbar	-	-	-	7,318
CCETSW	-	-	-	40,000
	<u>96,310</u>	<u>74,450</u>	<u>170,760</u>	<u>192,348</u>
<b>4</b>	<b>Deferred income</b>			
Dept. of National Heritage	6,603	-	6,603	21,000
WCC	-	-	-	13,000
	<u>6,603</u>	<u>-</u>	<u>6,603</u>	<u>34,000</u>
<b>5</b>	<b>Miscellaneous income</b>			
Workshop income	-	10,652	10,652	11,768
Information Directory income	-	1,057	1,057	1,131
Postage, stationery & phone income	-	6,660	6,660	1,457
Room & equipment hire	57	648	705	779
Voluntary News income	-	1,475	1,475	3,117
Miscellaneous income	-	4,534	4,534	3,955
Gas income	-	637	637	736
Training income	420	990	1,410	2,702
Management fee	-	7,805	7,805	4,942
	<u>477</u>	<u>34,457</u>	<u>34,935</u>	<u>30,587</u>
<b>6</b>	<b>Direct charitable expenditure</b>			
Grants for individuals	4,368	-	4,368	6,791
Training costs	2,132	-	2,132	3,281
	<u>6,500</u>	<u>-</u>	<u>6,500</u>	<u>10,072</u>
<b>7</b>	<b>Support costs</b>			
Workshop expenses	-	11,630	11,630	12,871
Information Directory costs	-	1,140	1,140	1,762
Voluntary News Expenses	-	1,451	1,451	1,202
	<u>-</u>	<u>14,222</u>	<u>14,222</u>	<u>15,835</u>

## VOLUNTARY ACTION SWINDON

### Notes to the accounts for the year ended 31st March 1998

	Restricted funds	Unrestricted funds	1998 Total	1997 Total
<b>8</b>				
<b>Staff costs</b>				
The trustees received no remuneration during the year.				
Wages and salaries	40,868	76,668	117,536	136,944
Redundancy costs	-	-	-	1,520
Employers NIC	3,857	7,112	10,969	12,620
	<u>44,725</u>	<u>83,780</u>	<u>128,505</u>	<u>151,084</u>
The average number of staff employed was:				
Support	2	3	5	7
Administration	1	1	2	3
	<u>3</u>	<u>4</u>	<u>7</u>	<u>10</u>
<b>9</b>				
<b>Administration and management expenses</b>				
Wages and salaries	40,868	76,668	117,536	136,944
Redundancy costs	-	-	-	1,520
Employers NIC	3,857	7,112	10,969	12,620
Travel	1,790	317	2,107	639
Publicity & publications	1,153	-	1,153	-
Management fee	7,805	-	7,805	4,942
Postage	1,224	2,522	3,746	2,438
Office expenses	3,330	2,487	5,817	4,622
Rent	8,234	-	8,234	5,328
Subscriptions	-	285	285	709
Professional fees	405	-	405	1,308
Miscellaneous expenses	210	736	946	857
Recruitment & training	382	5,897	6,279	7,010
Volunteer expenses	1,263	694	1,957	2,073
Telephone	1,638	3,184	4,822	4,766
A G M & meetings expenses	471	21	492	647
Reference material	45	625	670	745
Audit fee	-	3,000	3,000	2,703
Computer expenses	-	990	990	1,058
Insurance	500	2,733	3,233	2,562
Light and heat	-	2,517	2,517	3,038
Cleaning	-	3,402	3,402	3,394
Water rates	-	154	154	144
Furniture & fittings	-	22	22	1,061
Fire equipment maintenance	-	541	541	534
Property repairs and maintenance	724	3,135	3,859	5,056
Bad debts	-	16	16	69
Loan interest	-	4,186	4,186	3,799
Depreciation	706	961	1,667	858
Paid to PLC on separation	1,268	-	1,268	-
	<u>75,871</u>	<u>122,204</u>	<u>198,075</u>	<u>211,444</u>
<b>10</b>				
<b>Surplus/(deficit) for the year</b>				
The deficit is stated after charging:				
Depreciation	706	961	1,667	858
Audit fee	-	3,000	3,000	2,703

**VOLUNTARY ACTION SWINDON**

**Notes to the accounts for the year ended 31st March 1998**

<b>11</b>	<b>Tangible fixed assets</b>		<b>Freehold Property</b>	<b>Office Equipment</b>	<b>1998 Total</b>
	<b>Cost</b>	B/fwd	90,000	8,029	98,029
		Additions	-	6,248	6,248
		Cfwd	<u>90,000</u>	<u>14,277</u>	<u>104,277</u>
	<b>Depreciation</b>	B/fwd	-	3,168	3,168
		Charge	-	1,667	1,667
		C/fwd	<u>-</u>	<u>4,835</u>	<u>4,835</u>
	<b>Net Book Value</b>	As at 31/3/98	<u>90,000</u>	<u>9,442</u>	<u>99,442</u>
	<b>Net Book Value</b>	As at 31/3/97	<u>90,000</u>	<u>4,861</u>	<u>94,861</u>
				<b>1998</b>	<b>1997</b>
<b>12</b>	<b>Investments</b>				
	Abbey National Building Society account			15,856	15,291
	CAFCASH account			28,284	70,076
				<u>44,140</u>	<u>85,367</u>
<b>13</b>	<b>Debtors</b>				
	<b>Due within one year</b>				
	Other debtors			10,234	3,081
	Taxation recoverable			460	-
	Prepayments & accrued income			768	141
				<u>11,463</u>	<u>3,222</u>
<b>14</b>	<b>Creditors: amounts falling due within one year</b>				
	Trade creditors			1,007	1,720
	Other creditors			-	19,818
	Accruals			4,045	2,969
	Deferred income			6,603	34,000
	Bank loan (secured)			2,900	2,900
				<u>14,555</u>	<u>61,407</u>
<b>15</b>	<b>Creditors: amounts falling due in more than one year</b>				
	Bank loan (secured)			<u>40,978</u>	<u>42,659</u>

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

## VOLUNTARY ACTION SWINDON

Notes to the accounts for the year ended 31st March 1998

16	Reserves	B/fwd	Movement in year	Transfers	C/fwd
	<i>Unrestricted funds</i>				
	Core account	3,332	1,197	12,700	17,229
	<i>Restricted funds</i>				
	Elsie Millin Fund	-	41	(41)	-
	Redundancy	6,500	-	-	6,500
	SAFE Project	417	(391)	-	26
	Swindon Volunteers	-	16,953	-	16,953
	TTC Education Fund	12,015	-	(12,015)	-
	Allied Dunbar Training fund	4,037	(2,012)	(2,025)	-
	Practice Learning Centre	1,568	(1,268)	(300)	-
	People Like Us Project	2,141	(1,549)	-	592
	Gladys Plumley Fund	2,040	98	-	2,139
	Hawksworth Revenue Account	1,454	(485)	-	969
	Hawksworth Fund	4,352	-	-	4,352
	Allied Dunbar Capital Reserve	24,000	-	-	24,000
	Freehold Reserve	20,441	-	1,681	22,122
	Social Care Revenue Fund	4,802	(396)	-	4,406
	Colbourne Bequest - Socialcare	5,000	-	-	5,000
	Burmah Castrol Factbank Directory	-	2,000	-	2,000
		<u>88,767</u>	<u>12,992</u>	<u>(12,700)</u>	<u>89,059</u>
	<b>Total funds</b>	<u>92,099</u>	<u>14,189</u>	<u>-</u>	<u>106,288</u>

### 17 Analysis of Net Assets between funds

	Tangible Fixed Assets	Net Current Assets	Long Term Liabilities	Total
<i>Unrestricted</i>				
Core Account	5,436	11,793	-	17,229
<i>Restricted</i>				
Redundancy	-	6,500	-	6,500
SAFE Project	-	26	-	26
Elsie Millin Fund	-	-	-	-
Swindon Volunteers	4,007	12,947	-	16,953
Allied Dunbar Training fund	-	-	-	-
Practice Learning Centre	-	-	-	-
People Like Us Project	-	592	-	592
Gladys Plumley Fund	-	2,139	-	2,139
Hawksworth Revenue Account	-	969	-	969
Hawksworth Fund	-	4,352	-	4,352
Allied Dunbar Capital Reserve	24,000	-	-	24,000
Freehold Reserve	66,000	(2,900)	(40,978)	22,122
Social Care Revenue Fund	-	4,406	-	4,406
Colbourne Bequest - Socialcare	-	5,000	-	5,000
Burmah Castrol Factbank Directory	-	2,000	-	2,000
	<u>94,007</u>	<u>36,031</u>	<u>(40,978)</u>	<u>89,059</u>
<b>Total of all funds</b>	<u>99,442</u>	<u>47,824</u>	<u>(40,978)</u>	<u>106,288</u>