

Registered

Company Number:1604168

**VOLUNTARY ACTION SWINDON
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 1999**

Charity No. 287732



A05
COMPANIES HOUSE

AIPUHNWB

0515
11/02/00

VOLUNTARY ACTION SWINDON

Contents

	Page
Trustees' Report	1 & 2
Auditors' Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Accounts	6 to 10

VOLUNTARY ACTION SWINDON

Trustees' Report for the year ended 31st March 1999

The trustees present their report and accounts for the year ended 31st March 1999.

Objects of the charity, principal activities and organisation of work

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

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

Developments, activities and achievements

Although this was in my report last year, we are still in a harsh funding climate. The services of information, print workshop and IT have been maintained. But due to our reduced grant-aid, our training out-reach was not at the level we would have wished for the voluntary sector. However, with the initiative of the Training & Development Worker, we have supplemented this area by being involved in the "Learning Curve" and "contract" training. Swindon Volunteers initiative has gone forward in a very positive way.

Sadly due to the lack of grant-aid and other funds, we have spent time constantly reviewing our financial situation and the decision was taken after much consideration to make the Director's post redundant on 31st December 1998.

We have maintained our opening hours - 4 days a week and in February an advertisement was placed in papers locally and nationally for staff for the National Lottery Charities Board Project. The successful candidates commenced employment with us in April.

Future developments

The National Lottery Charities Board project started in April with three staff. The Funding Advice Worker aims to provide a comprehensive advice, information and training service on all aspects of funding for the Voluntary Sector. The Research Worker gathers data relevant to the wide range of provision in and around Swindon that can be used by the Voluntary sector and statutory agencies to support future initiatives for the voluntary sector.

As always, we are looking at new and innovative activities that will support and develop the Voluntary Sector in Swindon.

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

Transactions and financial position

The Statement of Financial Activities shows a net surplus on core funds of £2,342 for the year. A surplus on restricted funds arose of £29,398 although, as the term suggests, the usage of these funds is defined by the donor.

VOLUNTARY ACTION SWINDON

Trustees' Report for the year ended 31st March 1999

Directors and trustees

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

M. Beale (Res. 31/5/98), M. Clements, P. Harden (Res. 1/9/98), A. Haworth (Appt. 22/12/98), A. Patel, P. Sandhu, J. Melville, S. Badhii (Appt. 24/2/99), B. Hodgson (Appt. 22/12/98 & Res. 14/9/99) and Dr. F. Ramani (Appt. 15/11/98).

Trustees not appointed as directors were -

M. Ponting (Appt. 24/2/99) and G. Swatton (Appt. 20/4/99).

Relevant Organisations

Bankers Lloyds Bank, Regent Street, Swindon, Wiltshire

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

Statement of trustees' responsibilities

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

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

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

AE Haworth
Albert Haworth
Company Secretary

Date: 24.1.2000

VOLUNTARY ACTION SWINDON

Auditors' Report to the Members of

Voluntary Action Swindon

on the Financial Statements for year ended 31st March 1999

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 company's directors (who also act as trustees for the charitable activities of Voluntary Action Swindon) for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's state of affairs as at 31st March 1999 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:

26th January 2000

VOLUNTARY ACTION SWINDON

Statement of Financial Activities

For the year ended 31st March 1999

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Restricted funds	Unrestricted funds	1999	1998
INCOMING RESOURCES					
Donations	2	1,536	500	2,036	4,734
Grants receivable	3	110,353	61,950	172,303	170,760
Less: deferred income	4	-	-	-	(6,603)
Rent received		-	23,502	23,502	24,035
Investment income		1,468	4,782	6,250	5,125
Other income	5	6,577	33,632	40,209	34,935
Total Incoming Resources		<u>119,934</u>	<u>124,366</u>	<u>244,300</u>	<u>232,986</u>
RESOURCES EXPENDED					
Direct charitable expenditure					
Grants and training	6	-	-	-	6,500
Other expenditure					
Support costs	7	-	11,867	11,867	14,222
Management and administration	9	92,315	108,378	200,693	198,075
Total Resources Expended		<u>92,315</u>	<u>120,245</u>	<u>212,560</u>	<u>218,797</u>
Net Incoming/(Outgoing) Resources before Transfers	10	27,619	4,121	31,740	14,189
Transfers between funds	16	1,779	(1,779)	-	-
Net Incoming/(Outgoing) Resources for the Year		<u>29,398</u>	<u>2,342</u>	<u>31,740</u>	<u>14,189</u>
Other Recognised Gains and Losses		-	-	-	-
Net Movement in Funds		<u>29,398</u>	<u>2,342</u>	<u>31,740</u>	<u>14,189</u>
Balances brought forward at 1st April 1998		89,059	17,229	106,288	92,099
Balances carried forward at 31st March 1999		<u>118,457</u>	<u>19,571</u>	<u>138,028</u>	<u>106,288</u>

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

VOLUNTARY ACTION SWINDON

Balance sheet as at 31st March 1999

	Notes	1999	1998
Fixed Assets			
Tangible fixed assets	11	97,931	99,442
Current Assets			
Investments	12	73,104	44,140
Stock		2,000	2,000
Debtors	13	13,257	11,463
Cash at bank and in hand		5,131	4,776
		93,492	62,379
Liabilities: amounts falling due within one year	14	50,126	14,555
Net Current Assets		43,365	47,824
Total Assets less Current Liabilities		141,296	147,266
Liabilities: amounts falling due in more than one year	15	-	40,978
Provisions for liabilities and charges	16	3,268	-
Net Assets		138,028	106,288
Capital and reserves			
Income funds			
Unrestricted income	17	19,571	17,229
Restricted income	17	118,457	89,059
		138,028	106,288

These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (Effective March 1999).

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

M. W. Clements

Madge Clements
Director

A. E. Haworth

Albert Haworth
Director

Date: 24.11.2000

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 1999

1 Accounting policies

a) Basis of preparation of accounts

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

b) Incoming resources

Incoming resources are reported gross.

c) Donations

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

d) Grants

Grants are recognisable when receivable.

e) Expenditure on management & administration of the charity

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

f) Fixed assets

Tangible fixed assets are stated at cost less depreciation.

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

Freehold Property - NIL

Office Equipment - 15% reducing balance

In the opinion of the Trustees, depreciation on freehold property would be immaterial and has not been charged.

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 1999

	Restricted funds	Unrestricted funds	1999 Total	1998 Total
2	Donations received		2,036	4,734
	1,536	500		
3	Grants receivable			
	-	-	-	13,000
	-	59,400	59,400	72,170
	-	-	-	280
	-	2,000	2,000	2,000
	3,000	-	3,000	-
	-	-	-	13,310
	-	550	550	-
	36,603	-	36,603	70,000
	41,750	-	41,750	-
	29,000	-	29,000	-
	110,353	61,950	172,303	170,760
4	Deferred income			
	-	-	-	6,603
5	Other income			
	-	11,046	11,046	10,652
	-	705	705	1,057
	-	1,756	1,756	6,660
	-	1,480	1,480	705
	-	5,221	5,221	1,475
	3,010	725	3,735	4,534
	-	766	766	637
	3,567	2,681	6,248	1,410
	-	9,252	9,252	7,805
	6,577	33,632	40,209	34,935
6	Direct charitable expenditure			
	-	-	-	6,500
7	Support costs			
	-	11,058	11,058	11,631
	-	53	53	1,140
	-	756	756	1,451
	-	11,867	11,867	14,222

VOLUNTARY ACTION SWINDON

Notes to the accounts for the year ended 31st March 1999

		Restricted funds	Unrestricted funds	1999 Total	1998 Total
8	Staff costs				
	The trustees received no remuneration during the year.				
	Wages and salaries	41,864	67,566	109,430	117,536
	Redundancy costs	6,426	-	6,426	-
	Employers NIC	3,808	5,489	9,297	10,969
		<u>52,098</u>	<u>73,055</u>	<u>125,153</u>	<u>128,505</u>
	The average number of staff employed was:				
	Support	2	2	4	5
	Administration	1	2	3	2
		<u>3</u>	<u>4</u>	<u>7</u>	<u>7</u>
9	Administration and management expenses				
	Wages and salaries	41,864	67,566	109,430	117,536
	Redundancy costs	6,426	-	6,426	-
	Employers NIC	3,808	5,489	9,297	10,969
	Travel	154	173	327	2,107
	Publicity & publications	723	-	723	1,153
	Management fee	6,752	-	6,752	7,805
	Postage	560	2,280	2,840	3,746
	Office expenses	1,501	2,620	4,121	5,817
	Rent	6,000	-	6,000	8,234
	Subscriptions	-	296	296	285
	Professional fees	580	270	850	405
	Miscellaneous expenses	3,488	1,173	4,661	946
	Recruitment & training	5,097	1,710	6,807	6,278
	Volunteer expenses	751	1,398	2,149	1,957
	Telephone	918	3,359	4,277	4,822
	A G M & meetings expenses	283	570	853	492
	Reference material	-	367	367	670
	Audit fee	-	1,465	1,465	3,000
	Computer expenses	-	928	928	990
	Insurance	500	2,682	3,182	3,233
	Light and heat	-	2,407	2,407	2,517
	Cleaning	-	3,288	3,288	3,402
	Water rates	-	117	117	154
	Furniture & fittings	-	17	17	22
	Fire equipment maintenance	-	221	221	541
	Property repairs and maintenance	-	4,104	4,104	3,858
	Bad and doubtful debts	-	391	391	16
	Loan interest	-	4,064	4,064	4,186
	Depreciation	601	798	1,399	1,667
	Loss on disposal of fixed assets	-	625	625	-
	Paid to PLUS on separation	12,309	-	12,309	1,268
		<u>92,315</u>	<u>108,378</u>	<u>195,493</u>	<u>198,075</u>
10	Surplus/(deficit) for the year				
	The deficit is stated after charging:				
	Depreciation	601	798	1,399	1,667
	Audit fee	-	1,465	1,465	3,000

VOLUNTARY ACTION SWINDON

Notes to the accounts for the year ended 31st March 1999

11	Tangible fixed assets		Freehold Property	Office Equipment	1999 Total
	Cost	B/fwd	90,000	14,277	104,277
		Additions	-	513	513
		Disposals	-	(865)	(865)
		Cfwd	<u>90,000</u>	<u>13,925</u>	<u>103,925</u>
	Depreciation	B/fwd	-	4,835	4,835
		Charge	-	1,399	1,399
		W/off on disposal	-	(240)	(240)
		C/fwd	<u>-</u>	<u>5,994</u>	<u>5,994</u>
	Net Book Value	As at 31/3/99	<u>90,000</u>	<u>7,931</u>	<u>97,931</u>
	Net Book Value	As at 31/3/98	<u>90,000</u>	<u>9,442</u>	<u>99,442</u>

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

12	Investments		1999	1998
	Abbey National Building Society account		17,183	15,856
	CAFCASH account		15,274	28,284
	CAFCASH - lottery account		40,647	-
			<u>73,104</u>	<u>44,140</u>
13	Debtors			
	Due within one year			
	Other debtors		12,797	10,234
	Taxation recoverable		460	460
	Prepayments & accrued income		-	769
			<u>13,257</u>	<u>11,463</u>
14	Creditors: amounts falling due within one year			
	Trade creditors		90	1,007
	Other creditors		5,174	-
	Accruals		2,763	4,045
	Deferred income		-	6,603
	Bank loan (secured)		42,099	2,900
			<u>50,126</u>	<u>14,555</u>
	The loan is secured on the property at 1 John Street, Swindon.			
15	Creditors: amounts falling due in more than one year			
	Bank loan (secured)		-	40,978
16	Provisions for liabilities and charges			
	Charged to SOFA - re fire escape		<u>3,268</u>	<u>-</u>

VOLUNTARY ACTION SWINDON

Notes to the accounts for the year ended 31st March 1999

17	Reserves	B/fwd	Movement in year	Transfers	C/fwd
	<i>Unrestricted funds</i>				
	Core account	17,229	4,121	(1,779)	19,571
	<i>Restricted funds</i>				
	Redundancy	6,500	(2,650)	-	3,850
	SAFE Project	26	1	-	27
	Swindon Volunteers	16,953	(9,291)	-	7,662
	People Like Us Project	592	(592)	-	-
	Gladys Plumley Fund	2,139	86	-	2,225
	Hawksworth Revenue Account	969	507	-	1,476
	Hawksworth Fund	4,352	-	-	4,352
	Allied Dunbar Capital Reserve	24,000	-	-	24,000
	Freehold Reserve	22,122	-	1,779	23,901
	Social Care Revenue Fund	4,406	(715)	-	3,691
	Colbourne Bequest - Socialcare	5,000	-	-	5,000
	Burmah Castrol Factbank Directory	2,000	-	-	2,000
	National Lottery	-	39,423	-	39,423
	Learning Curve	-	125	-	125
	WHA	-	725	-	725
		<u>89,059</u>	<u>27,619</u>	<u>1,779</u>	<u>123,657</u>
	Total funds	<u>106,288</u>	<u>31,740</u>	<u>-</u>	<u>138,028</u>

17	Analysis of Net Assets by fund	Tangible Fixed Assets	Net Current Assets	Provisions	Total
	<i>Unrestricted</i>				
	Core Account	7,931	14,908	(3,268)	19,571
	<i>Restricted</i>				
	Redundancy	-	3,850	-	3,850
	SAFE Project	-	27	-	27
	Swindon Volunteers	-	7,662	-	7,662
	People Like Us Project	-	-	-	-
	Gladys Plumley Fund	-	2,225	-	2,225
	Hawksworth Revenue Account	-	1,476	-	1,476
	Hawksworth Fund	-	4,352	-	4,352
	Allied Dunbar Capital Reserve	24,000	-	-	24,000
	Freehold Reserve	66,000	(42,099)	-	23,901
	Social Care Revenue Fund	-	3,691	-	3,691
	Colbourne Bequest - Socialcare	-	5,000	-	5,000
	Burmah Castrol Factbank Directory	-	2,000	-	2,000
	National Lottery	-	39,423	-	39,423
	Learning Curve	-	125	-	125
	WHA	-	725	-	725
		<u>90,000</u>	<u>28,457</u>	<u>-</u>	<u>118,457</u>
	Total of all funds	<u>97,931</u>	<u>43,365</u>	<u>(3,268)</u>	<u>138,028</u>

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