

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

**REGISTERED NUMBER  
1604168**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2012**

**VOLUNTARY ACTION SWINDON**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2012**

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## VOLUNTARY ACTION SWINDON

### CHARITY INFORMATION

CHARITY NUMBER	287732
TRUSTEES	N. Ramruttun M. Khan D. Brown J. Wood (Elected December 2011) H. Hunter (Elected March 2012) B. Gibbs (Elected March 2012) D. Rose (Elected March 2012) R. Thiagarajah (Elected March 2012)  H. Hunter (Resigned Sept 2011) B. Gibbs (Resigned Sept 2011) T. Odoire (Resigned Nov 2011) J. Hawkins (Resigned Nov 2011)
COMPANY SECRETARY	B. Hutchinson (Resigned Oct 2011) D. Wray (Appointed Oct 2011)
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 2012**

The trustees present their report and the financial statements for the year ending 31st March 2012.

#### **Introduction**

This report covers the period from the last reported year from 1<sup>st</sup> April 2011 to 31st March 2012.

#### **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 charity 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**

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. Currently we use ISO 9001 to 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 and it is possible that we will move towards using PQASSO going forward.

## VOLUNTARY ACTION SWINDON

### TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2012

#### **Organisational Structure**

Voluntary Action Swindon has a management committee of up to 8 members who meet every four weeks and are responsible for the strategic direction and policy of the charity. At present the Committee of 8 members are from a variety of professional backgrounds relevant to the work of the charity. The CEO who is also 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 developing 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.

## VOLUNTARY ACTION SWINDON

### TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2012

#### **Achievements and Performance cont:**

**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.

**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. This service has been a huge success with over 200 people using the facilities to improve their computer skills. We hope to continue and expand this service as the feedback from clients has been encouraging.

Between April 2011 and March 2012

#### **Some of last year's achievements:**

- Over 100 individuals attended training sessions, which included Community Assets Matter training, Trustee training, Personal Safety, Fire Safety, Health & Safety and First Aid
- Over 400 news items communicated via our weekly e-bulletin (VAS id) promoting voluntary and community events and activities
- Over 55 voluntary and community groups used VAS's printing facilities
- Over 40 local charities, voluntary and community groups took part in the Community Fair coordinated by the Voice project
- Over 70 groups received funding advice
- 4 new groups signed up to VAS as an umbrella organisation to undertake their CRB checks. 200 disclosures actioned.
- Over 100 voluntary groups attended the quarterly voluntary and community forums coordinated by the Voice project
- The Gateway project has had contact with over 120 different groups providing assistance on group development (46), funding matters (50), volunteering issues (27) and support to youth groups(10).
- Over 1500 voluntary and community groups hosted on the VAS online Directory which is maintained by the Voice project
- Over 80 groups attended the Swindon Fundraisers Group Network arranged in partnership between VAS and the Bible Society

## VOLUNTARY ACTION SWINDON

### TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2012

#### 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 2012 – 2014 are:

- To establish a firm financial base for VAS.
- To bring together the Third Sector and Public Sector to work more effectively through the 'Swindon Charities Partnership'.
- To continue to provide our high level of service and support to those that need it.

On Behalf of the Trustees



Mike Khan (Chair)

6th July 2012

## 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 2012 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 2012 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  
Senior Statutory Auditor  
For and on behalf of Reeves & Co  
Statutory Auditors  
Argyle Commercial Centre  
Argyle Street  
Swindon  
SN2 8AR

6th July 2012

VOLUNTARY ACTION SWINDON

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2012

	Note	Unrestricted Funds General	Restricted Funds	2012 (12 months) Total	2011 (12 months) Total
<u>Incoming Resources</u>					
<u>Incoming Resources from</u>					
<u>Generated Funds</u>					
Voluntary Income:					
Donations					
Activities for Generating Funds:					
Rental Income		21024		21024	24012
Other Income		14892	1850	16742	22937
Investment Income	2	1495		1495	266
<u>Incoming Resources from</u>					
<u>Charitable Activities</u>					
Grants	3		244618	244618	374360
Community Print and Publications		9251		9251	8844
Training and Conference		1763		1763	3370
Total Incoming Resources		<u>£48425</u>	<u>£246468</u>	<u>£294893</u>	<u>£433789</u>
<u>Resources Expended</u>					
<u>Generated Funds</u>					
-					
<u>Charitable Activities</u>					
		105179	187346	292525	434436
<u>Governance Costs</u>	5	7885	1160	9045	7817
Total Resources Expended	4	<u>£113064</u>	<u>£188506</u>	<u>£301570</u>	<u>£442253</u>
<u>Net Income/ Expenditure for the Year</u>	6	(64639)	57962	(6677)	(8464)
Transfers between Funds		<u>59019</u>	<u>(59019)</u>	-	-
		(5620)	(1057)	(6677)	(8464)
Fund Balances Brought Forward		293935	22921	316856	325320
Fund Balances Carried Forward		<u>£288315</u>	<u>£21864</u>	<u>£310179</u>	<u>£316856</u>

**VOLUNTARY ACTION SWINDON**

**BALANCE SHEET AS AT 31ST MARCH 2012**

	<u>Note</u>		<u>2011</u>
<b><u>FIXED ASSETS</u></b>			
Tangible Fixed Assets	7	119033	123184
<b><u>CURRENT ASSETS</u></b>			
Stock	8	500	1100
Debtors	9	21803	27214
Cash at Bank and in Hand		<u>205214</u>	<u>232582</u>
		<u>£227517</u>	<u>£260896</u>
<b><u>CREDITORS: Amounts falling due</u></b>			
<u>within one year</u>	10	<u>£25971</u>	<u>£49716</u>
<b><u>NET CURRENT ASSETS</u></b>		201546	211180
<b><u>TOTAL ASSETS LESS CURRENT LIABILITIES</u></b>		320579	334364
<b><u>CREDITORS: Amounts falling due after</u></b>			
<u>more than one year</u>	11	(10400)	(17508)
		<u>£310179</u>	<u>£316856</u>
<b><u>RESERVES</u></b>			
Restricted Funds	12	21864	22921
General Fund	12	153315	158935
Designated Fund	12	135000	135000
		<u>£310179</u>	<u>£316856</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 6th July 2012 and are signed on their behalf by:

  
 .....  
 M. KHAN

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	25%	Straight Line 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) 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.)

##### h) 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.

##### i) 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) VOICE, BASIS, Future Jobs Fund and UK Online  
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.
- (v) Awards for All  
Fund dedicated to the equipping of a training room.

##### j) 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.

##### k) 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 £2968 (2011 £7306).

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2011</u>
<b>2. INVESTMENT INCOME</b>			
Interest Receivable	£1495	£-	£266
<b>3. GRANTS RECEIVABLE</b>			
Swindon Borough Council		106050	109433
SBC Link		61339	130666
Capacity Builder		-	22000
Swindon Lions		1200	600
Big Lottery		72069	95281
UK Online Centres		2960	10000
University of West of England		1000	-
Exeter CVS		-	6380
	£-	<u>£244618</u>	<u>£374360</u>

VOLUNTARY ACTION SWINDON

NOTES TO THE FINANCIAL STATEMENTS

2011

4. TOTAL RESOURCES EXPENDED

	<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	42433	41614	2695	86742	126484
Community Print and Publications	2322	6573		8895	12582
Training and Conference	7155	2387		9542	13598
<u>Generated Funds</u>					
Governance	4432	3453		7885	6913
<u>Total Unrestricted Resources Expended</u>	<u>£56342</u>	<u>£54027</u>	<u>£2695</u>	<u>£113064</u>	<u>£159577</u>
<u>Restricted Funds</u>					
<u>Charitable Expenditure</u>					
Funding Advice and Research	55658	623	131065	187346	281516
<u>Generated Funds</u>					
Governance			1160	1160	1160
<u>Total Restricted Resources Expended</u>	<u>£55658</u>	<u>£623</u>	<u>£132225</u>	<u>£188506</u>	<u>£282676</u>
<u>Total Resources Expended</u>	<u>£112000</u>	<u>£54650</u>	<u>£134920</u>	<u>£301570</u>	<u>£442253</u>
<u>Total Resources Expended 2011</u>	<u>£233311</u>	<u>£84566</u>	<u>£124376</u>	<u>£442253</u>	

	<u>Basis of Allocation</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	
<u>Support Costs</u>					
Premises	Direct	20343		20343	42439
Communications	Direct	2590		2590	2451
General Office	Direct	6055	623	6678	9038
Depreciation	Direct	12626		12626	15755
Training And Conference	Direct	2387		2387	5188
Community Print and Publications	Direct	6573		6573	6782
Governance	Direct	3453		3453	2913
		<u>£54027</u>	<u>£623</u>	<u>£54650</u>	<u>£84566</u>

## VOLUNTARY ACTION SWINDON

### NOTES TO THE FINANCIAL STATEMENTS

		<u>2011</u>
<b>5. <u>GOVERNANCE COSTS</u></b>		
	<u>Basis of Allocation</u>	<u>Total</u>
Staff Costs	Direct	4000
Audit Fees	Direct	1809
Professional Fees	Direct	1104
Trustees' Meetings and AGM	Direct	316
Other Costs	Direct	<u>844</u>
		<u>£9045</u>
		<u>£8073</u>

### 6. NET INCOME/ EXPENDITURE FOR THE YEAR

Net Income/ Expenditure for the Year is stated after charging:

Auditors' Remuneration	1912	1809
Depreciation - Owned Assets	5442	5442
- Leased Assets	<u>10313</u>	<u>10313</u>

### 7. TANGIBLE FIXED ASSETS

	<u>Total</u>	<u>Land and Building</u>	<u>Office Equipment</u>
<b>Cost</b>			
At 1st April 2011	161496	113425	48071
Additions	8525		8525
Disposal	<u>(3480)</u>	<u>      </u>	<u>(3480)</u>
	<u>£166541</u>	<u>£113425</u>	<u>£53116</u>
<b>Depreciation</b>			
Cumulative to 1st April 2011	38312	23425	14887
Charge for the Year	11957		11957
On Disposal	<u>(2761)</u>	<u>      </u>	<u>(2761)</u>
	<u>£47508</u>	<u>£23425</u>	<u>£24083</u>
<b>Net Book Amount</b>			
At 31st March 2012	<u>£119033</u>	<u>£90000</u>	<u>£29033</u>
At 31st March 2011	<u>£123184</u>	<u>£90000</u>	<u>£33184</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>2011</u>
<b>9. DEBTORS</b>		
Trade Debtors	20062	25711
Other Debtors	949	784
Prepayments	<u>792</u>	<u>719</u>
	<u>£21803</u>	<u>£27214</u>
<b>10. CREDITORS: Amounts falling due within one year</b>		
Trade Creditors	5978	30242
Obligations under Finance Leases	5836	5837
Accruals	<u>14157</u>	<u>13637</u>
	<u>£25971</u>	<u>£49716</u>
<b>11. CREDITORS: Amounts falling due after more than one year</b>		
Obligations under Finance Leases	<u>£10400</u>	<u>£17508</u>

**12. ANALYSIS OF MOVEMENT OF FUNDS**

	Balance 1st April <u>2011</u>	Net Incoming Resources	Transfers between Funds	Balance 31st March <u>2012</u>
<b><u>Restricted Funds</u></b>				
Hawksworth Revenue Account	461	(9)	99	551
Social Care	1710	947	(304)	2353
VOICE	755	10678	(2710)	8723
BASIS	6162	33565	(29490)	10237
SBC Link	4744	12116	(16860)	-
Other	538	-	(538)	-
Capacity Builders	50	-	(50)	-
Awards for All	8151	1015	(9166)	-
Dalmatians	<u>350</u>	<u>(350)</u>	<u>-</u>	<u>-</u>
	<u>£22921</u>	<u>£57962</u>	<u>£(59019)</u>	<u>£21864</u>
<b><u>Unrestricted Funds</u></b>				
<b>General Fund</b>	<u>£158935</u>	<u>£(64639)</u>	<u>£59019</u>	<u>£153315</u>
<b><u>Designated Funds</u></b>				
Property Maintenance Fund	70000			70000
Operational Reserve Fund	55000			55000
Property Fund	<u>10000</u>			<u>10000</u>
	<u>£135000</u>	£-	£-	<u>£135000</u>
<b>Total Charity Funds</b>	<u>£316856</u>	<u>£(6677)</u>	£-	<u>£310179</u>

**VOLUNTARY ACTION SWINDON**

**NOTES TO THE FINANCIAL STATEMENTS**

**13. ANALYSIS OF ASSETS BETWEEN FUNDS**

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>
Fixed Assets	119033	
Current Assets	205653	21864
Current Liabilities	(25971)	
Deferred Liabilities	(10400)	
 Total Net Assets at 31st March 2012	<u>£288315</u>	<u>£21864</u>

2011

**14. STAFF COSTS**

The average number of persons employed by the charity during the year was 9 (2011 12) and the aggregate payroll costs for the year amounted to £170799 (2011 £233311).

No employee was in receipt of remuneration in excess of £60000 during the year.

Aggregate payroll costs are analysed as follows:

Gross Salaries	155690	208615
Employer's National Insurance	12141	17390
Pension Contributions	<u>2968</u>	<u>7306</u>
	<u>£170799</u>	<u>£233311</u>

The average number of full-time equivalent employees of the charity was 6 (2011 9) analysed as follows:

Administration	1	2
Management	1	1
Support	<u>4</u>	<u>6</u>
	<u>6</u>	<u>9</u>

During the year no expenses were paid to trustees (2011 3 paid £338). £475 was paid by way of premiums for trustee indemnity insurance.

No remuneration was paid to any trustee (2011 Nil).

**15. OBLIGATIONS UNDER FINANCE LEASES**

Amounts falling due within one year	5836	5837
Amounts falling due after more than one year	<u>10400</u>	<u>17508</u>
	<u>£16236</u>	<u>£23345</u>

**16. CONTROL**

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

## VAS 80th Birthday Celebrations! 1932-2012

We shall be celebrating Voluntary Action Swindon's 80th birthday on the 14th of December 2012. Over the past few decades, VAS has been a main anchor in the Voluntary and Community Sector of the Borough of Swindon.

We hope you can all join us to celebrate this big milestone, the venue will be confirmed closer to the date. Please see below a few photos of how VAS has progressed through the years and supported different voluntary and community groups.

Swindon Community Fair July 2011



Swindon Community Fair July 2011



UK Online Centre at VAS



St. Georges Day Celebrations



Charity No: 287732 Company No: 1604168. A charitable company limited by guarantee.

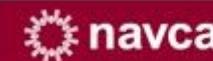


Annual Report

Voluntary Action Swindon

2011-2012

Voluntary Action Swindon is the local Centre  
for Voluntary Services (CVS) in Swindon



# Voluntary Action Management Team

## Trustees

**Mansoor Khan** - Chair (Elected November 2010)  
**Nazma Ramruttun** - Vice Chair (Elected December 2011)  
**Heather Hunter** - (Elected March 2012)  
**Dorothy Brown** - (Elected November 2010)  
**Brian Gibbs** - (Elected March 2012)  
**Daniel Rose** - (Elected March 2012)  
**John Wood** - (Elected December 2011)  
**Ram Thiagarajah** - (Elected March 2012)

Voluntary Action Swindon was formed in 1932 as the Swindon Council of Social Service, administering help to the unemployed and disadvantaged. Voluntary Action Swindon has a unique role serving as a mediator between the public sector and the third sector. Voluntary Action Swindon contributes significantly in bringing the diverse sections of our community together, promoting the wider engagement and participation of the third sector in the Swindon Strategic Partnership and Local Area Agreement.

Our Strategic aims are:

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

### We're up to date and on the web



To go to the VAS website [www.vas-swinton.org](http://www.vas-swinton.org)



The Voluntary Action Swindon online Directory is a comprehensive source of contact information for Voluntary and Community Sector groups in Swindon. Just go to [www.vas-swinton.org.uk](http://www.vas-swinton.org.uk)



Browse our pictures, info and friends of VAS [www.facebook.com/vas-swinton](http://www.facebook.com/vas-swinton)



Get short, timely messages from VAS Swindon [www.twitter.com/vaswinton](http://www.twitter.com/vaswinton)

## Financial Report April 2011 — March 2012

VAS ACCOUNTS SUMMARY: YEAR TO 31 MARCH 2012		
	2011-2012	2010-2011
	£,000	£,000
<b>Expenditure</b>		
Staff Costs	-171	-233
Other Costs	-111	-191
Depreciation	-16	-16
Audit fees	-2	-2
<b>Total Expenditure</b>	<b>-300</b>	<b>-442</b>
<b>Net Deficit</b>	<b>-5</b>	<b>-8</b>

Balance Sheet	2011-2012	2010-2011
Fixed Assets	119	123
Bank Accounts	205	233
Other Assets	24	28
<b>TOTAL</b>	<b>348</b>	<b>384</b>
Liabilities	-36	-67
<b>Net Funds</b>	<b>312</b>	<b>317</b>

### 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 operating surpluses if available.

# Financial Report April 2011 — March 2012

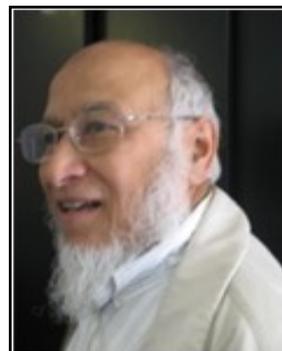
This draft summary financial information is taken from the Trustees' annual report and statutory financial statements, which will be approved by the Trustees before the AGM. The statutory financial statements, on which the auditor, Chris Vaughan Reeves & Co will give an unqualified audit report, will be submitted to the Registrar of Companies and the Charity Commission.

This summary information may not contain sufficient information to gain a complete understanding of the financial affairs of the charity. The full Trustees' report, statutory financial statements and auditors' report may be obtained from the Company Secretary or in time downloaded from the charity commission website - [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

<b>DRAFT VAS ACCOUNTS SUMMARY: YEAR TO 31 MARCH 2012</b>		
	<b>2011-2012</b>	<b>2010-2011</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income</b>		
Rent	21	24
Printing	9	9
Training	2	3
Interest	1	0
Other	17	23
<b>Projects</b>		
Voice	82	61
Basis	72	86
Link	61	131
UK Online	3	10
Future Job Fund	24	49
Other Income	2	38
<b>Total Income</b>	<b>295</b>	<b>434</b>

**Auditor: Chris Vaughan - Reeves & Co, Argyle Street, Swindon, SN2 8AR**

## From the Chair - Mansoor A Khan



Voluntary Action Swindon's main purpose is to serve the Voluntary and Community Sector of the Borough of Swindon. During the year, an EGM was called due to a request from the members, VAS elected four new trustees onto its Board, Ram Thiagarajah, Daniel Rose, Heather Hunter and Brian Gibbs. Brian Hutchinson left VAS after one year to explore new avenues. We welcomed David Wray as our new Chief Executive Officer in October 2011.

Since joining VAS, David has contributed to the development of VAS including a new Breakfast Club for networking between various charities. David is also encouraging his team to promote new improved services - printing, booklet making, and leaflet production, CRB and conference facilities for the Voluntary and Community Sector.

David and his strong team are successfully involved with the Voice Contract and the Basis Contract a partnership between Voluntary Action Swindon, the Volunteer Centre, Community First and the Charities Information Bureau. UK Online continues to provide essential IT training for first time Internet users and is well accessed.

With the support of our members we are aiming to provide the services and assistance the voluntary and community sector needs, within the financial constraints of the time. We continue to look to working collaboratively and in partnership with other agencies to the benefit of the voluntary and community sector overall.

Over the course of the last year, the funding climate has remained challenging on both national and local levels. Voluntary and community groups continue to find it increasingly difficult to acquire the funding they need. Additionally, voluntary and community groups have had to adapt to the local authority's increased use of commissioning and tendering processes.

We need to continue in a positive frame of mind, with a 'can do' attitude, this is afterall what the voluntary and community sector deserves.

## From the Chief Executive Officer - David Wray



It has certainly been a busy period since I became CEO in October 2011 taking over from Bryan Hutchinson. The work that Bryan had started on VAS's finances has been continued under the guidance of John Wood our Treasurer and our fixed outgoings are substantially less than in April 2011 putting us in a better position.

### Some of last year's achievements:

- *Over 100 individuals attended training sessions, which included Community Assets Matter training, Trustee training, Personal Safety, Fire Safety, Health & Safety and First Aid*
- *Over 400 news items communicated via our weekly e-bulletin (VAS id) promoting voluntary and community events and activities*
- *Over 55 voluntary and community groups used VAS's printing facilities*
- *Over 40 local charities, voluntary and community groups took part in the Community Fair coordinated by the Voice project*
- *Over 70 groups received funding advice*
- *4 new groups signed up to VAS as an umbrella organisation to undertake their CRB checks. 200 disclosures actioned.*
- *Over 100 voluntary groups attended the quarterly voluntary and community forums coordinated by the Voice project*
- *The Gateway project has had contact with over 120 different groups providing assistance on group development (46), funding matters (50), volunteering issues (27) and support to youth groups(10).*
- *Over 1500 voluntary and community groups hosted on the VAS online Directory which is maintained by the Voice project*
- *Over 80 groups attended the Swindon Fundraisers Group Network arranged in partnership between VAS and the Bible Society*

We were unsuccessful with our bid for Transforming Local Infrastructure funding but we have used that initiative to create the 'Swindon Charity Partnership' to help us engage with the Borough and others in a more joined up way. Our dialogue with the Council in particular has improved considerably.

We have continued to be active in supporting the sector not just through our numerous networks that we run but also at individual group level.

Advice is given by John Phipps and Seniz Ismet through the Gateway and Voice projects whilst the rest of the team support our services including CRB's, meeting rooms and printing.

## Services We Provide

**ROOM HIRE:** A 50 person Conference Room located right in the centre of Swindon, very flexible room layouts. The room allows for small groups and large events. Other rooms are also available.

**PRINTING SERVICES:** Printing services at competitive prices. We can do both small and large print jobs.

**CRB service:** We are a registered CRB Umbrella Body so we are able to check and send off any CRB you require.

**FUNDING ADVICE:** Access to **FREE** Funding Advice Surgery's (a service available through VAS in partnership with Charities Information Bureau South West).

**COMPUTER TRAINING:** Access to **FREE** UK online centres computer training targeted at people with disabilities.

**NETWORKING:** The VAS Voluntary & Community Forum provides opportunities to network with local charities, access to information from key speakers, and opportunities to share information about services your group provide or up and coming events.

**COMMUNICATIONS:** VAS id, the VAS weekly e-bulletin. Promote your group and the services you provide within this weekly e-bulletin that has a readership of 800+. Also a quarterly newsletter will be produced starting 2012.

**ACCESS TO NETWORKS:** Access to the Trustee Network, Community Buildings Network, the Voluntary and Community Forum, the BME Forum, the CEO Breakfast Meeting and the Swindon Fundraisers Group. All providing opportunities to network, share ideas and best practice.

**JOB SEARCH CLUB:** a successful work club which provides unemployed people with a place to meet, learn new skills, share experiences, make contacts and get support to help them in their return to work.

**VAS DIRECTORY:** an online directory listing over 1500 groups and organisations that provide services to the voluntary and community sector. **FREE** to register your group.

**INFORMATION AND ADVICE:** **FREE** information and advice available and access to a wider regional or national network through VAS.

**GOVERNANCE ADVICE:** Advice to groups when they need it.