

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

**REGISTERED NUMBER
1604168**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2013**

VOLUNTARY ACTION SWINDON

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2013**

CONTENTS

	Page
Charity Information	1
Statement of Responsibilities	2
Trustees' Report	3
Auditors' Report	7
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11

VOLUNTARY ACTION SWINDON

CHARITY INFORMATION

CHARITY NUMBER	287732
TRUSTEES	N. Ramruttun M. Khan D. Brown J. Wood H. Hunter B. Gibbs D. Rose R. Thiagarajah
COMPANY SECRETARY	D. Wray
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 2005 (Revised 2008)* (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 Companies Act 2006. 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 2013

The trustees present their report and the financial statements for the year ending 31st March 2013.

Introduction

This report covers the period from the last reported year from 1st April 2012 to 31st March 2013.

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 skills are well represented on the management committee. In an effort to maintain a broad 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. Training is made available to trustees throughout the year and they are encouraged to attend external events.

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. The adoption of PQASSO (Quality Assurance for Small Organisations) ensures 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 2013

Organisational Structure

Voluntary Action Swindon has a management committee of up to 8 members who meet on a regular basis 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

The charity's trustees have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, they have considered how planned activities will contribute to the aims and objectives they have set. 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 and other networks; 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 including `One Swindon`, Swindon Borough Council and the Health and Wellbeing Board.

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 2013

Achievements and Performance cont:

UK Online Centres: Started 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.

Between April 2012 and March 2013 some of achievements were:

- Over 100 individuals attended training sessions, which included Community Assets 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 75 groups received funding advice
- Over 100 voluntary groups attended the quarterly voluntary and community forums coordinated by the Voice project
- Over 1500 voluntary and community groups hosted on the VAS online Directory which is maintained by Voluntary Action Swindon.
- Over 110 people received computer training at VAS from the UK Online Centre.
- Over 400 meetings/events were held at VAS.
- 2 new groups signed up to VAS as an umbrella organisation to undertake their DBS (CRB) checks. 150 disclosures actioned.
- 3 Trustee Network meetings were held
- 3 Trustee network training sessions were held with over 50 participants
- 37 groups received one to one support through the Gateway Project
- 21 small grants were made through the Social Care Committee
- 5 organisations were helped with a wide range of issues through the Swindon Support Budget by VAS.

The Gateway Project provided 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 was delivered by working in partnership with the Volunteer Centre Swindon, Community First and the Charities Information Bureau South and West. The funding for the Gateway Project ended in August 2012 but we have been able to carry on with the supporting the sector by employing John Phipps as an adviser on a part-time basis.

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. This year we also provided support and administration to the BME and Sports Forum. This project ended in March 2013 and funds have been secured to continue the work.

The ALiVE (Active Learning in Volunteering Employment) commenced in January 2013 working in partnership with the Volunteer Centre Swindon and Jobcentre Plus. The aim of the project is to offer jobseekers access to volunteering specifically to address their skills gaps and skills development activities either formal or informal certification which could be undertaken. Supporting the jobseekers throughout the process on an individual basis.

Thames Valley Cancer Network Ovarian Cancer Community Outreach Grants. This was part of the `Be Clear on Cancer` National Awareness and Early Diagnosis Initiative that took place between January and March 2013. Voluntary Action Swindon was the distributor of these grants in the Swindon area.

The Heritage Lottery Fund grant is to document the history of Voluntary Action and Social Well-being in Swindon from 1843 to 2012. This is working in partnership with Swindon Civic Voice and Swindon Viewpoint.

Swindon Support Fund is funded by Swindon Borough Council and administered by Voluntary Action Swindon to help new and existing voluntary organisations or charities to assist each others operations where they have a skill set that is useful.

Voluntary Action Swindon working collaboratively with the Volunteer Centre was successful in bidding for the (Infrastructure) Voluntary and Community Sector Support Contract (three years) and the Time Banks Contract (two years) awarded by Swindon Borough Council. Both these contracts that are important in securing Voluntary Action Swindon's medium term future and run from April 2013.

We also celebrated VAS's 80th Birthday in December 2012 with many of our supporters.

VOLUNTARY ACTION SWINDON

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2013

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 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)

5th July 2013

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 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances, and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

Opinion on financial statements

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 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
 - have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- and

- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

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

Date 11th July 2013

VOLUNTARY ACTION SWINDON

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2013

	<u>Note</u>	Unrestricted Funds <u>General</u>	Restricted Funds	2013 (12 months) <u>Total</u>	2012 (12 months) <u>Total</u>
<u>Incoming Resources</u>					
<u>Incoming Resources from</u>					
<u>Generated Funds</u>					
Voluntary Income:					
Donations		2221		2221	-
Activities for Generating Funds:					
Rental Income		16867		16867	21024
Other Income		10505	4675	15180	16742
Investment Income	2	2661		2661	1495
<u>Incoming Resources from</u>					
<u>Charitable Activities</u>					
Grants	3	1563	131382	132945	244618
Community Print and Publications		6356		6356	9251
Training and Conference		1177		1177	1763
 Total Incoming Resources		<u>£41350</u>	<u>£136057</u>	<u>£177407</u>	<u>£294893</u>
 <u>Resources Expended</u>					
<u>Generated Funds</u>					
-					
 <u>Charitable Activities</u>					
		111452	60892	172344	292525
 <u>Governance Costs</u>	5	6375	500	6875	9045
 Total Resources Expended	4	<u>£117827</u>	<u>£61392</u>	<u>£179219</u>	<u>£301570</u>
 <u>Net Income/ Expenditure for the Year</u>	6	(76477)	74665	(1812)	(6677)
Transfers between Funds		61212	(61212)	-	-
		(15265)	13453	(1812)	(6677)
Fund Balances Brought Forward		288315	21864	310179	316856
Fund Balances Carried Forward		<u>£273050</u>	<u>£35317</u>	<u>£308367</u>	<u>£310179</u>

VOLUNTARY ACTION SWINDON

BALANCE SHEET AS AT 31ST MARCH 2013

	<u>Note</u>		<u>2012</u>
<u>FIXED ASSETS</u>			
Tangible Fixed Assets	7	107088	119033
<u>CURRENT ASSETS</u>			
Stock	8	500	500
Debtors	9	7162	21803
Cash at Bank and in Hand		<u>216125</u>	<u>205214</u>
		<u>£223787</u>	<u>£227517</u>
<u>CREDITORS: Amounts falling due</u>			
<u>within one year</u>	10	<u>£16672</u>	<u>£25971</u>
<u>NET CURRENT ASSETS</u>		207115	201546
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		314203	320579
<u>CREDITORS: Amounts falling due after</u>			
<u>more than one year</u>	11	(5836)	(10400)
		<u>£308367</u>	<u>£310179</u>
<u>RESERVES</u>			
Restricted Funds	12	35317	21864
General Fund	12	138050	153315
Designated Fund	12	135000	135000
		<u>£308367</u>	<u>£310179</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 5th July 2013 and are signed on their behalf by:

..... Trustee
M. KHAN

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

Funds primarily concerned with providing relief from poverty in the local community.

(ii) VOICE, BASIS, UK Online, Intermediate Labour Market, Ovarian Cancer, Heritage 80th and Swindon Support.

Grant income received in order to be defrayed on predetermined expenses.

(iii) SBC Link

Funds applied to expenditure on health and social care.

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 £1774 (2012 £2968).

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2012</u>
2. <u>INVESTMENT INCOME</u>			
Interest Receivable	£2661		<u>£1495</u>
3. <u>GRANTS RECEIVABLE</u>			
Swindon Borough Council	1563	78999	106050
SBC Link		-	61339
Swindon Lions		-	1200
Ovarian Cancer Awareness		4000	-
Big Lottery		36481	72069
UK Online Centres		7500	2960
University of West of England		-	1000
Jobcentre Plus (ILM)		<u>4402</u>	-
	<u>£1563</u>	<u>£131382</u>	<u>£244618</u>

VOLUNTARY ACTION SWINDON

NOTES TO THE FINANCIAL STATEMENTS

	<u>2012</u>				
<u>4. TOTAL RESOURCES EXPENDED</u>	<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	53235	35484	15412	104131	86742
Community Print and Publications		6126		6126	8895
Training and Conference		1195		1195	9542
<u>Generated Funds</u>					
Governance	4000	2375		6375	7885
<u>Total Unrestricted Resources Expended</u>	<u>£57235</u>	<u>£45180</u>	<u>£15412</u>	<u>£117827</u>	<u>£113064</u>
<u>Restricted Funds</u>					
<u>Charitable Expenditure</u>					
Funding Advice and Research	48431	141	12320	60892	187346
<u>Generated Funds</u>					
<u>Governance</u>	500			500	1160
<u>Total Restricted Resources Expended</u>	<u>£48931</u>	<u>£141</u>	<u>£12320</u>	<u>£61392</u>	<u>£188506</u>
<u>Total Resources Expended</u>	<u>£106166</u>	<u>£45321</u>	<u>£27732</u>	<u>£179219</u>	<u>£301570</u>
<u>Total Resources Expended 2012</u>	<u>£112000</u>	<u>£54650</u>	<u>£134920</u>	<u>£301570</u>	
	<u>Basis of Allocation</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	
<u>Support Costs</u>					
Premises	Direct	14951		14951	20343
Communications	Direct	1964		1964	2590
General Office	Direct	6624	141	6765	6678
Depreciation	Direct	11945		11945	12626
Training And Conference	Direct	1195		1195	2387
Community Print and Publications	Direct	6126		6126	6573
Governance	Direct	<u>2375</u>		<u>2375</u>	<u>3453</u>
		<u>£45180</u>	<u>£141</u>	<u>£45321</u>	<u>£54650</u>

VOLUNTARY ACTION SWINDON

NOTES TO THE FINANCIAL STATEMENTS

2012

5. GOVERNANCE COSTS

	<u>Basis of Allocation</u>	<u>Total</u>	
Staff Costs	Direct	4500	5160
Audit Fees	Direct	2045	1912
Professional Fees	Direct	12	432
Trustees' Meetings and AGM	Direct	318	1541
Other Costs	Direct	<u>-</u>	<u>-</u>
		<u>£6875</u>	<u>£9045</u>

6. NET INCOME/ EXPENDITURE FOR THE YEAR

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

Auditors' Remuneration	2045	1912
Depreciation - Owned Assets	6105	5442
- Leased Assets	<u>5840</u>	<u>10313</u>

7. TANGIBLE FIXED ASSETS

	<u>Total</u>	<u>Land and Building</u>	<u>Office Equipment</u>
Cost			
At 1st April 2012	166541	113425	53116
Disposal	<u>(560)</u>	<u>—</u>	<u>(560)</u>
	<u>£165981</u>	<u>£113425</u>	<u>£52556</u>
Depreciation			
Cumulative to 1st April 2012	47508	23425	24083
Charge for the Year	11805		11805
On Disposal	<u>(420)</u>	<u>—</u>	<u>(420)</u>
	<u>£58893</u>	<u>£23425</u>	<u>£35468</u>
Net Book Amount			
At 31st March 2013	<u>£107088</u>	<u>£90000</u>	<u>£17088</u>
At 31st March 2012	<u>£119033</u>	<u>£90000</u>	<u>£29033</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>2012</u>		
9. DEBTORS				
Trade Debtors	6896	20062		
Other Debtors	-	949		
Prepayments	<u>266</u>	<u>792</u>		
	<u>£7162</u>	<u>£21803</u>		
10. CREDITORS: Amounts falling due within one year				
Trade Creditors	1221	5978		
Obligations under Finance Leases	5836	5836		
Accruals	<u>9615</u>	<u>14157</u>		
	<u>£16672</u>	<u>£25971</u>		
11. CREDITORS: Amounts falling due after more than one year				
Obligations under Finance Leases	<u>£5836</u>	<u>£10400</u>		
12. ANALYSIS OF MOVEMENT OF FUNDS				
	Balance 1st April <u>2012</u>	Net Incoming Resources	Transfers between Funds	Balance 31st March <u>2013</u>
<u>Restricted Funds</u>				
Hawksworth Revenue Account	551	-	-	551
Social Care	2353	(1765)	-	588
VOICE	8723	28156	(36879)	-
BASIS	10237	20094	(24333)	5998
Swindon Support	-	4675	-	4675
Ovarian Cancer Awareness	-	1250	-	1250
Intermediate Labour Market	-	15778	-	15778
Heritage 80 th	<u>-</u>	<u>6477</u>	<u>-</u>	<u>6477</u>
	<u>£21864</u>	<u>£74665</u>	<u>£(61212)</u>	<u>£ 35317</u>
<u>Unrestricted Funds</u>				
<u>General Fund</u>	<u>£153315</u>	<u>£(76477)</u>	<u>£61212</u>	<u>£138050</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>£310179</u>	<u>£(1812)</u>	£-	<u>£308367</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	107088	
Current Assets	188470	35317
Current Liabilities	(16672)	
Deferred Liabilities	(5836)	
Total Net Assets at 31st March 2013	<u>£273050</u>	<u>£35317</u>

2012

14. STAFF COSTS

The average number of persons employed by the charity during the year was 7 (2012 - 9) and the aggregate payroll costs for the year amounted to £106166 (2012 £170799).

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

Aggregate payroll costs are analysed as follows:

Gross Salaries	95498	155690
Employer's National Insurance	6825	12141
Pension Contributions	<u>1774</u>	<u>2968</u>
	<u>£104097</u>	<u>£170799</u>

The average number of full-time equivalent employees of the charity was 5 (2012 – 6) analysed as follows:

Administration	1	1
Management	1	1
Support	<u>3</u>	<u>4</u>
	<u>5</u>	<u>6</u>

During the year no expenses were paid to trustees (2012 0 paid £Nil). £485 was paid by way of premiums for trustee indemnity insurance.

No remuneration was paid to any trustee (2012 Nil).

15. OBLIGATIONS UNDER FINANCE LEASES

Amounts falling due within one year	5836	5836
Amounts falling due after more than one year	<u>5836</u>	<u>10400</u>
	<u>£11672</u>	<u>£16236</u>

16. CONTROL

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