

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

**REGISTERED NUMBER  
1604168**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2014**

**VOLUNTARY ACTION SWINDON**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2014**

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## 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 2014

The trustees present their report and the financial statements for the year ending 31st March 2014.

#### **Introduction**

This report covers the period from the last reported year from 1st April 2013 to 31st March 2014.

#### **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 2014

#### **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 trustees have had regard to the Charity Commission guidance with regard to 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 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 2014

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

Between April 2013 and March 2014 some of achievements were:

- Over 150 individuals attended training sessions, which included Trustee training, Personal Safety, Fire Safety, Health & Safety, First Aid and Social Investment
- Over 400 news items communicated via our weekly e-bulletin (VAS id) promoting voluntary and community events and activities
- Over 85 voluntary and community groups used VAS's printing facilities
- Over 105 groups received funding advice
- Over 75 groups received governance advice
- Over 50 voluntary groups/organisations received copies of the 4 quarterly newsletters
- Over 1500 voluntary and community groups hosted on the VAS online Directory
- Over 120 people received computer training.
- Over 570 third sector meetings/events were held at VAS.
- 7 new groups signed up to VAS as an umbrella organisation to undertake DBS checks. 255 disclosures were actioned.
- 2 Equality Coalition Events were held with over 80 people attending.
- 2 Swindon Sports Forum events were held with over 130 people attending
- 1 Community Fayre was held with 15 stallholders
- 22 organisations were helped through the Swindon Support Budget

Throughout the year VAS played a key part in representing the Sector with Statutory partners. This included representation on various bodies including the One Swindon Board and the Health and Wellbeing Board. Working in partnership with Sector colleagues through SCIP (Swindon Community Infrastructure Partnership) we engaged with the Council on a number of areas including their 'Consultation Policy'; the One Swindon Conference and we also got a commitment from the One Swindon Board to increase sector representation and increase engagement.

#### **Sanford House – Swindon Advice and Support Centre**

VAS has been playing a key role in developing Sanford House as Swindon's Advice and Information Centre and this opened in June 2014. Working jointly with SBC, VAS will manage the building which includes tenants such as the Citizen's Advice Bureau, Swindon Advocacy Movement, MIND and DHI. Effectively this will offer a much more joined up service provision to the Swindon community with many organisations working together in this one building.

#### **Community Sector Support**

Under the contract with Swindon Borough Council, VAS provided support to voluntary and community groups on organizational and financial issues. VAS also provided support and administration to the Swindon Equality Coalition and Sports Forum. It held a Community Fair at the Central Library. Funding Advice and Training sessions were held regularly throughout the year. A number of Networks are currently running which include the CEO Network, Funding Advice Network and Accounting Network.

## VOLUNTARY ACTION SWINDON

### TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2014

#### **Time Bank (in partnership with the Volunteer Centre)**

A new project built on the principle of being a good neighbour with someone giving a helping hand and then someone else returning the favour. Working with Volunteer Centre Swindon, VAS set up 2 pilot Time Banks, in Penhill and Taw Hill.

#### **E-Directory – My Care My Support**

VAS worked with Swindon Borough Council in the creation of a new online directory called My Care My Support. This was completed over the year with a member of VAS staff seconded two days a week to Swindon Borough Council for 6 months.

#### **Involve Swindon (in partnership with the Volunteer Centre)**

Involve Swindon is a network of companies, statutory bodies and voluntary organisations working together to encourage employees to give their time and develop their skills through volunteering in the local community (known as Employer Supported Volunteering). VAS helps co-ordinate the network which is now focusing on encouraging employees particularly to share their skills with the voluntary sector through workshops, one-off skill sharing project and as trustees. Involve Swindon is seen nationally as an innovative, leading way of growing employer supported volunteering, attracting the attention of the Cabinet Office.

#### **Building Health Partnerships**

A partnership with Swindon Clinical Commissioning Group to develop and share best practice between health commissioners and the voluntary, community and social enterprise (VCSE) sector with the ultimate goal of improving the health service provided. Programmes like this were only taking place in 12 towns and cities around the UK, including Manchester, Bristol and Wakefield.

#### **Digital Outreach**

VAS worked with Wessex Community Action to deliver a project called 'At 800' with the main objective of educating the elderly and those whose first language is not English of the problems that could arise with their Freeview TV once the 4G signals were switched on in Swindon.

#### **UK Online**

For the 4th year in a row VAS ran FREE computer courses to introduce people to computers and the internet.

#### **Jobcentre Plus (ILM)(ALiVE) (in partnership with the Volunteer Centre)**

The aim of the project is to offer jobseekers access to volunteering specifically to address their skills gap. Skills development activities can be undertaken with certificates awarded. Jobseekers are supported throughout the process on an individual basis. Further funding from Swindon Borough Council enabled the project to work with Young People to enhance volunteering opportunities for this age range.

## **VOLUNTARY ACTION SWINDON**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2014**

#### **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

N. Ramruttun (Acting Chair)

18th August 2014

## **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 2014 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.

## **VOLUNTARY ACTION SWINDON**

### **INDEPENDENT AUDITOR'S REPORT**

#### **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 18th August 2014

## VOLUNTARY ACTION SWINDON

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2014

	<u>Note</u>	Unrestricted Funds <u>General</u>	Restricted Funds	2014 (12 months) <u>Total</u>	2013 (12 months) <u>Total</u>
<u>Incoming Resources</u>					
<u>Incoming Resources from</u>					
<u>Generated Funds</u>					
Voluntary Income:					
Donations		27	72	99	2221
Activities for Generating Funds:					
Rental Income		33028		33028	16867
Other Income		6678	2000	8678	15180
Investment Income	2	1799		1799	2661
<u>Incoming Resources from</u>					
<u>Charitable Activities</u>					
Grants	3	134004	81182	215186	132945
Community Print and Publications		6255		6255	6356
Training and Conference		4247		4247	1177
 		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total Incoming Resources		£186038	£83254	£269292	£177407
<u>Resources Expended</u>					
<u>Generated Funds</u>					
				-	-
<u>Charitable Activities</u>					
		176135	96406	272541	172344
<u>Governance Costs</u>	5	6417	360	6777	6875
 		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<u>Total Resources Expended</u>	4	£182552	£96766	£279318	£179219
<u>Net Income/ Expenditure for the Year</u>	6	3486	(13512)	(10026)	(1812)
Transfers between Funds		6300	(6300)	-	-
		9786	(19812)	(10026)	(1812)
Fund Balances Brought Forward		273050	35317	308367	310179
 		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Fund Balances Carried Forward		£282836	£15505	£298341	£308367

**VOLUNTARY ACTION SWINDON**

**BALANCE SHEET AS AT 31ST MARCH 2014**

	<u>Note</u>		<u>2013</u>
<b><u>FIXED ASSETS</u></b>			
Tangible Fixed Assets	7	96495	107088
<b><u>CURRENT ASSETS</u></b>			
Stock	8	500	500
Debtors	9	15936	7162
Cash at Bank and in Hand		<u>262424</u>	<u>216125</u>
		<u>£278860</u>	<u>£223787</u>
<b><u>CREDITORS: Amounts falling due</u></b>			
<u>within one year</u>	10	<u>£77014</u>	<u>£16672</u>
<b><u>NET CURRENT ASSETS</u></b>		201846	207115
<b><u>TOTAL ASSETS LESS CURRENT LIABILITIES</u></b>		<u>298341</u>	<u>314203</u>
<b><u>CREDITORS: Amounts falling due after</u></b>			
<u>more than one year</u>	11	-	(5836)
		<u>£298341</u>	<u>£308367</u>
<b><u>RESERVES</u></b>			
Restricted Funds	12	15505	35317
General Fund	12	147836	138050
Designated Fund	12	135000	135000
		<u>£298341</u>	<u>£308367</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 18th August 2014 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) BASIS, UK Online, Intermediate Labour Market, Ovarian Cancer, Heritage 80<sup>th</sup> and Swindon Support.  
Grant income received in order to be defrayed on predetermined expenses.
- (iii) Digital Outreach  
Funds applied to expenditure on educating on problems that may arise with Freeview TV once the 4G signals were switched on.
- (iv) Sanford House, E-Directory  
Funds applied to expenditure on project development costs, internal and external costs.
- (v) BHP  
Funds applied to expenditure on developing and sharing best practice in the sector.
- (vi) TimeBank  
Funds applied to expenditure on promoting the project in Penhill and Taw Hill areas.

##### 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 £2971 (2013 £1774).

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2013</u>
<b>2. <u>INVESTMENT INCOME</u></b>			
Interest Receivable	£ <u>1799</u>		£ <u>2661</u>
<b>3. <u>GRANTS RECEIVABLE</u></b>			
Swindon Borough Council	125004	29700	80562
Volunteer Centre	9000		
BHP		18000	-
Digital Outreach		2625	
Ovarian Cancer Awareness		-	4000
Big Lottery		-	36481
UK Online Centres		5650	7500
Jobcentre Plus (ILM)		<u>25207</u>	<u>4402</u>
	<u>£134004</u>	<u>£81182</u>	<u>£132945</u>

## VOLUNTARY ACTION SWINDON

### NOTES TO THE FINANCIAL STATEMENTS

2013

#### 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	115596	32296	18294	166186	104131
Community Print and Publications		7111		7111	6126
Training and Conference		2838		2838	1195
<u>Generated Funds</u>					
Governance	4000	2417		6417	6375
<u>Total Unrestricted Resources Expended</u>	<u>£119596</u>	<u>£44662</u>	<u>£18294</u>	<u>£182552</u>	<u>£117827</u>
<u>Restricted Funds</u>					
<u>Charitable Expenditure</u>					
Funding Advice and Research	35250	3498	57658	96406	60892
<u>Generated Funds</u>					
Governance	360			360	500
<u>Total Restricted Resources Expended</u>	<u>£35610</u>	<u>£3498</u>	<u>£57658</u>	<u>£96766</u>	<u>£61392</u>
<u>Total Resources Expended</u>	<u>£155206</u>	<u>£48160</u>	<u>£75952</u>	<u>£279318</u>	<u>£179219</u>
<u>Total Resources Expended 2013</u>	<u>£106166</u>	<u>£45321</u>	<u>£27732</u>	<u>£179219</u>	
<u>Basis of Allocation</u>					
<u>Support Costs</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>		
Premises	Direct	17073	17073	14951	
Communications	Direct	2026	2026	1964	
General Office	Direct	6088	6088	6765	
Depreciation	Direct	10593	10593	11945	
Training And Conference	Direct	2838	2838	1195	
Community Print and Publications	Direct	7111	7111	6126	
Governance	Direct	2417	14	2430	2375
		<u>£48146</u>	<u>£14</u>	<u>£48160</u>	<u>£45321</u>

## VOLUNTARY ACTION SWINDON

### NOTES TO THE FINANCIAL STATEMENTS

2013

#### 5. GOVERNANCE COSTS

	<u>Basis of Allocation</u>	<u>Total</u>	
Staff Costs	Direct	4360	4500
Audit Fees	Direct	2003	2045
Professional Fees	Direct	32	12
Trustees' Meetings and AGM	Direct	<u>395</u>	<u>318</u>
		<u>£6790</u>	<u>£6875</u>

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

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

Auditors' Remuneration	2003	2045
Depreciation - Owned Assets	4753	6105
- Leased Assets	<u>5840</u>	<u>5840</u>

#### 7. TANGIBLE FIXED ASSETS

	<u>Total</u>	<u>Land and Building</u>	<u>Office Equipment</u>
Cost			
At 1st April 2013	£ <u>165981</u>	£ <u>113425</u>	£ <u>52556</u>
Depreciation			
Cumulative to 1st April 2013	58893	23425	35468
Charge for the Year	<u>10593</u>	—	<u>10593</u>
	<u>£68486</u>	<u>£23425</u>	<u>£46061</u>
Net Book Amount			
At 31st March 2014	£ <u>96495</u>	£ <u>90000</u>	£ <u>6495</u>
At 31st March 2013	£ <u>107088</u>	£ <u>90000</u>	£ <u>17088</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>2013</u>
<b>9. DEBTORS</b>		
Trade Debtors	13827	6896
Prepayments	<u>2109</u>	<u>266</u>
	<u>£15936</u>	<u>£7162</u>
<b>10. CREDITORS: Amounts falling due within one year</b>		
Trade Creditors	12472	1221
Obligations under Finance Leases	5836	5836
Accruals and Deferred Income	<u>58706</u>	<u>9615</u>
	<u>£77014</u>	<u>£16672</u>
<b>11. CREDITORS: Amounts falling due after more than one year</b>		
Obligations under Finance Leases	£-	<u>£5836</u>

**12. ANALYSIS OF MOVEMENT OF FUNDS**

	Balance 1st April 2013	Net Incoming Resources	Transfers between Funds	Balance 31st March 2014
<b><u>Restricted Funds</u></b>				
Hawksworth Revenue Account	551	(14)	-	537
Social Care	588		-	588
Digital Outreach	-	-	-	-
BASIS	5998	(5998)	-	-
Swindon Support	4675	(3425)	-	1250
Sanford House	-	670	-	670
BHP	-	290	-	290
Time Bank	-	7602	(6300)	1302
Ovarian Cancer Awareness	1250	(1250)	-	-
Intermediate Labour Market	15778	(10479)	-	5299
Heritage 80 <sup>th</sup>	<u>6477</u>	<u>(908)</u>	<u>-</u>	<u>5569</u>
	<u>£ 35317</u>	<u>£(13512)</u>	<u>£(6300)</u>	<u>£ 15505</u>
<b><u>Unrestricted Funds</u></b>				
<b><u>General Fund</u></b>	<u>£138050</u>	<u>£3486</u>	<u>£6300</u>	<u>£147836</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>£308367</u>	<u>£(10026)</u>	£-	<u>£298341</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	96495	
Current Assets	262512	15505
Current Liabilities	(76171)	
Total Net Assets at 31st March 2014	<u>£282836</u>	<u>£15505</u>

2013

**14. STAFF COSTS**

The average number of persons employed by the charity during the year was 9 (2013 - 7) and the aggregate payroll costs for the year amounted to £152459 (2013 £106166).  
No employee was in receipt of remuneration in excess of £60000 during the year.

Aggregate payroll costs are analysed as follows:

Gross Salaries	139205	95498
Employer's National Insurance	10283	6825
Pension Contributions	<u>2971</u>	<u>1774</u>
	<u>£152459</u>	<u>£104097</u>

The average number of full-time equivalent employees of the charity was 7 (2013 – 5) analysed as follows:

Administration	1	1
Management	1	1
Support	<u>5</u>	<u>3</u>
	<u>7</u>	<u>5</u>

During the year £105 (2013 £Nil) travel expenses were paid to 1 trustee (2013 0). £485 was paid by way of premiums for trustee indemnity insurance.

No remuneration was paid to any trustee (2013 Nil).

**15. OBLIGATIONS UNDER FINANCE LEASES**

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

**16. CONTROL**

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