

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

**REGISTERED NUMBER
1604168**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2015**

VOLUNTARY ACTION SWINDON

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2015**

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VOLUNTARY ACTION SWINDON

CHARITY INFORMATION

| | |
|-------------------|--|
| CHARITY NUMBER | 287732 |
| TRUSTEES | N. Ramruttun M. Khan D. Brown J. Wood (Resigned Feb 2015) H. Hunter B. Gibbs (Resigned Feb 2015) D. Rose R. Thiagarajah (Resigned Feb 2015) |
| 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 2015

The trustees present their report and the financial statements for the year ending 31st March 2015.

Introduction

This report covers the period from the last reported year from 1st April 2014 to 31st March 2015.

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 2015

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 Partnership Board', 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, DBC checks, hot desking, advice and guidance on Voluntary and Community sector matters.

VOLUNTARY ACTION SWINDON

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2015

Achievements and Performance cont:

Between April 2014 and March 2015 some of achievements were:

- Training and network sessions were attended by over 230 people who gained new skills, including IT, Trustee Responsibilities, Social Media, HR, 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 85 one-to-one tailored advice sessions were provided for funding and finance
- Over 40 one-to-one tailored advice sessions were provided for governance and organizational matters.
- Over 1500 voluntary and community groups hosted on the VAS online Directory which is maintained by the Voice project.
- 2 Equality Coalition Events were held with over 70 people attending.
- 2 Swindon Sports Forum events were held with over 120 people attending
- 1 Community Fayre was held with 15 stallholders
- 20 organisations were helped through the Swindon Support Budget

Throughout the year, VAS has continued to play a key part in representing the Sector with Statutory partners. This has included representing the Voluntary & Community sector on various bodies including the One Swindon Partnership Board and the Swindon Health and Wellbeing Board. Working in partnership with Sector colleagues through SCIP (Swindon Community Infrastructure Partnership), we have engaged with the Council on a number of key areas and helped to organise a very successful Community Conference. VAS has proactively promoted awareness within Voluntary & Community sector groups of the opportunities offered by the European Structural and Investment Fund (ESIF) and how they can become part of the consortia bidding for this funding. VAS has represented the sector on the Swindon & Wiltshire Local Enterprise Partnership ESIF Committee. In addition, in November we were successful in securing funding from the One Swindon Partnership Board for a new Strategic Network Development Manager role to improve the linkage between Voluntary & Community sector groups and the major public service transformation projects designed to address the major challenges that Swindon is facing.

Sanford House – Swindon Advice and Support Centre

Swindon Advice and Support Centre is now well established, with VAS managing the building on behalf of Swindon Borough Council. The Centre, which houses CAB, Swindon Carers, DHI, Wiltshire Law, Derventio Housing, Swindon Advocacy Movement, MIND, and Healthwatch is now providing a convenient single point of access to a wide range of support services for the Swindon community.

Community Sector Support

Under the contract with Swindon Borough Council, VAS provided support to Voluntary & Community groups on organizational and financial issues. VAS also provided support and administration to the Swindon Equality Coalition and Sports Forum. 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 2015

Strategic Network Development

The Strategic Network Development Manager role was introduced in December 2014 with funding from One Swindon Partnership Board to develop better links between Voluntary & Community sector groups and public sector improvement programmes. Over 80 people/groups have attended VAS organised awareness events regarding new ESIF European funding. VAS was part of the organising committee for the very successful Voluntary & Community sector conference – the first to be held in many years.

Time Bank (in partnership with the Volunteer Centre)

A project built on the principle of being a good neighbour with someone giving a helping hand and then someone else returning the favour. VAS worked with the Volunteer Centre Swindon to set up two pilot Time Banks, in Penhill and Taw Hill. This project ended on 31st March 2015.

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. This project ended in October 2014.

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

VAS provide ongoing support via a Work Club, supporting job searches, CV writing, interview skills etc. Volunteer Centre Swindon find suitable placements to help learn new skills or brush up on rusty ones. Further funding from Swindon Borough Council enabled the project to work with Young People to enhance volunteering opportunities for the age range. This project ended in June 2014.

VOLUNTARY ACTION SWINDON

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2015

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 – 2015 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

M KHAN (Chair)

20th July 2015

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 2015 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 2015 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 20th July 2015

VOLUNTARY ACTION SWINDON

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2015

| | <u>Note</u> | Unrestricted Funds <u>General</u> | Restricted Funds | 2015 (12 months) <u>Total</u> | 2014 (12 months) <u>Total</u> |
|---|-------------|---|---------------------|-------------------------------------|-------------------------------------|
| <u>Incoming Resources</u> | | | | | |
| <u>Incoming Resources from</u> | | | | | |
| <u>Generated Funds</u> | | | | | |
| Voluntary Income: | | | | | |
| Donations | | | | - | 99 |
| Activities for Generating Funds: | | | | | |
| Rental Income | | 31712 | 19428 | 51140 | 33028 |
| Other Income | | 7193 | | 7193 | 8678 |
| Investment Income | 2 | 1523 | | 1523 | 1799 |
| <u>Incoming Resources from</u> | | | | | |
| <u>Charitable Activities</u> | | | | | |
| Grants | 3 | 197888 | 96000 | 293888 | 215186 |
| Community Print and Publications | | 7281 | | 7281 | 6255 |
| Training and Conference | | 1996 | | 1996 | 4247 |
| Total Incoming Resources | | <u>£247593</u> | <u>£115428</u> | <u>£363021</u> | <u>£269292</u> |
| <u>Resources Expended</u> | | | | | |
| <u>Generated Funds</u> | | | | | |
| | | | | - | - |
| <u>Charitable Activities</u> | | | | | |
| | | 250371 | 124828 | 375199 | 272541 |
| <u>Governance Costs</u> | 5 | 6486 | 400 | 6886 | 6777 |
| Total Resources Expended | 4 | <u>£256857</u> | <u>£125228</u> | <u>£382085</u> | <u>£279318</u> |
| <u>Net Income/ Expenditure for the Year</u> | 6 | (9264) | (9800) | (19064) | (10026) |
| Transfers between Funds | | <u>12339</u> | <u>(12339)</u> | - | - |
| | | 3075 | (22139) | (19064) | (10026) |
| Fund Balances Brought Forward | | 282836 | 15505 | 298341 | 308367 |
| Fund Balances Carried Forward | | <u>£285911</u> | <u>£(6634)</u> | <u>£279277</u> | <u>£298341</u> |

VOLUNTARY ACTION SWINDON

BALANCE SHEET AS AT 31ST MARCH 2015

| | <u>Note</u> | | <u>2014</u> |
|---|-------------|----------------|----------------|
| <u>FIXED ASSETS</u> | | | |
| Tangible Fixed Assets | 7 | 90000 | 96495 |
| <u>CURRENT ASSETS</u> | | | |
| Stock | 8 | 500 | 500 |
| Debtors | 9 | 5913 | 15936 |
| Cash at Bank and in Hand | | <u>239835</u> | <u>262424</u> |
| | | <u>£246248</u> | <u>£278860</u> |
| <u>CREDITORS: Amounts falling due</u> | | | |
| <u>within one year</u> | 10 | <u>£56971</u> | <u>£77014</u> |
| <u>NET CURRENT ASSETS</u> | | 189277 | 201846 |
| <u>TOTAL ASSETS LESS CURRENT LIABILITIES</u> | | <u>£279277</u> | <u>£308367</u> |
| <u>RESERVES</u> | | | |
| Restricted Funds | 11 | (6634) | 15505 |
| General Fund | 11 | 150911 | 147836 |
| Designated Fund | 11 | 135000 | 135000 |
| | | <u>£279277</u> | <u>£298341</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 16th July 2015 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) Intermediate Labour Market, Heritage 80th and Swindon Support.
Grant income received in order to be defrayed on predetermined expenses.
- (iv) Sanford House
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 £3115 (2014 £2971).

| | <u>Unrestricted</u> | <u>Restricted</u> | <u>2014</u> |
|------------------------------------|---------------------|-------------------|----------------|
| 2. <u>INVESTMENT INCOME</u> | | | |
| Interest Receivable | £752 | | £1799 |
| 3. <u>GRANTS RECEIVABLE</u> | | | |
| Swindon Borough Council | 138336 | 96000 | 154704 |
| Volunteer Centre | 8250 | | 9000 |
| BHP | 32000 | | 18000 |
| Digital Outreach | | | 2625 |
| UK Online Centres | 500 | | 5650 |
| Jobcentre Plus (ILM) | <u>18802</u> | | <u>25207</u> |
| | <u>£197888</u> | <u>£96000</u> | <u>£215196</u> |

VOLUNTARY ACTION SWINDON

NOTES TO THE FINANCIAL STATEMENTS

| | <u>2014</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 | 139570 | 28447 | 71154 | 239171 | 166186 |
| Community Print and Publications | | 9129 | | 9129 | 7111 |
| Training and Conference | | 2071 | | 2071 | 2838 |
| <u>Generated Funds</u> | | | | | |
| Governance | 4000 | 2486 | | 6486 | 6417 |
| <u>Total Unrestricted Resources Expended</u> | <u>£143570</u> | <u>£42133</u> | <u>£71154</u> | <u>£256857</u> | <u>£182552</u> |
| <u>Restricted Funds</u> | | | | | |
| <u>Charitable Expenditure</u> | | | | | |
| Funding Advice and Research | 37822 | | 87006 | 124828 | 96406 |
| <u>Generated Funds</u> | | | | | |
| Governance | 400 | | | 400 | 360 |
| <u>Total Restricted Resources Expended</u> | <u>£38222</u> | <u>£-</u> | <u>£87006</u> | <u>£125228</u> | <u>£96766</u> |
| <u>Total Resources Expended</u> | <u>£181792</u> | <u>£42133</u> | <u>£158160</u> | <u>£382085</u> | <u>£279318</u> |
| <u>Total Resources Expended 2014</u> | <u>£155206</u> | <u>£48160</u> | <u>£75952</u> | <u>£279318</u> | |
| | <u>Basis of Allocation</u> | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u> | |
| <u>Support Costs</u> | | | | | |
| Premises | Direct | 15681 | | 15681 | 17073 |
| Communications | Direct | 1483 | | 1483 | 2026 |
| General Office | Direct | 4787 | | 4787 | 6088 |
| Depreciation | Direct | 6496 | | 6496 | 10593 |
| Training And Conference | Direct | 2071 | | 2071 | 2838 |
| Community Print and Publications | Direct | 9129 | | 9129 | 7111 |
| Governance | Direct | 2486 | | 2486 | 2430 |
| | | <u>£42133</u> | | <u>£42133</u> | <u>£48160</u> |

VOLUNTARY ACTION SWINDON

NOTES TO THE FINANCIAL STATEMENTS

| | | | <u>2014</u> |
|-----------------------------------|----------------------------|--------------|--------------|
| 5. <u>GOVERNANCE COSTS</u> | | | |
| | <u>Basis of Allocation</u> | <u>Total</u> | |
| Staff Costs | Direct | 4400 | 4360 |
| Audit Fees | Direct | 1956 | 2003 |
| Professional Fees | Direct | 118 | 32 |
| Trustees' Meetings and AGM | Direct | <u>412</u> | <u>395</u> |
| | | <u>£6886</u> | <u>£6790</u> |

6. NET INCOME/ EXPENDITURE FOR THE YEAR

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

| | | |
|-----------------------------|------|-------------|
| Auditors' Remuneration | 1956 | 2003 |
| Depreciation - Owned Assets | 6495 | 4753 |
| - Leased Assets | = | <u>5840</u> |

7. TANGIBLE FIXED ASSETS

| | <u>Total</u> | <u>Land and Building</u> | <u>Office Equipment</u> |
|------------------------------|----------------|--------------------------|-------------------------|
| Cost | | | |
| At 1st April 2014 | <u>£165981</u> | <u>£113425</u> | <u>£52556</u> |
| Depreciation | | | |
| Cumulative to 1st April 2014 | 68486 | 23425 | 46061 |
| Charge for the Year | <u>6495</u> | — | <u>6495</u> |
| | <u>£74981</u> | <u>£23425</u> | <u>£52556</u> |
| Net Book Amount | | | |
| At 31st March 2015 | <u>£90000</u> | <u>£90000</u> | £- |
| At 31st March 2014 | <u>£96495</u> | <u>£90000</u> | <u>£6495</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

| | | 2014 |
|---|---------------|---------------|
| 9. DEBTORS | | |
| Trade Debtors | 5763 | 13827 |
| Prepayments | <u>150</u> | <u>2109</u> |
| | <u>£5913</u> | <u>£15936</u> |
| 10. CREDITORS: Amounts falling due within one year | | |
| Trade Creditors | 15825 | 12472 |
| Obligations under Finance Leases | - | 5836 |
| Taxation and Social Security | 3891 | - |
| Accruals and Deferred Income | <u>37255</u> | <u>58706</u> |
| | <u>£56971</u> | <u>£77014</u> |

11. ANALYSIS OF MOVEMENT OF FUNDS

| | Balance 1st April 2014 | Net Incoming Resources | Transfers between Funds | Balance 31st March 2015 |
|----------------------------|------------------------------|---------------------------|-------------------------------|-------------------------------|
| Restricted Funds | | | | |
| Hawksworth Revenue Account | 537 | (14) | - | 523 |
| Social Care | 588 | (14) | - | 574 |
| Swindon Support | 1250 | | - | 1250 |
| SBC - Sanford House | 670 | 2966 | - | 3636 |
| Sanford House | | (12618) | - | (12618) |
| BHP | 290 | | (290) | - |
| Time Bank | 1302 | 5018 | (6320) | - |
| Intermediate Labour Market | 5299 | | (5299) | - |
| Heritage 80 th | <u>5569</u> | (5139) | (430) | - |
| | <u>£ 15505</u> | <u>£(9800)</u> | <u>£(12339)</u> | <u>£ (6634)</u> |
| Unrestricted Funds | | | | |
| General Fund | <u>£147836</u> | <u>£(9264)</u> | <u>£12339</u> | <u>£150911</u> |
| Designated Funds | | | | |
| 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>£298341</u> | <u>£(19064)</u> | £- | <u>£279277</u> |

VOLUNTARY ACTION SWINDON

NOTES TO THE FINANCIAL STATEMENTS

12. ANALYSIS OF ASSETS BETWEEN FUNDS

| | <u>Unrestricted Funds</u> | <u>Restricted Funds</u> |
|---|-------------------------------|-----------------------------|
| Fixed Assets | 90000 | |
| Current Assets | 246248 | |
| Current Liabilities | (50337) | (6634) |
| Total Net Assets at 31st March 2015 | <u>£285911</u> | <u>£(6634)</u> |

2014

13. STAFF COSTS

The average number of persons employed by the charity during the year was 9 (2014 - 9) and the aggregate payroll costs for the year amounted to £181682 (2014 £153459).

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

Aggregate payroll costs are analysed as follows:

| | | |
|-------------------------------|----------------|----------------|
| Gross Salaries | 167697 | 139205 |
| Employer's National Insurance | 10980 | 10283 |
| Pension Contributions | <u>3115</u> | <u>2971</u> |
| | <u>£181792</u> | <u>£153459</u> |

The average number of full-time equivalent employees of the charity was 9 (2014 - 7) analysed as follows:

| | | |
|----------------|----------|----------|
| Administration | 1 | 1 |
| Management | 1 | 1 |
| Support | <u>7</u> | <u>5</u> |
| | <u>9</u> | <u>7</u> |

During the year £Nil (2014 £105) travel expenses were paid to no trustees (2014 1). £485 was paid by way of premiums for trustee indemnity insurance.

No remuneration was paid to any trustee (2014 Nil).

14. CONTROL

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