



**Volunteer Centre**  
**Southwark**

# **Volunteers in Action Southwark**

*(A company limited by guarantee)*

*Volunteer Centre Southwark is the operational name of  
Volunteers in Action Southwark*

**Report and Financial Statements  
For the Year Ended 31 March 2007**

**Charity number 1060581  
Company number 3218745**

# Volunteers in Action Southwark

## Index to the financial statements For the year ended 31<sup>st</sup> March 2007

---

	Page
Contents	1
Report of the Management Committee	2 - 8
Independent Auditors' Report	9 - 10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 - 23

# **Volunteers in Action Southwark**

## **Report of the Management Committee For the year ended 31<sup>st</sup> March 2007**

---

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, present their report together with the financial statements for the year ended 31st March 2007. The financial statements have been drawn up in accordance with statutory requirements and applicable Accounting Standards.

### **Reference and Administrative Information**

Charity Name: Volunteers in Action Southwark (trading as Volunteer Centre Southwark)

Charity registration number: 1060581

Company registration number: 3218745

Registered Office and operational address: Wigglesworth House, 69 Southwark Bridge Road, London SE1 0NQ

### **Directors & Trustees**

Mr Charles Woodd – Chair

Ms Fay Hall – Vice Chair

Ms Shelagh Kirkland - Treasurer

Mr Daniel Adele-Leigh (former treasurer, now retired – 31<sup>st</sup> January 2007)

Ms Eileen Conn (retired at last AGM – 30<sup>th</sup> November 2006)

Ms Kerrie Gaelen

Mr John Hanby-Holmes (retired at last AGM – 30<sup>th</sup> November 2006)

Mr Sean Risdale (retired at last AGM – 30<sup>th</sup> November 2006)

Ms Becky Peates

Ms Jean Petrie

Ms Celia Moore

Ms Becky Johnson

Mr Michael Bukola (appointed – 30<sup>th</sup> November 2006)

### **Company Secretary**

Mr John Barkus (retired – 2<sup>nd</sup> February 2007)

Mr Clive Pankhurst (appointed – 2<sup>nd</sup> February 2007)

### **Chief Executive Officer**

Mr John Barkus (retired – 2<sup>nd</sup> February 2007)

Mr Clive Pankhurst (appointed – 2<sup>nd</sup> February 2007)

### **Auditors**

FW Stephens, 3<sup>rd</sup> Floor, 24 Chiswell Street, London, EC1Y 4YX

### **Bankers**

Barclays Bank Plc, 223-229 Rye Lane, London, SE15 4TY

### **Solicitors**

Anthony Gold Solicitors, New London Bridge House, 25 London Bridge Street, SE1 9TW

# Volunteers in Action Southwark

## Report of the Management Committee (continued) For the year ended 31<sup>st</sup> March 2007

---

### Structure, Governance and Management

#### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 11 June 1996 and registered as a charity on 1 April 1996. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

#### Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association at each AGM one third of the trustees are subject to retirement by rotation or; if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but, if there is only one trustee who is subject to retirement by rotation, he shall retire. Subject to the provisions of the Act, the trustees to retire by rotation shall be those who have been longest in office since their last appointment or re-appointment.

At the next AGM the following trustees will be pooled for retirement Charles Woodd, Kerrie Gaelan and Jean Petrie will be able to offer themselves for re-election.

The trustees regularly conduct a skills and experience audit 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 trustees are already familiar with the practical work of the charity, having been service users or members. Additionally, new trustees are invited and encouraged to attend a short training session (of no more than an hour) to familiarise themselves with the charity and the context within which it operates. These are led by the Chief Executive of the charity and cover:

- The obligations of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

A trustee induction pack has also been prepared drawing information from the various Charity Commission plus Governance Hub publications. This is distributed to all new trustees along with the Memorandum and Articles and the latest financial statements. Feedback from new trustees about their induction has been very positive.

# Volunteers in Action Southwark

## Report of the Management Committee (continued) For the year ended 31<sup>st</sup> March 2007

---

### Risk Management

The Management Committee has conducted a review of the major risks to which the charity is exposed. Funding continues to be a risk, but a number of new funding streams and grants have been obtained during the year, and steps have been taken to ensure new funders accept responsibility for the overhead costs of the work they are funding. The trustees consider that adequate insurance is held with AON. Procedures are in place to ensure compliance with health and safety of staff, volunteers and visitors to the Volunteer Centre's premises.

### Organisational Structure

Volunteer Centre Southwark has a Management Committee who meet quarterly and are responsible for the strategic direction and policy of the charity. At present the Committee has nine members from a variety of personal and professional backgrounds relevant to the work of the charity. The charity's Chief Executive, who is also the Company Secretary, attends Committee meetings to advise the Trustees, but has no voting rights. Other staff are invited to attend as and when required.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Chief Executive along with the Senior Management Team. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators and quality standards are met.

### **Objectives and Activities**

Volunteer Centre Southwark is the local volunteer development agency for the London Borough of Southwark. The charity's objects are to advance education, protect health, relieve poverty, sickness and distress and to promote any other charitable purpose for the benefit of persons in the London Borough of Southwark and its environs, by the promotion of voluntary work and a volunteer service.

The charity's mission is to "promote more and better volunteering in Southwark". To achieve this Volunteer Centre Southwark aims to:

- Increase individual volunteering and community involvement through providing a volunteer referral service
- Improve volunteer management and enhance volunteer involvement through providing a range of information services on volunteering to voluntary and community organisations
- Influence volunteering policy at local and regional level to achieve increased volunteering and better management of volunteers
- Manage the organisation effectively within a given set of values.

# Volunteers in Action Southwark

## Report of the Management Committee (continued) For the year ended 31<sup>st</sup> March 2007

---

### Developments, activities, achievements and performance

The main areas of charitable activity are the provision of a volunteer referral service, support for specialist areas of volunteer recruitment and support, a business volunteer's programme, the promotion of good practice in volunteer management, and the provision of an Active Citizens Hub for the Borough.

This year the numbers of people registering with the centre's referral service to get involved has stabilised, with a total of 4180 people making contact with us. We have worked with approximately 650 different groups ranging in size from international charities to residents groups and new and emerging groups, and on average have about 500 different opportunities registered with us at any one time.

In addition, the Business Volunteers project has continued to grow with 1708 volunteers engaged over the year from 17 businesses, including 9 regular members and 8 businesses engaged in one-off team challenges. The project has begun to engage more small to medium size enterprises (SME) and also pilot longer term volunteering and skills sharing through a partnership with Better Bankside.

This year has seen a huge growth in our ability to develop and deliver training and advice for groups, businesses and active citizens and through the year we have delivered 52 training sessions attended by 338 people. This growth has in part been developed with support from the different projects, but also through the development of a specific 'Training and events manager' post, created to respond to training and consultancy needs and support training within the centre.

Our supported volunteering projects have gone from strength to strength with our Active Futures project supporting 30 homeless people to volunteer. The Capital Volunteering project, which supports people who have severe mental health problems to volunteer, has enabled 60 service users to volunteer as part of their recovery process, with 95% of the referrals coming from mental health service providers. We have continued to coordinate the project for the borough and have supported the delivery of a small grants scheme where 11 different groups received grants to run different projects.

The Active Citizens Hub has started to make a real impact in the borough. We have produced 10 down-to-earth 'How to' guides, and developed a comprehensive training programme for active citizens, with many courses tailor-made for specific groups. We have supported the trustee network, attended and put on events to promote and develop active citizenship and had workers based one day a week at both the Peckham Programme and South Bermondsey Partnership.

The organisation benefited throughout the year from the enthusiastic and generous support of the Worshipful the Mayor of Southwark, Councillor Paul Kyriakou, who made the Volunteer Centre his charity of the year. His support enabled us to develop a new volunteering award for Southwark, 'Southwark Stars'. This is an award for anyone who has volunteered for more than 104 hours in the year, and it was launched at a big event at Glaziers Hall where 80 people were given awards. We gave out special awards to recognise outstanding contributions, and named Patrick Horan our 'Volunteer of the Year'

## **Volunteers in Action Southwark**

### **Report of the Management Committee (continued) For the year ended 31<sup>st</sup> March 2007**

---

We have continued to play a leading role in wider developments in the Borough, and beyond. The Chief Executive both sits as a member of the Southwark Alliance Management Group and as a member of the Board. He is also a trustee of Greater London Volunteering. We continue to organize the Volunteer Management Forum for Southwark, and have had a presence at most Community Council Meetings.

Volunteer Centre Southwark's income in 2006/07 reached £769,643. We are as always tremendously grateful to our various funders and supporters, including Southwark Council, Southwark Alliance, the Bridge House Estates Trust Fund, Capital Volunteering, CSV, Wakefield Trust, OSW (Off the Street and into Work), as well as all our Business Partners. Our planned income for 2007/08 is £645,000.

During the year several people who have been key to the organisation's development moved on. Two long-standing trustees Eileen Conn and John Holmes resigned from the Committee, and John Barkus, our Director, stepped down after over 7 years with the organisation in January 2007. John spearheaded the Volunteer Centre's growth over that time, and we have much to be grateful to him for. Sean Risdale and Daniel Adele-Leigh also resigned from the Committee after a number of years' service.

In John Barkus's place we were pleased to appoint Clive Pankhurst, formerly our Volunteer Services Manager, as the new Chief Executive. While the staff team has experienced an inevitable turnover as people have moved on to new challenges and opportunities, overall staff numbers have stayed at the same level of around 18 over the year. During the year we welcomed Michael Bukola onto the Committee.

### **Financial Review**

#### Reserves Policy

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the current expenditure.

Budgeted expenditure for 2007/8 is £670,000 and therefore the target is £167,500 to £335,000 in unrestricted funds. The reserves are needed to meet the working capital requirements of the charity, and to meet its legal obligations in the event of a significant drop in funding. Income funds stand at £769,643. The present level of unrestricted reserves available to the charity of £176,978 represents approximately three months running costs.

#### Designated Funds Policy

Within unrestricted reserves, the trustees have designated certain funds which were received during the year. As part of the annual budget process, the management committee will decide which monies, receivable from the various organisations, will be set aside for specific projects in furtherance of the charities objectives.

# **Volunteers in Action Southwark**

## **Report of the Management Committee (continued) For the year ended 31<sup>st</sup> March 2007**

---

### Grant Making Project

As part of the Capital Volunteering project we have been distributing small grants to groups involved in supporting people with severe mental health problems to volunteer. Decisions on who received grants were made by the Capital Volunteering Southwark Steering group.

### **Plans for Future Periods**

The charity plans to continue the activities outlined above in the forthcoming years, subject to regular review with its stakeholders and to satisfactory funding arrangements. The charity will also continue to work within the Volunteering England Quality Standard (QSI), Investors in People and Investors in Volunteers quality marks.

Plans are also being developed for a number of income generating activities, including a diversification of our business involvement project and further development of our training and consultancy.

With the support of Children in Need and the housing associations Family Mosaic, Genesis and Hyde Housing we are also developing a new youth volunteering project to engage 14-19 year olds. With funding from Southwark Council Economic Development Unity we will further develop our homelessness and work experience project to engage young homeless people as a way of increasing their employability.

### **Auditors**

In accordance with section 385 of the Companies Act 1985, a resolution proposing that FW Stephens be reappointed as auditors of the charitable company will be put to the Annual General Meeting.

### **Responsibilities of the trustees**

The Management Committee are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- make judgments and estimates that are reasonable and prudent; and

# **Volunteers in Action Southwark**

## **Report of the Management Committee (continued) For the year ended 31<sup>st</sup> March 2007**

---

- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

### **Statement of disclosure to auditor**

- So far as the Management Committee are aware, there is no relevant audit information of which the company's auditors are unaware, and
- They have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Approved by the Management Committee on 13<sup>th</sup> August 2007 and signed on its behalf by:

**Mr Charles Woodd (Chairman)**

# **Volunteers in Action Southwark**

## **Independent Auditors' Report To the members of Volunteers in Action Southwark**

---

We have audited the financial statements of Volunteers in Action Southwark on pages 11 to 23 for the year ended 31st March 2007 which comprise the Statement of Financial Activities, the Balance Sheet and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members, as a body, for our audit work, for this report, or for the opinion we have formed.

### **Respective responsibilities of trustees and auditors**

The trustees' (who are also the directors of Volunteers In Action for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities on page 7.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We report to you whether in our opinion the information given in the trustees' report is consistent with the financial statements.

### **Basis of audit opinion**

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

# **Volunteers in Action Southwark**

## **Independent Auditors' Report (continued) To the members of Volunteers in Action Southwark**

---

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

### **Opinion**

In our opinion:

- The financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31st March 2007 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.
  
- The information given in the trustee's report is consistent with the financial statements.

### **FW Stephens**

Chartered Accountants  
Registered Auditors

24 Chiswell Street  
London  
EC1Y 4YX

## Volunteers in Action Southwark

Statement of Financial Activities (including Income & Expenditure Account) for the year ended 31 March 2007

	Notes	Unrestricted Funds £	Restricted Funds £	Total funds 2007 £	Total funds 2006 £
<b>Incoming resources:</b>					
<b>Income resources from generating funds</b>					
<i>Voluntary Income</i>					
Grants and donations	2	53,985	-	53,985	68,518
<i>Investment Income</i>		14,010	-	14,010	8,057
<b>Incoming resources from charitable activities</b>	3	178,467	523,181	701,648	749,336
<b>Other Incoming resources</b>	4	-	-	-	6,414
<b>Total incoming resources</b>		<b>246,462</b>	<b>523,181</b>	<b>769,643</b>	<b>832,325</b>
<b>Resources expended:</b>					
<b>Cost of generating funds</b>					
<i>Cost of generating voluntary income</i>	5	58,806	-	58,806	31,030
<b>Cost of charitable activities</b>	5	153,929	532,627	686,556	719,414
<b>Governance costs</b>	5	6,037	2,100	8,137	7,131
<b>Total resources expended</b>		<b>218,772</b>	<b>534,727</b>	<b>753,499</b>	<b>757,575</b>
<b>Net incoming resources before transfers</b>	7	<b>27,690</b>	<b>(11,546)</b>	<b>16,144</b>	<b>74,750</b>
Gross transfers between funds	17	(15,423)	15,423	-	-
<b>Net movement in funds for the year</b>		<b>12,267</b>	<b>3,877</b>	<b>16,144</b>	<b>74,750</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		164,711	46,222	210,933	136,183
<b>Total funds carried forward</b>	15-16	<b>176,978</b>	<b>50,099</b>	<b>227,077</b>	<b>210,933</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 13 - 23 form part of these accounts

# Volunteers in Action Southwark

## Balance Sheet As at 31<sup>st</sup> March 2007

	Notes	2007		2006	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	11		4,229		8,368
<b>Current assets</b>					
Debtors	12	65,503		37,641	
Cash at bank and in hand		277,892		476,247	
		343,395		513,888	
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	13	(120,547)		(311,323)	
Net current assets			222,848		202,565
<b>Net assets</b>			<b>227,077</b>		<b>210,933</b>
<b>Represented by:</b>					
Unrestricted funds	15		176,978		164,711
Restricted funds	16		50,099		46,222
<b>Total funds</b>			<b>227,077</b>		<b>210,933</b>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Directors and Trustees on 13<sup>th</sup> August 2007 and signed on their behalf.

Mr Charles Woodd – Chair

The notes on pages 13 - 23 form part of these accounts

# Volunteers in Action Southwark

## Notes to the Financial Statements For the year ended 31<sup>st</sup> March 2007

---

### 1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

a) **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and the Companies Act 1985.

b) **Fund accounting**

- Unrestricted funds can be used in accordance with the charitable objects at the discretion of the management committee.
- Designated funds are unrestricted funds earmarked by the trustees for particular purposes. The trustees decide which incoming funds to designate in order to match the budgeted annual expenditure expected on the particular projects.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c) **Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. If this performance has not been satisfied by the year end, the related income is deferred.

d) **Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred.

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes, including training.
- 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 includes the audit fee 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.

# Volunteers in Action Southwark

## Notes to the Financial Statements For the year ended 31<sup>st</sup> March 2007

---

### 1. Accounting Policies (continued)

e) **Fixed Assets**

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years. Items of equipment are capitalised where the purchase price exceeds £500.

f) **Operating Leases**

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

g) **Pension scheme**

The charity contributes to a stakeholder pension scheme in respect of three of its employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. Contributions payable are charged in the period to which they relate.

### 2. Grants and donations

	Unrestricted	Restricted	2007	2006
	£	£	Total	Total
	£	£	£	£
<u>Core</u>				
Southwark Council	49,392	-	49,392	48,185
Other donations	<u>4,593</u>	<u>-</u>	<u>4,593</u>	<u>20,333</u>
<b>Total</b>	<b><u>53,985</u></b>	<b><u>-</u></b>	<b><u>53,985</u></b>	<b><u>68,518</u></b>

## Volunteers in Action Southwark

### Notes to the Financial Statements For the year ended 31<sup>st</sup> March 2007

#### 3. Incoming resources from charitable activities

	Unrestricted	Restricted	2007	2006
	Total	Total	Total	Total
	£	£	£	£
<u>Volunteer Services</u>				
Bridge House Estates Trust Fund	-	25,875	25,875	34,500
Capital Volunteering (CSV)	-	70,107	70,107	61,872
Off the Streets into Work (OSW)	-	11,999	11,999	13,001
Southwark Works!	-	-	-	80,000
Training and events	-	7,200	7,200	2,085
<u>Hub</u>				
CIDU (Community Involvement Develop Unit)	-	-	-	3,160
Southwark Alliance	-	400,500	400,500	161,000
Volunteering England	-	-	-	24,750
<u>Business Volunteers</u>				
Business Volunteers project	170,513	-	170,513	83,845
Wakefield Trust	-	7,500	7,500	9,875
<u>Consultancy</u>				
MET VIPS	-	-	-	36,591
Training and events	7,954	-	7,954	22,000
<u>Capital Volunteering</u>				
Capital Volunteering Southwark	-	-	-	211,000
Training and events	-	-	-	5,657
<b>Total</b>	<b>178,467</b>	<b>523,181</b>	<b>701,648</b>	<b>749,336</b>

#### 4. Other Income

	Unrestricted	Restricted	2007	2006
	Total	Total	Total	Total
	£	£	£	£
Rental income (office sublet)	-	-	-	1,900
Sundry income	-	-	-	4,514
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,414</b>

# Volunteers in Action Southwark

## Notes to the Financial Statements For the year ended 31<sup>st</sup> March 2007

### 5. Total resources expended

	Basis of allocation	Voluntary Income (Core)	Business Volunteers	HUB	Volunteer Services	Consultancy	Governance (Core)	2007 Total	2006 Total
		£	£	£	£	£	£	£	£
<b>Costs directly allocated to activities</b>									
Staff costs	Direct	-	72,575	223,678	114,466	8,121	-	<b>418,840</b>	336,398
Service delivery	Direct	3,405	51,128	70,146	6,909	820	-	<b>132,408</b>	90,957
Staff expenses	Direct	8,409	7,969	13,149	1,270	155	-	<b>30,952</b>	12,978
Marketing	Direct	1,736	2,379	11,415	4,734	464	-	<b>20,728</b>	26,170
Equipment & IT	Direct	2,001	551	832	1,169	88	-	<b>4,641</b>	7,361
Insurance	Direct	1,649	-	-	-	-	-	<b>1,649</b>	2,379
Legal and professional	Direct	30	-	-	-	-	2,500	<b>2,530</b>	4,971
Audit fees	Direct	-	-	-	-	-	4,231	<b>4,231</b>	3,995
Bookkeeping / Payroll	Direct	-	-	-	-	-	-	-	2,744
Trustees expenses	Direct	-	-	-	-	-	1,406	<b>1,406</b>	392
Bank charges	Direct	587	-	-	-	-	-	<b>587</b>	484
Grants paid (note 6)	Direct	-	-	-	-	-	-	-	171,903
<b>Support costs allocated to activities</b>									
Management costs	Staff time	35,509	10,000	39,000	5,500	-	-	<b>90,009</b>	52,003
Premises	Per Head	5,480	5,246	16,680	12,040	1,933	-	<b>41,379</b>	40,669
Depreciation	Usage	-	-	-	4,139	-	-	<b>4,139</b>	4,171
<b>Total resources expended</b>		<b>58,806</b>	<b>149,848</b>	<b>374,900</b>	<b>150,227</b>	<b>11,581</b>	<b>8,137</b>	<b>753,499</b>	<b>757,575</b>

# Volunteers in Action Southwark

## Notes to the Financial Statements For the year ended 31<sup>st</sup> March 2007

---

### 6. Grants paid

During the year the following grants were awarded to organisations through the Small Grants Scheme:

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Gardening Project (Castle Day Centre)	-	6,653
Bridge the Gap (SDCAS)	-	10,000
Castle Volunteers	-	8,780
Breath of Fresh Air (BOST)	-	10,000
MH and Volunteering (Copleston Centre)	-	10,000
Reintegration through Volunteering and Sports (YGCN)	-	12,620
Volunteer Coordinator (Creative Routes)	-	20,000
Documentary (Media & Culture Initiative)	-	10,250
DIY (Cooltan Arts)	-	20,000
Poetry (Cooltan Arts)	-	8,600
Service User Committee (Maroons)	-	10,000
Self-help group (Blackfriars Settlement)	-	10,000
Cambridge House Advocacy Project	<u>-</u>	<u>35,000</u>
<b>Total</b>	<b>-</b>	<b>171,903</b>

### 7. Net incoming resources for the year

This is stated after charging:	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Depreciation	4,139	4,171
Auditors' remuneration	4,231	3,995
Operating lease rentals	19,375	19,375

# Volunteers in Action Southwark

## Notes to the Financial Statements For the year ended 31<sup>st</sup> March 2007

---

### 8. Staff costs and numbers

Staff costs were as follows:

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Salaries and wages	451,040	348,217
Social security	46,276	35,284
Redundancy	-	580
Pension	<u>11,533</u>	<u>4,320</u>
<b>Total</b>	<b><u>508,849</u></b>	<b><u>388,401</u></b>

No employee received emoluments of more than £60,000

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	<b>2007</b>	<b>2006</b>
	<b>No.</b>	<b>No.</b>
Administration and support	2	2
Operational	<u>15</u>	<u>13</u>
	<u>17</u>	<u>15</u>

The charity operates a stakeholder pension scheme and administers contributions for three employees. The charity also makes contributions on behalf of these nine employees (2006: 3). The total pension costs incurred by the charity for the year was £11,533 (2006: £4,320).

### 9. Trustee Remuneration

No members of the trustee board received remuneration during the year.

The trustees incurred expenses for travel and subsistence during the year of £1,406 (2006: £392).

### 10. Taxation

As a charity, Volunteers in Action Southwark is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

# Volunteers in Action Southwark

## Notes to the Financial Statements For the year ended 31<sup>st</sup> March 2007

---

### 11. Tangible Fixed Assets

<b>Cost</b>	<b>Office Equipment</b>
	<b>£</b>
As 1 April 2006 and 31 March 2007	<u>16,557</u>
<b>Accumulated Depreciation</b>	
As 1 April 2006	8,189
Charge for the year	<u>4,139</u>
At 31 March 2007	12,328
<b>Net book value</b>	
At 31 March 2007	<u>4,229</u>
At 31 March 2006	<u>8,368</u>

The tangible fixed assets are all used for charitable purposes

### 12. Debtors

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Trade debtors	57,968	29,296
Prepayments	6,833	6,857
Other debtors	<u>702</u>	<u>1,488</u>
<b>Total</b>	<b><u>65,503</u></b>	<b><u>37,641</u></b>

# Volunteers in Action Southwark

## Notes to the Financial Statements For the year ended 31<sup>st</sup> March 2007

### 13. Creditors

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Trade creditors	18,150	13,366
Accruals	9,151	10,179
Grants payable	48,878	171,903
Deferred income (note 14)	31,792	115,875
Taxation and social security	<u>12,576</u>	-
<b>Total</b>	<b><u>120,547</u></b>	<b><u>311,323</u></b>

### 14. Deferred income

	<b>As at 1 April 2006</b>	<b>Income received in year</b>	<b>Amount recognised in SOFA</b>	<b>As at 31 March 2007</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants and donations	-	53,985	53,985	-
Investment income	-	14,010	14,010	-
Charitable activities	<u>115,875</u>	<u>617,565</u>	<u>701,648</u>	<u>31,792</u>
<b>Total</b>	<b><u>115,875</u></b>	<b><u>685,560</u></b>	<b><u>769,643</u></b>	<b><u>31,792</u></b>

# Volunteers in Action Southwark

## Notes to the Financial Statements For the year ended 31<sup>st</sup> March 2007

### 15. Unrestricted funds

	At 1 April 2006	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2007
	£	£	£	£	£
<b>General funds:</b>					
Core	153,300	67,995	(64,843)	(6,942)	149,510
<b>Designated funds:</b>					
Business Volunteers	18,353	170,513	(142,348)	(15,423)	31,095
Consultancy	<u>(6,942)</u>	<u>7,954</u>	<u>(11,581)</u>	<u>6,942</u>	<u>(3,627)</u>
<b>Total unrestricted funds</b>	<b>164,711</b>	<b>246,462</b>	<b>(218,772)</b>	<b>(15,423)</b>	<b>176,978</b>

#### Unrestricted funds:

Core – This fund has general objects for any charitable or administrative purpose relating to the organisation. It includes a £49,392 core strategic grant from Southwark Council, as well as unrestricted donations and interest.

Business Volunteers – The trustees have designated funds generated by the business volunteers project to fund the Business Volunteers Manager and Business Volunteers Assistant roles and associated running costs.

Consultancy – The trustees have designated reserves to support the Training project, which will fund a consultant worker from Volunteer Centre Southwark to develop to delivery the trainings.

# Volunteers in Action Southwark

## Notes to the Financial Statements For the year ended 31<sup>st</sup> March 2007

### 16. Restricted funds

	At 1 April 2006	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2007
	£	£	£	£	£
<b>Restricted funds:</b>					
Volunteer Services	6,462	115,181	(150,227)	28,584	-
Hub	663	400,500	(377,000)	(663)	23,500
Business Volunteers	-	7,500	(7,500)	-	-
Capital Volunteering	<u>39,097</u>	<u>-</u>	<u>-</u>	<u>(12,498)</u>	<u>26,599</u>
<b>Total restricted funds</b>	<b>46,222</b>	<b>523,181</b>	<b>(534,727)</b>	<b>15,423</b>	<b>50,099</b>

### Restricted funds:

Volunteer Services – This fund consists of a number of grants received by the charity to fund specific projects within the Volunteer Service division. These grants include:

- Bridge House Estates Trust – Funded the Volunteer Services Manager post within Volunteer Services supporting the strategic development of volunteering management and policy within Southwark.
- *Capital Volunteering (CSV)* – Funded a supported volunteer project co-ordinator and assistant.
- *Off the Streets and into Work (OSW)* – Part funded the post of Work Experience Assistant to support people who are homeless to find volunteering opportunities as well as develop stronger links between the charity and homelessness groups.
- *Training and Event*

Hub – The objects of this restricted fund are to bring volunteer awareness to the local citizens of Southwark through the establishment of an “Active Citizens Hub”. The trustees received funds from a number of different sources and are required to spend them as follow:

- *Southwark Alliance* – Initially funded a research project into active citizenship and then subsequently funded the development of the Active Citizens Hub.

Business Volunteers – This restricted fund represents a grant received from the Wakefield Trust which the charity used specifically to further the development of business volunteering in the Tower Bridge and North Southwark area.

# Volunteers in Action Southwark

## Notes to the Financial Statements For the year ended 31<sup>st</sup> March 2007

### 17. Transfer between funds

Three transfers was made as follows:

- One transfer of £13,163 was made between three restricted funds from HUB plus Capital Volunteering to Volunteer Services to correct a misallocation of training costs in previous periods.
- A transfer of £15,423 was made from a designated fund (Business Volunteers) to a restricted fund (Volunteer Service) to match the income from the Work Experience project and
- A transfer of £6,942 from unrestricted funds from Core to Consultancy to write off the balance brought forward from 2005/2006.

### 18. Analysis of Net Assets Between Funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible fixed assets	-	-	4,229	4,229
Current assets	161,134	52,201	130,060	343,395
Current liabilities	<u>(11,624)</u>	<u>(24,733)</u>	<u>(84,190)</u>	<u>(120,547)</u>
<b>Net assets at 31 March 2007</b>	<b>149,510</b>	<b>27,468</b>	<b>50,099</b>	<b>227,077</b>

### 19. Operating lease commitments

The company has obligations under operating leases to pay the following rentals during the next year in respect of land and buildings.

Leases expire:	2007	2006
	£	£
Between 2 – 5 years	19,375	19,375

### 20. Control

The charity is controlled by its trustees.

# Volunteers in Action Southwark

## Management Information Detailed Income and Expenditure Account For the year ended 31<sup>st</sup> March 2007

Incoming resources	2007 £	2006 £
Grants	53,985	68,518
Bank interest	14,010	8,057
Charitable activity income	701,648	749,336
Other income	-	6,414
<b>Total income</b>	<b><u>769,643</u></b>	<b><u>832,325</u></b>
<b>Resources expended</b>		
Grants payable	-	171,903
Auditors remuneration	4,231	3,995
Bank charges	587	484
Bookkeeping costs	-	2,744
Equipment	4,641	7,361
Insurance	1,649	2,379
Trustees expenses	1,406	392
Printing post and stationery	20,728	26,170
Recruitment	30,952	12,978
Rent / premises	37,557	38,255
Staff costs	508,849	388,401
Telephone	3,822	2,414
Training for voluntary groups	132,408	90,957
Legal & professional fees	2,530	4,971
<b>Total expenditure</b>	<b><u>749,360</u></b>	<b><u>753,404</u></b>
<b>Net incoming resources for the year excluding depreciation</b>	<b>20,283</b>	<b>78,921</b>
Depreciation	(4,139)	(4,171)
<b>Net incoming resources for the year</b>	<b><u>16,144</u></b>	<b><u>74,750</u></b>

This statement does not form part of the statutory audited accounts