



# **Voluntary Action South West Surrey Annual Report and Financial Statements**

**2008/2009**

**Registered Charity Number: 1116293  
Company Number: 05841344**



**VOLUNTARY ACTION SOUTH WEST SURREY  
(a company limited by guarantee)**

**FOR THE YEAR ENDED 31 MARCH 2009**

Contents

|  | Page  |
|--|-------|
| Legal and Administrative Information           | 3     |
| Trustees' Report                               | 5-10  |
| Independent Auditors' report                   | 11-12 |
| Statement of Financial Activities              | 13    |
| Balance Sheet                                  | 14    |
| Notes forming part of the financial statements | 15-19 |
| Detailed Income and Expenditure Account        | 20    |

# **VOLUNTARY ACTION SOUTH WEST SURREY**

(a company limited by guarantee)

**FOR THE YEAR ENDED 31 MARCH 2009**

## **COMPANY INFORMATION**

**Charity Registration Number:** 1116293

**Company Registration Number:** 05841344

**Registered Office:** 39 Castle Street  
Guildford  
Surrey  
GU1 3UQ

## **Trustee Board**

|                 |            |
|-----------------|------------|
| Eddie Owen      | Chair      |
| Mike Hughes     | Secretary  |
| Steve Bown      | Treasurer  |
| Andrew Bennett  | Vice Chair |
| Carole Cockburn |            |
| Alison Cox      |            |
| Sarah Di Caprio |            |
| David Tonkinson |            |
| Patrick Leake   |            |
| John Patrick    |            |
| Tony Ward       |            |
| Bill Williams   |            |

## **Staff**

|                     |                                     |
|---------------------|-------------------------------------|
| Carol Dunnett       | Chief Officer                       |
| Mônica Vidal        | Development Manager                 |
| Jessica Hogan-Smith | Volunteering manager                |
| Emma Robinson       | Administrative Officer              |
| Barbara Bristow     | Volunteer Centre Manager— Farnham   |
| Sandra McHugh       | Volunteer Centre Manager—Haslemere  |
| Matthew Plumridge   | Volunteer Centre Manager –Guildford |

## **Auditors**

Goldwins Limited  
75 Maygrove Road  
London  
NW6 2EG

## **Bankers**

CAF Bank Limited  
25 Kings Hill Avenue  
West Malling  
ME19 4JQ

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ended 31 March 2009**

## **Structure, Governance and Management**

### **Governing Document**

Voluntary Action South West Surrey (VASWS) is a company limited by guarantee. It was incorporated on 8 June 2006. Its objects and powers are set out in the Memorandum and its internal organisation covering members and directors are set out in the Articles of Association. Copies of these documents may be obtained from the Secretary.

### **Recruitment and Appointment of the Trustee Board**

Under the requirements of the Memorandum and Articles of Association the members of the Trustee Board are elected to serve for a period of three years after which they must be re-elected at the next Annual General meeting.

All members of the Trustee Board give their time voluntarily and received no benefit from the charity.

Trustees are selected for their ability to make an effective contribution to the organisation through their skills, knowledge and experience. When recruiting new trustees the existing make-up of the trustee board is considered by assessing the skills and experience the board currently has in areas such as management, fundraising and business acumen. Consideration is given to how representative the board is of the local community. The board recognises that it benefits from recruiting and retaining trustees who reflect and have knowledge of the differing communities in Guildford and Waverley. To try to maintain the correct mix of skills the board members provide a list of their skills and update it each year.

### **Trustee Induction and Training**

All new trustees undergo an induction which includes a meeting with the Chair and the Chief Officer which covers the aims of the organisation, the obligations of trustee board members, the main documents which set out the operational framework for the charity including the Memorandum and Articles and the main activities of the organisation.

Trustees are encouraged to undergo training in the role of a charity trustee from Surrey Community Action.

## **Voluntary Action South West Surrey**

(a company limited by guarantee)

### **Trustees' Report for the year ended 31 March 2009**

#### **Responsibilities of the Trustee Board and Risk Management**

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income, and expenditure for that year. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are prudent and reasonable; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985.

They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. These steps include ongoing risk assessments, conducted in conjunction with managers of the services, production of an annual business plan and implementation of a system of internal controls.

The directors are satisfied that the risk management procedures in place are sufficient to identify and mitigate any potential risks to the company.

#### **Organisational Structure**

Voluntary Action South West Surrey has a Trustee Board of up to 15 members who meet at least quarterly and are responsible for the strategic direction and policy of the charity.

Day to day responsibility for the provision of services rests with the Chief Officer who is responsible for ensuring that the charity delivers the services specified and that the key objectives laid out in the business plan are met. The Chief Officer also has the responsibility for the individual supervision of the staff team. Supervision of the Volunteer Centre Managers is delegated to the Volunteering Manager. The organisation also has a team of volunteers who help deliver the volunteer centre service and assist with administration.

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ended 31 March 2009**

## **Financial Review**

### **Principal Funding Sources**

The principal sources of income for the organisations are grants from:

- The Big Lottery Fund
- Surrey County Council
- Surrey Primary Care Trust
- Guildford Borough Council
- Waverley Voluntary Grants Panel

### **Reserves Policy**

In the Trustees' view, VASWS needs to maintain reserves:

so that the organisation's core activities will be able to continue during a period of unforeseen decreases in revenue or unforeseen increases in expenses. because VASWS currently receives a high proportion of its revenue from the Big Lottery Fund and this funding is due to cease in 2012. The Trustees consider the Charity should maintain sufficient reserves to allow an orderly transition of its core activities in the event that replacement income cannot be found.

The significant majority of reserves should be maintained in a readily realisable form.

The charity has currently achieved this objective. The Trustees will monitor ongoing adherence to the policy through the preparation of annual budgets and regular financial information.

### **Investment Policy**

The charity does not hold any fixed asset investments. Any surplus monies are held on deposit at banks. This policy is reviewed regularly by the trustees.

### **Aims and Objectives**

The aims of the organisation are:

- To offer high quality, effective and sustainable infrastructure to support the voluntary and community sector across Guildford and Waverley;
- To build capacity within the voluntary and community sector; and
- To increase opportunities for volunteering.

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ended 31 March 2009**

**Review of the Year**

This has been our first year of operation and our first year of funding from the Big Lottery to help us build a new infrastructure organisation to support the voluntary and community Sector in Guildford and Waverley.

1st April 2008 saw the merger of three organisations (Guildford Association of Voluntary Service, Haslemere and District Volunteer Bureau and Farnham Voluntary Services Council) with Voluntary Action South West Surrey. On 1st July we held an official launch of the new service at Cranleigh Arts Centre. Keynote speakers from NAVCA and the NCVO were invited and the event was attended by representatives from 67 organisations.



Launch at Cranleigh Arts Centre

Since then we have been working towards our objectives of supporting the voluntary sector by developing a range of services. These include networking events, face to face advice for our members, providing news and information via our newsletter and website, recruiting

volunteers through our Volunteer Centres and through development work aimed at increasing the capacity of the sector

During the year we gave advice to 66 organisations on matters such as funding, governance, policies and procedures, constitutions and setting up new groups. We have held 15 events including networking lunches, a volunteer forum, fair to recruit volunteers, a charity trustee networking event and a charity fair. In 2008/9 our events were attended by 113 different organisations. We have launched a website which provides resources for local organisations and produce a quarterly newsletter which is sent to approximately 450 organisations.

**Development Work—Mônica Vidal, Development Manager**

It has been an interesting time in my development work here since September 2008. The sector in Guildford and Waverly is replete with committed individuals whose dedication fills me with inspiration and satisfaction with my work. Given the difficulties organisations have accessing funding , funding advice has been the most sought type of advice and support but problems around governance are also high in the list of issues that organisations seek advice on.



Development Manager  
Mônica Vidal

As Guildford and Waverley have a high proportion of Gypsies & Travellers I engaged some people from that community in responding to a consultation late in 2008. Subsequently I was invited to contribute to the work of the Surrey Gypsy and Traveller Communities Relations Forum and have been supporting them with the development of their constitution with a view to registering the organisation as a charity. I have also been working with other organisations helping them to update their constitutions to enable them to become more effective.

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ended 31 March 2009**

**Volunteer Centres—Jess Hogan, Volunteering Manager**

We started April 2008 with three Volunteer Centres, these being in Farnham, Guildford and Haslemere. With the funding from the Big Lottery we were able to open a fourth; in Cranleigh; based in the Cranleigh Arts Centre. The Cranleigh Volunteer Centre first opened in mid April and we celebrated its opening later in the year with a charity fair.



Jess with the mayor of Waverley, Cllr. Pat Frost

During the year we have held a number of events across Guildford and Waverley to promote volunteering, quite a few of these in volunteering week in early June. One of

the big bonuses in having merged is that the staff in our volunteer centres now have more support to run these important events and this is something we can really build on in future years, so that we have a thriving programme of events to promote volunteering.



Age Concern Waverley at the Cranleigh Volunteer Fair

The introduction of volunteer-focused networking lunches has been very well received and we have asked for feedback on what topics our Volunteer Centre Managers would like to see covered at future meetings. We have been working hard to rationalise the three existing Volunteer Centres and to develop joint working practices and this is something that we will continue to build on next

year. So far though we have carried out workplace risk assessments and introduced the main office manual policies and procedures across all of the Centres. The work we have put into promoting volunteering and the links we are making with the local media and other organisations will all contribute to the overall objective to increase access to volunteering and volunteer referrals and placements.

The four Volunteer Centres recruited 251 volunteers during the year and received 1248 enquiries about volunteering. But many more volunteers will have been recruited directly by organisations as a result of the work we do at events promoting volunteering in the community.



Sandra McHugh, Manager of Haslemere Volunteer Centre

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ended 31 March 2009**

**Public Benefit**



Display at Farnham Networking Fair

The work we do through our volunteer centres benefits the public by enabling people to become actively involved in the community and to help others through their volunteering. Volunteering also provides benefits for the person who volunteers: people who have had long spells out of work often find volunteering a way of re-entering the job market. People unable to work through long term illness both physical and mental can find volunteering therapeutic and we work with local

voluntary organisations to find suitable volunteering placements for people who have extra support needs. People suffering from isolation can find friends and gain confidence through helping others.

The work we do in supporting voluntary organisations has public benefit in that through using our resources and advice other voluntary and community organisations are placed in a better position to provide their services.

**Future Plans**

Over the next three years we intend:

- To continue to build on our programme of providing networking events for people working in Voluntary and Community Organisations (VCOs). The purpose of these is to meet and share best practice, to bring to the attention of voluntary organisations issues that affect the sector, to reduce the isolation of people working on their own in small organisations and to provide a programme of speakers to expand knowledge on subjects of relevance to the sector.
- To provide one to one advice and support for organisations wishing to increase their capacity.
- To provide a programme of short training workshops in subject areas such as making successful funding applications, contracting and procurement and business planning.



Farnham Networking Fair

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ended 31 March 2009**

Future plans Cont'd

- To strengthen our existing volunteer centres so they can become increasingly effective in supporting local VCOs through the recruitment of volunteers and the provision of good practice advice.
- To provide news and information via a quarterly newsletter, our website and a monthly e-bulletin
- To work towards the setting up of new volunteer centres in Ash and Godalming
- To encourage more young people into volunteering by working with local schools.
- To campaign and lobby on behalf of our member organisations over relevant issues and to bring to the fore the importance of the voluntary sector.

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Statement of disclosure to auditor:-

(a) so far as the directors are aware, there is no relevant audit information of which the Association's auditors are unaware; and

(b) 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 Association's auditors are aware of that information.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Signed on behalf of the board (Director)

Name

Date

## ***Independent Auditors' Report to the members of Voluntary Action South West Surrey***

We have audited the financial statements of Voluntary Action South West Surrey for the year ended 31 March 2009, which comprise the Statement of Financial Activities, the Balance Sheet and related notes excluding the Detailed Income and Expenditure Account. The financial statements have been prepared under the historical cost convention and the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities.

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 opinions we have formed.

### ***Respective responsibilities of directors and auditors***

The directors (who are also the trustees of Voluntary Action South West Surrey for the purposes of charity law) responsibilities for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the statement of directors' responsibilities on page 3.

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 Directors' Report is not consistent with the financial statements, if the company 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 directors' remuneration and transactions with the charitable company is not disclosed.

We read other information contained in the Directors' report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to other information.

### ***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 directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances as a charity, consistently applied and adequately disclosed.

***Independent Auditors' Report to the members of Voluntary Action South West Surrey***

We planned and performed our audit so as to obtain all the 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 applicable to Smaller Entities, of the state of the company's affairs as at 31 March 2009 and of its incoming resources and application of resources for the year then ended; and
- the information given in the Directors' Report is consistent with the financial statements; and
- the financial statements have been properly prepared in accordance with the Companies Act 1985.

**Goldwins Limited  
Chartered Accountants & Registered Auditors  
75 Maygrove Road  
West Hampstead  
London NW6 2EG**

**VOLUNTARY ACTION SOUTH WEST SURREY  
STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE  
ACCOUNT FOR THE YEAR ENDED 31 MARCH 2009**

|  |                   | <b>2009</b>                         |                                   |                              | <b>2008</b>                  |
|--|-------------------|-------------------------------------|-----------------------------------|------------------------------|------------------------------|
|  | <b>Note<br/>s</b> | <b>Unrestricted<br/>funds<br/>£</b> | <b>Restricted<br/>funds<br/>£</b> | <b>Total<br/>Funds<br/>£</b> | <b>Total<br/>Funds<br/>£</b> |
| <b>Incoming resources from generated funds</b>                   |                   |                                     |                                   |                              |                              |
| Grants income  | 3                 | -                                   | 155,856                           | 155,856                      | 45,932                       |
| Voluntary income   |                   | -                                   | 136,040                           | 136,040                      | 174                          |
| Fundraising and donation income                                  |                   | 24                                  | 1,200                             | 1,224                        | -                            |
| <b>Other incoming resources</b>                                  |                   |                                     |                                   |                              |                              |
| Other income   |                   | 200                                 | 7,459                             | 7,659                        | 150                          |
| Investment income  |                   | 5,323                               | -                                 | 5,323                        | 110                          |
| <b>Total incoming resources</b>                                  |                   | <b>5,547</b>                        | <b>300,555</b>                    | <b>306,102</b>               | <b>46,366</b>                |
| <b>Charitable activities</b>                                     |                   |                                     |                                   |                              |                              |
| Project expenses   |                   | -                                   | 179,625                           | 179,625                      | 63,432                       |
| Governance costs   |                   | 79                                  | 5,950                             | 6,029                        | 3,062                        |
| <b>Total resources expended</b>                                  |                   | <b>79</b>                           | <b>185,575</b>                    | <b>185,654</b>               | <b>66,494</b>                |
| <b>Net movement in funds</b>                                     |                   | <b>5,468</b>                        | <b>114,980</b>                    | <b>120,448</b>               | <b>(20,128)</b>              |
| <b>Transfer between funds</b>                                    |                   | -                                   | -                                 | -                            | -                            |
| <b>Total funds brought forward including merger undertakings</b> | 10                | 86,211                              | 37,958                            | 124,169                      | 23,353                       |
| <b>Total funds carried forward</b>                               | 10                | <b>91,679</b>                       | <b>152,938</b>                    | <b>244,617</b>               | <b>3,225</b>                 |

There were no recognised gains or losses for the year other than those included in the Income and Expenditure Account.

The attached notes form part of these financial statements.

**VOLUNTARY ACTION SOUTH WEST SURREY**  
**Balance Sheet as at 31 March 2009**

|   |               | 2009           |                | 2008          |              |
|---|---------------|----------------|----------------|---------------|--------------|
|   |               | £              | £              | £             | £            |
| <b>Fixed assets</b>                                   | <b>Note 9</b> |                | 2,699          |               | 1,752        |
| <b>Current assets</b>                                 |               |                |                |               |              |
| Debtors   | 4             | 2,982          |                | 12,661        |              |
| Cash at bank & in hand                                |               | 255,898        |                | 6,651         |              |
|   |               | <u>258,880</u> |                | <u>19,312</u> |              |
| <b>Creditors: amounts falling due within one year</b> | <b>5</b>      | (16,962)       |                | (17,839)      |              |
|   |               | <u></u>        |                | <u></u>       |              |
| <b>Net current assets</b>                             |               |                | 241,918        |               | 1,473        |
| <b>Total asset less current liabilities</b>           |               |                | <u>244,617</u> |               | <u>3,225</u> |
|   |               |                | <u></u>        |               | <u></u>      |
| <b>Represented by:</b>                                |               |                |                |               |              |
| <b>Accumulated funds:</b>                             |               |                |                |               |              |
| Restricted funds                                      | 10            |                | 152,938        |               | 3,225        |
| General funds   |               |                | 91,679         |               | -            |
|   |               |                | <u>244,617</u> |               | <u>3,225</u> |
|   |               |                | <u></u>        |               | <u></u>      |

Signed on behalf of the Board of Directors

**Director**

The notes attached form part of these financial statements.

## VOLUNTARY ACTION SOUTH WEST SURREY

### Notes to the accounts for the year ended 31 March 2009

#### 1. Accounting policies

##### *Basis of preparation of the financial statements*

The financial statements have been prepared under the historical cost convention. The financial statements have also been drawn up in compliance with the Statement of Recommended Practice (SORP) relating to charities and the Financial Reporting Standard for Smaller Entities (2007).

##### *Fund accounting*

Restricted funds are subject to specific conditions imposed by donors and are not available for purposes other than those designated by the donors.

General funds are available for use at the discretion of the Directors in furtherance of the objectives of VASWS.

##### *Income*

The period covered by the grants receivable coincides with the financial year of VASWS. Voluntary income and other income are included in the accounts on a receivable basis.

##### *Expenditure*

Expenditure is allocated to expense headings either on a direct cost basis or apportioned according to time spent. The irrecoverable element of VAT is included with the item of expense to which it relates.

##### *Tangible fixed assets and depreciation*

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets over the expected useful lives on the following basis:

|                    |   |                         |
|--------------------|---|-------------------------|
| Fixtures & Fitting | - | 33% straight-line basis |
| Computer Equipment | - | 33% straight-line basis |

#### Surplus/(Deficit) for the year

The surplus/(deficit) for the year is stated after charging:

|   | <b>2009</b> | <b>2008</b> |
|---|-------------|-------------|
|   | <b>£</b>    | <b>£</b>    |
| <i>Depreciation of tangible fixed assets:</i> |             |             |
| Fixtures, Fitting & Computer Equipment        | 3,158       | 921         |
| Audit fee                                     | 3,450       | 2,887       |

## VOLUNTARY ACTION SOUTH WEST SURREY

### Notes to the accounts for the year ended 31 March 2009

#### 3. Grants

|                                 | <b>2009</b>   | <b>2008</b>  |
|---------------------------------|---------------|--------------|
|                                 | <b>£</b>      | <b>£</b>     |
| Big Lottery Fund                | 95,853        | 4,600        |
| Guildford Borough Council       | 10,260        | -            |
| Surrey County Council           | 14,502        | 10,000       |
| Surrey PCT                      | 18,930        | 18,974       |
| Waverley Voluntary Grants Panel | 13,561        | -            |
| Farnham Town Council            | 2,000         | -            |
| Gatwick Airport Community Trust | 750           | -            |
| Waverley Borough Council        | -             | 12,358       |
|                                 | <hr/> 155,856 | <hr/> 45,932 |

#### 4. Debtors

|               | <b>2009</b> | <b>2008</b>  |
|---------------|-------------|--------------|
|               | <b>£</b>    | <b>£</b>     |
| Trade debtors | 69          | 12,277       |
| Prepayments   | 2,913       | 384          |
|               | <hr/> 2,982 | <hr/> 12,661 |

#### 5. Creditors

|                         | <b>2009</b>  | <b>2008</b>  |
|-------------------------|--------------|--------------|
|                         | <b>£</b>     | <b>£</b>     |
| Trade creditors         | 5,713        | 14,319       |
| Tax and social security | -            | 808          |
| Other creditors         | 7,174        | -            |
| Accruals                | 4,075        | 2712         |
|                         | <hr/> 16,962 | <hr/> 17,839 |

#### 6. Membership fees

The company did not charge membership fees in the year.

## VOLUNTARY ACTION SOUTH WEST SURREY

### Notes to the accounts for the year ended 31 March 2009

#### 7. Staff

Included in Staff costs are:

|               | <b>2009</b> | <b>2008</b> |
|---------------|-------------|-------------|
|               | <b>£</b>    | <b>£</b>    |
| Salaries      | 116,248     | 45,821      |
| Employer's NI | 10,158      | 4,180       |

The average number of employees during the year was 7, one full time and six part time (2008: 2).

No employee earned £60,000 per annum or more.

#### 8. Directors' remuneration and expenses

None of the directors received any remuneration for duties as directors / trustees during the year (2008: Nil).

#### 9. Tangible fixed assets

|  | <b>Computer<br/>equipment</b> | <b>Fixtures &amp;<br/>Fitting</b> | <b>Total</b>  |
|--|-------------------------------|-----------------------------------|---------------|
| <b>Cost</b>                            | <b>£</b>                      | <b>£</b>                          | <b>£</b>      |
| As at 1 April 2008                     | 9,993                         | 1,159                             | 11,152        |
| Additions                              | 1,461                         | 334                               | 1,795         |
| As at 31 March 2009                    | <u>11,454</u>                 | <u>1,493</u>                      | <u>12,947</u> |
| <b>Depreciation</b>                    |                               |                                   |               |
| As at 1 April 2008                     | 6,703                         | 387                               | 7,090         |
| Charge for the year                    | 2,660                         | 498                               | 3,158         |
| As at 31 March 2009                    | <u>9,363</u>                  | <u>885</u>                        | <u>10,248</u> |
| Net book value at 31 March 2008        | <u>3,290</u>                  | <u>772</u>                        | <u>4,062</u>  |
| <b>Net book value at 31 March 2009</b> | <u>2,091</u>                  | <u>608</u>                        | <u>2,699</u>  |

## **VOLUNTARY ACTION SOUTH WEST SURREY**

### **Notes to the accounts for the year ended 31 March 2009**

#### **9. Merger undertakings**

The charity combined with Guildford Association of Voluntary Services, Haslemere & District Volunteer Bureau Limited and Farnham Voluntary Service Council, (Companies registered in England and Wales) on 1 April 2008.

The purpose of these mergers is to generate sufficient funds to undertake the charitable activities of the charity and also to provide other facilities in support of the charity.

Note: the funds brought forward from Guildford Association of Voluntary Service do not include the Shopmobility project funds of £18,126 which were not taken over by the charity.

## VOLUNTARY ACTION SOUTH WEST SURREY

### Notes to the accounts for the year ended 31 March 2009

#### 10. Accumulated Surpluses/(Deficits) - Movements on funds

|   | <b>Balance<br/>at 1<br/>April<br/>2008<br/>£</b> | <b>Incoming</b> | <b>Outgoing</b>  | <b>Transfers<br/>between<br/>funds<br/>£</b> | <b>Balance<br/>at 31<br/>March<br/>2009<br/>£</b> |
|---|--|-----------------|------------------|--|---|
| <b>Restricted Funds</b>                     |  |                 |                  |  |   |
| Voluntary Action South West Surrey          | 3,225  | 197,231         | (85,305)         | 34,733                                       | 149,884   |
| Guildford Association of Voluntary Services | 31,152   | -               | -                | (31,152)                                     | -   |
| Haslemere & District Volunteer Bureau Ltd   | 3,581  | -               | -                | (3,581)                                      | -   |
| Community Centre                            | -  | 7,471           | (5,993)          | -  | 1,478   |
| Big Lottery Fund                            | -  | 95,853          | (94,277)         | -  | 1,576   |
|   | <b>37,958</b>                                    | <b>300,555</b>  | <b>(185,575)</b> | <b>-</b>                                     | <b>152,938</b>                                    |
| <b>General Funds</b>                        |  |                 |                  |  |   |
| Voluntary Action South West Surrey          | -  | 5,547           | (79)             | 86,211                                       | 91,679  |
| Guildford Association of Voluntary Services | 61,505   | -               | -                | (61,505)                                     | -   |
| Haslemere & District Volunteer Bureau Ltd   | 16,571   | -               | -                | (16,571)                                     | -   |
| Farnham Voluntary Service Council           | 8,135  | -               | -                | (8,135)                                      | -   |
|   | <b>124,169</b>                                   | <b>306,102</b>  | <b>(185,654)</b> | <b>-</b>                                     | <b>244,617</b>                                    |

Note: Guildford Association of Voluntary Service Haslemere & District Volunteer Bureau Limited and Farnham Voluntary Service Council merged with and transferred reserves into Voluntary Action South West Surrey.

#### 11. Capital

The company is registered as a company limited by guarantee and without share capital. The members' liability is limited to a guarantee of £1 for each member.

#### 12. Commitments and other obligations

There are no commitments other than those disclosed elsewhere in the accounts.

#### 13. Taxation

No liability to UK corporation tax arose for the year ended 31 March 2009.

## VOLUNTARY ACTION SOUTH WEST SURREY

### Detailed Income and Expenditure Account for the year ended 31 March 2009

|  | Note | Year to 31<br>March<br>2009 | Year to 31<br>March<br>2009 | Year to<br>31<br>March<br>2009 | Year to 31 Mar 2008<br>Total |
|--|------|-----------------------------|-----------------------------|--------------------------------|------------------------------|
|  | s    | Unrestrict<br>ed            | Restricted                  | Total                          |                              |
|  |      | £                           | £                           | £                              | £                            |
| <b>Income</b>                                |      |                             |                             |                                |                              |
| <b>Grants</b>                                | 3    | -                           | 155,856                     | 155,856                        | 45,932                       |
| <b>Voluntary Income</b>                      |      |                             |                             |                                |                              |
| -Fees  |      | -                           | 2,281                       | 2,281                          | -                            |
| -LPSA Reward                                 |      | -                           | 133,011                     | 133,011                        | -                            |
| <b>Fundraising and donation</b>              |      | 24                          | 1,948                       | 1,972                          | -                            |
| <b>Other Income</b>                          |      |                             |                             |                                |                              |
| -HLCC hire                                   |      | -                           | 7,459                       | 7,459                          | -                            |
| -Miscellaneous                               |      | 200                         | -                           | 200                            | 324                          |
| <b>Bank interest</b>                         |      | 5,323                       | -                           | 5,323                          | 110                          |
| <b>Total income</b>                          |      | <b>5,547</b>                | <b>300,555</b>              | <b>306,102</b>                 | <b>46,366</b>                |
| <b>Expenditure</b>                           |      |                             |                             |                                |                              |
| Salaries                                     | 7    | -                           | 126,406                     | 126,406                        | 50,001                       |
| Pensions                                     |      | -                           | 5,991                       | 5,991                          | -                            |
| Staff & volunteer travel expenses            |      | -                           | 3,178                       | 3,178                          | 765                          |
| Recruitment                                  |      | -                           | 1,337                       | 1,337                          | 2,026                        |
| Training                                     |      | -                           | 798                         | 798                            | 443                          |
|  |      | -                           | 137,710                     | 137,710                        | 53,235                       |
| <b>Office and general expenses</b>           |      |                             |                             |                                |                              |
| Stationery                                   |      | -                           | 4,312                       | 4,312                          | 247                          |
| Telephone & Internet                         |      | -                           | 3,500                       | 3,500                          | 1055                         |
| Rent and rate                                |      | -                           | 7,564                       | 7,564                          | -                            |
| Insurance                                    |      | -                           | 941                         | 941                            | 66                           |
| Repairs and maintenance                      |      | -                           | 2,042                       | 2,042                          | -                            |
| IT support                                   |      | -                           | 5,336                       | 5,336                          | 528                          |
| Audit and Accountancy                        |      | -                           | 5,950                       | 5,950                          | 3,062                        |
| Marketing & Publicity                        |      | -                           | 9,620                       | 9,620                          | 599                          |
| Subscriptions                                |      | -                           | 1,013                       | 1,013                          | -                            |
| Sundry expenses                              |      | -                           | 4,429                       | 4,429                          | -                            |
| Bank charges                                 |      | 79                          | -                           | 79                             | -                            |
| Depreciation of fixture, fitting & equipment |      | -                           | 498                         | 498                            | -                            |
| Depreciation of computer equipment           |      | -                           | 2,660                       | 2,660                          | 49                           |
| <b>Total expenditure</b>                     |      | <b>79</b>                   | <b>185,575</b>              | <b>185,654</b>                 | <b>58,841</b>                |
| <b>Surplus for the year</b>                  |      | <b>5,468</b>                | <b>114,980</b>              | <b>120,448</b>                 | <b>(20,128)</b>              |