



Volunteer Centres
South West Surrey



Voluntary Action
South West Surrey

Supporting the voluntary & community sector in Guildford and Waverley

Voluntary Action South West Surrey Annual Report and Financial Statements

2009/2010

Registered Charity Number: 1116293
Company Number: 05841344



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

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010**

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VOLUNTARY ACTION SOUTH WEST SURREY

(a company limited by guarantee)

FOR THE YEAR ENDED 31 MARCH 2010

LEGAL AND ADMINISTRATIVE 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—until July 2009 |
| Debbie Vivers | Volunteering manager—from July 2009 |
| Emma Robinson | Administrative Officer |
| Barbara Bristow | Volunteer Centre Manager— Farnham |
| Sandra McHugh | Volunteer Centre Manager—Haslemere |
| Matthew Plumridge | Volunteer Centre Manager –Guildford |
| Nigel Smallbone | Outreach Worker |

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 2010

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 2010

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.

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Trustees' Report for the year ended 31 March 2010

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

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Trustees' Report for the year ended 31 March 2010

Chairman's Report

I am pleased to report on another year of solid progress against our business plan and the stretching targets set by our funders.

Our planned developments in both Waverley and Guildford Boroughs have been successful and in some areas ahead of schedule. This has been made possible by the hard work and dedication of all our staff – both salaried and volunteers.

It is these committed and enthusiastic people who have made Voluntary Action South West Surrey the effective organisation it is with acknowledged “best practice” activities and processes.

Our statistics on service delivery are impressive and I thank our staff, our funders and our trustees for their continuing support in driving forward the organisation.

The coming year continues the challenge in an uncertain financial climate and although we have a current benefit of development money for a further year thanks to the Big Lottery agreement we are working with our CVS colleagues to secure sustainable and equitable funding from 2011 onwards.

Eddie Owen
Chairman and Trustee Director VASWS

Chief Officer's Report

The focus of our work at Voluntary Action South West Surrey is to ensure that the Voluntary and Community Sector in Guildford and Waverley is well supported; through the provision of advice and information; through being provided with opportunities to meet each other, network, learn and share best practice from each other; to have their concerns raised at a strategic level and to ensure that the contribution they make to the community is properly recognised. We also aim to make sure that volunteering is promoted to all sections of the community and to help voluntary organisation with the recruitment of volunteers to help them run their services.

To that end we have had an extremely active year running events, workshops, keeping our website (www.voluntaryactionsws.org.uk) up to date, producing newsletters, giving one to one advice to organisations, attending local strategic partnership meetings, listening to voluntary organisations at forums, recruiting volunteers, working towards developing new Volunteer Centres, developing new projects and supporting existing ones.

We have also worked on making sure that our processes internally are good and have gained Investors in People Accreditation this year.

We measure our work by recording who attends all our meetings, how many organisations we advise and on what, and, where possible, by recording what difference our intervention has made.

Voluntary Action South West Surrey

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Trustees' Report for the year ended 31 March 2010

We have during 2009/10 had 185 different organisations attend our networking meetings, 89 organisations attend training workshops, held a conference with 93 different organisation attending and over 120 delegates, brought in around £50,000 in grants to our members, held events to promote and recruit volunteers, recruited 346 volunteers, taken part in the local strategic partnerships to act as a voice for the sector.

Our Development Manager has been working with the local Gypsy and Traveller Forum and helped them compile a response to a consultation on housing issues that affected gypsies and travellers. She has also delivered a number of workshops on funding and monitoring and evaluation.

Carol Dunnnett, Chief Officer

Volunteer Centres and Volunteering Development

We have four Volunteer Centres; Guildford and Farnham opening four sessions a week, Haslemere opening five sessions a week and Cranleigh opening one session a week. Together they have received 1,474 enquiries this year about volunteering and have recorded 346 volunteers placed with an opportunity. It is likely many more volunteers have been inspired through our publicity or events and have made a direct contact with the organisations. Follow up of volunteer placements relies on direct communication from the volunteer or the organisation, so the total of volunteers placed is also likely to be higher.



The Volunteer Centre Managers at Guildford, Farnham and Haslemere have worked hard this year to develop joint working practices and manage their databases efficiently to provide up to date information on organisations and opportunities as well as producing statistical reports. Outreach to promote volunteering at local events is continuing to grow.

Through Volunteer Centre Managers meetings we undertook a review of the marketing leaflets and have now agreed a consistent brand image to be used throughout the organisation. The managers also attended forums arranged by Surrey CVS Network and more recently, some have participated in groups working towards Volunteering England Quality Accreditation. There have been periods of staff sickness this year and Barbara Bristow, Farnham Volunteer Centre Manager has now taken early retirement.

Volunteers offering advice at all our volunteer centres are a vital part of our work. In July this year the two volunteers Cranleigh Volunteer Centre moved on to new interests, staff delivered the service until November when two new volunteers were recruited. In order to re-engage with organisations and raise the profile of volunteering local to Cranleigh, we held a successful Volunteer Coffee Morning in February.

As preparation for appointing Volunteering Development Workers for Cranleigh, Godalming and Ash we have engaged in events local to these areas. Specifically, we worked in partnership with Waverley Borough Council to launch an employee volunteering scheme and held a series of local events in Ash to engage the local community and seek their views.



The Guildford and Waverley Volunteer Forum was held three times this year covering topics such as volunteering and the law, vetting and barring, and funding. These meetings provide an opportunity for organisations to network and share ideas as well as providing feedback that informs the direction of Voluntary Action South West Surrey.

Developing a youth volunteering strategy has been a key target this year. A series of meetings was held with youth focused groups resulting in a renewed partnership with Surrey Vinvolved aimed at increasing the number of opportunities for young people. We made preliminary plans with Godalming College to promote volunteering to students and have developed a working relationship with the Duke of Edinburgh Awards advisers.

Overall, this year has seen a successful transition towards a more cohesive operation of the volunteer centres together with preparation for the recruitment of additional staff and developing the youth strategy. We are now in a good position to deliver the next phase of the business plan.

Debbie Vivers, Volunteering Manager

Voluntary Action South West Surrey

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Trustees' Report for the year ended 31 March 2010

Public Benefit

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.

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Trustees' Report for the year ended 31 March 2010

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 and our website and e-bulletins
- 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.

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 AUDITOR'S 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 2010 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial statements have been prepared in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008) and under the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with Sections 495 and 496 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 auditors

The trustees' (who are also the directors of the company 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) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

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, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion the information given in the Trustees' Annual Report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF VOLUNTARY ACTION SOUTH WEST SURREY- continued**

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 circumstances, consistently applied and adequately disclosed.

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 of the state of the charity's affairs as at 31 March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller entities;
- the financial statements have been prepared in accordance with the Companies Act 2006 and;
- the information given in the Trustees' Annual Report is consistent with the financial statements.

**Anthony Epton (Senior Statutory Auditor)
for and on behalf of
Goldwins Limited
Statutory Auditor
Chartered Accountants
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 2010**

| | | 2010 | | 2009 | |
|--|-------|-------------------------|-----------------------|------------------|------------------|
| | Notes | Unrestricted funds £ | Restricted funds £ | Total Funds £ | Total Funds £ |
| Incoming resources | | | | | |
| Incoming resources from generated funds | | | | | |
| Grants income | 3 | - | 178,073 | 178,073 | 155,856 |
| Voluntary income | | 135,016 | - | 135,016 | 136,040 |
| Fundraising and donation income | | 298 | - | 298 | 1,224 |
| Other incoming resources | | | | | |
| Other income | | 6,974 | - | 6,974 | 7,659 |
| Investment income | | 646 | - | 646 | 5,323 |
| Total incoming resources | | 142,934 | 178,073 | 321,007 | 306,102 |
| Resource Expended | | | | | |
| Project expenses | | 27,124 | 192,784 | 219,908 | 179,625 |
| Governance costs | | 66 | 3,525 | 3,591 | 6,029 |
| Total resources expended | | 27,190 | 196,309 | 223,499 | 185,654 |
| Net movement in funds | | 115,744 | (18,236) | 97,508 | 120,448 |
| Transfer between funds | | 121,478 | (121,478) | - | - |
| Total funds brought forward | 10 | 91,679 | 152,938 | 244,617 | 124,169 |
| Total funds carried forward | 10 | 328,901 | 13,224 | 342,125 | 244,617 |

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 2010

| | | 2010 | | 2009 | |
|---|---------------|-----------------|----------------|-----------------|----------------|
| | | £ | £ | £ | £ |
| Fixed assets | Note 9 | | 4,099 | | 2,699 |
| Current assets | | | | | |
| Debtors | 4 | 141,448 | | 2,982 | |
| Cash at bank & in hand | | <u>212,948</u> | | <u>255,898</u> | |
| | | 354,396 | | 258,880 | |
| Creditors: amounts falling due within one year | 5 | <u>(16,370)</u> | | <u>(16,962)</u> | |
| Net current assets | | | 338,026 | | 241,918 |
| Total assets less current liabilities | | | <u>342,125</u> | | <u>244,617</u> |
| Represented by: | | | | | |
| Restricted funds | 10 | | 13,224 | | 152,938 |
| Unrestricted funds | | | | | |
| General funds | 10 | | 128,500 | | 91,679 |
| Designated funds | 10 | | 200,401 | | - |
| | | | <u>342,125</u> | | <u>244,617</u> |

Signed on behalf of the Board of Trustees,

Steve Bown
Treasurer

The attached notes form part of these financial statements.

VOLUNTARY ACTION SOUTH WEST SURREY
Notes to the accounts for the year ended 31 March 2010

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 (April 2008).

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 comprise unrestricted funds that are available for use at the discretion of the Trustees in furtherance of the objectives of VASWS.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of designated funds are set out in note 10 to the accounts.

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 |

VOLUNTARY ACTION SOUTH WEST SURREY
Notes to the accounts for the year ended 31 March 2010

2. Surplus for the year

| | | |
|--|-------------|-------------|
| The surplus for the year is stated after charging: | 2010 | 2009 |
| | £ | £ |
| <i>Depreciation of tangible fixed assets:</i> | | |
| Fixtures, Fitting & Computer Equipment | 3,846 | 3,158 |
| Audit fee | 3,525 | 3,450 |

3. Grants

| | | |
|---------------------------------|-------------|-------------|
| | 2010 | 2009 |
| | £ | £ |
| Big Lottery Fund | 112,882 | 95,853 |
| Guildford Borough Council | 10,260 | 10,260 |
| Surrey County Council | 14,502 | 14,502 |
| Surrey PCT | 19,252 | 18,930 |
| Waverley Voluntary Grants Panel | 19,430 | 13,561 |
| Farnham Town Council | 1,600 | 2,000 |
| Gatwick Airport Community Trust | - | 750 |
| Haslemere Town Council | 147 | - |
| | <hr/> | <hr/> |
| | 178,073 | 155,856 |

4. Debtors

| | | |
|---------------|-------------|-------------|
| | 2010 | 2009 |
| | £ | £ |
| Trade debtors | 1,322 | 69 |
| Other debtors | 134,076 | - |
| Prepayments | 6,050 | 2,913 |
| | <hr/> | <hr/> |
| | 141,448 | 2,982 |

5. Creditors

| | | |
|-----------------|-------------|-------------|
| | 2010 | 2009 |
| | £ | £ |
| Trade creditors | 6,224 | 5,713 |
| Other creditors | 3,990 | 7,174 |
| Accruals | 6,156 | 4,075 |
| | <hr/> | <hr/> |
| | 16,370 | 16,962 |

Other creditors includes the amount of £1,183 (2009: £1,183) held on behalf of Guildford Mental Health Consortium.

VOLUNTARY ACTION SOUTH WEST SURREY
Notes to the accounts for the year ended 31 March 2010

6. Membership fees

The charity did not charge membership fees in the year.

7. Staff

Included in Staff costs are:

| | 2010 | 2009 |
|---------------|-------------|-------------|
| | £ | £ |
| Salaries | 135,850 | 116,248 |
| Employer's NI | 11,761 | 10,158 |
| | ----- | ----- |
| | 147,611 | 126,406 |
| | ===== | ===== |

The average number of employees during the year was eight, one full-time and seven part-time (2009: seven: one full-time and six part-time).

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 (2009: Nil).

9. Tangible fixed assets

| | Computer equipment | Fixtures & Fittings | Total |
|--|-------------------------------|------------------------------------|--------------|
| Cost | £ | £ | £ |
| As at 1 April 2009 | 11,453 | 1,493 | 12,946 |
| Additions | 4,832 | 415 | 5,247 |
| As at 31 March 2010 | ----- | ----- | ----- |
| | 16,285 | 1,908 | 18,193 |
| | ----- | ----- | ----- |
| Depreciation | | | |
| As at 1 April 2009 | 9,363 | 885 | 10,248 |
| Charge for the year | 3,212 | 634 | 3,846 |
| As at 31 March 2010 | ----- | ----- | ----- |
| | 12,575 | 1,519 | 14,094 |
| | ----- | ----- | ----- |
| Net book value at 31 March 2009 | 2,090 | 608 | 2,698 |
| | ----- | ----- | ----- |
| Net book value at 31 March 2010 | 3,710 | 389 | 4,099 |
| | ----- | ----- | ----- |

VOLUNTARY ACTION SOUTH WEST SURREY
Notes to the accounts for the year ended 31 March 2010

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

| | Balance at 1 April 2009 £ | Incoming £ | Outgoing £ | Transfers between funds £ | Balance at 31 March 2010 £ |
|------------------------------------|--|-----------------------|-----------------------|--|---|
| Restricted Funds | | | | | |
| Voluntary Action South West Surrey | 149,884 | 65,191 | (88,719) | (120,000) | 6,356 |
| Community Centre | 1,478 | - | - | (1,478) | - |
| Big Lottery Fund | 1,576 | 112,882 | (107,590) | - | 6,868 |
| | <hr/> 152,938 | 178,073 | (196,309) | (121,478) | 13,224 |
| General Funds | | | | | |
| Voluntary Action South West Surrey | 91,679 | 136,035 | (19,214) | (80,000) | 128,500 |
| Designated Funds | | | | | |
| Community Centre | - | 6,899 | (7,976) | 1,478 | 401 |
| Organisation Contingency | - | - | - | 200,000 | 200,000 |
| Total | <hr/> 244,617 | 321,007 | (223,499) | - | 342,125 <hr/> |

Within the Organisation Contingency Fund, £40,000 is designated for the year 2010/11, £40,000 for the year 2011/12 and £120,000 for the year 2012/13 onwards.

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 2010.

VOLUNTARY ACTION SOUTH WEST SURREY
Detailed Income and Expenditure Account for the year ended 31 March 2010

| | | Year to 31 March 2010 | Year to 31 March 2010 | Year to 31 March 2010 |
|-------------------------------------|-------|--------------------------|--------------------------|--------------------------|
| | Notes | Unrestricted | Restricted | Total |
| | | £ | £ | £ |
| Incoming resources | | | | |
| Grants | 3 | - | 178,073 | 178,073 |
| Voluntary Income | | - | - | - |
| -Fees | | 2,005 | - | 2,005 |
| -LPSA Reward | | 133,011 | - | 133,011 |
| Fundraising and donation | | 298 | - | 298 |
| Other Income | | | | |
| -HLCC hire | | 6,899 | - | 6,899 |
| -Miscellaneous | | 75 | - | 75 |
| Bank interest | | 646 | - | 646 |
| Total income | | 142,934 | 178,073 | 321,007 |
| Direct Resource Expended | | | | |
| Salaries | 7 | 14,860 | 132,751 | 147,611 |
| Pensions | | 578 | 8,012 | 8,590 |
| Staff & volunteer travel expenses | | 587 | 4,791 | 5,378 |
| Recruitment | | - | 1,968 | 1,968 |
| Training | | 1,160 | 1,314 | 2,474 |
| | | 17,185 | 148,836 | 166,021 |
| Office and general expenses | | | | |
| Stationery | | 446 | 8,004 | 8,450 |
| Telephone & internet | | 567 | 3,471 | 4,038 |
| Rent and utilities | | 2,260 | 9,399 | 11,659 |
| Insurance | | 875 | 1,257 | 2,132 |
| Repairs and maintenance | | 2,451 | 2,378 | 4,829 |
| IT | | 64 | 2,599 | 2,663 |
| Audit and Accountancy | | 828 | 4,048 | 4,876 |
| Legal and Professional | | - | 865 | 865 |
| Marketing & publicity | | 290 | 7,951 | 8,241 |
| Subscriptions | | - | 1,053 | 1,053 |
| Sundry expenses | | 2,158 | 2,602 | 4,760 |
| Bank charges | | 66 | - | 66 |
| Depreciation of fixtures & fittings | | - | 634 | 634 |
| Depreciation of computer equipment | | - | 3,212 | 3,212 |
| | | 10,005 | 47,473 | 57,478 |
| Total expenditure | | 27,190 | 196,309 | 223,499 |
| Surplus for the year | | 115,744 | (18,236) | 97,508 |