

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

**2010/2011**

**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 ENDING 31 MARCH 2011**

Contents

	Page
Legal and Administrative Information	1
Trustees' Report	2
Chair's Report	5
Chief Officer's Report	6
Case Studies	8
Volunteer Centres and Volunteering Development	10
Statement of Public Benefit	12
Independent Auditors' report	14
Statement of Financial Activities	16
Balance Sheet	17
Notes forming part of the financial statements	18
Detailed Income and Expenditure Account	22

**VOLUNTARY ACTION SOUTH WEST SURREY**  
(a company limited by guarantee)  
**YEAR ENDING 31 MARCH 2011**

**COMPANY INFORMATION**

**Charity Registration Number:** 1116293  
**Company Registration Number:** 05841344

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

**Trustee Board**

Mike Hughes MBE	Chair and Secretary
Andrew Bennett	Vice Chair
Steve Bown	Treasurer
John Bale	
Carole Cockburn	resigned July 2010
Alison Cox	
Sarah Di Caprio	
David Gill	
Eddie Owen	
Patrick Leake	
John Patrick	resigned June 2010
David Tonkinson	resigned July 2011
Tony Ward	resigned June 2010
Bill Williams	

**Staff**

Carol Dunnett	Chief Officer
Mônica Vidal	Development Manager
Debbie Vivers	Volunteering Manager
Emma Robinson	Administrative Officer
Nikki Bonner	Volunteer Centre Manager—Farnham
Sandra McHugh	Volunteer Centre Manager—Haslemere
Matthew Plumridge	Volunteer Centre Manager –Guildford
Nigel Smallbone	Outreach and Special Projects
Chrissy Matthews	Volunteering Development Worker
Caroline Keith	Volunteering Development 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 ending 31 March 2011**

**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 ending 31 March 2011**

**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**  
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**Trustees' Report for the year ending 31 March 2011**

**FINANCIAL REVIEW**

**Principal Funding Sources**

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

The Big Lottery Fund  
Surrey County Council  
NHS Surrey  
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)  
**Report for the year ending 31 March 2011**

**CHAIR'S REPORT**

**Mike Hughes MBE**

Voluntary Action South West Surrey was set up in 2006 to take over the work of the three volunteer centres in Farnham, Guildford and Haslemere and, by gaining funding from the Big Lottery, to expand and develop that work. Lottery funding of £500,000 over four years was awarded and the money became available in April 2008.

Now we are into the fourth and final year of Lottery funding it is clear that we have achieved the aims and objectives which were set out at the creation of VASWS.

- The three organisations have been successfully integrated.
- Volunteer centres have been opened in Ash, Cranleigh and Godalming to match volunteers with organisations looking for volunteers.
- VASWS is providing advice and support to voluntary organisations throughout Waverley and Guildford.
- We are also acknowledged as the leading voice in representing the voluntary sector in our area.

I would like to thank all those who make up VASWS: the staff, volunteers and trustees, for their hard work and dedication which has made this success possible. In particular, I would like to thank Eddie Owen, our chair until this year and the man whose vision and leadership are primarily responsible for getting VASWS to where it is today.

I am happy to say that Eddie remains on the board so we will continue to have the benefit of his experience and advice. Three trustees did however resign during the year. John Patrick and Tony Ward have done tremendous work for many years as trustees of the Haslemere Volunteer Centre and then VASWS. Carole Cockburn as well as being a trustee was also, as Mayor of Waverley, our patron last year. I would like to thank them all for their contributions to VASWS.

The challenge for the coming year is how to cope with a significant reduction in our income. Lottery funding will end on March 31<sup>st</sup> next year and it is likely that grants from local authorities and the primary care trust will also be reduced in the next financial year. Our income will therefore be cut by well over 50%.

The board is determined that the benefit of all that has been achieved is not lost so we have begun to work out how to change the way VASWS operates and still provide a similar service. We are fortunate to have substantial reserves and we shall use these over the coming years to finance our work. I hope that, before this money runs out, the country will have emerged from its economic difficulties and VASWS will have access to sufficient funding to enable it to continue its work.

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ending 31 March 2011**

**CHIEF OFFICER'S REPORT**

**Carol Dunnnett**

Supporting the voluntary and community sector has probably never been so vital or as challenging as it has been in this past year.

2010/2011 was the year that the term Big Society was coined; government was recognising the importance of volunteers, of having services delivered locally and of empowering communities to improve their environment, and yet it was also the year that many local voluntary organisations learned that they would be facing falling incomes through decreased donations and from cutbacks in public spending.

Organisations funded through the Guildford and Waverley Voluntary grants scheme had a year of confusion and uncertainty over their grant applications, culminating in the news that NHS Surrey would no longer be contributing to this fund. Organisations funded by local authority grants were informed that for the coming year Waverley Borough Council was to cut its grants by 10% and Guildford Borough Council by 5%. So it was with this background of difficulties in funding that we have been delivering our services in this year.

We carried out two surveys of our members during the year to find out how they were coping with the looming spectre of funding cuts; on the whole at the start of the year organisations remained optimistic, intending to make up shortfalls through increased fundraising rather than making planned cuts to the services they offer. The majority of respondents also reported that they would not consider merging with another organisation as a solution to falling income although most would consider working more closely in collaboration with others.

Our membership has increased substantially over the year; we started 2010/11 with 197 members and ended it with 519.

During the year we have supported our members by providing information through our quarterly newsletter, through our website [www.voluntaryactionsws.org.uk](http://www.voluntaryactionsws.org.uk), through networking events and latterly through our Twitter account @vasws. We have a new look and improved website thanks to Emma Robinson our Administrative and Finance officer.

We have launched our online directory of voluntary organisations, 183 local groups are now listed, with links to their websites. This directory can be accessed either through our website or at [www.communitywalk.com/vasws](http://www.communitywalk.com/vasws).

We have held a series of 10 networking events over the year; these were attended by a total of 134 organisations. These are informal meetings where groups can get together and hear from visiting speakers on a range of topics, and share ideas and news over lunch. We have also held workshops on applying for funding, partnership working and Criminal Records Bureau checking, plus 20 events promoting volunteering, including three volunteer fairs.

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**Trustees' Report for the year ending 31 March 2011**

**CHIEF OFFICER'S REPORT**

108 organisations have received one-to-one tailored advice: the top topics that we are consulted on are funding, governance, policies and procedures and organisational structure.

Our staff team increased during the year; we were joined at the beginning of April 2010 by two new staff members, Caroline Keith and Chrissy Matthews, both working as volunteering outreach workers in posts funded by the Big Lottery Fund. Their role has been to develop outreach volunteer centres in Godalming, Cranleigh and Ash thus making it easier to become a volunteer wherever you live in Guildford or Waverley.

We also took on a member of staff (Katherine Clements) on a part-time six month contract to assist in setting up an outreach volunteer centre service in Haslemere. This has led to us withdrawing from the running of the Community Centre in High Lane at the end of the year and moving the Volunteer Centre so that it now operates from three locations all nearer the centre of Haslemere. The new locations are Haslemere Educational Museum, Haslemere Hall and the Haslemere Locality office.

Nikki Bonner joined us as Volunteer Centre Manager in Farnham in August, where she has been doing a brilliant job of promoting volunteering in and around Farnham.

Our development manager, Mônica Vidal, undertook a piece of work in this year to find out about local voluntary transport and good neighbour schemes, in particular at where the gaps in service provision are. From the findings it became apparent that there was both a gap and a wish to fill it in Farncombe and Binscombe. She has since been working with local residents to set up a new scheme and Farncombe and Binscombe Care will be launching shortly.

In Westborough, our outreach and special projects worker Nigel Smallbone, has developed a new volunteering project called 'Joining In!'. This project recognises that many people are very keen to become more involved in their local community and help out at local organisations but don't always relate to calls to 'volunteer'. Along with local organisations and lots of input from the Community Safety Wardens a joint 'Joining In!' directory of things people can do locally has now been produced and this will be followed up with a dedicated website.

With the change in government, 2010/11 became a year of consultations as the Coalition put forward their plans for change, many of which affect the voluntary sector. We have brought these consultations to the attention of our members, held focus groups to gather their views and fed back their concerns to the policy makers through consultation responses. These include the Giving Green Paper, the Lottery Shares, the Health White Paper, Cutting Red Tape and Supporting a Stronger Civil Society. Our response to the Lottery Shares consultation was featured on the front page of several local newspapers and a quote from our response to the Green Paper on charitable giving was used in the Giving White Paper.

## **Voluntary Action South West Surrey**

(a company limited by guarantee)

### **Trustees' Report for the year ending 31 March 2011**

#### **CHIEF OFFICER'S REPORT**

During the year we have worked closely with the other Local Support and Development Organisations in Surrey. Together we form a network, formerly the Surrey CVS network, now called the Surrey Voluntary Action Network (SVAN). Surrey County Council is a major funder of infrastructure organisations in the county and now fund the network under one contract rather than as individual organisations. We also work together as a network on the Volunteering England quality accreditation award.

Our year culminated with our second annual conference, held at the St Saviour's centre in Guildford on 29<sup>th</sup> March which was attended by representatives of 103 organisations. Entitled 'Volunteering: Something for Nothing?' the theme was volunteering and how it is not a free resource. We held workshops on recruitment, training and induction of volunteers, we had the excellent Sandy Adirondack run a workshop on volunteering and the law, and we also looked at the issues surrounding supported volunteering. Mike Bright, from the organisation Help from Home recorded a YouTube video from his home on Micro Volunteering, Oli Henman from the Big Society Network explained the Big Society Vision, Wendy Varcoe from the Community Foundation for Surrey updated us on their current funds and we heard about how the 2012 Olympics will affect Surrey from Surriya Subramaniam, but it was Dougal Hine, Founder of the School for Everything who provided the highlight of the morning with his thought-provoking talk 'It's not how Big Your Society is, its what you do with it'.

The conference ended with a prize draw to win a volunteer. Local MPs and government ministers Anne Milton, Jeremy Hunt and Michael Gove, plus GBC chief executive and Susie Kemp SCC deputy chief executive generously donated some time to give to volunteering for the winning charities.

#### **The following are three brief case studies that illustrate the type of work that we do on a day to day basis.**

##### **Volunteering**

Mary, redundant for 12 months after many years of service (due to technological changes making her skill sets obsolete), came to the Volunteer Centre for help to rebuild her life and as a route to career change. Her partner had not worked for over 20 years and was struggling with confidence, motivation and isolation. Mary was scared of ending up like this too and was worried about their financial situation and wanted to provide a better future for their children.

We introduced Mary to a charity where she has worked since as a helpline volunteer. Through it she and her partner have gained a new circle of friends and they, along with their children, now feel less isolated. Mary also found a new interest and new skills. As a direct result, her partner came to see us as she wanted to change her life too, to be more fulfilling and rewarding with a view to it helping her assess whether she was able to go back to part-time work. We found an opportunity which was people-focused, time-flexible and close to home, removing her travel worries and costs. She started one day a week and after 6 months, that increased to three days.

Mary states that her partner enjoys it so much that they are up and out early each day as a result and is now, for the first time in years, thinking of applying for paid work. Mary has taken on a second voluntary role working with people who are homeless some of whom have mental health issues and now feels she has the right experience, confidence and references to apply for full-time paid community work posts.

### **Joining In**

For the past nine months or so Nigel has been working with the Community Safety Wardens to promote volunteering in Guildford's Westborough Ward. We held two consultation meetings with residents and established that 'volunteering' does not have a positive image with all residents, and that some residents had no knowledge of the activities of local organisations and groups. So, as suggested at the meetings, we compiled a list of 21 local groups and organisations, with reasons why residents should be 'joining in' to support them. The list is now available in hard copy, and Kings College is kindly hosting it at [www.kingscollegeguildford.com/JoiningIn](http://www.kingscollegeguildford.com/JoiningIn). In the autumn we will formally launch the List and invite residents (with our support) to help develop this project.

### **Working with groups**

The Chantrys & Byworth Community Association is a registered charity. We have been supporting them for the past two and a half years. Our support has been sought in relation to updating the constitution, negotiating better terms for the lease of the community hall, drafting a memorandum of understanding between the organisation and Jubilee Church, negotiating with Waverley Borough Council about the employment of a litter picker for the estate and putting in place a contract of employment for that position and the football coach. We have also supported them with the development of a business plan and with the submission of applications for funds.

The Community Association secured £17,000 from SITA to part fund the development of a play park, amongst other small grants. They are committed to raising the funds needed to support other activities identified by the local community. There are currently five different organisations making use of the community hall to run different activities. With increased use of the building revenue is growing and since June 2011 the organisation has been able to afford to pay its bills. This will enable the Community Association to take back the lease from Waverley Borough Council in the future. We will continue supporting them in achieving their objectives to respond to the needs of local people.

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ending 31 March 2011**

**VOLUNTEER CENTRES AND VOLUNTEERING DEVELOPMENT**

**Debbie Vivers, Volunteering Manager**

Year three of our business plan focuses on establishing volunteer brokerage in Ash and Cranleigh, improving our service delivery to volunteers and organisations together with continuing to develop a youth volunteering strategy.



At the start of the year, Chrissy began her role of developing the established Volunteer Centre in Cranleigh and working towards setting up a Volunteer Centre in Godalming by April 2011. Caroline joined us to set up and develop a Volunteer Centre in Ash by October 2010. Both development workers have successfully achieved their targets resulting in the launch of the Ash centre in October 2010 and establishment of a new model for volunteering outreach in Cranleigh.

Nikki joined us as Volunteer Centre Manager for Farnham in July. She brought her marketing experience and has participated in several effective campaigns to raise the profile of the Volunteer Centre. Sandra, assisted for six months by Katherine, developed an outreach service from Haslemere volunteer Centre and Guildford Volunteer Centre continues to receive our highest number of volunteer enquiries and Matthew's experience has contributed greatly to the development of our service this year.

We have been preparing our Quality Assurance submission to Volunteering England as part of the Surrey Voluntary Action Network (SVAN), which has resulted in improved partnership working, sharing of volunteering opportunities and standardising our forms. A successful Christmas volunteering campaign was run ensuring we had a range of opportunities available for enquirers which resulted in several placements. We have also participated in profile raising stands at all major local summer events and national campaigns such as Volunteer's week and Make a Difference Day, with planning and evaluation forms being used for the first time.

A system has now been established for collecting soft data and statistics each quarter to provide ongoing monitoring information for our board, funders and SVAN. Overall we received 1536 volunteer registrations and have recorded 351 volunteers placed. We have received 887 referrals from the Do-it website and 506 personal callers. However, considerable work is done to raise the profile of volunteering prior to someone making the decision to register with us and over the year we have given information (leaflet provided but no further action) to 862 people and dealt with 266 enquiries (personal advice, email advice or a registration form, but not entered on V-base), giving a total of 1128 interactions with members of the public.

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ending 31 March 2011**

**VOLUNTEER CENTRES AND VOLUNTEERING DEVELOPMENT**

We would not be in a position to provide a personal service to members of the public visiting our centres or process the web based enquiries without a committed team of volunteers. We are fortunate to have the benefit of many skills and backgrounds from people who are willing to give us their time and promote volunteering in Guildford and Waverley.

As preparation for the end of the Big Lottery project and to improve cohesive working, we merged four databases into a single database. Volunteers helped us with data input and staff demonstrated considerable co-operation by arranging to validate the data and develop new systems for using V-base. In addition, process notes were prepared to protect the integrity of the new database by standardising its use. An organisation information pack was also prepared to provide a single reference point on volunteering best practice and our services for new organisations and existing members.



This year we hosted three Volunteer Forum lunches for members with speakers covering Volunteer Centre services, Job Centre referrals, youth volunteering and the Olympics. The volunteering staff contributed to six volunteering staff meetings and most staff also presented a workshop at our conference in March.

During the year we worked in partnership with Vinolved, the national youth volunteering project, which resulted in a joint training event July. A media competition was launched at Godalming College, several school assemblies provided a platform to raise the profile of volunteering and a volunteering workshop together with a student volunteering day was arranged. We also had the opportunity to meet young clients at Guildford Job Centre, helping them consider the benefits of volunteering as a route back to work. The Vinolved project came to a close at the end of March, leaving us the challenge of taking youth volunteering into the future.

Overall, VASWS has delivered the volunteering business plan to a high standard through a diverse and professional team of volunteering staff helped by a committed group of volunteers. The challenge now is to manage and adapt our services with a view towards sustaining them beyond March 2012.

## **Voluntary Action South West Surrey**

(a company limited by guarantee)

### **Trustees' Report for the year ending 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.
- 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 continue the development of the 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.

## **Voluntary Action South West Surrey**

### **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 15 of the Companies Act 2006 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 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with 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 auditor**

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. This includes an assessment of:

- whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed;
- the reasonableness of significant accounting estimates made by the trustees;
- and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended:
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**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 ending 31 March 2011**

		2011		2010	
	Notes	Unrestricted funds £	Restricted funds £	Total Funds £	Total Funds £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Grants income	3	-	207,525	207,525	178,073
Voluntary income		1,905	-	1,905	135,016
Fundraising and donation income		37	-	37	298
<b>Other incoming resources</b>					
Other income		3,395	-	3,395	6,974
Investment income		1,250	-	1,250	646
<b>Total incoming resources</b>		<b>6,587</b>	<b>207,525</b>	<b>214,112</b>	<b>321,007</b>
<b>Resource Expended</b>					
Project expenses		16,102	228,874	244,976	219,908
Governance costs		48	3,600	3,648	3,591
<b>Total resources expended</b>		<b>16,150</b>	<b>232,474</b>	<b>248,624</b>	<b>223,499</b>
<b>Net movement in funds</b>		<b>(9,563)</b>	<b>(24,949)</b>	<b>(34,512)</b>	<b>97,508</b>
<b>Transfer between funds</b>		<b>(20,598)</b>	<b>20,598</b>	-	-
<b>Total funds brought forward</b>	10	<b>328,901</b>	<b>13,224</b>	<b>342,125</b>	<b>244,617</b>
<b>Total funds carried forward</b>	10	<b>298,740</b>	<b>8,873</b>	<b>307,613</b>	<b>342,125</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 2011**

		2011		2010	
		£	£	£	£
<b>Fixed assets</b>	<b>Note 9</b>		1,750		4,099
<b>Current assets</b>					
Debtors	<b>4</b>	2,711		141,448	
Cash at bank & in hand		<u>320,076</u>		<u>212,948</u>	
		322,787		354,396	
<b>Creditors: amounts falling due within one year</b>	<b>5</b>	<u>(16,924)</u>		<u>(16,370)</u>	
<b>Net current assets</b>			305,863		338,026
<b>Total asset less current liabilities</b>			<u>307,613</u>		<u>342,125</u>
			<u><u>307,613</u></u>		<u><u>342,125</u></u>
<b>Represented by:</b>					
<b>Restricted funds</b>	<b>10</b>		8,873		13,224
<b>Unrestricted funds</b>					
General funds	<b>10</b>		138,740		128,500
Designated funds	<b>10</b>		160,000		200,401
			<u>307,613</u>		<u>342,125</u>
			<u><u>307,613</u></u>		<u><u>342,125</u></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 ending 31 March 2011**

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 ending 31 March 2011**

2. Surplus for the year

The surplus for the year is stated after charging:

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
<i>Depreciation of tangible fixed assets:</i>		
Fixtures, Fitting & Computer Equipment	2,350	3,846
Audit fee	3,600	3,525

3. Grants

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Big Lottery Fund	141,524	112,882
Guildford Borough Council	10,260	10,260
Surrey County Council	14,502	14,502
Surrey PCT	19,252	19,252
Waverley Voluntary Grants Panel	21,987	19,430
Farnham Town Council	-	1,600
Haslemere Town Council	-	147
	<u>207,525</u>	<u>178,073</u>

4. Debtors

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Trade debtors	2,244	1,322
Other debtors	-	134,076
Prepayments	467	6,050
	<u>2,711</u>	<u>141,448</u>

5. Creditors

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Trade creditors	5,940	6,224
Other creditors	5,496	3,990
Accruals	5,488	6,156
	<u>16,924</u>	<u>16,370</u>

Other creditors includes the amount of £1,059 (2010: £1,183) held on behalf of Guildford Mental Health Consortium and £585 (2010: £nil) held on behalf of Joining In!

**VOLUNTARY ACTION SOUTH WEST SURREY**  
**Notes to the accounts for the year ending 31 March 2011**

6. Membership fees

The charity did not charge membership fees in the year.

7. Staff

Included in Staff costs are:

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Salaries	163,540	135,850
Employer's NI	13,338	11,761
Pension	9,413	8,590
	=====	=====
	<u>186,291</u>	<u>156,201</u>

The average number of employees during the year was ten, one full-time and nine part-time (2010: eight: one full-time and seven 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 (2010: Nil).

9. Tangible fixed assets

	<b>Computer equipment</b>	<b>Furniture &amp; Fitting</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>
As at 1 April 2010	16,285	1,908	<b>18,193</b>
Additions	-	-	-
Disposal	( 3,756)	-	<b>( 3,756)</b>
As at 31 March 2011	<u>12,529</u>	<u>1,908</u>	<u><b>14,437</b></u>
<b>Depreciation</b>			
As at 1 April 2010	12,575	1,519	<b>14,094</b>
Charge for the year	2,099	251	<b>2,350</b>
Disposal	( 3,756)	-	<b>( 3,756)</b>
As at 31 March 2011	<u>10,917</u>	<u>1,770</u>	<u><b>12,687</b></u>
<b>Net book value as at 31 March 2011</b>	<u><b>1,612</b></u>	<u><b>138</b></u>	<u><b>1,750</b></u>
Net book value as at 31 March 2010	<u><u>3,710</u></u>	<u><u>389</u></u>	<u><u><b>4,099</b></u></u>

**VOLUNTARY ACTION SOUTH WEST SURREY**  
**Notes to the accounts for the year ending 31 March 2011**

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

	<b>Balance at 1 April 2010 £</b>	<b>Incoming £</b>	<b>Outgoing £</b>	<b>Transfers between funds £</b>	<b>Balance at 31 March 2011 £</b>
<b>Restricted Funds</b>					
Voluntary Action South West Surrey	6,356	66,001	(90,830)	20,598	2,125
Big Lottery Fund	6,868	141,524	(141,644)	-	6,748
	<hr/> 13,224	207,525	(232,474)	20,598	8,873
<b>General Funds</b>					
Voluntary Action South West Surrey	128,500	4,512	(9,831)	15,559	138,740
<b>Designated Funds</b>					
Community Centre	401	2,075	(6,319)	3,843	-
Organisation Contingency	200,000	-	-	(40,000)	160,000
<b>Total</b>	<hr/> <b>342,125</b>	<b>214,112</b>	<b>(248,624)</b>	<b>-</b>	<b>307,613</b> <hr/>

Within the Organisation Contingency Fund, £40,000 is designated 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 ending 31 March 2011.

## VOLUNTARY ACTION SOUTH WEST SURREY

### Detailed Income and Expenditure Account for the year ending 31 March 2011

	Notes	Year to 31 March 2011 Unrestricted £	Year to 31 March 2011 Restricted £	Year to 31 March 2011 Total £
<b>Incoming resources</b>				
<b>Grants</b>	3	-	207,525	207,525
<b>Voluntary Income</b>				
-Fees		1,905	-	1,905
<b>Fundraising and donation</b>				
Donation		37	-	37
<b>Other Income</b>				
-HLCC hire		2,073	-	2,073
-Admin recharge and others		1,322	-	1,322
Bank interest		1,250	-	1,250
<b>Total income</b>		<b>6,587</b>	<b>207,525</b>	<b>214,112</b>
<b>Direct Resource Expended</b>				
Salaries	7	6,433	170,445	176,878
Pensions		-	9,413	9,413
Staff & volunteer travel expenses		581	4,923	5,504
Recruitment		33	1,485	1,518
Training		-	1,544	1,544
		7,047	187,810	194,857
<b>Office and general expenses</b>				
Stationery		114	4,687	4,801
Telephone & internet		154	5,043	5,197
Rent and utilities		2,172	12,623	14,795
Insurance		720	1,508	2,228
Repairs and maintenance		249	274	523
IT & Computer equipment		47	7,582	7,629
Audit and Accountancy		-	4,563	4,563
Legal and Professional		-	585	585
Marketing & publicity		1,654	4,766	6,420
Subscriptions		-	878	878
Sundry expenses		1,595	2,155	3,750
Bank charges		48	-	48
Depreciation of fixtures, fitting & equipment		251	-	251
Depreciation of computer equipment		2,099	-	2,099
		9,103	44,664	53,767
<b>Total expenditure</b>		<b>16,150</b>	<b>232,474</b>	<b>248,624</b>
<b>Surplus for the year</b>		<b>(9,563)</b>	<b>(24,949)</b>	<b>(34,512)</b>