

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

**2011/2012**

**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 2012**

Contents

	Page
Legal and Administrative Information	1
Chair's Report	5
Chief Officer's Report	7
Statement of Public Benefit	14
Independent Auditors' report	16
Statement of Financial Activities	18
Balance Sheet	19
Notes forming part of the financial statements	20
Detailed Income and Expenditure Account	24

**VOLUNTARY ACTION SOUTH WEST SURREY**  
(a company limited by guarantee)  
**YEAR ENDING 31 MARCH 2012**

**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
Eddie Owen	
Martin Ruscoe	
Chrissy Matthews	
Jemima Craig	Appointed October 2012
Patrick Leake	resigned October 2012
Alison Cox	resigned AGM November 2011
Sarah Di Caprio	resigned AGM November 2011
David Gill	resigned AGM November 2011
Bill Williams	resigned AGM November 2011
David Tonkinson	resigned July 2011

**Staff**

Carol Dunnett	Chief Officer
Mônica Vidal	Development Manager
Emma Robinson	Business Support
Sandra McHugh	Volunteer Centre Manager – Haslemere
Caroline Keith	Volunteering Development Worker
Nigel Smallbone	Outreach and Special Projects
Claire Coxwell	Volunteer Brokerage Manager Joined May 2012
Debbie Vivers	Volunteering Manager left October 2011
Nikki Bonner	Volunteer Centre Manager - Farnham left October 2011
Matthew Plumridge	Volunteer Centre Manager - Guildford left April 2012
Chrissy Matthews	Volunteering Development Worker left September 2011

**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 2012**

**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.

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ending 31 March 2012**

**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 2006.

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. 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 ending 31 March 2012**

**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 in the four years to 31 March 2012 VASWS received a high proportion of its revenue from the Big Lottery Fund. This funding substantially ended on 31 March 2012.

The charity has established an organisation contingency reserve 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 2012**

**CHAIR'S REPORT**

As a result of the ending of Lottery funding on March 31 2012, the last year has seen considerable changes in the way Voluntary Action South West Surrey operates. The Trustees' strategy has been to preserve as much as possible of the progress made over four years of Lottery funding by making judicious use of our reserves.

Following consultations with the staff and volunteers, we decided to look at the two parts of our operation separately. The volunteer brokerage side, matching volunteers to opportunities in our member organisations, had been built up largely through the work of staff employed using Lottery funding. We decided to make much greater use of volunteers in running this service.

Over the last year we have therefore said goodbye to Nikki Bonner, Chrissy Matthews, Mathew Plumridge and Debbie Vivers. I would like to thank them for their contribution to extending and improving this service. We have recruited Claire Coxwell in a new role of Volunteer Brokerage Manager. She will build up a team of volunteers who will, under her leadership, recruit, train and manage the volunteers who will provide the service.

As well as this we have been able to retain two members of staff in different roles. Sandra McHugh, formerly manager of the Haslemere Volunteer Centre, has taken over a new role of Publicity and Marketing Officer and Caroline Keith, our volunteer Development Worker in Ash, will continue in that role and help Claire in her work.

The support and advice for our member organisations has been provided by Monica Vidal and Nigel Smallbone. They will continue in this role though with greater emphasis on working in the more deprived areas of Guildford and Waverley, encouraging and enabling residents to set up and run local groups.

This whole process has been overseen by our Chief Officer, Carol Dunnett, who has done an excellent job in keeping the organisation going through a major upheaval. We have also been able to rely on our Business Support Officer, Emma Robinson, who has made sure this side of our work has been done efficiently and who also provides the trustees with accurate and up to date financial information, a vital part of effective decision making.

Throughout the year, our volunteers, both old and new, have continued to work in our Volunteer Centres and outreaches and in our administration base in Guildford. Their enthusiasm, commitment and efforts have been invaluable.

On behalf of the Board, I would like to thank all the staff and volunteers for their work in transforming VASWS over the last year.

Over the year there have been changes in the Trustee Board. Several members have resigned. Bill Williams, a founder trustee of Guildford Association of Voluntary Service which merged into VASWS, left at our 2011 AGM after a lifetime of achievement in the voluntary sector. Sarah di Caprio, a former borough councillor and great supporter of

the voluntary sector, resigned at the same time. Canon David Tonkinson, who brought his knowledge and experience of many years working for the Diocese of Guildford to our discussions, also left. We lost David Gill, a volunteer in Cranleigh who then joined the board and provided sound advice based on his great experience in business. Alison Cox, the manager of Guildford CAB for over 30 years and a stalwart of the voluntary sector, resigned when she moved from the area. We shall also miss Patrick Leake for his enthusiasm and good humour and particularly for his contributions to our conferences. Sadly John Bale, who devoted his life to caring and supporting and campaigning on behalf of carers, died in August 2011. We shall miss him personally and for his passion and wisdom.

During the year we have been able to welcome three new trustees. Chrissy Matthews left the staff to work for an air ambulance service but has come back as a trustee. We have also been joined by Martin Ruscoe, the chairman of South West Surrey Cruse, and Jemima Craig who wishes to put her business skills to work in the voluntary sector.

I would like to thank all those who have served as trustees during the year for their work. Without their commitment, skills and experience, VASWS could not exist.

Finally, the process of transforming VASWS has not finished. We have set out our strategy but this year will see us refining and adjusting our plans as we deal with the realities of providing a service to voluntary organisations and volunteers in a time of reduced funding. I am confident that the “new” VASWS will succeed and I look forward to reporting on our progress next year.

Mike Hughes MBE  
Chair

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ending 31 March 2012**

**CHIEF OFFICER'S REPORT**

**Carol Dunnett**

This year has been the last year of a four year grant from the Big Lottery Fund which founded our organisation in 2008. This grant funded the salaries of several of our staff and as we neared the end of the funding period inevitably staff began seeking new jobs and so we have had to say goodbye to several of our colleagues and gradually downsize the organisation.

Staff leaving us during the year were: Debbie Vivers, Volunteering Manager, Nikki Bonner, Farnham Volunteer Centre Manager, Chrissy Matthews Volunteering Development, and then in this year Matthew Plumridge, Guildford Volunteer Centre Manager. We'd like to thank all of them for their contribution in helping build Voluntary Action South West Surrey to become a successful infrastructure provider. We would also like to welcome Claire Coxwell who joined us in May this year as Volunteer Brokerage Manager.

We were all shocked and saddened by the sudden death in March of Nigel Flynn who had been volunteering with us since 2007, giving as very valuable help with admin and IT, he is very much missed.

Our work over the last four years has been to develop a support service to Voluntary, Community and Faith Organisations, providing information and advice that helps build organisations' capacity to deliver their services, that helps represent the views of the sector, that facilitates structures that encourage groups to liaise with each other and so share knowledge and best practice, and to support voluntary activity by helping to recruit volunteers and promote the value of volunteering.

But most importantly we also had to ensure that we were able to remain sustainable after the initial start-up period was over. In the current funding climate it is not going to be possible to find sufficient funds to replace the Lottery funding to the same level but the Lottery grant has enabled us to set up structures for delivering the service which we can now continue with fewer staff.

The reason we were successful in getting Lottery funding was because of an identified need in South West Surrey (through ChangeUp) for infrastructure support for the sector. This support was provided in other boroughs in Surrey through funding from a tripartite arrangement with the borough councils, the PCT and Surrey County Council. However, in Waverley there was no such funding available and in Guildford while there was some funding it was at a far lower level than in other boroughs. We are pleased to say that this situation has to a degree been addressed and South West Surrey is now receiving an increased amount of the share of funding available in Surrey for infrastructure support.

But our funding situation is still tenuous; spending across Surrey on support for the sector is being reduced and while Guildford and Waverley have started to receive a fairer share of the pot it is a pot that is shrinking fast.

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ending 31 March 2012**

**CHIEF OFFICER'S REPORT**

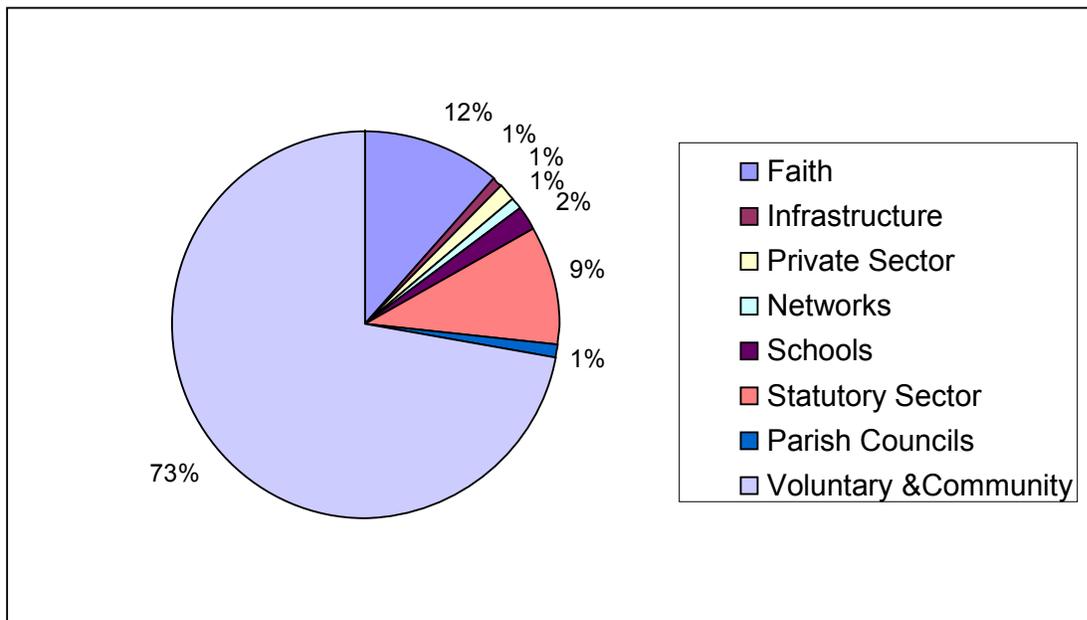
We are delighted that Waverley Borough Council has recognised the value of the service we provide by funding us direct for the first time this year but at the same time the level of funding received for our Waverley Volunteer Centres from the Waverley Voluntary Grants Panel has reduced dramatically with the changes to this funding stream. Surrey County Council funding has increased for us this year but considering that Guildford and Waverley are the two largest boroughs by area and the second and fourth largest by population we are still receiving proportionately less than other boroughs. NHS Surrey is now putting funding into Waverley but with the abolition of the PCTs next year we are uncertain about the future of health funding. We are grateful to Guildford Borough for their continued funding.

This leads me on now to describe the support we have provided to our member organisations over the past year.

**The Sector in Guildford and Waverley**

We have a membership of just over 600 organisations. The majority of these are in the Voluntary, Community and Faith Sector but some are statutory organisations as we do recruit volunteers for the public sector as well as the voluntary sector.

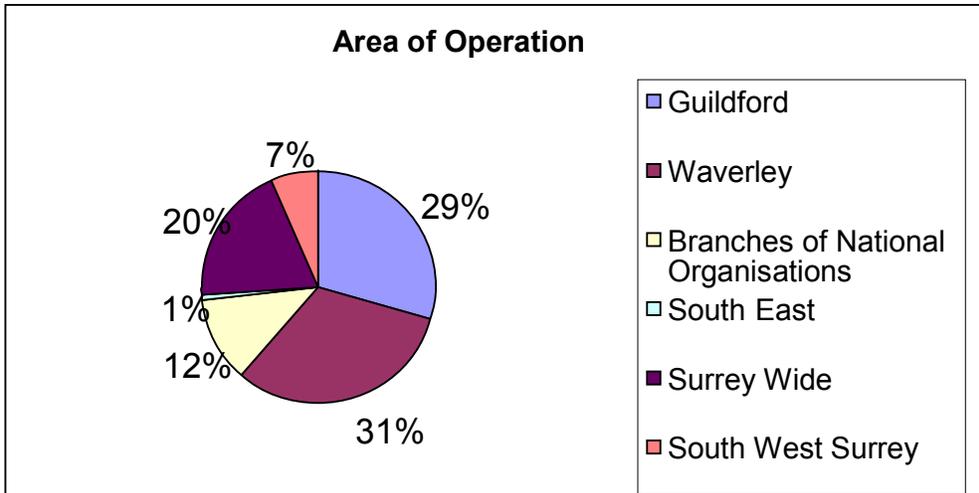
**Types of organisations registered with Voluntary Action South West Surrey**



**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ending 31 March 2012**

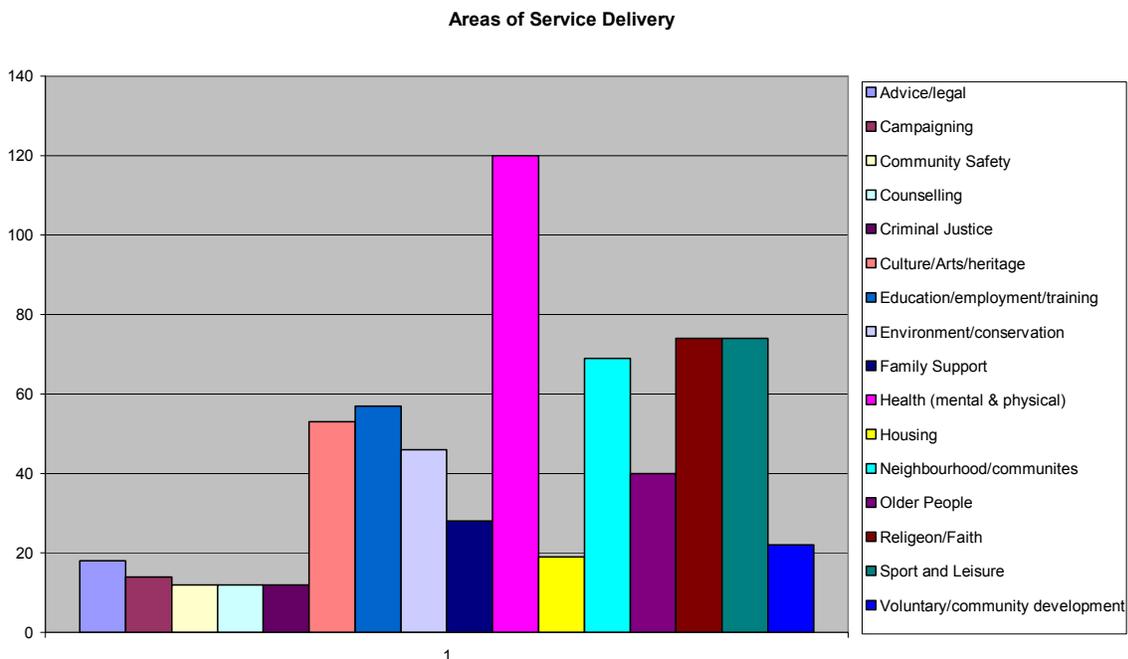
**CHIEF OFFICER'S REPORT**

Our members are fairly evenly spread over the two boroughs we operate in, with the majority of organisations being quite local. 20% are Surrey-wide organisations who deliver services in Guildford and Waverley and 12% are branches of national organisations.



The sector is very diverse and our membership reflects that diversity, the charts below show the areas of service delivery covered by our members, and who the beneficiary groups of these services are.

**Areas of Service Delivery**



**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ending 31 March 2012**

**CHIEF OFFICER'S REPORT**

**Beneficiaries of VASWS Member Organisations**

<b>Beneficiaries</b>	<b>No. of Organisations</b>
Local Community	210
Children & Young People	101
People with Physical Disabilities	79
General/other	78
Older people	58
Patients	44
Carers	34
Families	23
People with Learning Disabilities	22
People with mental health problems	16
Homeless people	11
Substance misuse	8
Unemployed people	6
Victims of crime	6
Women only	3
Ex-Offenders	2
Refugees	2
Bereaved people	1
Men only	1
LGBT	1

**Support for Members**

These organisations not only have a wide diversity in their areas of work but they are also diverse in size and structures, varying from small unincorporated associations with no paid staff to larger registered charities who are also companies limited by guarantee and who employ staff.

But in spite of this diversity the issues they face are often very similar. For instance: all charitable organisations whether incorporated or not will have a committee that oversees how they are run, they will need constitutions, rules on how they are governed and many inevitably will run into problems or need advice on how they should go about their governance. In 2011-12 we advised and supported 53 organisations on governance issues. The type of advice ranged from helping small groups run their AGM to reviewing and commenting on governing documents and giving "health checks" on organisations. We also provided information on governance issues through articles in our newsletters.

Funding is another area where organisations are always in need of advice and support; we help our members identify suitable sources of funding, help them with application forms and also make sure they have proper structures in place to be able to deliver the projects they are seeking funds for. This can include making sure they have a business plan, up to date policies and procedures and good financial controls. 99 organisations received advice on funding from us in this year.

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ending 31 March 2012**

**CHIEF OFFICER'S REPORT**

In all over the year we gave one to one support to 131 different organisations, this help is often ongoing over several months.

As well as giving direct support to individual organisations we also give information through our newsletter, e-bulletins and website (the website receives an average of 130 visits a week with the volunteering pages receiving the most interest). We provide a directory of local organisations on our website which links to their own websites. We are active on Twitter with two accounts, one for volunteering and one for the CVS, between the two we have around 1,200 followers.

We provide training and workshops for our members. In 2011/12 we put on eight workshops, and training sessions during the year including: Writing funding applications, Stress in the Workplace, Mental Health Awareness, Equalities, Self Injury and Collaborative Working. These workshops were attended by a total of 130 people from 85 different organisations.

We are involved in a number of development projects including Joining In! in Westborough Ward in North Guildford.

Joining In! is a project that encourages local people to become more involved in their community by joining in and helping out in with local activities, community groups and voluntary activity. The project also supports the local groups and services who use volunteers with their volunteer policies. The idea for the project came from local residents who wanted more information on how to become more involved in their community and we have worked in partnership with the Community Safety Wardens in the area. The project has been independently evaluated, the report commented that “the Joining In! project has produced effective results which have been valued by community groups and individuals living in Westborough” We are currently seeking funding to employ a worker to co-ordinate the project so it becomes embedded in the community and are also consulting residents in Ash on the need for a similar project there.



In Waverley we have helped set up a new Good Neighbour/Voluntary Car Scheme based in Farncombe and Binscombe. The need for this was identified through research we carried out into such schemes in South West Surrey and through a forum of local organisations. This area did not have a scheme, public transport is not always suitable for elderly frail or other vulnerable groups and alternative transport is costly. We held a series of public meetings to form a committee and helped set up the group; we advised on how to secure start up funding, and advised on correct policies and procedures including CRB checks and insurance to protect both their volunteers, and their users.

**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ending 31 March 2012**

**CHIEF OFFICER'S REPORT**

It has taken more than a year since we started working on this project and the scheme has now recruited enough volunteers to start offering services. The scheme will take people to health appointments, shopping, visiting, offer to do very basic DIY jobs and, once further established, will offer a befriending service.

We hold networking events for local groups: in 2011/12 we held five networking events for members, this covered topics such as funding, marketing and health. 89 organisations attended these events.

**Volunteering**



During 2011/12 we focussed on youth volunteering: We have continued to work with local schools and colleges: (George Abbot, Merrist Wood, Kings College, Godalming College, Farnham College, Guildford High School) to make it easier for young people to find out about volunteering. We have developed a lesson that can be delivered in schools to inform students about volunteering and have specific youth volunteering leaflets that have been distributed to all local secondary schools.

In 2011/12, 606 of our volunteer enquiries came from people under the age of 25 showing that young people are very keen to volunteer. We also work with organisations to encourage them to try and make sure they have opportunities that can fit in with the other commitments that young people will have.

We have over the course of this year set up new Volunteer Centre Outreaches in Godalming and Ash. We now have information and help to find volunteering opportunities available in Ash, Cranleigh, Farnham, Godalming, Guildford and Haslemere. We rely heavily on our own volunteers to help us deliver this service. Volunteers interview prospective volunteers about their interests and skills and then help match them to suitable opportunities. We also have a team of volunteers who reply to email enquiries from the Do-It website which is our other method of recruiting volunteers.



**Voluntary Action South West Surrey**  
(a company limited by guarantee)  
**Trustees' Report for the year ending 31 March 2012**

**CHIEF OFFICER'S REPORT**



1678 people registered with our volunteer centres in the course of 2011- 2012 and many more will have received information about volunteering from us at one of the many event we have taken part in to promote volunteers, including a successful Volunteer Fair at the Guildhall in Guildford High Street to coincide with Volunteers Week.

All our Volunteer Centres and outreaches meet Volunteer England Quality standards. We have to undergo a very rigorous appraisal every three years to retain our accreditation with the most recent being undertaken this year. The accreditation is done jointly with all the Volunteer Centres in Surrey and we were praised by Volunteering England in this latest round for producing a very high quality submission.

**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.

**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 Charity'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 Charity'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 2012 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 2012 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 2012**

		2012		2011	
	Notes	Unrestricted funds £	Restricted funds £	Total Funds £	Total Funds £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Grants income	3	-	197,337	197,337	207,525
Voluntary income		2,766	-	2,766	1,905
Fundraising and donation income		15	-	15	37
<b>Other incoming resources</b>					
Other income		1,653	-	1,653	3,395
Investment income		1,552	-	1,552	1,250
<b>Total incoming resources</b>		<b>5,986</b>	<b>197,337</b>	<b>203,323</b>	<b>214,112</b>
<b>Resource Expended</b>					
Project expenses		12,175	199,119	211,294	244,976
Governance costs		62	3,600	3,662	3,648
<b>Total resources expended</b>		<b>12,237</b>	<b>202,719</b>	<b>214,956</b>	<b>248,624</b>
<b>Net movement in funds</b>		<b>(6,251)</b>	<b>(5,382)</b>	<b>(11,633)</b>	<b>(34,512)</b>
<b>Transfer between funds</b>		<b>(3,352)</b>	<b>3,352</b>	<b>-</b>	<b>-</b>
<b>Total funds brought forward</b>	10	<b>298,740</b>	<b>8,873</b>	<b>307,613</b>	<b>342,125</b>
<b>Total funds carried forward</b>	10	<b>289,137</b>	<b>6,843</b>	<b>295,980</b>	<b>307,613</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 2012**

		2012		2011	
		£	£	£	£
<b>Fixed assets</b>	<b>Note 9</b>		-		1,750
<b>Current assets</b>					
Debtors	<b>4</b>	1,051		2,711	
Cash at bank & in hand		<u>321,385</u>		<u>320,076</u>	
		322,436		322,787	
<b>Creditors: amounts falling due within one year</b>	<b>5</b>	<u>(26,456)</u>		<u>(16,924)</u>	
<b>Net current assets</b>			295,980		305,863
<b>Total asset less current liabilities</b>			<u>295,980</u>		<u>307,613</u>
			<u><u>295,980</u></u>		<u><u>307,613</u></u>
<b>Represented by:</b>					
<b>Restricted funds</b>	<b>10</b>		6,843		8,873
<b>Unrestricted funds</b>					
General funds	<b>10</b>		129,137		138,740
Designated funds	<b>10</b>		160,000		160,000
			<u>295,980</u>		<u>307,613</u>
			<u><u>295,980</u></u>		<u><u>307,613</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 2012**

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 2012**

2. Surplus for the year

The surplus for the year is stated after charging:

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<i>Depreciation of tangible fixed assets:</i>		
Fixtures, Fitting & Computer Equipment	1,750	2,350
Audit fee	3,600	3,600

3. Grants

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Big Lottery Fund	131,070	141,524
Surrey NHS	25,400	19,252
Surrey County Council	16,600	14,502
Waverley Voluntary Grants Panel	14,520	21,987
Guildford Borough Council	9,747	10,260
	<u>197,337</u>	<u>207,525</u>

4. Debtors

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Trade debtors	1,051	2,244
Prepayments	-	467
	<u>1,051</u>	<u>2,711</u>

5. Creditors

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Trade creditors	6,557	5,940
Deferred income-Big Lottery Fund*	12,471	-
Other creditors**	3,828	5,496
Accruals	3,600	5,488
	<u>26,456</u>	<u>16,924</u>

\*Deferred income represents monies unspent in year four of Big Lottery Fund (BLF) funding. BLF agreed to extend our funding agreement and to allow £12,471 to be carried forward to the following year.

\*\*Other creditors includes the amount of £970 (2011: £1,059) held on behalf of Guildford Mental Health Consortium, £2,240 (2011: £585) held on behalf of Joining In!, £180 held on behalf of Older People's Network South West Surrey and £46 held on behalf of Wey River Time Bank.

**VOLUNTARY ACTION SOUTH WEST SURREY**  
**Notes to the accounts for the year ending 31 March 2012**

6. Membership fees

The charity did not charge membership fees in the year.

7. Staff

Included in Staff costs are:

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Salaries	150,520	163,540
Employer's National Insurance	12,492	13,338
Pensions	8,556	9,413
	=====	=====
	<u>171,568</u>	<u>186,291</u>

The average number of employees during the year was eight, one full-time and seven part-time (2011: ten: one full-time and nine 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 (2011: 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 2011	12,529	1,908	<b>14,437</b>
Additions	-	-	-
Disposal	(208)	-	<b>(208)</b>
As at 31 March 2012	<u>12,321</u>	<u>1,908</u>	<b><u>14,229</u></b>
<b>Depreciation</b>			
As at 1 April 2011	10,917	1,770	<b>12,687</b>
Charge for the year	1,612	138	<b>1,750</b>
Disposal	(208)	-	<b>(208)</b>
As at 31 March 2012	<u>12,321</u>	<u>1,908</u>	<b><u>14,229</u></b>
<b>Net book value as at 31 March 2012</b>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>
Net book value as at 31 March 2011	<u>1,612</u>	<u>138</u>	<b><u>1,750</u></b>

**VOLUNTARY ACTION SOUTH WEST SURREY**  
**Notes to the accounts for the year ending 31 March 2012**

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

	<b>Balance at 1 April 2011 £</b>	<b>Incoming £</b>	<b>Outgoing £</b>	<b>Transfers between funds £</b>	<b>Balance at 31 March 2012 £</b>
<b>Restricted Funds</b>					
Voluntary Action South West Surrey	2,125	66,267	(71,744)	3,352	-
Big Lottery Fund	6,748	131,070	(130,975)	-	6,843
	<hr/> 8,873	197,337	(202,719)	3,352	6,843
<b>General Funds</b>					
Voluntary Action South West Surrey	138,740	5,986	(12,237)	(3,352)	129,137
<b>Designated Funds</b>					
Organisation Contingency	160,000	-	-	-	160,000
<b>Total</b>	<hr/> <b>307,613</b>	<b>203,323</b>	<b>(214,956)</b>	<b>-</b>	<b>295,980</b> <hr/>

Within the Organisation Contingency Fund, £71,000 is designated for the year 2012/13 and £89,000 for the year 2013/14 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 2012.

## VOLUNTARY ACTION SOUTH WEST SURREY

### Detailed Income and Expenditure Account for the year ending 31 March 2012

		Year to 31 March 2012	Year to 31 March 2012	Year to 31 March 2012
	Notes	Unrestricted	Restricted	Total
		£	£	£
<b>Incoming resources</b>				
<b>Grants</b>	3	-	197,337	197,337
<b>Voluntary Income</b>				
Fees		2,766	-	2,766
<b>Fundraising and donation</b>				
Donations		15	-	15
<b>Other Income</b>				
HLCC hire		1,653	-	1,653
Bank interest		1,552	-	1,552
<b>Total income</b>		<b>5,986</b>	<b>197,337</b>	<b>203,323</b>
<b>Direct Resource Expended</b>				
Salaries	7	4,496	158,516	163,012
Pensions		476	8,080	8,556
Staff & volunteer travel expenses		-	4,502	4,502
Recruitment		686	-	686
Training		524	1,111	1,635
		6,182	172,209	178,391
<b>Office and general expenses</b>				
Stationery		224	3,500	3,724
Telephone & internet		-	3,968	3,968
Rent and utilities		5	10,079	10,084
Insurance		-	1,821	1,821
Repairs and maintenance		158	128	286
IT & Computer equipment		-	3,278	3,278
Audit and Accountancy		3,094	519	3,613
Legal and Professional		-	1,500	1,500
Marketing & publicity		200	1,442	1,642
Subscriptions		467	599	1,066
Sundry expenses		95	3,676	3,771
Bank charges		62	-	62
Depreciation of fixtures, fitting & equipment		138	-	138
Depreciation of computer equipment		1,612	-	1,612
		6,055	30,510	36,565
<b>Total expenditure</b>		<b>12,237</b>	<b>202,719</b>	<b>214,956</b>
<b>Surplus / (deficit) for the year</b>		<b>(6,251)</b>	<b>(5,382)</b>	<b>(11,633)</b>