

Voluntary Action South West Surrey Annual Report and Financial Statements

for the year ending 31 March 2014



Community Connectors



voluntaryactionsws.org.uk

Supporting the voluntary & community sector in Guildford and Waverley

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

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31 MARCH 2014

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Voluntary Action South West Surrey
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Trustees report for the year ending 31 March 2014

LEGAL AND ADMINISTRATIVE 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
Jemima Craig	(Resigned May 2014)
Ruth Goddard	(Appointed March 2014)
Chrissy Matthews	(Deceased March 2014)
Eddie Owen	
Martin Ruscoe	

Staff

Carol Dunnett	Chief Officer
Denise Graves	Community Connectors
Jess Hogan-Smith	Volunteering Development
Caroline Keith	Volunteering Development
Alison Marshman	Welcome to Volunteering!
Emma Robinson	Business Support
David Rose	Joining In! Westborough
Ian Ross	Development and Travel Smart
Nigel Smallbone	Welcome to Volunteering!
Mónica Vidal	Development
Lorraine Yates	Waverley Welcome to Volunteering!
Helen Linnell	Joining In! Stoke

Auditors

Goldwins Limited
75 Maygrove Road
London
NW6 2EG

Bankers

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

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 periodically.

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.

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 on-going 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.

FINANCIAL REVIEW

Principal Funding Sources

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

Guildford and Waverley Clinical Commissioning Group
Guildford Borough Council
Surrey County Council
Travel Smart
The Guildford Poyle Charity
The Welcome Project
Waverley Borough Council

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.

The charity has established an organisation contingency reserve because it is currently running at a deficit.

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.

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CHAIR'S REPORT

I am happy to report that Voluntary Action South West Surrey has successfully completed its transformation after the ending of our Lottery funding. It has done this while continuing to support volunteers and voluntary and charitable organisations in Guildford and Waverley.

VASWS was founded by three small volunteer support organisations in Farnham, Guildford and Haslemere. Their aim was to bid for Lottery funding to develop and extend their work. The bid was successful and VASWS won £500,000, spread over 4 years and beginning in 2008.

This funding enabled us to extend the work of finding volunteers for our member organisations to Ash, Cranleigh and Godalming. It also enabled us to do much more to support and advise those members. This development work was done largely by members of staff paid for by the Lottery funding.

We knew the funding would end in March 2012 so we planned for how we would change the way we worked. Our strategy was to preserve the progress already made and to look for alternative sources of funding.

The matching of volunteers to member organisations is now managed by two members of staff and run by a team of volunteers who are doing a fantastic job.

We continue to support and advise our members but we have more and more become involved in working in the more deprived areas of Guildford and Waverley and in supported volunteering.

We help established community groups and we also encourage people to set up their own groups. In many cases we are able to help them find grants, often of small amounts, which enable them to do their work.

By supported volunteering I mean helping people who are, in some way, isolated from society play a fuller role through volunteering. For example, we are working with older people and people with health or addiction problems.

I believe all this work is very valuable as it benefits the volunteers, the organisations they volunteer for and the community generally.

We have been able to take on the staff to do this because there are grants available for it, from both central and local government and from local charities. It is an example of the way organisations like VASWS have to be alert to funding opportunities and to be able to adapt and develop in response to them. We are selective in the funds we apply for but are keen to continue with this work because it fits in perfectly with our aims and values.

We continue to be funded by Surrey County Council, Guildford Borough Council and Waverley Borough Council. We also receive a grant from the Guildford and Waverley Clinical Commissioning Group. I am very grateful to them all.

As well as this, we have been fortunate in having reserves on which we have been able to draw. We shall continue to use them sparingly so that they will support us for the foreseeable future.

The work of VASWS would not be possible without the skill, dedication and hard work of our staff and volunteers. Not only have they continued to provide a high standard of service to the people who want to volunteer and to our member organisations, they have shown great adaptability and resilience as we have gone through the major changes of recent years.

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There have been changes on the trustee board. We were saddened to lose Chrissy Matthews through cancer. Chrissy was the member of staff who established our presence in Cranleigh and who then joined the board. In both capacities she brought enthusiasm and ideas and we shall miss her. We are also sorry that Jemima Craig had to retire from the board because of other commitments. I hope she will be able to re-join in future.

We have also welcomed a new member to our board, Alex Kissin. Alex came to VASWS through one of our supported volunteering projects and his experience will be of great value to the board.

I would like to thank all the members of staff, volunteers and trustees for their contribution to the success of VASWS.

Despite this success, our future cannot be guaranteed. Like nearly all charitable and voluntary organisations, we can never be sure that our funding will continue. Our local government funders warn us that their funding from central government continues to be reduced and our grants are all for limited periods.

I am however confident that we shall survive and continue to prosper. We have managed to thrive despite the ending of Lottery funding and I believe that the abilities and commitment of all involved in VASWS will ensure a long and successful future.

Mike Hughes MBE

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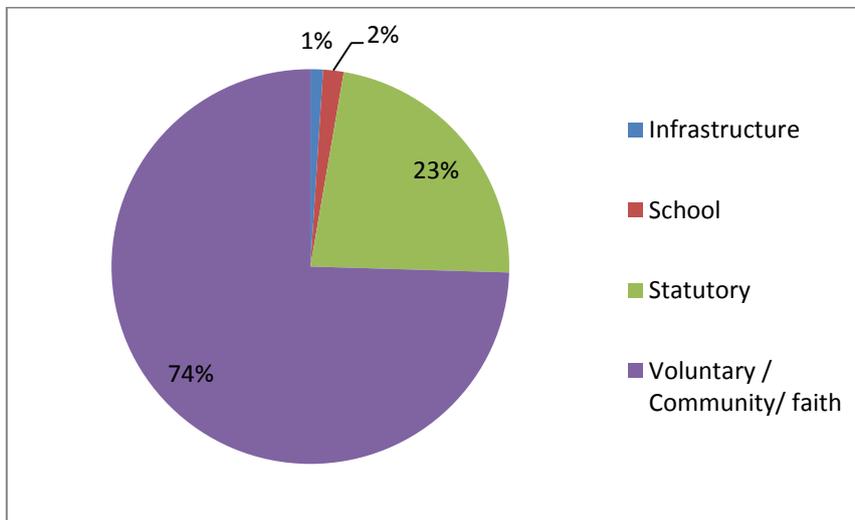
CHIEF OFFICER'S REPORT

The work we carry out is all about providing support to voluntary and community sector organisations to help them increase their capacity to deliver their services and to give them the tools to improve what they do.

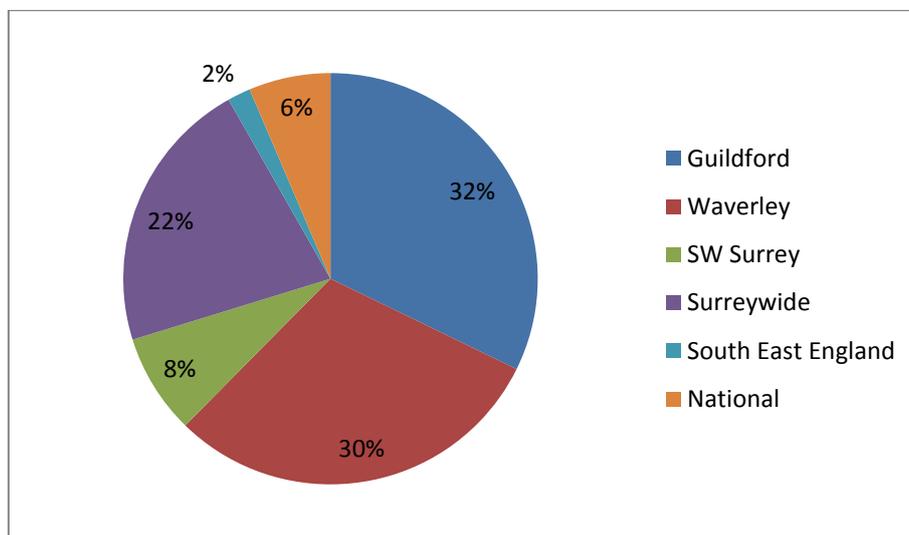
We provide this support in a variety of ways including advice and information, recruiting volunteers, opportunities for groups to network with each other, the development of community projects, supporting new groups to start up, the provision of training, and more.

There are around 780 groups who receive information from us, of those some 250 use our volunteer recruitment service and around 120 groups use our advice and/or training services.

Most groups we work with are voluntary and community organisations but not all, as can be seen from this chart which shows the makeup of the 780 groups on our database.



The majority of the groups we support work solely in Guildford and Waverley but some are local branches of national organisations or groups that work across Surrey. The following chart shows the breakdown of where the groups we support work.



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The organisations vary in size from small unincorporated associations that are entirely volunteer-led to larger registered charities that have many paid staff. The local sector provides a very wide range of services and works with a range of different client groups; the majority work in health and social care but there are also groups working in education, sport, conservation, art and culture, and social and recreational groups. Between them they provide services for young people, people with disabilities, families, older people, people with disabilities, people with mental health problems, ex-offenders, minority groups, people with substance misuse problems, rough sleepers and the general public. In fact there are very few people who live in Guildford or Waverley who won't in some way benefit from the work of the voluntary sector.

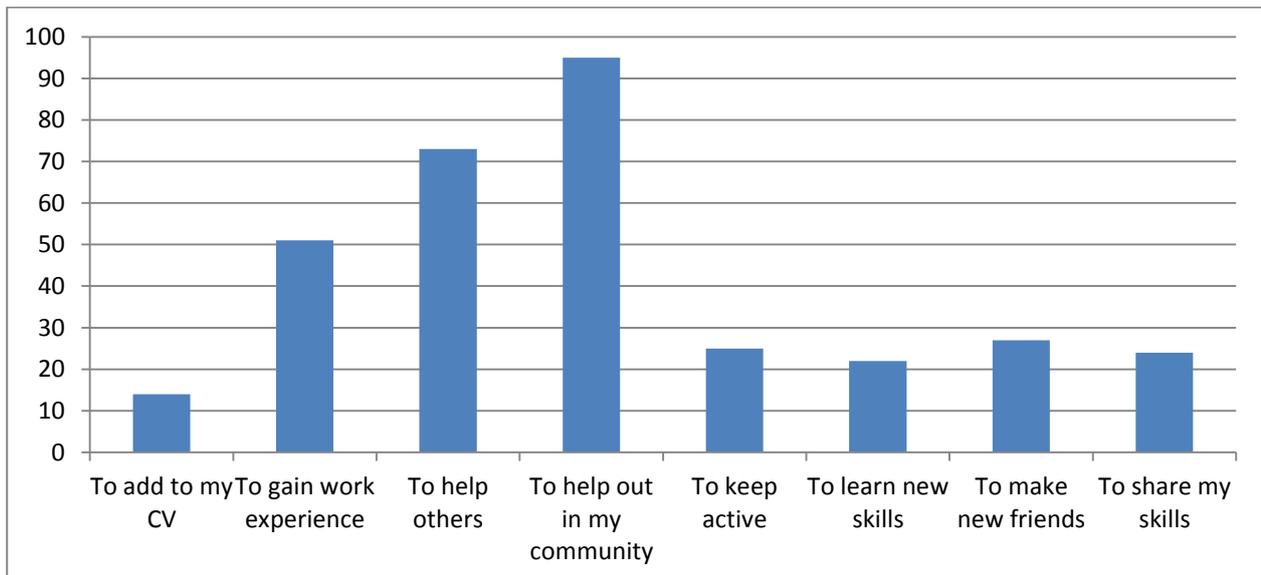
Volunteering

During this year we completely changed the way we help organisations recruit volunteers. We purchased an online system called Better Impact which displays all our volunteer opportunities on our website. It also gives organisations the ability to post and edit their own opportunities. The new system is much less admin intense than the one we used before so freeing up more staff and volunteer time to promote volunteering. Making the change was a huge amount of work, and thanks are due to Caroline, Jess and the volunteer team for getting us up and running with the new system.

A total of 1,100 people registered with the volunteer centre this year for help in finding a volunteer role. Of these, 416 were placed and as at year end a further 247 were still being processed at the end of the year by the organisations they have applied to.

Why do people want to volunteer?

We routinely ask people when they register what makes them want to volunteer; out of the 331 people who gave a reason most said it was to help others or to help in their community. The second most common reason was to gain work experience, or add to a CV. Other reasons given were to make new friends, share my skills, keep active, learn new skills.



Of the 313 people who told us their age, 63% were aged between 25 and 64, 28% under 25 and 9% 65 and over. Nearly twice as many women than men applied to volunteer through us: with 212 women and 111 men. Of those who answered the question almost a quarter were from ethnic minorities and 76% reported they were white British.

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Advice and Support

This year we gave 195 pieces of one to one advice to 114 different organisations. Some of this will have involved several weeks or months work with an organisation. We also sent out regular mailings to all the groups on our database alerting them to funding opportunities and other news relevant to the sector. The topics we get asked about the most are funding, governance and volunteering best practice.

Funding advice

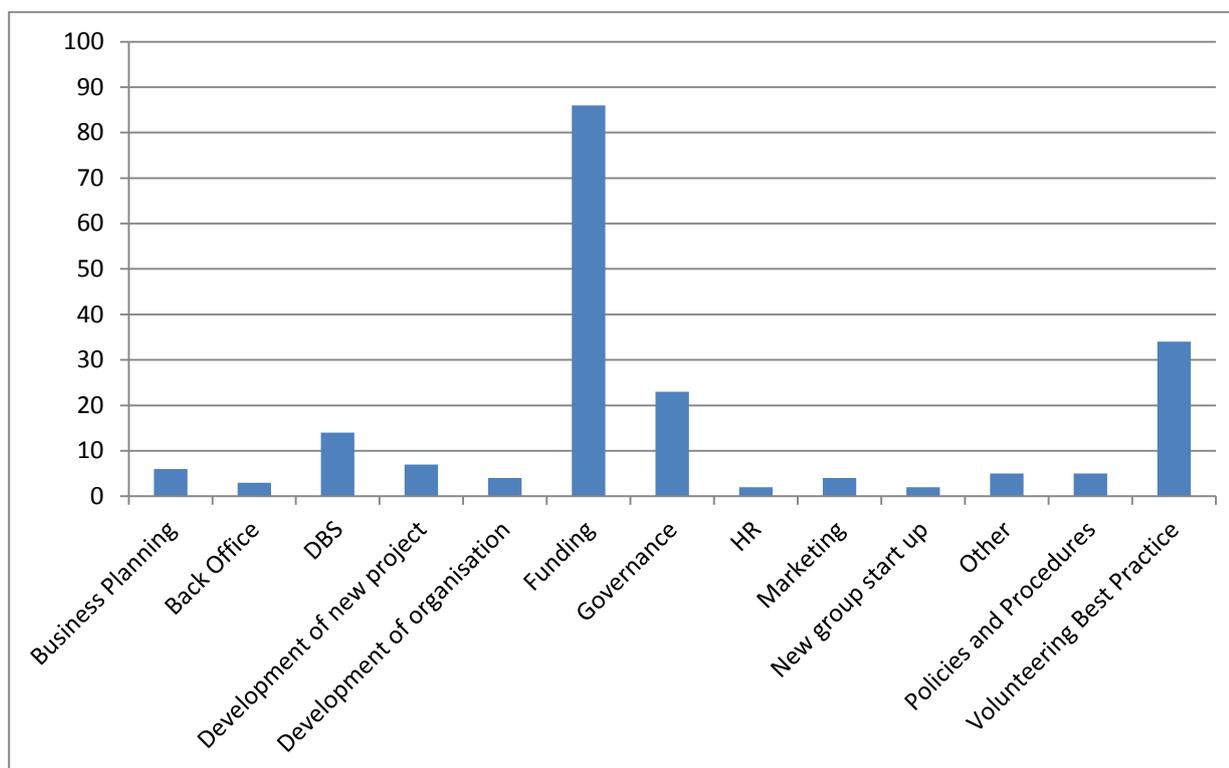
Over the year we gave one to one funding advice 86 times. This advice includes carrying out searches for appropriate funders, advising on how to make successful funding applications, helping organisations draft applications, reviewing completed applications before submission and in a few cases writing the bids for organisations (mainly for small community groups).

This year we helped groups apply for £770,000 of funding and helped 22 groups secure £236,500 in additional funding. Amounts varied from a few hundred pounds to £150,000. Many of the groups we support are small and only require relatively small amounts of funding.

Governance advice

23 organisations received governance advice. This is advice around the legal structures of organisations, what the responsibilities of charity trustees are, charity law, how to register as a charity, and working with trustee boards to review their practices.

This table shows the subject areas for advice given in 2013 -14



Training, Networks, Forums, Events and Conferences

We run a programme of events throughout the year to increase the knowledge and skills of the local sector and to bring different organisations together to network and learn about each other's services. Many groups work in isolation so welcome opportunities to meet other similar organisations and learn about what they do. Many of these forums also bring the statutory and the voluntary sector together.

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Training

We delivered 15 workshops this year to 247 people from 159 organisations. Topics covered this year were funding advice, good practice in volunteering, mental health awareness and organisational structures.

We held our annual conference in April. The 2013 conference was attended by over 100 people representing 86 different organisations. We ran workshops on IT, Charity Law, Monitoring and Evaluation, Outcomes, Engaging with Business and Managing Change, and guest speakers gave talks about different aspects of running a successful charity or voluntary organisation.

We also held a smaller networking conference for organisations working with older people. This was attended by delegates from 39 organisations.

Forums and networking groups

We run quarterly networking forums in **Farnham and Cranleigh**, support the **Older People's Network for South West Surrey** and the **Guildford Mental Health Consortium**. We hold **Volunteer Forums** for people from volunteer-involving organisations who are responsible for recruiting managing and supervising volunteers. We also arrange and chair the **Guildford and Waverley Welcome Forums**.

Development Work and Projects

Welcome to Volunteering!

This project is a supported volunteering scheme which helps people who face barriers to volunteering to find volunteer placements. Clients include people with mental health problems, ex-offenders, people with disabilities, lone parents, long-term unemployed people, and people lacking in confidence; people from these groups are often excluded from volunteering but are the people who would benefit the most from undertaking voluntary work. The project works with people over a period of a few weeks or months depending on need. It provides short courses on confidence building and other life skills, provides taster volunteering opportunities and then helps place the client in a more regular volunteering role. This project has been running since 1st April 2013 and helped 87 clients this year. The demand for the service is huge and we are pleased that Waverley Borough Council is going to provide additional project funding so we can employ another worker specifically for Waverley clients. The outcomes for the project are very positive with clients reporting that it has made a real difference to their lives.

Joining In! Westborough

This project is funded by Travel Smart and aims to increase community involvement in the wards of Westborough and Park Barn. We employ a worker for 14 hours a week who offers support to community and voluntary groups to find volunteers and to build their capacity, and encourages people who live in the area to get involved in helping out at the groups that run there. The project has helped to start new community groups and new volunteering projects. It works closely with the Community Wardens, faith groups and schools in the area. We held a Joining In! week in September which saw over 300 people taking part in different activities.

There is a Joining in! website and a directory which was delivered to all Westborough households. We are currently working on a third edition of the directory.

Because of the success of this project we are starting on similar work in Ash which is funded by the Big Lottery Awards for All programme and in Stoke funded by Travel Smart. Unfortunately we have only secured one year funding for these areas whereas in Westborough we had three year funding.

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Travel Smart

We have a contract with Surrey County Council to provide advice and support to the communities of North Guildford (Stoke, Stoughton and Westborough) on how to apply for grants from the Travel Smart Fund. 14 groups benefited from this funding in 2013 -14. The funding is for projects that increase learning and skills and promote sustainable travel.

Community Connectors

This project supports older people who are socially isolated to reconnect with their communities and to take up volunteering, and is based around the premise that older people have valuable skills that can be shared with their community. The project relies on volunteer connectors who work with a client over a period of around six weeks to find out what the person would like to do, finds things that are suitable and helps them overcome the barriers to doing it. We have found that we have had to take a very holistic view of supporting clients because the issues that have caused them to become socially isolated are often complex and need addressing before we can help the person get out and about and connected with their community. This often includes sorting out transport and social care issues. The project is not a befriending scheme and is not aimed at very frail older people as our aim is to encourage volunteering but we do get a lot of referrals for people who are quite frail. We do then still offer initial help and signpost to more appropriate providers. A paid co-ordinator matches the client with the connector and carries out the initial assessment. The project only runs two days a week in North Guildford as we have only got very limited funding for this work. This funding ends in June this year so the project is in danger of closing in spite of there being a constant demand and many referrals from Adult Social Care.

Guildford Advice Services

We are part of a partnership with Guildford Citizens Advice Bureau, Age UK Surrey, the Surrey Law Centre and Guildford Borough Council to help transform the way advice services are delivered in Guildford. Our involvement has been to carry out a piece of research on current advice provision in Guildford and to run a forum for advice providers. This work is funded by the Big Lottery through their Advice Services Transition Fund.

Health

When the Royal Surrey Hospital had their Care Quality Commission (CQC) inspection in Autumn 2013 we were asked by the CQC to hold a meeting for voluntary sector groups who have clients who use the hospital. The evidence the CQC inspectors gathered from the groups attending was then used to inform some of the questioning of the hospital. This was the first time this had been done as part of a CQC inspection and was viewed to be very successful, so much so that we have since been asked to run another set of focus groups, this time for patients as part of some research by a clinical commissioning support group.

Case Studies

Some cases that illustrate the different aspects of our work:

Funding Advice: Our development officer Mônica met with Sue from Daniel Hall Scout Hut in Farnham. The group needed to raise £250,000 for the refurbishment of their hall, a 19th century building of historic interest. Sue needed support writing an application for funds and together they wrote the application. Sue contacted Mônica about eight times over a period of around 18 months whilst she persevered with writing funding applications and the money slowly came in. Our support consisted of analysing the narrative of the applications and discussing how costs could be broken down to make the application fit the funder's criteria, which would in turn maximise their chances. During that time Mônica also spoke with the management committee about the development of the Business Plan to support the application. By the end of 2013 £220,000 was raised and work to the roof, floors, stairs, wall, windows and doors has taken place. The building now looks beautiful and the committed volunteers are making a success of it not only for local scouts and brownies but also for the local community.

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Development Work: The lack of affordable transport for vulnerable people living in Waverley is a subject regularly raised at various forums; this is a problem particularly affecting older people. Various good neighbour and voluntary transport schemes operate within the borough but do not cover all areas. After the severe winter in 2010 concern was raised at the Farncombe Forum over the problems that some residents had in getting to GP appointments and other essential visits. In response we started encouraging the development of the Farncombe & Binscombe Good Neighbour Scheme. We arranged several public meetings to put together an initial core of volunteers and committee members. The development was supported by local councillors who helped with funding and attended the meetings. As other people became involved a Chair for the scheme came forward, money was secured from a council member's allocation fund, a phone was bought, drivers recruited and DBS checks carried out. Within a year from the first meeting the scheme was up and running. The Farncombe & Binscombe scheme then noted that requests for car lifts were common from the Ockford Area and considered expanding their service there. Mônica attended their committee meeting in the summer of 2013 and started to support the development of another scheme for the Ockford Area. We have had four meetings at St Mark's Church in Ockford and local people have started to come to the meetings. Meetings continue and slowly the scheme is starting to gather support.

Volunteering: D came to volunteer for us in May after being unemployed for 3 years. He took over the running of our Twitter account and helped with the promotion of the Volunteer Centre for us. He was excellent in dealing with both the public and the organisations, and keen to put in work outside his volunteer hours by tweeting for us from home. He has helped greatly with the admin in the office. In December 2013 he felt confident enough to apply for and get a paid job. He still continues to pop into the office, when he has the time and has helped us to deliver our new leaflets locally, whilst continuing to tweet for us.

M had been made redundant, and initially wanted to volunteer to meet new people, be part of a team and re-build confidence, self-belief and self-worth while working within the community. He reported that through this he gained routine, structure and a sense of being empowered, and this prepared him for paid employment. Being able to link his interests and passions with life skills, and finding the right opportunities led him to paid employment. He told us that he found volunteering opened many doors which led to self-employment which in turn led to full-time work.

Welcome to Volunteering! B was very isolated and faced a number of challenges around undiagnosed mental health issues and physical impairment. Nigel met him informally on a number of occasions for coffee and then invited the client to volunteer doing IT admin at our office. When B first started he was physically shaking at the prospect of volunteering, but settled into it extremely well, performing tasks efficiently and enjoying social life at the office. We then referred B for a voluntary IT rôle with another organisation. B is now volunteering as an IT buddy and is loving it. B is now happier and more integrated socially.

Joining In! In the late spring of 2013, Meeting Point, (an established social group of mostly older people) that meets at St Clare's Church Hall in Park Barn was experiencing fewer men attending.

The organiser contacted us with a suggestion of setting up a similar social group but aimed at just men.

Our Joining In! co-ordinator David took up the idea and spoke to a number of men, some of whom had attended Meeting Point previously, to see whether they would be interested in attending meetings of such a group on a trial basis.

But what would they do? General comments were that if there was no theme to the meetings such a group would not succeed; and if it were a case of men meeting up just for a chat and little else, perhaps they could do that in a pub instead.

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David suggested having a loose theme of local history and nostalgia, and put together some pictures from his archive collection – things to interest ‘boys’ such as steam trains, Guildford City Football Club, old school photos, and so on.

The first meeting in July attracted 12 people. From the start the idea has been for the group to be very informal with no membership as such and to be free – even the refreshments. At the beginning tea and coffee was donated by the community wardens and a Tesco gift voucher was provided by Tesco Community Champion Sue Keeley.

By the end of 2013, the Joining In! Men’s Group had become firmly established. To continue into 2014, David was successful in obtaining a grant from Councillor Fiona White’s members’ allocation which will fund the group for hall hire, refreshments and to pay for any visiting speakers, and one or two planned outings for the year ahead.

Community Connectors : R was referred by the Westborough Community Safety Warden. He had an accident some time ago and has mobility problems, type 2 diabetes , suffers from leg ulcers and (in his own words) ‘needs to lose a few pounds’. He said that ‘nothing much was happening in my life prior to the Community Connectors’. R also has learning difficulties which mean he finds certain things difficult to understand and he cannot read very well. Initially R said he would like to know what is available for disabled people.

R was matched with a volunteer Community Connector who worked with R for 8 weeks. The Connector discovered that R wanted a mobility scooter, and that the only help he had with care was from friends (for his shopping and cooking), who were also disabled. The Connector encouraged R to have a community care needs assessment, look for a mobility scooter and consider ways which he could enjoy gardening (which he had enjoyed previously.)

A care package was subsequently arranged which meant that his friends were able to visit with him without having to take responsibility for his care. He now has the district nurse visit once a week for his legs and feet and to dress his ulcers in wraps. He has had some toes amputated.

The Community Connector also arranged for a benefit check with Age UK Surrey and he was helped to apply for benefits he was entitled to. R participated in a few clubs and groups but then decided that gardening and making himself useful was what he really wanted. He was introduced to a group forming a community garden nearby, and he is now helping there as with his new scooter he can now get out and about. He has also decided to look at his diet and prepare more fresh and healthy meals.

STATEMENT OF 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.

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STATEMENT OF DISCLOSURE TO AUDITOR:-

(a) so far as the directors are aware, there is no relevant audit information of which the 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 2014 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 2014 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
(a company limited by guarantee)
Financial Statements for the year ending 31 March 2014

Statement of Financial Activities and Income and Expenditure Account

		2014			2013
	Notes	Unrestricted funds £	Restricted funds £	Total Funds £	Total Funds £
Incoming resources					
Incoming resources from generated funds					
Grants income	3	102,235	110,394	212,629	152,662
Donation income		91	-	91	-
Voluntary income		16,109	-	16,109	8,322
Investment income		1,134	-	1,134	2,202
Other incoming resources		111	-	111	2,240
Total incoming resources		119,680	110,394	230,074	165,426
Resource Expended					
Project expenses		159,753	83,817	243,570	208,767
Governance costs		3,614	-	3,614	3,605
Total resources expended		163,367	83,817	247,184	212,372
Net movement in funds		(43,687)	26,577	(17,110)	(46,946)
Transfer between funds		-	-	-	-
Total funds brought forward	10	249,034	-	249,034	295,980
Total funds carried forward	10	205,347	26,577	231,924	249,034

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
(a company limited by guarantee)
Financial Statements for the year ending 31 March 2014

Balance Sheet as at 31 March 2014

		2014		2013	
		£	£	£	£
	Note				
Fixed assets	9		813		893
Current assets					
Debtors	4	10,648		10,076	
Cash at bank & in hand		<u>265,929</u>		<u>292,135</u>	
		276,577		302,211	
Creditors: amounts falling due within one year	5	<u>(45,466)</u>		<u>(54,070)</u>	
Net current assets			231,111		248,141
Total asset less current liabilities			<u>231,924</u>		<u>249,034</u>
			<u>231,924</u>		<u>249,034</u>
Represented by:					
Restricted funds	10		26,577		-
Unrestricted funds					
General funds	10	45,347		89,034	
Designated funds	10	160,000		160,000	
			<u>231,924</u>		<u>249,034</u>
			<u>231,924</u>		<u>249,034</u>

Signed on behalf of the Board of Trustees,

Steve Bown
Treasurer

The attached notes form part of these financial statements.

Company registration number: 05841344

Voluntary Action South West Surrey
(a company limited by guarantee)
Financial Statements for the year ending 31 March 2014

Note 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:

Furniture	-	33% straight-line basis
Computer Equipment	-	33% straight-line basis

Voluntary Action South West Surrey
(a company limited by guarantee)
Financial Statements for the year ending 31 March 2014

Note 2. Deficit for the year

The deficit for the year is stated after charging:

	2014	2013
	£	£
<i>Depreciation of tangible fixed assets:</i>		
Computer Equipment	630	446
Audit fee	3,600	3,600

Note 3. Grants

	2014	2013
	£	£
Surrey County Council	69,135	50,700
Guildford and Waverley CCG	30,065	30,065
The Welcome Project	25,000	-
Transforming Local Infrastructure Fund	18,265	5,165
Surrey Travel Smart for Welcome to Volunteering!	15,000	-
Surrey Travel Smart for Joining In!	13,688	13,548
Surrey Travel Smart for Community Connectors	10,000	-
Guildford Borough Council	9,747	9,747
Waverley Borough Council	9,000	10,000
The Guildford Poyle Charity	5,000	-
Waverley Voluntary Grants Panel	4,000	4,000
Surrey Healthy Homes	3,000	15,000
Awards For All (BLF)	729	-
Big Lottery Fund	-	12,437
Farnham Town Council	-	2,000
	212,629	152,662

Note 4. Debtors

	2014	2013
	£	£
Trade debtors	6,508	7,913
Prepayments & accrued income	4,140	2,163
	10,648	10,076

Note 5. Creditors

	2014	2013
	£	£
Trade creditors	10,934	4,067
Deferred income*	22,370	43,601
Other creditors**	5,062	2,802
Accruals	7,100	3,600
	45,466	54,070

*Deferred income represents £5,707 for Award for All (BLF) and £16,663 for Joining In!.

**Other creditors includes the amount of £970 (2013: £970) held on behalf of Guildford Mental Health Consortium, £196 held on behalf of Older People's Network South West Surrey (2013: £260) and £2,158 held on behalf of WOW (2013: £Nil).

Voluntary Action South West Surrey
(a company limited by guarantee)
Financial Statements for the year ending 31 March 2014

Note 6. Membership fees

The charity did not charge membership fees in the year.

Note 7. Staff

Included in Staff costs are:

	2014	2013
	£	£
Salaries, NI and other staff costs	162,137	146,616
Employer's National Insurance	12,420	11,788
Pensions	8,628	7,196
Childcare vouchers	3,545	-
	186,730	165,600

The average number of employees during the year was one full-time and nine part-time (2013: nine: one full-time and eight part-time).

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

Note 8. Directors' remuneration and expenses

None of the directors received any remuneration for duties as directors / trustees during the year (2013: nil).

Note 9. Tangible fixed assets

	Computer equipment	Furniture	Total
	£	£	£
Cost			
As at 1 April 2013	13,660	1,908	15,568
Additions	550	-	550
Disposal	-	-	-
As at 31 March 2014	14,210	1,908	16,118
Depreciation			
As at 1 April 2013	12,767	1,908	14,675
Charge for the year	630	-	630
Disposal	-	-	-
As at 31 March 2014	13,397	1,908	15,305
Net book value as at 31 March 2014	813	-	813
Net book value as at 31 March 2013	893	-	893

Voluntary Action South West Surrey
(a company limited by guarantee)
Financial Statements for the year ending 31 March 2014

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

	Balance at 1 April 2013 £	Incoming £	Outgoing £	Transfers between funds £	Balance at 31 March 2014 £
Restricted Funds					
Voluntary Action South West Surrey	-	110,394	(83,817)	-	26,577
	-	110,394	(83,817)	-	26,577
General Funds					
Voluntary Action South West Surrey	89,034	119,680	(163,367)	-	45,347
Designated Funds					
Organisation Contingency	160,000	-	-	-	160,000
Total	249,034	230,074	(247,184)		231,924

Within the Organisation Contingency Fund, £50,000 is designated for the year 2014/15 and £110,000 for the year 2015/16 onwards.

Note 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.

Note 12. Commitments and other obligations

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

Note 13. Taxation

No liability to UK corporation tax arose for the year ending 31 March 2014.

Voluntary Action South West Surrey
(a company limited by guarantee)
Financial Statements for the year ending 31 March 2014

Detailed Income and Expenditure Account

	Notes	Year to 31 March 2014 Unrestricted £	Year to 31 March 2014 Restricted £	Year to 31 March 2014 Total £
Incoming resources				
From generated funds				
Grants	3	102,235	110,394	212,629
Donations		91	-	91
Bank interest		1,134	-	1,134
Voluntary Income				
Fees		16,109	-	16,109
Other incoming resources		111	-	111
Total income		119,680	110,394	230,074
Direct Resource Expended				
Project expenses		2,835	5,256	8,092
Salaries	7	126,446	51,656	178,102
Pensions		6,899	1,729	8,628
Staff & volunteer travel expenses		2,432	4,265	6,697
Recruitment		199	-	199
Training		1,139	98	1,237
		139,950	63,004	202,954
Office and general expenses				
Printing, postage & stationery		2,173	1,453	3,626
Telephone & internet		1,810	2,034	3,844
Rent and utilities		3,470	8,257	11,727
Insurance		630	252	882
Repairs and maintenance		3,897	-	3,897
IT & Computer equipment		2,067	6,187	8,254
Audit and Accountancy		4,362	-	4,362
Legal and Professional		13	-	13
Marketing & publicity		1,471	2,190	3,661
Subscriptions		553	50	603
Office equipment		204	95	299
Sundry expenses		1,899	295	2,194
Evaluation		224	-	224
Bank charges		14	-	14
Depreciation of computer equipment		630	-	630
		23,417	20,813	44,230
Total expenditure		163,367	83,817	247,184
Surplus / (deficit) for the year		(43,687)	26,577	(17,110)



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Supporting the voluntary & community sector in Guildford and Waverley

