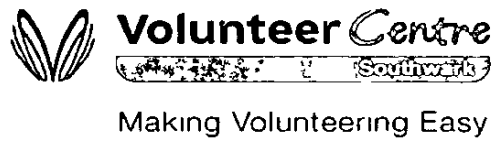


Company number 03218745
Charity number 1060581



VOLUNTEER CENTRE SOUTHWARK
(A company limited by guarantee)

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013



VOLUNTEER CENTRE SOUTHWARK
(A company limited by guarantee)
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FOR THE YEAR ENDED 31 MARCH 2013

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**VOLUNTEER CENTRE SOUTHWARK
COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2013**

LEGAL AND ADMINISTRATIVE INFORMATION

Status

The organisation is a registered charity and a company limited by guarantee.

Registered Charity Number

1060581

Company Number

03218745

Trustees

Claire Helman, Principal

Kate Bowgett

Shelagh Kirkland

Ashley Bivens

Michael Bukola

Philroy Forte

Krishani Ranaweera

Rachel Soloman

Philip Ernest James Nichols

Chief Executive Officer

Clive Pankhurst

Company Secretary

Clive Pankhurst

Registered Office and Operational Address

Unit 21 5/216, Elephant & Castle Shopping Centre

London

SE1 6TE

Bank

Barclays Bank PLC

29 Borough High Street

London

SE1 1LY

Auditors

Kings Mill Partnership

Chartered Accountants

Registered Auditors & Business Advisers

75 Park Lane

Croydon

Surrey

CR9 1XS

**VOLUNTEER CENTRE SOUTHWARK
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2013**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Volunteer Centre Southwark (the company) for the year ended 31 March 2013. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The organisation is a charitable company limited by guarantee, incorporated on 11 June 1996 and registered as a charity on 1 April 1996. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Method of appointment or election of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association at each AGM one third of the trustees are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but, if there is only one trustee who is subject to retirement by rotation, he shall retire. Subject to the provisions of the Act, the trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment.

The trustees regularly conduct a skills and experience audit and in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Management Committee.

Policies adopted for the induction and training of trustees

Most trustees are already familiar with the practical work of the charity. New trustees are invited and encouraged to attend a short training session to familiarise themselves with the charity and the context within which it operates. These are led by the Chief Executive of the charity and cover

- The obligations of Management Committee members
- The main documents which set out the operational framework for the charity including the Memorandum and Articles
- Resourcing and the current financial position as set out in the latest published accounts
- Future plans and objectives

A trustee induction pack has also been prepared drawing information from the various Charity Commission plus Governance Hub publications. This is distributed to all new trustees along with the Memorandum and Articles and the latest financial statements.

Organisational structure and decision making

Volunteer Centre Southwark has a Management Committee which meets quarterly and is responsible for the strategic direction and policy of the charity. At present the Committee has nine members from a variety of personal and professional backgrounds relevant to the work of the charity. The Committee has set up two sub groups, the Finance and General Purposes and Human Resources groups which have delegated powers and review finance, policy development, staffing and other matters. The charity's Chief Executive, who is also the Company Secretary, attends Committee meetings to advise the Trustees, but has no voting rights. Other staff members are invited to attend as and when required. A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Chief Executive along with the Senior Management Team. The Chief Executive is responsible for ensuring that the charity delivers the services specified and key performance indicators and quality standards are met.

Risk management

The Management Committee has conducted a review of the major risks to which the charity is exposed. Funding continues to be a risk, but a number of new funding streams and grants have been obtained during the year, and steps have been taken to ensure new funders accept responsibility for the overhead costs of the work they are funding. The trustees consider that adequate insurance is held with CaSE Insurance. Procedures are in place to ensure compliance with health and safety of staff, volunteers and visitors to the Volunteer Centre's premises. The Charity now places funds with four Banks to minimise the risk of holding large cash balances with any one Bank.

**VOLUNTEER CENTRE SOUTHWARK
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2013**

OBJECTIVES AND ACTIVITIES

Objectives and activities for public benefit

Volunteer Centre Southwark is the local volunteer development agency for the London Borough of Southwark. The charity's objects are to advance education, protect health, relieve poverty, sickness and distress and to promote any other charitable purpose for the benefit of persons in the London Borough of Southwark and its environs, by the promotion of voluntary work and a volunteer service.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

The charity's mission is "making volunteering easy". To achieve this Volunteer Centre Southwark aims to

- Increase individual volunteering and community involvement through providing a volunteer referral service,
- Improve volunteer management and enhance volunteer involvement through providing a range of information services on volunteering to voluntary and community organisations,
- Influence volunteering policy at local and regional level to achieve increased volunteering and better management of volunteers,
- Manage the organisation effectively within a given set of values

ACHIEVEMENTS AND PERFORMANCE

Review of activities

This has been a challenging and demanding year for Southwark Volunteer Centre. We continued to provide substantial support to volunteers and volunteer involving organisations in Southwark, working with over 3000 individuals and 1000 organisations. Highlights of the year included the development of Southwark's first Volunteering Strategy, the growth of our drop-in service, the creation of Involve's skills-based volunteering projects, and the continued success of our employment project. We have also continued to work closely with Community Action Southwark, including the exploration of a variety of options for collaboration.

Some of the challenges during the year included the closure of our supported volunteering project, which had been running for over 5 years. We have however successfully introduced a new project, Metamorphosis, working with people with a forensic mental health background.

I would like to thank all our staff, volunteers, partners and funders who have continued to bring their passion and energy to the work of the Volunteer Centre. In particular, 2 of our long serving staff, Tony Mollett and Barbara Idowu, who left the Volunteer Centre this year, after playing a big part in its growth and success.

Our big numbers 2012-13

Overall 3,031 people got involved in the community as a result of our work, and we gave in depth advice to 2,196 people around volunteering.

Over the year 1,206 people used our drop in service at Elephant and Castle Shopping Centre, We engaged 483 people through outreach and in total 1,519 people registered with us.

2,651 people took part in 143 team challenges giving 15,542 hours and 194 local voluntary groups received advice or attended training.

343 people started volunteering through the core brokerage service, 91 people placed through the Work Experience Project with 48 people going on to paid work.

Key activities through the year

Helping people to volunteer

After moving in June 2012 the drop in service at our shop in Elephant and Castle Shopping Centre is now established. Demand remains strong and over the year we gave advice to 1,206 people. As well as this we delivered outreach across the borough to spread the word about volunteering and engage communities who could benefit most. Our own volunteer team remained pivotal to this, collectively giving over 8,000 hours to support the service.

Supporting voluntary groups

This is a key part of our work, helping local groups to better engage and find people to volunteer with them. The Volunteer Management Forum, for people working with volunteers locally, remained strong with 67 groups attending across the year. Demand for our 1:1 health checks remains high, and we ran a popular series of volunteer management training, including offering action learning sets for the first time.

VOLUNTEER CENTRE SOUTHWARK
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2013

involve success and development

Involve, our employer supported volunteering program, remains strong, and despite a year of terrible weather and disruption we delivered 143 team challenges supporting 60 local groups. We are particularly proud of the support we gave to the Golden Hinde trust during their conservation & maintenance work on the ship. The most impressive task was the lowering of the main mast, stripping away the old varnish and re-varnishing it to last another 20 years.

This was also a year where we continued to invest in Involve, and in particular developed our skills based volunteering opportunities. We are now able to offer packages helping to support unemployed people around employability and interview skills and have also developed workshops that can be delivered in local primary schools. We are particularly proud of our relationship with RBS and Walworth Garden Farm where we have supported their Practical Horticulture project with a series of Employability and Mentoring scheme.

Support from Deutsche Bank enabled us to work with Birmingham Voluntary Service Council to help them replicate our Team Challenge model. We have also developed new partnerships with Volunteer Centre Camden, and Voluntary Action Islington to expand Involve and take the community benefit to more voluntary groups.

Supporting Unemployed people use volunteering to find work

Demand from unemployed people who want to volunteer as a way of building skills to get a job remains high and accounts for 32% of all the people using our brokerage service. Support from Southwark Council enabled us to continue to run our work experience project which gives focused support and opportunities to adults who are long term unemployed and over the year we worked with 91 people of whom 48 people went on to paid work. We are particularly thankful for new funding from United St Saviours which has enabled this work to go further and to support people who are even further from the labour market to take positive steps toward employment.

Strategic development of volunteering

This remains a key part of our work, a highlight being our partnership work with the council to develop the first ever volunteering strategy for the borough. We have tried to collaborate with other Volunteer Centres where possible and have pushed for the creation of a regional training program. In addition we have supported Greater London Volunteering (GLV) which Clive, our CEO has chaired although this year he has had to step down after his 6 year term.

We have also hosted many visits from people interested in volunteering from across the world including the Mayor and a delegation from the Municipality of Ikast-Brandø in Denmark, the Hong Kong agency for volunteering and the Beijing Guidance Centre for Volunteer Services.

Olympics and local Volunteer Strategies

There was no escaping the Olympics in 2012 with the profile on volunteering being higher than ever. Locally we led the Volunteering Subgroup of the Olympic legacy board with the aims of harnessing the magic dust of the Olympics to encourage volunteering locally. A direct result of this work was the creation of a Volunteering Strategy for the borough which helped to define what volunteering is, and its importance locally as well as setting an action plan for key players.

We also helped support the Olympic legacy, and developed a new partnership with Herne Hill Velodrome taking 130 corporate volunteers to help renovate the site, including planting a formal flower-bed and repainting the original 1977 Olympic signage.

Performance against the Strategic Plan

We have a 5 year strategic plan, from which we create a more detailed plan annually. In addition to our core activities, this has included:

Collaboration

This has remained key to our work, and we have aimed to collaborate with both local partners and regionally with other Volunteer Centres in order to strengthen our work and the Volunteer Centre network. In particular this has included:

- CAS: we have had on-going talks with CAS at all levels of the organisation in order to improve the services we offer our users and increase benefit to the community.
- Other Volunteer Centres: We have worked with Volunteer Centre Camden and Volunteer Centre Islington around Involve, and Birmingham Voluntary Service Council in order to help them replicate our team challenge model. We have also worked to create a formal training program with Volunteer Centres in Central London, and supported Greater London Volunteering and both good practice and brokerage partnerships.

Diversify Funding

- Involve regional expansion and skills volunteering: We have continued to diversify our services and have strengthened Involve Skills to include a more formalised employability support package. We also brought in new business partners and expanded Involve's reach into Islington and Camden.

VOLUNTEER CENTRE SOUTHWARK
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2013

- **Training and Brokerage Plus** With support from Southwark Council we were better able to explore the options for charged for services which could operate alongside out and have now introduced 'Promotion Plus' which enables groups to enhance how we promote their opportunities. We have also strengthened our training offer and linked it to a more regional offer including bespoke training offer.

Enhancing Service Delivery

- **Developing our volunteer team** With support from a Lottery Award we were able to invest in our volunteer team which is key to delivering our brokerage service. We have further developed and diversified our roles, and strengthened the team which gave 8,000 hours of support over the year, twice that of the year before
- **Use of ICT and New Media** We have now increased our online presence and have an active Twitter and Facebook following which we use to promote opportunities
- **Volunteer Champions** We formally launched this scheme which aims to better connect and support other people and organisations that also promote generic volunteering opportunities, and ensure that they have the knowledge and tools to promote volunteering locally

New Funding

- We received £8,114 from the Big Lottery Fund for Volunteer Expenses. £6,750 was received from Southwark Council's Transition Fund, United St Saviours Charity provided £40,000 for Work Experience funding from October 2012, Merchant Taylors Trust provided £15,000 to fund the Metamorphosis project from December 2012, and Southwark Council provided £3,000 for the Volunteer Passport Scheme

RESERVES POLICY

The Management Committee has examined the charity's requirements for reserves in the light of the main risks to the organisation. It has established a policy in line with Charity Commission guidelines whereby the funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the current expenditure.

FINANCIAL REVIEW

As shown in the Statement of Financial Activities, overall expenditure for the year exceeded income by £34,028 decreasing the total funds of the charity by the same amount. Volunteer Centre Southwark, like most charities and other organisations in the voluntary sector has faced funding challenges in 2012-13. Funding levels remain have fallen due to these challenges. After accounting for transfers between funds, the restricted funds of the charity have increased by £9,762 while unrestricted funds have decreased by £43,790.

PLANS FOR THE FUTURE

The economic climate continues to make these tough times for charities, and in 2013 and beyond we will continue to try and make our work both as effective and sustainable as possible. We continue to manage our work through a key performance indicator framework, and have pulled out the following key things from our strategic plan for 2013-14:

- **Collaboration with CAS** we will continue to look at how we can collaborate with CAS, including better/more holistic working with groups, joint fundraising
- **Collaboration with other Volunteer Centres** Capacity and effectiveness to engage is becoming increasingly varied across the network. Whilst we still believe that a strong network of Volunteer Centres is the best way of supporting volunteering infrastructure in London, regional and sub regional working can prove difficult and as such we will look to collaborate with Volunteer Centres that are engaged and share our aspirations. We will still look to continue collaborative work identified through the good practice and brokerage networks however look to run it with a smaller number of partners and develop formal agreements to ensure clarity of purpose
- **Encouraging others to collaborate and promoting the power of volunteering** Times remain tough economically for the whole sector, and whilst the role of volunteers in delivering services and meeting need becomes increasingly important the capacity and resources to support volunteering is being reduced. We will look to promote and showcase how groups can collaborate around volunteering, doing things more effectively for less. We will also continue to support the re-fresh of the boroughs volunteering strategy which will aim to create a fertile landscape for volunteering in Southwark
- **Formalising and clarifying joint work** Where we are formalising or developing new work with partners we will clarify roles and expectations in formal agreements. Work to do this at the beginning of a partnership helps clear the path for future working and iron out problems before they arise
- **Premises** Our lease expires in 2014. When considering whether or not we can extend or want to move to new premises we will need to consider various demands. Our ideal premises being high profile within the community, affordable, accessible to staff and the public, with room for growth and space to suit our internal culture of supporting volunteers. It would also be good to do this in collaboration with another community partner

VOLUNTEER CENTRE SOUTHWARK
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2013

- **Volunteer Champions:** This scheme was later to launch than expected and 2013 will be the year where it needs to be beds in and becomes part of our core work. If successful this will see the creation of a network of people/groups across the borough whom are promoting volunteering to others. This will boost our work by increasing understanding and reach as in a way a champion is like a miniature Volunteer Centre.
- **Supported volunteering projects.** Sustaining the work experience project, and reinstating some type of project supporting people with mental ill health to volunteer remains a priority. We will also look to bring in funding for similar projects which support groups of people which may have barriers to volunteering e.g. ex-offenders, older people, refugee communities.

Expansion and diversification of Involve

After a year of development and planning we will implement the first stage of changes for Involve. This will see a diversification which will enable us to better support the community whilst growing the core of Involve, its sustainability and that of the whole Volunteer Centre.

New clients growth will need to be supported with new clients, and also help reduce our dependence upon a few main partners.

Regional expansion. With the new north team we will solidify and expand work in Islington and Camden whilst investigating Hackney. In the South we will work more formally in Lambeth and Lewisham investigating Greenwich.

Skills We have had some good success with Involve Skills and interest is still growing around initial packages and potential. We will plan to embed Skills in Southwark and continue to develop/enhance new packages such as those around employability, literacy, wellbeing, and supporting volunteers and voluntary groups.

We would particularly like to thank

Volunteers are key to how we work and deliver services. We would like to thank everyone who has volunteered for us over the last year, giving 8000 hours of their time including Gerry Daniels, Orita Smith, Tracy Kaur, Colin Coulson, Elaine Etienne, Sharon Murphy, Kimberley Folan, Grace Kobbe, Daniel Ola Thomas, Kirsty Ayakwah, Mananne Topal, Anita Patel, Francis Ebuomwan, Angelica Lopez, Aude Beaufour, Yolanda Adamson, Naveenat Sahota, Mezino Obonyane, Muskesh Madhapara, Risq Anmasaun, Saber Tourmi, Shenille John, David Rodriguez, Jonathan Takyi, Gifty Gyang, Rexford Dodo, David Singh, SachaLakee, Elvis Coward.

A big thank you to all our funders and business partners including Southwark Council, Big Lottery, City Bridge Trust, United St Saviours, Merchant Taylors.

Also a thank you to all our stakeholders and supporters who we have worked with including Simon Hughes MP, The Mayor of Southwark Cllr Althea Smith, Cllr Veronica Ward, Cllr Claire Hickson, Cllr Abdul Mohammed, Kevin Dykes, Michael Cleere, Paul Cowell, Ben Freedman, Southwark Works, Volunteer Centre Camden, Volunteer Centre Islington, Volunteering England and Greater London Volunteering.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of Volunteer Centre Southwark for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgments and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

VOLUNTEER CENTRE SOUTHWARK
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2013

Provision of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006

This report was approved by the Trustees on 27/11/2013 and signed on their behalf, by



Claire Helman, Chair

INDEPENDENT AUDITORS' REPORT
To the Members of Volunteer Centre Southwark
FOR THE YEAR ENDED 31 MARCH 2013

We have audited the financial statements of Volunteer Centre Southwark (Company Number 03218745) for the year ended 31st March 2013 which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Account), 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 charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As explained more fully in the Trustees' Responsibilities Statement, the trustees' (who are also directors of the company for the purpose 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 misstatement, 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 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' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent misstatement or inconsistencies we consider the implications for our report.

OPINION

In our opinion:

- the financial statements give a true and fair view of the state of the charitable company's affairs as at 31st March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended, and
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- the financial statements have been properly prepared in accordance with the requirements of the Companies Act 2006.

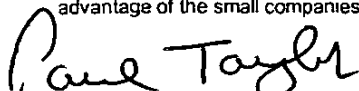
OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which 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, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and to take advantage of the small companies' exemption in preparing the Trustees' Annual Report.


 Paul Taylor FCA (Senior Statutory Auditor)
 Kings Mill Partnership
 Chartered Accountants
 Registered Auditors
 75 Park Lane
 Croydon CR9 1XS

Date

12th December 2013

VOLUNTEER CENTRE SOUTHWARK
STATEMENT OF FINANCIAL ACTIVITIES
(including Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2013

	Notes	Unrestricted Funds 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Total Funds 2012 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	38,879	-	38,879	51,839
Investment income	3	1,800	-	1,800	2,167
Incoming resources from charitable activities	4	394,892	133,380	528,272	581,063
TOTAL INCOMING RESOURCES		435,571	133,380	568,951	635,069
RESOURCES EXPENDED					
Cost of generating funds					
Cost of generating voluntary income	5	59,083	-	59,083	63,218
Charitable activities	6, 7	416,950	123,618	540,568	563,328
Governance costs	6, 7	3,328	-	3,328	5,932
TOTAL RESOURCES EXPENDED		479,361	123,618	602,979	632,478
NET OUTGOING/(INCOMING) RESOURCES		(43,790)	9,762	(34,028)	2,591
Total funds as at 1st April	15	187,890	28,988	216,878	214,287
Total funds as at 31st March	15	£144,100	£38,750	£182,850	£216,878

There were no recognised gains and losses other than those shown in the above Statement of Financial Activities

The results for the above financial years derive from continuing operations

The notes numbered 1 to 18 form part of these financial statements

VOLUNTEER CENTRE SOUTHWARK

BALANCE SHEET
As at 31st March 2013

	Notes	£	2013 £	£	2012 £
FIXED ASSETS					
Tangible fixed assets	10		15,878		25,639
CURRENT ASSETS					
Debtors	11	46,010		23,616	
Cash at bank and in hand		211,221		352,827	
TOTAL CURRENT ASSETS		257,231		376,443	
CREDITORS: amounts falling due within one year	12	(90,259)		(185,204)	
NET CURRENT ASSETS			166,972		191,239
TOTAL ASSETS less CURRENT LIABILITIES			£182,850		£216,878
CHARITY FUNDS					
Restricted funds	15		38,750		28,988
Unrestricted funds	15		144,100		187,890
TOTAL FUNDS	15		£182,850		£216,878

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved and authorised for issue by the Board on 27/11/2013.
and signed on their behalf by



Claire Helman, Chair

The notes on pages 11 to 16 form part of these financial statements

VOLUNTEER CENTRE SOUTHWARK

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013**1. ACCOUNTING POLICIES****Basis of accounting**

The financial statements have been prepared under the historical cost convention and follow the recommendations in Accounting and Reporting by Charities Statement of Recommended Practice 2005 (SORP 2005) issued in March 2005, applicable UK accounting standards and the Companies Act 2006

The charity has taken advantage of the exemption in FRS1 from the requirement to prepare a cash flow statement on the grounds that it is a small charity

Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

Incoming resources

All incoming resources are included in the Statement of financial activities when the company is legally entitled to the income and the income can be quantified with reasonable accuracy.

Donated services or facilities, which comprise donated services, are included in income at the valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes, including training.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Unrestricted funds

Unrestricted funds are funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purpose.

Restricted funds

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised unless purchased under a grant agreement when they are written off in the year of purchase.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold Improvements	- Straight line over 3 year life of lease
Office Equipment	- Straight line over 4 years

Pension Scheme

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year. The charity contributes to a stakeholder pension scheme in respect of four of its employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. Contributions payable are charged in the period to which they relate. In addition the charity contributes to a further personal pension scheme for one individual member of staff.

VOLUNTEER CENTRE SOUTHWARK

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2013

2. Voluntary Income	Unrestricted Funds 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Total Funds 2012 £
Southwark Council	£38,879	£0	£38,879	£51,839
3 Investment Income	Unrestricted Funds 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Total Funds 2012 £
Bank Interest	£1,800	£0	£1,800	£2,167
4 Incoming Resources from Charitable Activities	Unrestricted Funds 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Total Funds 2012 £
Volunteer Services (Class)				
City Bridge Trust	-	31,250	31,250	41,609
Guy's & St Thomas Chanty	-	7,971	7,971	77,289
Southwark Council	14,495	78,741	93,236	93,958
United St Saviours	-	15,418	15,418	-
Training and event	9,953	-	9,953	10,894
Volunteering England	-	-	-	3,500
GLV	98	-	98	1,833
Merchant Taylors'	5,000	-	5,000	-
Other	10,354	-	10,354	-
Hub (Class)				
Southwark Alliance	-	-	-	35,173
Involve (Class)				
Involve Project	354,992	-	354,992	316,807
	£394,892	£133,380	£528,272	£581,063
5 Cost of Generating Voluntary Income	Unrestricted Funds 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Total Funds 2012 £
Service delivery	4,034	-	4,034	5,616
Staff expenses	1,150	-	1,150	1,296
Equipment & IT	604	-	604	1,435
Insurance	345	-	345	384
Bank charges	466	-	466	752
Staff/ Management costs	43,582	-	43,582	43,633
Premises	6,448	-	6,448	7,985
Depreciation	2,454	-	2,454	2,117
Total cost of generating voluntary income	£59,083	£0	£59,083	£63,218

VOLUNTEER CENTRE SOUTHWARK
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2013

6 Expenditure by charitable activity	Unrestricted Funds 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Total Funds 2012 £
Involve (Class)	348,290	-	348,290	275,681
HUB (Class)	-	-	-	35,173
Volunteer Services (Class)	68,660	123,618	192,278	252,474
Total expenditure on charitable activities	£416,950	£123,618	£540,568	£563,328
Governance (Core)	3,328	-	3,328	5,932
Total resources expended	£420,278	£123,618	£543,896	£569,260
7 Analysis of resources expended by activities	Direct Costs 2013 £	Support Costs 2013 £	Total Funds 2013 £	Total Funds 2012 £
Involve (Class)	316,171	32,119	348,290	275,681
HUB (Class)	-	-	-	35,173
Volunteer Services (Class)	166,265	26,013	192,278	252,474
Governance costs	3,328	-	3,328	5,932
Total resources expended	£485,764	£58,132	£543,896	£569,260
8 Net Income			2013 £	2012 £
This is stated after charging			£	£
Depreciation			12,268	10,850
Auditor's remuneration			2,880	5,040
			£15,148	£15,890
During the year the Trustees did not receive any remuneration or benefits in kind (2012 £Nil)				
9 Staff costs and numbers			2013 £	2012 £
Salaries and wages			354,262	373,733
Social security costs			33,472	36,992
Other pension costs			9,960	9,549
			£397,694	£420,274

No employee received emoluments of more than £60,000 in the current or preceding year. The average number of employees in the year was 14 (2012 14)

VOLUNTEER CENTRE SOUTHWARK
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2013

10	Tangible fixed assets	Leasehold Property	Office equipment	Total	
		£	£	£	
	Cost				
	At 1st April 2012	17,493	32,122	49,615	
	Additions	-	2,507	2,507	
	Disposals	-	(2,018)	(2,018)	
	At 31st March 2013	£17,493	£32,611	£50,104	
	Depreciation				
	At 1st April 2012	4,373	19,603	23,976	
	Charge for the year	5,831	6,437	12,268	
	Disposals	-	(2,018)	(2,018)	
	At 31st March 2013	£10,204	£24,022	£34,226	
	Net book value				
	At 31st March 2013	£7,289	£8,589	£15,878	
	At 31st March 2012	£13,120	£12,519	£25,639	
11.	Debtors		2013	2012	
			£	£	
	Trade debtors		28,025	5,591	
	Other debtors		-	1,851	
	Prepayments and accrued income		17,985	16,174	
			£46,010	£23,616	
12	Creditors amounts falling due within one year		2013	2012	
			£	£	
	Trade creditors		7,674	3,383	
	Social security and other taxes		23,489	21,650	
	Accruals and deferred income		59,096	160,171	
			£90,259	£185,204	
13	Deferred Income	As at 1st April 2012	Income received in the year	Amount recognised in SOFA	As at 31st March 2013
		£	£	£	£
	Voluntary income	-	38,879	38,879	-
	Investment income	-	1,800	1,800	-
	Charitable activities	153,175	430,487	528,272	55,390
	Total deferred income	£153,175	£471,166	£568,951	£55,390
14	Analysis of net assets between funds	Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
		2013	2013	2013	2012
		£	£	£	£
	Tangible Fixed assets	4,445	11,433	15,878	25,639
	Current assets	63,614	193,617	257,231	376,443
	Creditors due within one year	(29,309)	(60,950)	(90,259)	(185,204)
		£38,750	£144,100	£182,850	£216,878

VOLUNTEER CENTRE SOUTHWARK
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2013

15 Statement of Funds	1 April 2012 £	Incoming Resources £	Resources Expended £	Transfers £	31 March 2013 £
Designated funds					
Volunteer Services (Class)	-	39,900	(88,660)	28,760	-
Involve (Class)	-	354,992	(348,290)	-	6,702
	<u>£0</u>	<u>£394,892</u>	<u>£ (416,950)</u>	<u>£28,760</u>	<u>£6,702</u>
General funds					
Core (Class)	187,890	40,679	(62,411)	(28,760)	137,398
Total Unrestricted funds	<u>£187,890</u>	<u>£435,571</u>	<u>£ (479,361)</u>	<u>£ (28,760)</u>	<u>£144,100</u>
Restricted funds					
Volunteer Services (Class)	(147)	133,380	(123,618)	-	9,615
Hub (Class)	29,135	-	-	-	29,135
	<u>£28,988</u>	<u>£133,380</u>	<u>£ (123,618)</u>	<u>£0</u>	<u>£38,750</u>
Total funds	<u>£218,878</u>	<u>£568,951</u>	<u>£ (602,979)</u>	<u>£0</u>	<u>£182,850</u>

Unrestricted funds

Core (class) This fund has general objects for any charitable or administrative purpose relating to the organisation. It includes unrestricted donations and interest.

Involve (class) The trustees have designated funds generated by the Involve project to fund the Involve Manager and Team Challenge Officer roles and associated running costs. Any surplus funds are transferred at year end to cover any deficit in the Volunteer Services fund or to General funds.

Volunteer Services (class) This fund includes income arising from providing outside training and events and the Trustees have designated these funds to partly fund the Volunteer Services Manager role and Volunteer Engagement Co-ordinator and associated running costs.

Restricted funds:

Volunteer Services (class) This fund consists of a number of grants received by the charity to fund specific projects within the Volunteer Service division. These grants include:

- * Guy's and St Thomas' Trust - via the South London and Maudsley NHS Trust (SLAM) funded a Supported Volunteering Co-ordinator and Supported Volunteering Officer and running costs
- * Southwark Council - funded the Work Experience BOOST1 project to support people who are long term unemployed to find volunteering opportunities
- * City Bridge Trust - funded a Volunteering Development Co-ordinator and associated running costs

VOLUNTEER CENTRE SOUTHWARK
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2013

16. Commitments under operating leases

At 31 March 2013 the company had annual commitments under non-cancellable operating leases as follows

Expiry date:	2013 £	2012 £
Within one year	-	-
Between two and five years	17,178	27,497

17. Taxation

As a charity, Volunteer Centre Southwark is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

18. Related Party Transactions

During the year, the charity paid annual fees of £145 (2012 £160) and received training and grant income of £4,323 (2012 £16,178) from Greater London Volunteering. At the year end a balance of £Nil (2012 £2,336) was due from Greater London Volunteering as included in 'Trade debtors' within Note 11 of these accounts.

Kate Bowgett, a Trustee of the charity, was a Trustee for Greater London Volunteering in 2012. Clive Pankhurst, the Chief Executive Officer, was Chair for Greater London Volunteering in 2012.