



Volunteer Centre
Southwark

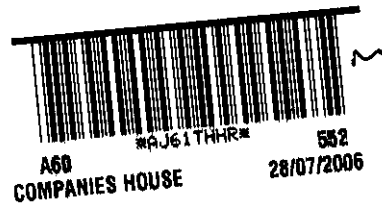
Volunteers in Action Southwark

(A company limited by guarantee)

*Volunteer Centre Southwark is the operational name of
Volunteers in Action Southwark*

**Report and Financial Statements
For the Year Ended 31 March 2006**

**Charity number 1060581
Company number 3218745**



Volunteers in Action Southwark

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For the year ended 31st March 2006**

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Volunteers in Action Southwark

Report of the Management Committee For the year ended 31st March 2006

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, present their report together with the financial statements for the year ended 31st March 2006. The financial statements have been drawn up in accordance with statutory requirements and applicable Accounting Standards.

Reference and Administrative Information

Charity Name: Volunteers in Action Southwark (trading as Volunteer Centre Southwark)

Charity registration number: 1060581

Company registration number: 3218745

Registered Office and operational address: Wigglesworth House, 69 Southwark Bridge Road, London SE1 0NQ

Directors & Trustees

Mr Charles Woodd – Chair
Ms Fay Hall – Vice Chair
Mr Daniel Adele-Leigh – Treasurer
Ms Eileen Conn
Ms Kerrie Gaelen
Mr John Hanby-Holmes
Ms Shelagh Kirkland
Mr Sean Risdale
Ms Becky Peates
Ms Jean Petrie
Ms Celia Moore
Ms Becky Johnson

Company Secretary

Mr John Barkus

Chief Executive Officer

Mr John Barkus

Auditors

FW Stephens, 10 Charterhouse Square, London, EC1M 6LQ

Bankers

Barclays Bank Plc, 223-229 Rye Lane, London, SE15 4TY

Solicitors

Anthony Gold Solicitors, New London Bridge House, 25 London Bridge Street, SE1 9TW

Volunteers in Action Southwark

Report of the Management Committee (continued) For the year ended 31st March 2006

Structure, Governance and Management

Governing Document

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.

Recruitment and Appointment of Management Committee

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 re-appointment.

At the next AGM the following trustees will be pooled for retirement Kerrie Gaelen, Celia Moore, Becky Peates or Jean Petrie and will be able to offer themselves for re-election.

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.

Trustee Induction and Training

Most trustees are already familiar with the practical work of the charity, having been service users, and as part of their induction are encouraged to take up a day's volunteering within the office. Additionally, new trustees are invited and encouraged to attend a short training session (of no more than an hour) 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 Question & Answer pack has also been prepared drawing information from the various Charity Commission publications signposted through the Commission's guide "the Essential Trustee" as a follow up to these sessions. This is distributed to all new trustees along with the Memorandum and Articles and the latest financial statements. Feedback from new trustees about their induction has been very positive.

Volunteers in Action Southwark

**Report of the Management Committee (continued)
For the year ended 31st March 2006**

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 AON. Procedures are in place to ensure compliance with health and safety of staff, volunteers and visitors to the Volunteer Centre's premises.

Organisational Structure

Volunteer Centre Southwark has a Management Committee who meet quarterly and are responsible for the strategic direction and policy of the charity. At present the Committee has twelve members from a variety of personal and professional backgrounds relevant to the work of the charity. 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 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 that key performance indicators and quality standards are met.

Objectives and Activities

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 charity's mission is to "promote more and better volunteering in Southwark". 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

Volunteers in Action Southwark

**Report of the Management Committee (continued)
For the year ended 31st March 2006**

Developments, activities , achievements and performance

The main areas of charitable activity are the provision of a Volunteer Referral Service, support for specialist areas of volunteer recruitment, a Business Volunteers programme, the promotion of good practice in Volunteer Management, and the provision of an Active Citizens Hub for the Borough.

The past year has once again seen a record growth in all these areas of activity. There was an amazing 31% increase in the number of prospective volunteers approaching the Centre, which reached a record 6,418 for the year. This was no doubt in part due to the increased awareness arising from the activities sponsored as part of the Year of the Volunteer. In addition, 2,016 volunteers from 15 employing organisations took part in 64 Team challenges and other activities. The high spot for the Business Volunteers programme was a team challenge on Stave Hill in Rotherhithe, involving 300 volunteers from City accounts firm Kingston Smith. The event was even honoured by a visit from the Lord Mayor of London. We welcomed two new business partners, UBS and Better Bankside, and worked with a further 7 new employers.

The completely revised version of the Centre's Good Practice Guide in Volunteering (now titled Volunteer Management Guide) was published in early 2006, and distributed to 500 groups and organisations across the Borough. The Centre developed a robust programme of volunteer management training, continued to organize a regular Forum of Volunteer Managers, and registered as a Criminal Records Bureau umbrella service for its members.

Following the collapse of the Southwark Community Empowerment Network, Government Office for London engaged consultants Akronym who recommended the establishment of an Active Citizens Hub to promote empowerment across the Borough. Volunteer Centre Southwark tendered successfully for the commission to establish the Hub, and work began in August 2005. In fact considerable ground work had already been undertaken through the Centre's Active Citizenship Manager, employed with Neighbourhood Renewal funding in 2004.

The Active Citizen's Hub was formally launched with a very successful conference, attended by more than 250 people, on 19 January 2006, at which Rt Hon David Blunkett MP gave the keynote speech, ably supported by Peter Tachell and Linda Bellos, well-known activists with local roots. The Hub also supported Southwark Citizens Day in October 2005, which was a pilot initiated by the Home Office.

Specialist work has expanded, with the establishment, in partnership with Capital Volunteering, of a groundbreaking service to support people with mental health issues to volunteer, and the commissioning by Southwark Primary Care Trust of a training programme for groups and volunteers. £170,000 in small grants was distributed as part of the Capital Volunteering programme. The VIPs (Volunteers in Policing Southwark) project that we, acting as consultants pioneered with Southwark Police was so well established that as planned was mainstreamed within the police service from April 2006.

Volunteers in Action Southwark

Report of the Management Committee (continued) For the year ended 31st March 2006

Challenge Anneka TV star Anneka Rice opened the annual Business Volunteers awards event at Glaziers Hall in January 2006 and talked about how thrilled she was to see corporate teams undertaking Anneka style challenges. The first ASDAN course for volunteers (which offers an accredited certificate in community volunteering) was delivered. During the year, the Centre became the first organisation in the UK to receive the Investors in Volunteers Award, and later in the year also received an Investors in People Award.

The Centre has continued to play a leading role in wider developments in the Borough, and beyond. The Chief Executive continued to sit as a Board member of Southwark Alliance, and in 2006/7 will also serve on the Alliance's Management Committee. Staff gave a presentation at the Volunteurope Conference in Berlin on Active Citizenship.

Volunteer Centre Southwark's income in 2005/6 reached £830,000, but this included a one-off small grants fund of £210,000, and other project funding unlikely to be repeated. We are as always tremendously grateful to our various funders and supporters, including Southwark Council, the Safer and Stronger Communities Fund, the Neighbourhood Renewal Fund, the Bridge House Estates Trust Fund, Capital Volunteering, Southwark Works, Volunteering England, Wakefield Trust, as well as all our Business Partners. Our planned income for 2006/7 is £660,000. The staff numbers increased by 50% over the year to 18, and are expected to stay broadly at that level.

We noted with great sadness the early death of David Kitchen MBE, who had only recently retired from membership of the Management Committee, after a number of years' service. During the year, we welcomed Becky Johnson on to the Committee. John Barkus continued to provide wise and skilful leadership to the staff, ably supported by a committed and resourceful team.

Financial Review

Reserves Policy

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

Budgeted expenditure for 2006/7 is £660,000 and therefore the target is £165,000 to £330,000 in unrestricted funds. The reserves are needed to meet the working capital requirements of the charity, and to meet its legal obligations in the event of a significant drop in funding. Income funds stand at £621,325 (£832,325 less the small grants fund). The present level of unrestricted reserves available to the charity of £164,711 represents approximately three months running costs.

Volunteers in Action Southwark

**Report of the Management Committee (continued)
For the year ended 31st March 2006**

Designated Funds Policy

Within unrestricted reserves, the trustees have designated certain funds which were received during the year. As part of the annual budget process, the management committee will decide which monies, receivable from the various organisations, will be set aside for specific projects in furtherance of the charities objectives.

Grant Making Policy

The charity invites small groups involved in supporting people with mental health issues to apply for the grants offered as part of the newly established specialist project supported by Capital Volunteering. The applicants submit their proposals to the management committee in a standard format and these are reviewed against specific criteria agreed by the charity and Capital Volunteering Southwark.

Plans for Future Periods

The charity plans to continue the activities outlined above in the forthcoming years, subject to regular review with its stakeholders and to satisfactory funding arrangements. Plans are also being developed for a number of income generating activities, including an expansion in training and other events, so as to decrease the charity's reliance on grant finance to sustain its activities. The charity will also continue to work within the Volunteering England Quality Standard (QSI), Investors in People and Investors in Volunteers quality marks.

In the coming year, we expect our volunteer referral numbers to stabilize at around 3,500 (allowing for the end of the Year of the Volunteer). We expect to recruit three further business partners, and to increase business volunteer numbers to 2,500. Through the Active Citizens Hub, we hope to reach at least 1,000 active citizens. Our training programme will expand further, as part of the ChangeUp initiative.

Auditors

FW Stephens were appointed as the charitable company's auditors during the year and in accordance with section 365 of the Companies Act 1985, a resolution proposing that FW Stephens be reappointed as auditors of the company will put to the Annual General Meeting.

Responsibilities of the trustees

The Management Committee are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Volunteers in Action Southwark

Report of the Management Committee (continued) For the year ended 31st March 2006

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Management Committee is 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Statement of disclosure to auditor

- So far as the Management Committee are aware, there is no relevant audit information of which the company's auditors are unaware, and
- 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 company's auditors are aware of that information.

Approved by the Management Committee on 6 July 2006 and signed on its behalf by:



Mr Charles Woodd (Chairman)

Volunteers in Action Southwark

Independent Auditors' Report To the members of Volunteers in Action Southwark

We have audited the financial statements of Volunteers in Action Southwark on pages 11 to 23 for the year ended 31st March 2006 which comprise the Statement of Financial Activities, the Balance Sheet and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the 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 company and the company's members, as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of Volunteers In Action for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities on page 8.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We report to you whether in our opinion the information given in the trustees' report is consistent with the financial statements.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's financial statements and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

Volunteers in Action Southwark

Independent Auditors' Report (continued) To the members of Volunteers in Action Southwark

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- The financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31st March 2006 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.
- The information given in the trustee's report is consistent with the financial statements.

FW Stephens

FW Stephens

Chartered Accountants
Registered Auditors

10 Charterhouse Square
London
EC1M 6LQ

27 JULY 2006

Volunteers in Action Southwark

Statement of Financial Activities (including Income & Expenditure Account) for the year ended 31 March 2006

	Notes	Unrestricted Funds £	Restricted Funds £	Total funds 2006 £	Total funds 2005 £
Incoming resources:					
Income resources from generating funds					
<i>Voluntary Income</i>					
Grants and donations	2	68,518	-	68,518	69,167
<i>Investment Income</i>		8,057	-	8,057	2,408
Incoming resources from charitable activities	3	150,178	599,158	749,336	231,955
Other Incoming resources	4	6,414	-	6,414	7,200
Total incoming resources		233,167	599,158	832,325	310,730
Resources expended:					
Cost of generating funds					
<i>Cost of generating voluntary income</i>					
	5	31,030	-	31,030	12,355
Cost of charitable activities	5	166,976	552,438	719,414	245,724
Governance costs	5	7,131	-	7,131	4,691
Total resources expended		205,137	552,438	757,575	262,770
Net incoming resources before transfers	7	28,030	46,720	74,750	47,960
Gross transfers between funds	17	32,844	(32,844)	-	-
Net movement in funds for the year		60,874	13,876	74,750	47,960
Reconciliation of funds					
Total funds brought forward		103,837	32,346	136,183	88,223
Total funds carried forward	15-16	164,711	46,222	210,933	136,183

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 13 - 23 form part of these accounts

Volunteers in Action Southwark

Balance Sheet As at 31st March 2006


	Notes	2006		2005	
		£	£	£	£
Fixed assets					
Tangible assets	11		8,368		4,982
Current assets					
Debtors	12	37,641		10,040	
Cash at bank and in hand		476,247		152,532	
		513,888		162,572	
Current liabilities					
Creditors: amounts falling due within one year	13	(311,323)		(31,371)	
Net current assets			202,565		131,201
Net assets			210,933		136,183

Represented by:

Unrestricted funds	15	164,711	103,837
Restricted funds	16	46,222	32,346
Total funds		210,933	136,183

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Directors and Trustees on 6th July 2006 and signed on their behalf.



Mr Charles Woodd – Chair

The notes on pages 13 - 23 form part of these accounts

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2006

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

a) **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and the Companies Act 1985.

b) **Fund accounting**

- Unrestricted funds can be used in accordance with the charitable objects at the discretion of the management committee.
- Designated funds are unrestricted funds earmarked by the trustees for particular purposes. The trustees decide which incoming funds to designate in order to match the budgeted annual expenditure expected on the particular projects.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c) **Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. If this performance has not been satisfied by the year end, the related income is deferred.

d) **Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred.

- 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 and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and includes the audit fee and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2006

1. Accounting Policies (continued)

e) **Fixed Assets**

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years. Items of equipment are capitalised where the purchase price exceeds £500.

f) **Operating Leases**

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

g) **Pension scheme**

The charity contribute to a stakeholder pension scheme in respect of three 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.

2. Grants and donations

	Unrestricted	Restricted	2006 Total	2005 Total
	£	£	£	£
<i>Core (class)</i>				
Southwark Council	48,185	-	48,185	69,167
Other donations	<u>20,333</u>	<u>-</u>	<u>20,333</u>	<u>-</u>
Total	<u>68,518</u>	<u>-</u>	<u>68,518</u>	<u>69,167</u>

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2006

3. Incoming resources from charitable activities

	Unrestricted	Restricted	2006	2005
	£	£	Total	Total
	£	£	£	£
<i><u>Volunteer Services (class)</u></i>				
Bridge House Estates Trust Fund	-	34,500	34,500	31,125
Capital Volunteering (CSV)	-	61,872	61,872	-
Off the Streets into Work (OSW)	-	13,001	13,001	-
Southwark Works!	-	80,000	80,000	-
Aylesbury New Deal for Communities	-	-	-	19,815
Community Fund (Big Lottery Fund)	-	-	-	19,367
Training and events	2,085	-	2,085	-
<i><u>Hub (class)</u></i>				
CIDU (Community Involve Develop Unit)	-	3,160	3,160	-
Southwark Alliance	-	161,000	161,000	13,500
Volunteering England	-	24,750	24,750	-
<i><u>Business Volunteers (class)</u></i>				
Business Volunteers project	83,845	-	83,845	78,948
Wakefield Trust	-	9,875	9,875	9,200
<i><u>Consultancy (class)</u></i>				
MET VIPS	36,591	-	36,591	40,000
Training and events	22,000	-	22,000	20,000
<i><u>Capital Volunteering (class)</u></i>				
Capital Volunteering Southwark	-	211,000	211,000	-
<i><u>Other</u></i>				
Training and events	<u>5,657</u>	<u>-</u>	<u>5,657</u>	<u>-</u>
Total	<u>150,178</u>	<u>599,158</u>	<u>749,336</u>	<u>231,955</u>

4. Other Income

	Unrestricted	Restricted	2006	2005
	£	£	Total	Total
	£	£	£	£
Rental income (office sublet)	1,900	-	1,900	7,200
Sundry income	<u>4,514</u>	<u>-</u>	<u>4,514</u>	<u>-</u>
Total	<u>6,414</u>	<u>-</u>	<u>6,414</u>	<u>7,200</u>

Volunteers in Action Southwark

Notes to the Financial Statements
For the year ended 31st March 2006

5. Total resources expended

	Basis of allocation	Voluntary Income (Core)	Business Volunteers	HUB	Volunteer Services	Consultancy	Capital Volunteering	Governance (Core)	2006 Total	2005 Total
		£	£	£	£	£	£	£	£	£
Costs directly allocated to activities										
Staff costs	Direct	-	63,614	91,889	129,360	51,535	-	-	336,398	190,161
Service delivery	Direct	6,108	30,785	42,793	9,522	1,749	-	-	90,957	17,891
Staff expenses	Direct	4,018	3,306	5,654	-	-	-	-	12,978	8,072
Marketing	Direct	7,229	388	10,648	7,701	204	-	-	26,170	11,978
Equipment & IT	Direct	380	-	4,657	2,324	-	-	-	7,361	2,993
Insurance	Direct	2,379	-	-	-	-	-	-	2,379	1,559
Legal and professional	Direct	1,160	-	-	-	3,811	-	-	4,971	-
Audit fees	Direct	-	-	-	-	-	-	3,995	3,995	2,335
Bookkeeping / Payroll	Direct	-	-	-	-	-	-	2,744	2,744	2,356
Trustees expenses	Direct	-	-	-	-	-	-	392	392	-
Bank charges	Direct	484	-	-	-	-	-	-	484	319
Grants paid (note 6)	Direct	-	-	-	-	-	171,903	-	171,903	-
Support costs allocated to activities										
Management costs	Staff time	5,633	7,500	18,899	15,720	4,251	-	-	52,003	-
Premises	Per Head	3,639	2,616	14,731	15,700	3,983	-	-	40,669	22,876
Depreciation	Usage	-	-	-	4,171	-	-	-	4,171	2,230
Total resources expended		31,030	108,209	189,271	184,498	65,533	171,903	7,131	757,575	262,770

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2006

6. Grants paid

During the year the following grants were awarded to organisations through the Small Grants Scheme:

	2006
	£
Gardening Project (Castle Day Centre)	6,653
Bridge the Gap (SDCAS)	10,000
Castle Volunteers	8,780
Breath of Fresh Air (BOST)	10,000
MH and Volunteering (Copleston Centre)	10,000
Reintegration through Volunteering and Sports (YGCN)	12,620
Coordinator (Creative Routes)	20,000
Documentary (Media & Culture Initiative)	10,250
DIY (Cooltan Arts)	20,000
Poetry (Cooltan Arts)	8,600
Service User Committee (Maroons)	10,000
Self-help group (Blackfriars Settlement)	10,000
Cambridge House Advocacy Project	<u>35,000</u>
Total	171,903

7. Net incoming resources for the year

This is stated after charging:	2006	2005
	£	£
Depreciation	4,171	2,230
Auditors' remuneration	3,995	2,335
Operating lease rentals	19,375	19,375
	<u> </u>	<u> </u>

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2006

8. Staff costs and numbers

Staff costs were as follows:

	2006	2005
	£	£
Salaries and wages	348,217	168,193
Social security	35,284	17,324
Redundancy	580	-
Pension	<u>4,320</u>	<u>4,644</u>
Total	<u>388,401</u>	<u>190,161</u>

No employee received emoluments of more than £60,000

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2006	2005
	No.	No.
Administration and support	2	2
Operational	<u>13</u>	<u>4</u>
	<u>15</u>	<u>6</u>

The charity operates a stakeholder pension scheme and administers contributions for three employees. The charity also makes contributions on behalf of these three employee (2005: 3). The total pension costs incurred by the charity for the year was £4,320 (2005: £4,644)

9. Trustee Remuneration

No members of the trustee board received remuneration during the year.

The trustees incurred expenses for travel and subsistence during the year of £392 (2005: £nil).

10. Taxation

As a charity, Volunteers in Action 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.

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2006

11. Tangible Fixed Assets

<i>Cost</i>	Office Equipment £
As 1 April 2005	10,419
Additions	7,557
Disposal	<u>(1,419)</u>
At 31 March 2006	<u>16,557</u>
<i>Accumulated Depreciation</i>	
As 1 April 2005	5,437
Charge for the year	4,171
Disposals	<u>(1,419)</u>
At 31 March 2006	<u>8,189</u>
<i>Net book value</i>	
At 31 March 2006	<u>8,368</u>
At 31 March 2005	<u>4,982</u>

The tangible fixed assets are all used for charitable purposes

12. Debtors

	2006 £	2005 £
Trade debtors	29,296	3,000
Prepayments	6,857	7,040
Other debtors	<u>1,488</u>	<u>-</u>
Total	<u>37,641</u>	<u>10,040</u>

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2006

13. Creditors

	2006	2005
	£	£
Trade creditors	13,366	1,659
Accruals	10,179	2,333
Grants payable	171,903	-
Deferred income (note 14)	115,875	25,875
Taxation and social security	<u>-</u>	<u>1,504</u>
Total	<u>311,323</u>	<u>31,371</u>

14. Deferred income

	As at 1 April 2005	Income received in year	Amount recognised in SOFA	As at 31 March 2006
	£	£	£	£
Grants and donations	-	68,518	68,518	-
Investment income	-	8,057	8,057	-
Charitable activities	25,875	839,336	749,336	115,875
Other income	<u>-</u>	<u>6,414</u>	<u>6,414</u>	<u>-</u>
Total	<u>25,875</u>	<u>922,325</u>	<u>832,325</u>	<u>115,875</u>

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2006

15. Unrestricted funds

	At 1 April 2005	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2006
	£	£	£	£	£
General funds:					
Core (class)	103,837	87,624	(38,161)	-	153,300
Designated funds:					
Volunteer Services (class)	-	2,085	(2,085)	-	-
Hub (class)	-	1,024	(1,024)	-	-
Business Volunteers (class)	-	83,843	(98,334)	32,844	18,353
Consultancy (class)	-	58,591	(65,533)	-	(6,942)
Total unrestricted funds	103,837	233,167	(205,137)	32,844	164,711

Unrestricted funds:

Core (class) – This fund has general objects for any charitable or administrative purpose relating to the organisation. It includes a £48,188 core strategic grant from Southwark Council as well as unrestricted donations.

Volunteer Services (class) – This designated fund was established to cover the costs involved in training the Volunteer Services Manager to become an accredited Outcomes Trainer for the Charities Evaluation Service.

Hub (class) – This fund was set up to cover the costs of a one off event to raise awareness of the Hub project.

Business Volunteers (class) – The trustees have designated funds generated by the business volunteers project to fund the Business Volunteers Manager and Business Volunteers Assistant roles and associated running costs.

Consultancy (class) – The trustees have designated reserves to support the Volunteers in Policing project, which will fund a consultant worker from Volunteer Centre Southwark to develop a volunteering project for the Metropolitan Police Service in Southwark.

Funds have also been designated to cover the Volunteer Service Managers costs in providing general consultancy advice to current and prospective volunteers.

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2006

16. Restricted funds

	At 1 April 2005	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2006
	£	£	£	£	£
Restricted funds:					
Volunteer Services (class)	(498)	189,373	(182,413)	-	6,462
Hub (class)	-	188,910	(188,247)	-	663
Business Volunteers (class)	-	9,875	(9,875)	-	-
Capital Volunteering (class)	-	211,000	(171,903)	-	39,097
Other (class)	<u>32,844</u>	-	-	<u>(32,844)</u>	-
Total restricted funds	32,346	599,158	(552,438)	(32,844)	46,222

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:

- Bridge House Estates Trust – Funded the Volunteer Services Manager post within Volunteer Services supporting the strategic development of volunteering management and policy within Southwark.
- *Capital Volunteering (CSV)* – Funded a supported volunteer project co-ordinator and assistant as well as a small grants programme.
- *Off the Streets into Work (OSW)* – Part funded the post of Work Experience Assistant to support people who are homeless to find volunteering opportunities as well as develop stronger links between the charity and homelessness groups.
- *Southwark Works* – Funded two Work Experience Assistant posts to support people who are unemployed to find meaningful volunteering opportunities to assist with skills development with the aim of gaining future employment.

Hub (class) – The objects of this restricted fund are to bring volunteer awareness to the local citizens of Southwark through the establishment of an “Active Citizens Hub”. The trustees received funds from a number of different sources and are required to spend them as follows:

- *Southwark Alliance* – Initially funded a research project into active citizenship and then subsequently funded the development of the Active Citizenship Hub.
- *Community Involvement Dev Unit* – Worked in partnership with the Active Citizens Hub project to deliver a training day for residents within Southwark.
- *Volunteering England* – Funded a six month post to develop stronger links with black and minority ethnic (BME) voluntary and community groups as well as supporting individuals from the BME community to find volunteering placements.

Business Volunteers (class) – This restricted fund represents a grant received from the Wakefield Trust which the charity used specifically to further the development of business volunteering in the Tower Bridge and North Southwark area.

Capital Volunteering (class) – The funds received from Capital Volunteers Southwark are to be forwarded directly to the successful applicants of the Small Grants Scheme. The trustees together with Capital Volunteers Southwark decide which groups, involved in the support of mentally handicapped people, will receive these grants.

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2006

17. Transfer between funds

A transfer of £32,844 was made between a restricted fund and the Business Volunteers designated fund. This transfer was made to correct a misallocation of management costs in a previous period.

18. Analysis of Net Assets Between Funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible fixed assets	-	-	8,368	8,368
Current assets	161,262	13,505	339,121	513,888
Current liabilities	<u>(7,962)</u>	<u>(2,094)</u>	<u>(301,267)</u>	<u>(311,323)</u>
Net assets at 31 March 2006	153,300	11,411	46,222	210,933

19. Operating lease commitments

The company has obligations under operating leases to pay the following rentals during the next year in respect of land and buildings.

Leases expire:	2006	2005
	£	£
Between 2 – 5 years	19,375	19,375

20. Related party transactions

During the year the charity received £1,900 (2005: £7,200) from Webplay (UK) Limited, for rental of office space. John Barkus, Senior Manager of Volunteers in Action Southwark, is also a director of this charity. No amounts were outstanding at the year end (2005: £nil).

21. Control

The charity is controlled by its trustees.