



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 2008

**Charity number 1060581
Company number 3218745**

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Volunteers in Action Southwark

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Volunteers in Action Southwark

Report of the Management Committee For the year ended 31st March 2008

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 2008. 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

Ms Claire Helman – Chair (appointed – 7th November 2007)

Ms Kate Bowgett – Vice Chair (appointed 20th July 2007)

Ms Shelagh Kirkland – Treasurer

Ms Elaine Barnbrook (appointed – 12th June 2007)

Mr Michael Bukola

Mr Bill Dee (appointed – 7th November 2007)

Ms Celia Moore

Ms Ella Nwaokolo (appointed – 7th November 2007)

Ms Becky Peates

Ms Becky Johnson (retired - 17th July 2007)

Ms Kerrie Gaelen (retired at last AGM – 7th November 2007)

Ms Fay Hall – (former Vice Chair, retired 11th March 2008)

Ms Jean Petrie (retired at last AGM – 7th November 2007)

Mr Charles Woodd – (former Chair, retired at last AGM – 7th November 2007)

Company Secretary

Mr Clive Pankhurst

Chief Executive Officer

Mr Clive Pankhurst

Auditors

FW Stephens, 3rd Floor, 24 Chiswell Street, London, EC1Y 4YX

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 2008

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: Becky Peates, Shelagh Kirkland and Celia Moore 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. 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.

Volunteers in Action Southwark

Report of the Management Committee (continued) For the year ended 31st March 2008

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 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 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 2008**

Developments, activities, achievements and performance

2007-8 has been a good year where the Centre has been able to develop and strengthen its work, which continues to improve the lives of the people and communities in Southwark. This has been a year of change for ourselves as Charles Woodd stepped down as our Chair of Trustees after 11 years on the Board. We would like to thank him for his dedication and support in helping the Centre to get where it is today.

Charles was instrumental in the development of Volunteers in Action Southwark, as was Keib Thomas who very sadly passed away last year. Keib was a fantastic person who was passionate about supporting the community and as such helped set up, and supported and developed many groups, projects and initiatives. To celebrate his memory we have launched the 'Keib Thomas award for community activism'. We launched this at our Southwark Stars Award Ceremony in March, and were delighted to be able to present the award to Eileen Conn, a community activist who has worked tirelessly to develop initiatives, networks and groups.

Helping people to become active citizens, volunteer and get involved in the community

Over the year we registered 3,500 people who wanted to volunteer in Southwark. Volunteers were mainly Southwark residents whom were from a diverse range of backgrounds, ages and communities.

The year saw the further development of the Active Citizens Hub where the team completed diverse work including devising and running a comprehensive training programme for active citizens, many courses were tailor-made for specific groups, with 450 people attending over the year. The Hub supported the Trustee and Community Activists networks, a number of Community of Interest Forums, resident members of the Southwark Alliance and further developed resources to support Active Citizens. The team received national recognition for the work we are doing and met with the Department of Communities and Local Government to look at developing support for active citizenship.

Over the year our Work Experience project, funded through Southwark's Economic Development Team enabled 67 young people who are not in employment, education or training to volunteer as a way of getting work experience and increase their employability. Of these 5 went into paid employment and five into further education.

The Supported Volunteering project, funded through Capital Volunteering, also continued to make an impact in the borough helping 60 people to volunteer. This project, which is in its third year, is making a real impact upon peoples' lives, and changing attitudes within the mental health system where volunteering is increasingly being seen as something which can be part of someone's recovery.

We were also pleased to be able to develop a new youth volunteering project with funding from BBC Children in Need, Family Mosaic, Genesis Community and Hyde Housing. This project aims to get 14-19 year olds to get involved in the community and volunteer in the neighbourhoods in which they live.

Volunteers in Action Southwark

**Report of the Management Committee (continued)
For the year ended 31st March 2008**

Supporting groups in how they engage volunteers

Working with volunteer involving organisations remains key to our work. Over the year we have registered 127 new groups, and on average are promoting 350 volunteer opportunities at any one time. We give advice and support on working with volunteers, have continued to run the Volunteer Management Forum and put on 15 training sessions covering issues around volunteer management.

Our ability to deliver specific bits of work has increased greatly over the year with many members of the team helping deliver tailored training and consultancy support. In particular we have been able to deliver training to support parents at different Sure Starts and Children's Centres. We have also been delighted to be involved in supporting the Personal Best scheme skilling up people to be volunteers at the Olympics.

Enabling Businesses to get involved in the community

The Business Volunteers project continues to grow with a strong demand from big business to get involved in the community. 'Team Challenges' have remained a focus of our work and over the year 2500 volunteers have completed 125 challenges giving 14,500 hours to support the community. With support from LVAC and Volunteer Centre Lewisham we have been looking at extending the project across our neighbouring boroughs. We have also been commissioned by Volunteering England to develop training for the Volunteering Hub on Employee Supported Volunteering.

The Centre has continued to play a leading role in wider developments in the Borough, and beyond. The Chief Executive sat as a member of the Southwark Alliance Management Group, was a member of the Board, and the Stronger Communities Task Group as well as the Southwark Infrastructure Group. Beyond Southwark we work closely with Volunteer Centres across London and Clive is a trustee with Greater London Volunteering.

Volunteer Centre Southwark's income in 2007/08 reached £766,223. We are as always tremendously grateful to our various funders and supporters, including Southwark Council, Southwark Alliance, Capital Volunteering, CSV, BBC Children In Need, Family Mosaic, Genesis Community, Hyde Housing, Southwark Council Economic Development Team, Lloyds TSB Foundation, Bermondsey Sure Start, PECAN as well as all our Business Partners. Our planned income for 2008/09 is £696,000, the decrease from 2007/08 is mainly due to a change in local funding from the Neighbourhood Renewal Fund to the Working Neighbourhoods Fund.

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 in line with Charity Commission guidelines whereby the unrestricted funds not committed or invested in tangible

Volunteers in Action Southwark

Report of the Management Committee (continued) For the year ended 31st March 2008

fixed assets held by the charity should be between 3 and 6 months of the current expenditure

Budgeted expenditure for 2008/9 is £682,000 and therefore the target is £170,500 to £341,000 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. The present level of unrestricted reserves available to the charity of £243,649 represents approximately four months running costs.

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.

Capital Volunteering Grant Project

As part of the Capital Volunteering project we have been distributing small grants to groups involved in supporting people with severe mental health problems to volunteer. Decisions on who received grants were made by the Capital Volunteering Southwark Steering group.

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. The charity will also continue to work within the Volunteering England Quality Standard (QSIS), Investors in People and Investors in Volunteers quality marks.

We plan to invest in increasing our ability to diversify our income and income generating activities, including increasing the capacity and reach of our business involvement project and further development of our training and consultancy.

With funding from Southwark Council Economic Development Unity we will further develop our work experience project allowing us to target people whom are long term unemployed, homeless or with mental ill health who can use volunteering as a stepping stone back to paid employment.

We also plan to strengthen our brokerage service and fundraise for the development of a project to increase volunteering good practice in volunteer involving groups.

Auditors

In accordance with section 385 of the Companies Act 1985, a resolution proposing that FW Stephens be reappointed as auditors of the charitable company will be put to the Annual General Meeting.

Volunteers in Action Southwark

Report of the Management Committee (continued) For the year ended 31st March 2008

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

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

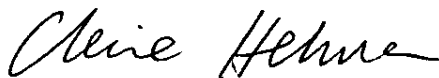
The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Management Committee 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 17th September 2008 and signed on its behalf by



Ms Claire Helman (Chair)

7/10/08

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 22 for the year ended 31st March 2008 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 7.

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 2008 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

24 Chiswell Street
London
EC1Y 4YX

28 October 2008

Volunteers in Action Southwark

Statement of Financial Activities (including Income & Expenditure Account) for the year ended 31 March 2008

	Notes	Unrestricted Funds £	Restricted Funds £	Total funds 2008 £	Total funds 2007 £
Incoming resources:					
Income resources from generating funds					
<i>Voluntary Income</i>					
Grants and donations	2	67,768	-	67,768	53,985
<i>Investment Income</i>		14,716	-	14,716	14,010
Incoming resources from charitable activities	3	231,287	452,452	683,739	701,648
Total incoming resources		313,771	452,452	766,223	769,643
Resources expended:					
Cost of generating funds					
<i>Cost of generating voluntary income</i>	4	23,729	-	23,729	58,806
Cost of charitable activities	4	216,955	444,698	661,653	686,556
Governance costs	4	6,416	-	6,416	8,137
Total resources expended		247,100	444,698	691,798	753,499
Net incoming resources before transfers	5	66,671	7,754	74,425	16,144
Gross transfers between funds	15	-	-	-	-
Net movement in funds for the year		66,671	7,754	74,425	16,144
Reconciliation of funds					
Total funds brought forward		176,978	50,099	227,077	210,933
Total funds carried forward	13-14	243,649	57,853	301,502	227,077

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 - 22 form part of these accounts

Volunteers in Action Southwark

Balance Sheet As at 31st March 2008

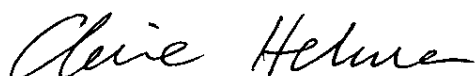
	Notes	2008		2007	
		£	£	£	£
Fixed assets					
Tangible assets	9		10,583		4,229
Current assets					
Debtors	10	141,203		65,503	
Cash at bank and in hand		256,067		277,892	
		397,270		343,395	
Current liabilities					
Creditors amounts falling due within one year	11	(106,351)		(120,547)	
Net current assets			290,919		222,848
Net assets			301,502		227,077

Represented by:

Unrestricted funds	13	243,649	176,978
Restricted funds	14	57,853	50,099
Total funds		301,502	227,077

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 17th September 2008 and signed on their behalf



Ms Claire Helman – Chair

7/10/08

The notes on pages 13 - 22 form part of these accounts

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2008

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 2008

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 contributes to a stakeholder pension scheme in respect of eleven 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	2008 Total	2007 Total
	£	£	£	£
<i>Core (class)</i>				
Southwark Council	50,577	-	50,577	49,392
Other donations	<u>17,191</u>	<u>-</u>	<u>17,191</u>	<u>4,593</u>
Total	<u>67,768</u>	<u>-</u>	<u>67,768</u>	<u>53,985</u>

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2008

3. Incoming resources from charitable activities

	Unrestricted	Restricted	2008	2007
	£	£	Total	Total
	£	£	£	£
<u>Volunteer Services (class)</u>				
BBC Children in Need		20,497	20,497	-
Bridge House Estates Trust Fund	-	--	-	25,875
Capital Volunteering (CSV)	-	53,639	53,639	70,107
Genesis Community, Hyde Plus, Family Mosaic		11,250	11,250	-
Lloyds TSB Foundation	-	10,410	10,410	-
Off the Streets into Work (OSW)	-	3,125	3,125	11,999
Southwark Council	-	49,531	49,531	-
Southwark PCT	-	4,000	4,000	-
Training and events	15,746	-	15,746	7,200
<u>Hub(class)</u>				
Southwark Alliance	-	300,000	300,000	400,500
<u>Business Volunteers (class)</u>				
Business Volunteers project	211,937	-	211,937	170,513
Wakefield Trust	-	-	-	7,500
Training and events	3,604	-	3,604	-
<u>Consultancy (class)</u>				
Training and events	-	-	-	7,954
	-	-	-	-
Total	231,287	452,452	683,739	701,648

Volunteers in Action Southwark

Notes to the Financial Statements
For the year ended 31st March 2008

4 Total resources expended

	Basis of allocation	Voluntary Income (Core)	Business Volunteers	HUB	Volunteer Services	Consultancy	Governance (Core)	2008 Total	2007 Total
		£	£	£	£	£	£	£	£
Costs directly allocated to activities									
Staff costs	Direct	-	102,838	180,409	123,619	4,699	-	411,565	418,840
Service delivery	Direct	809	68,482	27,980	14,125	452	-	111,848	132,408
Staff expenses	Direct	4,231	3,366	4,505	3,359	-	-	15,461	30,952
Marketing	Direct	313	247	10,284	655	12	-	11,511	20,728
Equipment & IT	Direct	1,356	954	3,956	1,353	-	-	7,619	4,641
Insurance	Direct	1,764	241	411	310	-	-	2,726	1,649
Legal and professional	Direct	-	-	-	-	-	783	783	2,530
Audit fees	Direct	-	-	-	-	-	4,917	4,917	4,231
Trustees expenses	Direct	-	-	-	12	-	716	728	1,406
Bank charges	Direct	578	-	-	-	-	-	578	587,
Support costs allocated to activities									
Management costs	Staff time	7,339	25,000	30,000	13,700	-	-	76,039	90,009
Premises	Per Head	6,942	9,485	16,398	11,636	384	-	44,845	41,379
Depreciation	Per Head	397	795	993	993	-	-	3,178	4,139
Total resources expended		23,729	211,408	274,936	169,762	5,547	6,416	691,798	753,499

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2008

5. Net incoming resources for the year

This is stated after charging	2008	2007
	£	£
Depreciation	3,178	4,139
Auditors' remuneration – Audit	4,320	4,231
Auditors' Remuneration – Other	597	-
Operating lease rentals	19,375	19,375
	<u> </u>	<u> </u>

6. Staff costs and numbers

Staff costs were as follows:

	2008	2007
	£	£
Salaries and wages	424,877	451,040
Social security	42,931	46,276
Pension	<u>19,796</u>	<u>11,533</u>
Total	<u>487,604</u>	<u>508,849</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

	2008	2007
	No.	No.
Administration and support	2	2
Operational	<u>14</u>	<u>15</u>
	<u>16</u>	<u>17</u>

The charity operates a stakeholder pension scheme and administers contributions for 11 employees (2007 9) The charity also makes contributions on behalf of these 11 employees (2007 9) The total pension cost incurred by the charity for the year was £19,796 (2007 £11,533)

7. 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 £728 (2007 £1,406)

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2008

8. 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.

9. Tangible Fixed Assets

<i>Cost</i>	Office Equipment
	£
As 1 April 2007	16,557
Additions	9,532
Disposals	<u>(3,750)</u>
At 31 March 2008	<u>22,339</u>
 <i>Accumulated Depreciation</i>	
As 1 April 2007	12,328
Charge for the year	3,178
Disposals	<u>(3,750)</u>
At 31 March 2008	11,756
 <i>Net book value</i>	
At 31 March 2008	<u>10,583</u>
At 31 March 2007	<u>4,229</u>

The tangible fixed assets are all used for charitable purposes.

10. Debtors

	2008	2007
	£	£
Trade debtors	111,838	57,968
Prepayments	14,833	6,833
Accrued Income	13,780	-
Other debtors	<u>752</u>	<u>702</u>
Total	<u>141,203</u>	<u>65,503</u>

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2008

11. Creditors

	2008	2007
	£	£
Trade creditors	7,463	18,150
Accruals	9,829	9,151
Grants payable	10,561	48,878
Deferred income (note 12)	58,225	31,792
Taxation and social security	<u>20,273</u>	<u>12,576</u>
Total	106,351	120,547

12. Deferred income

	As at 1 April 2007	Income received in year	Amount recognised in SOFA	As at 31 March 2008
	£	£	£	£
Grants and donations	-	67,768	67,768	-
Investment income	-	14,716	14,716	-
Charitable activities	<u>31,792</u>	<u>710,172</u>	<u>683,739</u>	<u>58,225</u>
Total	31,792	792,656	766,223	58,225

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2008

13 Unrestricted funds

	At 1 April 2007	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2008
	£	£	£	£	£
General funds:					
Core (class)	149,510	82,484	(30,145)	(9,174)	192,675
Designated funds:					
Business Volunteers (class)	31,095	215,541	(211,408)	-	35,228
Volunteer Services (class)	-	15,746	-	-	15,746
Consultancy (class)	<u>(3,627)</u>	<u>-</u>	<u>(5,547)</u>	<u>9,174</u>	<u>-</u>
Total unrestricted funds	176,978	313,771	(247,100)	-	243,649

Unrestricted funds:

Core (class) – This fund has general objects for any charitable or administrative purpose relating to the organisation. It includes a £50,577 core strategic grant from Southwark Council, a donation from the 2006-7 Mayor's Charity of £13,780, as well as unrestricted donations and interest.

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 associated running costs.

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 previously designated reserves to support a Training project, which funded a consultant worker from Volunteer Centre Southwark to deliver the trainings. This project has now finished and its costs transferred to General Funds.

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2008

14. Restricted funds

	At 1 April 2007	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2008
	£	£	£	£	£
Restricted funds:					
Volunteer Services (class)	-	152,452	(169,762)	26,599	9,289
Hub (class)	23,500	300,000	(274,936)	-	48,564
Capital Volunteering (class)	<u>26,599</u>	-	-	<u>(26,599)</u>	-
Total restricted funds	50,099	452,452	(444,698)	-	57,853

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:

- *Capital Volunteering (CSV)* – via the South London and Maudsley NHS Trust (SLAM) funded a project co-ordinator and supported volunteer project co-ordinator
- *Southwark Council* – funded the post of Work Experience Co-ordinator to support people who are homeless to find volunteering opportunities as well as develop stronger links between the charity and homelessness groups
- *BBC Children in Need* – part funded the post of Youth Volunteering Co-ordinator
- *Genesis Community, Hyde Plus and Family Mosaic* – these local Housing Associations are together part funding the post of Youth Volunteering Co-ordinator and associated costs relating to a project to get young people involved in their local community
- *Lloyds TSB Foundation* – funded accredited courses “A certificate in Community Volunteering” for 24 refugee volunteers

Hub (class) – The objects of this restricted *Southwark Alliance* funded project are to establish the “Active Citizens Hub”, the aims of which are to enable the local citizens of Southwark to be more active in the community

Volunteers in Action Southwark

Notes to the Financial Statements For the year ended 31st March 2008

15. Transfer between funds

Two transfers were made as follows

- A transfer of £9,174 between unrestricted funds from Core to Consultancy to write off the costs of this project which ended during the year
- A transfer of £26,599 between restricted funds to reflect the re - allocation of these funds brought forward from 2006-7 from the Capital Volunteering Project to Volunteer Services to support the Supported Volunteering project staffing and associated costs

16 Analysis of Net Assets Between Funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible fixed assets	1,323	2,646	6,614	10,583
Current assets	200,557	105,081	91,632	397,270
Current liabilities	(9,205)	(56,753)	(40,393)	(106,351)
Net assets at 31 March 2008	192,675	50,974	57,853	301,502

17. 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	2008	2007
	£	£
Between 2 – 5 years	13,334	19,375

18. Control

The charity is controlled by its trustees