

Charity Registration No. 210225

ADUR COUNCIL FOR VOLUNTARY SERVICE

ACVS

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2010

Draft Financial Statements at 05 NOVEMBER 2010 at 16:33:46
ADUR COUNCIL FOR VOLUNTARY SERVICE
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LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	John Lambourne Caroline Hansen Sarah Frances Lamb Rachel Pointon Belinda Crockett Annick Lynn Charmaine Skinner
Adur District Council Observer	Cllr Brenda Collard
WSCC Observer	David Richardson
Charity number	210225
Principal address	Chesham House 124 South Street Lancing West Sussex BN15 8AJ
Independent examiner	Darren Harding FCCA DChA Richard Place Dobson Chartered Accountants 1-7 Station Road Crawley West Sussex RH10 1HT
Bankers	CAF Bank Limited 25 Kings Hill West Malling Kent ME19 4TA

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CONTENTS

	Page
Trustees' report	1
Statement of trustees' responsibilities	2
Independent examiner's report	3
Statement of financial activities	4
Balance sheet	5
Notes to the accounts	6 - 11

Draft Financial Statements at 05 NOVEMBER 2010 at 16:33:47
ADUR COUNCIL FOR VOLUNTARY SERVICE
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2010

The trustees present their report and accounts for the year ended 31 March 2010.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Constitution adopted 23rd October 1958, as amended 12th July 1973 and 30th November 1993, the Charities Act 1993 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The trustees who served during the year were:

John Lambourne

Julia Gill

(Resigned 1 April 2009)

Caroline Hansen

Sarah Frances Lamb

Rachel Pointon

Belinda Crockett

Annick Lynn

Charmaine Skinner

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. For further details see the charities full annual report.

Objectives and activities

To promote any charitable purpose for the benefit of the community in the local government district of Adur and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness, and in the furtherance of the said puposes, but not further or otherwise, to promote and organise cooperation in the achievement of the same and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

Achievements and performance

ACVS continues to carry out its objectives as stated above. A full review of activites will be included in the 2009/2010 annual report.

This is the final year of operation. The Trustees agreed at the 2009 AGM to dissolve the organisation on 31 March 2010. All Assets, Liabilities and Responsibilities were transferred to Adur Voluntary Action (Charity Number 1131610) as at the same date.

Financial review

During the year the charity had net incoming resources of £9,106 (2009 - £47,102) as shown on the Statement of Financial Activities on page 3 of the accounts.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to about three month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's core activities while consideration is given to ways in which additional funds may be raised. The trustees endeavour to build the funds up to this level.

On behalf of the board of trustees

Trustee

Dated:

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STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF ADUR COUNCIL FOR VOLUNTARY SERVICE

I report on the accounts of the charity for the year ended 31 March 2010, which are set out on pages 4 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 43 of the 1993 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 41 of the 1993 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Darren Harding FCCA DChA

Richard Place Dobson
Chartered Accountants
1-7 Station Road
Crawley
West Sussex
RH10 1HT

Dated:

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STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2010

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2010 £	Total 2009 £
Incoming resources from generated funds						
Donations and grants	2	52,721	-	143,271	195,992	249,107
Investment income	3	238	-	-	238	2,362
		52,959	-	143,271	196,230	251,469
Incoming resources from charitable activities	4	342	-	-	342	20,056
Other incoming resources	5	6,879	-	1,034	7,913	-
Total incoming resources		60,180	-	144,305	204,485	271,525
Resources expended						
Charitable activities						
Direct running costs		43,340	-	109,682	153,022	189,059
Office running costs		14,410	-	21,664	36,074	33,161
Total charitable expenditure		57,750	-	131,346	189,096	222,220
Governance costs		1,830	-	4,453	6,283	2,203
Total resources expended		59,580	-	135,799	195,379	224,423
Net incoming resources before transfers		600	-	8,506	9,106	47,102
Fund balances at 1 April 2009		13,759	22,962	100,007	136,728	89,626
Transfer out to new charitable company	16	(14,359)	(22,962)	(108,513)	(145,834)	
Fund balances at 31 March 2010		-	-	-	-	136,728

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ADUR COUNCIL FOR VOLUNTARY SERVICE
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BALANCE SHEET
AS AT 31 MARCH 2010

	Notes	2010 £	£	2009 £	£
Fixed assets					
Tangible assets	9		-		9,997
Current assets					
Debtors	10	-		645	
Cash at bank and in hand		-		145,436	
				146,081	
Creditors: amounts falling due within one year	11	-		(16,497)	
Net current assets			-		129,584
Total assets less current liabilities			-		139,581
Creditors: amounts falling due after more than one year	12		-		(2,853)
Net assets			-		136,728
Income funds					
Restricted funds	13		-		100,007
Unrestricted funds:					
Designated funds	14		-		22,962
Other charitable funds			-		13,759
			-		136,728

The accounts were approved by the Trustees on

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Trustee

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NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2010

4 Incoming resources from charitable activities

	2010 £	2009 £
ACVS Membership and Hosting	-	17,000
Meeting Room Hire	235	2,556
Photocopying	107	500
	342	20,056
	342	20,056

5 Other incoming resources

	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
Homefront Management fee income	-	1,034	1,034	-
Contributions for shared office space	6,879	-	6,879	-
	6,879	1,034	7,913	-
	6,879	1,034	7,913	-

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2010 £	Total 2009 £
Charitable activities					
<u>Direct running costs</u>					
Activities undertaken directly	143,931	-	9,091	153,022	189,059
<u>Office running costs</u>					
Activities undertaken directly	-	3,582	32,492	36,074	33,161
	143,931	3,582	41,583	189,096	222,220
Governance costs	-	-	6,283	6,283	2,203
	143,931	3,582	47,866	195,379	224,423

Governance costs includes payments to the accountants for Independent Examination, training and other services of £3737 (2009 - £1,913).

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ADUR COUNCIL FOR VOLUNTARY SERVICE
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NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2010

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

8 Employees

Number of employees

The average monthly number of employees during the year was:

2010	2009
Number	Number
9	9
<u> </u>	<u> </u>

Employment costs

2010	2009
£	£
143,931	95,784
<u> </u>	<u> </u>

Wages and salaries

143,931	95,784
<u> </u>	<u> </u>

9 Tangible fixed assets

	Plant and Machinery	Computer Equipment	Total
	£	£	£
Cost			
At 1 April 2009	7,070	6,509	13,579
Transfer to new charitable company	(7,070)	(6,509)	(13,579)
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2010	-	-	-
	<u> </u>	<u> </u>	<u> </u>
Depreciation			
At 1 April 2009	(1,414)	(2,168)	(3,582)
Charge for the year	(1,414)	(2,168)	(3,582)
Transfer to new charitable company	2,828	4,336	7,164
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2010	-	-	-
	<u> </u>	<u> </u>	<u> </u>
Net book value			
At 31 March 2010	-	-	-
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2009	5,656	4,341	9,997
	<u> </u>	<u> </u>	<u> </u>

Draft Financial Statements at 05 NOVEMBER 2010 at 16:33:41
ADUR COUNCIL FOR VOLUNTARY SERVICE
ACVS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2010

10 Debtors	2010	2009
	£	£
Trade debtors	950	645
Transfer to new charitable company	(40,613)	-
Other debtors	39,663	-
	<u>-</u>	<u>645</u>
	<u><u>-</u></u>	<u><u>645</u></u>
11 Creditors: amounts falling due within one year	2010	2009
	£	£
Bank loans	1,864	2,024
Accruals	5,611	14,473
Transfer to new charitable company	(7,475)	-
	<u>-</u>	<u>16,497</u>
	<u><u>-</u></u>	<u><u>16,497</u></u>
12 Creditors: amounts falling due after more than one year	2010	2009
	£	£
Bank loans	1,278	2,853
Transfer to new charitable company	(1,278)	-
	<u>-</u>	<u>2,853</u>
	<u><u>-</u></u>	<u><u>2,853</u></u>
Analysis of loans		
Wholly repayable within five years	3,142	4,877
Included in current liabilities	(1,864)	(2,024)
	<u>1,278</u>	<u>2,853</u>
	<u><u>1,278</u></u>	<u><u>2,853</u></u>
Loan maturity analysis		
Debt due in one year or less	-	2,024
In more than one year but not more than two years	-	2,024
In more than two years but not more than five years	-	829
	<u>-</u>	<u>4,877</u>
	<u><u>-</u></u>	<u><u>4,877</u></u>

Draft Financial Statements at 05 NOVEMBER 2010 at 16:33:42
ADUR COUNCIL FOR VOLUNTARY SERVICE
ACVS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2010

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2009	Incoming resources	Movement in funds Resources expended	Transfers	Transfers To Adur VA	Balance at 31 March 2010
	£	£	£	£	£	£
Homefront	19,939	22,366	(26,898)	(1,566)	(13,841)	-
PCT Health Trainers	65,793	68,736	(58,234)	(7,929)	(68,366)	-
POPP	8,503	10,204	(12,812)	(7,524)	1,629	-
Volunteer Bureau	5,772	20,000	(21,232)	(665)	(3,875)	-
Health Promotion Officer	-	23,000	(16,625)	(2,025)	(4,350)	-
	<u>100,007</u>	<u>144,306</u>	<u>(135,801)</u>	<u>(19,709)</u>	<u>(88,803)</u>	<u>-</u>

Homefront (now called "Homefront Services") fund: Homefront provides a garden and practical support service to older people, working with volunteers who have experienced a range of problems, and for whom voluntary work experience can be beneficial. The main funder is the Big Lottery whose three year award runs from Oct 2006 to Oct 2009. New computer equipment was purchased in the year to be used by the Homefront team, because this equipment was capitalised the cost was not shown as coming from the Homefront fund. This was transferred to Adur voluntary Action (charity number 1131610) by 31 March 2010.

Health Trainers: The Health Trainers initiative is a joint project supported by West Sussex Primary Care Trust. It provides support to members of the public in living healthier lifestyles, hence contributing to health promotion in Adur. This was transferred to Adur voluntary Action (charity number 1131610) by 31 March 2010.

Partnerships of Older Peoples' Projects: The POPP initiative aims to draw together and develop existing voluntary sector support services and groups working with older people. It works to strengthen their capacity, to identify and fill gaps. Adur CCVS holds the umbrella contract to manage the POPP Neighbourhood Network (sub-contracted to Shoreham and District CAB) and a contract to host the POPP Business Development Officer. This was transferred to Adur voluntary Action (charity number 1131610) by 31 March 2010.

Volunteer Bureau: The Volunteer Bureau fund is a joint project supported by Adur District Council, West Sussex County Council and NHS West Sussex to operate the Adur Volunteer Centre.

Health Promotion Officer: The Health Promotion Officer is a post funded by NHS West Sussex to support health promotion and health training in Adur.

Draft Financial Statements at 05 NOVEMBER 2010 at 16:33:42
ADUR COUNCIL FOR VOLUNTARY SERVICE
ACVS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2010

14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				Balance at 31 March 2010
	Balance at 1 April 2009	Incoming resources	Resources expended	Transfer to Adur VA	
	£	£	£	£	£
CVS Contingency Fund	20,962	-	-	(20,962)	-
Adur Action Fund	2,000	-	-	(2,000)	-
	<u>22,962</u>	<u>-</u>	<u>-</u>	<u>(22,962)</u>	<u>-</u>

CVS Contingency Fund - This represents money set aside in case of any unexpected expenses which may arise and to cover the charities liabilities in the event of the charity winding up or having to make staff redundant. This was transferred to Adur Voluntary Action (charity number 1131610) by 31 March 2010.

Adur Action Fund - to support small projects taken on by the charity. This was transferred to Adur Voluntary Action (charity number 1131610) by 31 March 2010.

15 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2010 are represented by:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

16 Transfers out to new charitable company

On 12 November 2009 a transfer of asset agreement was signed with Adur Voluntary Action (Charity Number 1131610). All the assets, liabilities and operations were transferred therefore to the new charity on the 31 March 2010.