

ADUR VOLUNTARY ACTION
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2011

ADUR VOLUNTARY ACTION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	John Lambourne Sarah Frances Lamb Rachel Pointon Annick Lynn Charmaine Skinner Val Garland
Adur District Council Observer	Cllr Brenda Collard
WSSC Observer	David Richardson
Hon. Secretary	Geoff Burrows
Charity number	1131610
Company number	06922401
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 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

ADUR VOLUNTARY ACTION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2011

The trustees present their report and accounts for the year ended 31 March 2011.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charitable Company's Memorandum and Articles of Association dated 2nd June 2009, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

John Lambourne

Sarah Frances Lamb

Rachel Pointon

Belinda Crockett

(Resigned 1 September 2010)

Annick Lynn

Charmaine Skinner

Val Garland

(Appointed 1 September 2010)

The trustees has assessed the major risks to which the Charitable Company is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

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.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charitable Company should undertake.

Achievements and performance

AVA continues to carry out its objectives as stated above. A full review of activites will be included in the 2010/2011 annual report.

This is the first year of operation. The Trustees agreed at the 2009 AGM to dissolve Adur Council for Voluntary Service on 31 March 2010 and set up a new Charitable Company called Adur Voluntary Action. All Assets, Liabilities and Responsibilities were transferred from Adur Council for Voluntary Service (Charity Number 210225) at the same date.

Financial review

During the year the charity had net outgoing resources of £43,686 as shown on the Statement of Financial Activities on page 5 of the accounts.

ADUR VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

It is the policy of the Charitable Company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six 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 Charitable Company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

On behalf of the board of trustees

Trustee

Dated:

ADUR VOLUNTARY ACTION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees, who are also the directors of Adur Voluntary Action for the purpose of company law, 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).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charitable Company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that 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; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue in operation.

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

ADUR VOLUNTARY ACTION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF ADUR VOLUNTARY ACTION

I report on the accounts of the Charitable Company for the year ended 31 March 2011, which are set out on pages 5 to 12.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Adur Voluntary Action for the purposes of company law, are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
- (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:

ADUR VOLUNTARY ACTION**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT*****FOR THE YEAR ENDED 31 MARCH 2011***

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2011 £	Total 2010 £
Incoming resources from generated funds						
Donations and legacies	2	45,000	-	140,433	185,433	-
Investment income	3	225	-	-	225	-
		<u>45,225</u>	<u>-</u>	<u>140,433</u>	<u>185,658</u>	<u>-</u>
Incoming resources from charitable activities	4	660	-	-	660	-
Other incoming resources	5	4,020	-	1,282	5,302	-
		<u>49,905</u>	<u>-</u>	<u>141,715</u>	<u>191,620</u>	<u>-</u>
Total incoming resources						
Resources expended						
Charitable activities						
Direct running costs		50,146	-	122,197	172,343	-
Office running costs		16,248	-	41,189	57,437	-
		<u>66,394</u>	<u>-</u>	<u>163,386</u>	<u>229,780</u>	<u>-</u>
Total charitable expenditure						
Governance costs		1,246	-	4,280	5,526	-
		<u>67,640</u>	<u>-</u>	<u>167,666</u>	<u>235,306</u>	<u>-</u>
Total resources expended						
Net outgoing resources before transfers						
		(17,735)	-	(25,951)	(43,686)	-
Gross transfers between funds		(4,250)	-	4,250	-	-
Hosting fee transfers		24,540	-	(24,540)	-	-
		<u>2,555</u>	<u>-</u>	<u>(46,241)</u>	<u>(43,686)</u>	<u>-</u>
Net income/(expenditure) for the year/ Net movement in funds						
Transfer in from old charity at 1 April 2010		25,030	32,000	88,804	145,834	-
		<u>27,585</u>	<u>32,000</u>	<u>42,563</u>	<u>102,148</u>	<u>-</u>
Fund balances at 31 March 2011						

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

ADUR VOLUNTARY ACTION**BALANCE SHEET***AS AT 31 MARCH 2011*

	Notes	2011 £	£	2010 £	£
Fixed assets					
Tangible assets	9		2,828		-
Current assets					
Debtors	10	252		-	
Cash at bank and in hand		106,050		-	
		<u>106,302</u>		-	
Creditors: amounts falling due within one year	11	<u>(6,982)</u>		-	
Net current assets			<u>99,320</u>		-
Total assets less current liabilities			<u><u>102,148</u></u>		<u><u>-</u></u>
Income funds					
Restricted funds	12		42,563		-
Unrestricted funds:					
Designated funds	13		32,000		-
Other charitable funds			27,585		-
			<u>102,148</u>		<u><u>-</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on

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Trustee

Company Registration No. 06922401

ADUR VOLUNTARY ACTION**NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31 MARCH 2011****1 Accounting policies****1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

Donations, grants and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Plant and machinery 33.3% Straight line

It has been decided by the Trustees that only items of a value of £1,000 and over will be depreciated as anything smaller is not deemed material.

2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
Donations and gifts	627	2,419	3,046	-
Grants receivable for core activities	44,373	138,014	182,387	-
	<u>45,000</u>	<u>140,433</u>	<u>185,433</u>	<u>-</u>

3 Investment income

	2011 £	2010 £
Interest receivable	<u>225</u>	<u>-</u>

ADUR VOLUNTARY ACTION**NOTES TO THE ACCOUNTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2011****4 Incoming resources from charitable activities**

	2011 £	2010 £
Meeting Room Hire	465	-
Photocopying	195	-
	<u>660</u>	<u>-</u>

5 Other incoming resources

	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
Other income	1,320	1,282	2,602	-
Contributions for shared office space	2,700	-	2,700	-
	<u>4,020</u>	<u>1,282</u>	<u>5,302</u>	<u>-</u>

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2011 £	Total 2010 £
Charitable activities					
<u>Direct running costs</u>					
Activities undertaken directly	162,365	-	9,978	172,343	-
<u>Office running costs</u>					
Activities undertaken directly	-	3,587	53,850	57,437	-
	<u>162,365</u>	<u>3,587</u>	<u>63,828</u>	<u>229,780</u>	<u>-</u>
Governance costs	<u>-</u>	<u>-</u>	<u>5,526</u>	<u>5,526</u>	<u>-</u>
	<u>162,365</u>	<u>3,587</u>	<u>69,354</u>	<u>235,306</u>	<u>-</u>

Governance costs includes payments to the accountants for Independent Examination, training and other services of £4,788.

ADUR VOLUNTARY ACTION**NOTES TO THE ACCOUNTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2011****7 Trustees**

None of the trustees (or any persons connected with them) received any remuneration during the year, but one of them was reimbursed a total of £186 for travelling expenses.

8 Employees**Number of employees**

The average monthly number of employees during the year was:

	2011	2010
	Number	Number
Permanent Staff Members	13	-
Temporary Staff employed via Back to Work Grant	3	-
	<u>16</u>	<u>-</u>

Employment costs

	2011	2010
	£	£
Wages and salaries	152,325	-
Social security costs	10,040	-
	<u>162,365</u>	<u>-</u>

There were no employees whose annual remuneration was £60,000 or more.

9 Tangible fixed assets

	Spare heading	Plant and machinery	Total
	£	£	£
Cost			
Transfer from old charity at 1 April 2010	6,509	7,070	13,579
Depreciation			
Transfer from old charity at 1 April 2010	4,336	2,828	7,164
Charge for the year	2,173	1,414	3,587
At 31 March 2011	<u>6,509</u>	<u>4,242</u>	<u>10,751</u>
Net book value			
At 31 March 2011	<u><u>-</u></u>	<u><u>2,828</u></u>	<u><u>2,828</u></u>

ADUR VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

10 Debtors	2011	2010
	£	£
Trade debtors	252	-
	<u> </u>	<u> </u>

11 Creditors: amounts falling due within one year	2011	2010
	£	£
Bank loans	1,277	-
Accruals	5,705	-
	<u> </u>	<u> </u>
	6,982	-
	<u> </u>	<u> </u>

ADUR VOLUNTARY ACTION**NOTES TO THE ACCOUNTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2011****12 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:

	Movement in funds				
	Transferred from Adur CVS	Incoming resources	Resources expended	Transfers	Balance at 31 March 2011
	£	£	£	£	£
Homefront	13,841	22,071	(31,523)	(4,389)	-
PCT Health	68,367	41,770	(60,556)	(12,500)	37,081
Trainers					
POPP	(1,629)	21,500	(15,175)	-	4,696
Volunteer Bureau	3,875	20,124	(20,248)	(3,751)	-
Health Promotion Officer	4,350	17,000	(19,064)	(1,500)	786
Pot of Gold	-	19,250	(21,100)	1,850	-
	<u>88,804</u>	<u>141,715</u>	<u>(167,666)</u>	<u>(20,290)</u>	<u>42,563</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.

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.

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.

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.

ADUR VOLUNTARY ACTION**NOTES TO THE ACCOUNTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2011****13 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:

	Transferred from Adur CVS	Movement in funds		Balance at 31 March 2011
	£	Incoming resources	Resources expended	£
AVA Contingency Fund	30,000	-	-	30,000
Adur Action Fund	2,000	-	-	2,000
	<u>32,000</u>	<u>-</u>	<u>-</u>	<u>32,000</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.

Adur Action Fund - to support small projects taken on by the charity.

14 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2011 are represented by:				
Tangible fixed assets	2,828	-	-	2,828
Current assets	31,739	32,000	42,563	106,302
Creditors: amounts falling due within one year	(6,982)	-	-	(6,982)
	<u>27,585</u>	<u>32,000</u>	<u>42,563</u>	<u>102,148</u>

15 Transfer in from Adur Council for Voluntary Service

On 12 November 2009 a transfer of asset agreement was signed with Adur Council for Voluntary Service (Charity Number 210225). All the assets, liabilities and operations were transferred from the charity to Adur Voluntary Action on the 31 March 2010.