

REGISTERED COMPANY NO : 04155933

VOLUNTARY ACTION CHARNWOOD

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS**

**For the Year Ended
31 March 2009**

Registered Charity No: 1087692

VOLUNTARY ACTION CHARNWOOD

CONTENTS

Report of the Board of Trustees	Page 2 - 8
Auditors' Report	Page 9
Statement of Financial Activities	Page 10
Balance Sheet	Page 11
Notes to the Financial Statements	Page 12 - 24

VOLUNTARY ACTION CHARNWOOD

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2009

The Board of Trustees presents its report and the audited financial statements for the year ended 31 March 2009.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name : Voluntary Action Charnwood
Charity Registration Number : 1087692
Company Registration Number : 4155933

Board of Trustees

Dr J Vincent
Mrs S M Frost
Mr J D Rodgers
Mr N W Crang
Mrs E A Glasper
Mrs J Hopper
Mr G J Jackman
Mr M Van Ments
Mr G Beharrell
Mr D Tapp

Observers appointed by Charnwood Borough Council

Councillor P G Lewis
Councillor J Sutherland

Chief Executive Officer

Mr N Lambert

Secretary

Mr N Lambert (appointed September 2008)

Registered Office

John Storer House, Wards End, Loughborough, Leicestershire, LE11 3HA.

Auditors

Nixon Mee Ltd, Unit 9 Whitwick Business Centre, Stenson Road, Coalville, Leicestershire, LE67 4JP

Bankers

National Westminster Bank Plc, Market Place, Loughborough, Leicestershire.

Solicitors

Moss Solicitors, 80-81 Woodgate, Loughborough, Leicestershire, LE11 2XE.

VOLUNTARY ACTION CHARNWOOD

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2009 (Continued)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Charity is a company limited by guarantee. It was incorporated on 7 February 2001 under a Memorandum of Association and is governed under its Articles of Association. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as "The Trustees".

At an Extraordinary General Meeting of Charnwood CVS, held on Tuesday 19 December 2006, all eighteen trustees resigned and the name of the organisation was changed to Voluntary Action Charnwood. At this same meeting, a new Board of Trustees was elected including nine of the original trustees.

In 2007, normal practice resumed, in that each year at the AGM, one third of the Board of Trustees stand down and there are elections to fill the vacant places.

All full members of Voluntary Action Charnwood may stand for election and have a vote in the elections. Additionally, individuals who have relevant skills and experience are 'head-hunted' and invited to join the Board, typically as co-optees in the first instance.

Trustee Induction and Training

In the year ended 31 March 2009, trustees consolidated their learning about the Code of Good Governance for voluntary organisations. There is an induction programme for new trustees, which is tailored to their particular needs.

Risk Management

The trustees have examined the major strategic business and operational risks which the Charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to minimise these risks.

Organisational Structure

The charitable company has a Board of Trustees that meets regularly and is responsible for the governance framework and the strategic direction and policy of the Charity. At present the Board has 10 members from a variety of professional backgrounds relevant to the work of the charity. The Chief Executive Officer/Secretary also sits on the Board but has no voting rights.

In January 2006 trustees approved a detailed Scheme of Delegation, which sets out the hierarchy of powers from the member organisations at the top, through the Board of Trustees they elect. The powers go down to the Resources Committee, which is an executive committee to which the Board devolves some of its powers, and on to the Chief Executive, then to Service Managers and other staff who are in turn supported by advisory committees.

The trustees have an annual cycle of meetings of the Joint Board and Resources Committee, each of which has a theme. This includes a full annual planning cycle with monitoring and review of performance throughout the year. The "Joint" Board refers to the closely associated charity John Storer House Foundation, as the agendas for meetings cover issues for both charities.

VOLUNTARY ACTION CHARNWOOD

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2009 (Continued)

OBJECTIVES AND ACTIVITIES

The objects of the Charity, as set out in the Memorandum of Association are to promote any charitable purposes for the benefit of the community in the Borough of Charnwood and in particular the advancement of education, the improvement of health and the relief of poverty, distress and sickness.

The Charity is the Local Infrastructure Organisation (LIO), formerly the Council for Voluntary Service (CVS), for the Charnwood Area.

ACHIEVEMENTS AND PERFORMANCE FOR PUBLIC BENEFIT

During the year the Charity has been involved in many projects.

In respect of the key services the performance highlights are set out below :-

Capacity Building

- 92 voluntary and community groups were assisted with constitutions, policies and quality standards, including 22 new groups and 25 Black and Minority Ethnic organisations (BME's).
- 28 groups benefited from learning events.
- 34 e-alerts were issued giving information about funding and resources.
- 61 e-alerts were issued regarding learning events and updates relevant to the sector.
- 79 groups responded to the annual users' survey.
- 54 organisations benefited from fundraising sessions and £120,000 was raised by groups using the service, including 11 BME's.
- In February 2009 the second Social Capital surveys were conducted by local volunteers, who completed respectively 125 in the Wolds, 127 in Syston, and 140 in Loughborough Hastings.

Volunteering brokerage (Loughborough and Shepshed)

- 92 new volunteering opportunities were registered.
- 737 new volunteers were recruited and placed (up 29% from 561 in the previous year).
Of new volunteers;
 - 27% were male
 - 48% aged 15-25
 - 17% aged 40-59
 - 8% self-classified as disabled
 - 13% Asian/Indian/Bangladeshi ethnicity
 - 5% Chinese
 - 4% Black/Black British

Volunteer Centre Shepshed group activities

- 10 gardening volunteers visited 135 gardens and spent over 540 hours.
- 17 transport volunteers made over 1,000 journeys covering 5,520 miles.
- 11 befriending volunteers made over 500 visits and provided 864 hours of listening support.

VOLUNTARY ACTION CHARNWOOD

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2009 (Continued)

Gardening

- The Gardening Project is a joint venture between Voluntary Action Charnwood and the Adult Social Care Service for Leicestershire (ASCS).
- On average, 55 volunteers attend the allotment over a five-day week.
- The project made 11 garden visits during the year, fewer than 2007-8.
- Approximately £800 has been raised from the sale of produce through John Storer House, as well as £1,350 from University fees for student placements and £566 from donations.

Community Safer Sex Project

- The project is now in its ninth year.
- A replacement project worker was recruited.
- Over 10,000 (2008 - 6,338) young people accessed the CSS Project, 48% of whom were young men.
- The project now supports over 100 community sexual health services in the County and Rutland.
- 39 training sessions were delivered to over 418 (2008 – 350) workers in community based settings, with evaluation scores over 90%.
- Two sites now offer Chlamydia screening.
- Overall there has been a drop of almost 30% in teenage conceptions in Leicestershire in the last nine years.
- The number of pregnancy tests and sexual health advice sessions in John Storer House in Loughborough have expanded by over 500%.

Carers' Service

- Supports 461 (2008 – 412) carers in Charnwood.
- Received 70 (2008 – 41) new carers onto the database.
- Supported 99 (2008 – 84) carers to access the 'Take a Break' scheme.
- Organised 30 (2008 – 33) carers' support groups in Shepshed, Sileby and Loughborough.
- Activities included a week's break at a timeshare unit in Norfolk and day trips.

Community Transport

- The Community Transport Service enables adults in Charnwood to be as independent as possible and to play a full and active part in the life of their communities.
- Feedback from transport service users has included people's ability to "get out and meet new people".
- The Community Transport Service provided 13,174 (2008 - 13,514) passenger journeys covering 28,012 (2008 - 28,240) miles over the last year.
- 1,453 (up 28% on 1,134 in 2008) of those passenger journeys were wheelchair users.
- 2,362 (2008 - 2,294) vehicle journeys were made.

John Storer House

- John Storer House was a meeting place for 113 groups on 3,384 occasions, and 13,000 meals were sold to 682 'Friends' and visitors who also spent over £48,000 in the tea bar. A more detailed description of John Storer House achievements is included in the John Storer House Foundation Trustees' Report and Financial Statements for the year ended 31 March 2009.

VOLUNTARY ACTION CHARNWOOD

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2009 (Continued)

A full description of the above services and their achievements can be found on our website: www.voluntaryactioncharnwood.org.uk. For details of the impact these services have had on their users see the Impact Report 2008 of Voluntary Action Charnwood and John Storer House Foundation, which is also available on our website.

Volunteers are welcomed by the Trustees and are given training and support to enable them to work alongside paid staff.

The Board of Trustees wishes to recognise the significant contribution made by volunteers to the organisation. It is estimated that 4,180 volunteer hours were provided during the year. If this is conservatively applied at £6 per hour, the volunteer effort amounts to £25,080.

The Charity operates in partnership with and is closely connected with John Storer House Foundation (a charity) and there is significant overlap in the trusteeship of the governing bodies of the two charities. The Foundation is responsible for the management of John Storer House and it can be contacted through Voluntary Action Charnwood's Chief Executive.

John Storer House Foundation charges Voluntary Action Charnwood for accommodation and room usage.

Staff are employed jointly by both Voluntary Action Charnwood and John Storer House Foundation.

FINANCIAL REVIEW

Total incoming resources for the year have decreased from £572,564 to £568,467 (£349,401 unrestricted fund income, £219,066 restricted fund income). Total resources expended in the year increased from £538,264 to £589,703. (£378,898 unrestricted fund expenditure, £210,805 restricted fund expenditure). The retained surplus on unrestricted funds for the year after transfers amounted to £51,847, increasing the total unrestricted funds from £122,967 to £174,814. Restricted funds totalled £153,582 at the year end. An amount of £12,635 has been transferred from general funds to the designated fund for Community Transport.

CONTINGENT LIABILITY

As shown in Note 16, Voluntary Action Charnwood is one of many CVS's and charities around the country which participate in the Pension Trusts Growth Plan. Following a change in legislation in September 2005, Voluntary Action Charnwood has a contingent liability of £114,009 (2008: £54,423). This is not provided for within the accounts.

Charities around the country are being informed of these potential liabilities and high level representations are being made through the National Association, NAVCA, to the Pensions Industry and Government, to alert authorities to the problems charity trustees may face in the future.

Whilst the Voluntary Action Charnwood's position is of direct concern, the issue is being addressed on a national scale, and the trustees are confident that with due diligence and financial management, the charity will be not faced with payment of debts of this nature.

VOLUNTARY ACTION CHARNWOOD

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2009 (Continued)

PLANS FOR FUTURE PERIODS

Leicestershire County Council reorganised infrastructure support services from 1 April 2009, reducing our income and affecting nine staff posts and has led to a direct reduction in services we offer, counter-balanced only by a new "hub" role within the Borough. In contrast, under the Leicestershire Local Area Agreement, we are receiving new income for community development workers, helping to build stronger communities across Charnwood. VAC continues to improve services, many now grouped into "Well-being" of individuals, but at risk of annual funding patterns.

Trustees are reviewing objectives in the Autumn of 2009, ahead of a new Forward Plan for 2010-2012. A further Impact Report will also be produced in 2010. More details are available on request from the Chief Executive.

RESERVES

The Trustees have reviewed the reserves held by Voluntary Action Charnwood as at 31 March 2009. This review encompassed the nature of the income and expenditure streams, the need to match variable income with fixed commitments and the nature of the reserves. The review concluded that the Charity needs reserves both to enable it to progress its long term aims and to protect its current activities, in order to allow the Trustees to meet their responsibilities and ensure that it continues to operate on a going concern basis.

The Trustees have examined the needs, risks and challenges faced by the Charity in both the short term and the medium term and have formulated a policy to meet those needs, which are satisfied by the level of free reserves of £63,344 at the balance sheet date.

As shown in note 13, there were 8 restricted funds in deficit at 31 March 2009, totalling £4,725. The Charity's management will be in discussion with fund providers to negotiate funding to cover the first six of these deficits whilst the last two are on-going projects.

INVESTMENT POLICY

Under the Articles of Association, the Charity has the power to invest in any ways the Trustees wish.

RESPONSIBILITIES OF THE TRUSTEES

Law applicable to charities in England and Wales requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year (unless the Charity is entitled to prepare financial statements on the alternative receipts and payments basis). In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

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

VOLUNTARY ACTION CHARNWOOD

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2009 (Continued)

The Board of Trustees 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.

It 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.

So far as the directors are aware, there is no relevant audit information of which the company's auditors are unaware and we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

EMPLOYEE INVOLVEMENT AND EMPLOYMENT OF DISABLED PEOPLE

Employees have been consulted on issues of concern to them by means of regular consultative committee meetings and staff meetings and have been kept informed on specific matters directly by management.

The charity has implemented a number of detailed policies in relation to all aspects of personnel matters including:

Equal Opportunities policy – Equalities and Diversity
Volunteers' policy
Health & Safety policy – Revised June 2008

In accordance with the charity's equal opportunity policy, the charity has long established fair employment practices in the recruitment, selection, retention and training of disabled staff.

Full details of these policies are available from the charity's offices.

AUDITORS

Nixon Mee Ltd was appointed as the charitable company's auditor during the year. The re-appointment of Nixon Mee Ltd as auditor will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

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.

Approved by the Board of Trustees on 14 October 2009 and signed on its behalf by :

.....
DR J VINCENT

.....
MR J D RODGERS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF VOLUNTARY ACTION CHARNWOOD

We have audited the financial statements of Voluntary Action Charnwood for the year ended 31 March 2009 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities.

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 opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As described in the Statement of Directors' Responsibilities, the company's trustees (who are also directors) are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards. 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, the financial statements are properly prepared in accordance with the Companies Act 1985 and the information given in the directors' report is consistent with the financial statements. We also report to you if, in our opinion, the company 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 directors' remuneration and other transactions is not disclosed.

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 directors in the preparation of the financial statements and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the 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 applicable for Smaller Entities, of the state of the company's affairs as at 31 March 2009 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information provided in the directors' report is consistent with the financial statements

**Nixon Mee Ltd
Registered Auditor
14 October 2009**

VOLUNTARY ACTION CHARNWOOD

**STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2009**

	<u>Notes</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total Funds 2009</u> £	<u>Total Funds 2008</u> £
INCOMING RESOURCES					
Incoming Resources from Generated Funds :					
<i>Voluntary Income:</i>	2	57,028	18,888	75,916	93,083
<i>Investment Income:</i>		10,130	489	10,619	12,097
Incoming resources from Charitable Activities :	3	282,243	199,689	481,932	467,384
Total Incoming Resources		<u>349,401</u>	<u>219,066</u>	<u>568,467</u>	<u>572,564</u>
RESOURCES EXPENDED					
Charitable activities	4	322,679	210,805	533,484	476,190
Governance costs	5	56,219	-	56,219	62,074
Total Resources Expended		<u>378,898</u>	<u>210,805</u>	<u>589,703</u>	<u>538,264</u>
Net (Outgoing)/Incoming Resources		(29,497)	8,261	(21,236)	34,300
Transfer funds from Shepshed VC Transfers	13	-	-	-	5,946
		<u>81,344</u>	<u>(81,344)</u>	<u>-</u>	<u>-</u>
Net Movement on funds		51,847	(73,083)	(21,236)	40,246
Total funds brought forward		<u>122,967</u>	<u>226,665</u>	<u>349,632</u>	<u>309,386</u>
Total funds carried forward		<u>174,814</u>	<u>153,582</u>	<u>328,396</u>	<u>349,632</u>

The notes on pages 12 to 24 form part of these financial statements.

VOLUNTARY ACTION CHARNWOOD

BALANCE SHEET AS AT 31 MARCH 2009

	<u>Note</u>	<u>2009</u> £	<u>2008</u> £
Fixed Assets	9	<u>66,576</u>	<u>37,092</u>
Current Assets			
Debtors	10	53,668	80,958
Cash at bank and in hand		<u>264,852</u>	<u>302,931</u>
		<u>318,520</u>	<u>383,889</u>
Creditors			
Amounts falling due within one year	11	<u>(56,700)</u>	<u>(71,349)</u>
Net Current Assets		<u>261,820</u>	<u>312,540</u>
Net Assets		<u>328,396</u>	<u>349,632</u>
Funds			
Restricted	13	153,582	226,665
Unrestricted	14		
- Designated		111,470	47,229
- General		<u>63,344</u>	<u>75,738</u>
Total Funds		<u>328,396</u>	<u>349,632</u>

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 Board of Trustees on 14 October 2009 and signed on its behalf by:

.....
DR J VINCENT

.....
MR J D RODGERS

The notes on pages 12 to 24 form part of these financial statements.

**VOLUNTARY ACTION CHARNWOOD
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

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 Companies Act 1985, the Financial Reporting Standard for Smaller Entities (effective January 2005) and the Statement of Recommended Practice : Accounting and Reporting by Charities issued in March 2005.

(b) Fund Accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Board of Trustees for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

(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 donations and grants 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.
- 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.
- The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.

**VOLUNTARY ACTION CHARNWOOD
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

1. ACCOUNTING POLICIES (Continued)

(d) Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT, which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising purposes.
- Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis to reflect the use of the resource. Costs relating to a particular activity are allocated directly. The resources expended in the operation of the Charity's central services system and central office which cannot be directly allocated are apportioned between the expenditure categories on the basis of the estimated amount of staff time involved in each activity.

(e) Fixed Assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, at varying rates :

Item	%	Basis
Office furniture and equipment	20 & 10	Straight line
Computer equipment	33	Straight line
Vehicles	25	Straight line

It is the charity's policy not to consider any expenditure less than £1,000 for capitalisation.

Donated assets are brought in at their second hand value at the date of receipt.

(f) Pensions

The pension costs charged in the financial statements represent the contribution payable by the company during the year.

(g) Operating Leases

Rentals paid under operating leases are charged in the financial statements as they are incurred.

**VOLUNTARY ACTION CHARNWOOD
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

2. VOLUNTARY INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2009	Total Funds 2008
	£	£	£	£
Affiliation fees and donations	912	18,888	19,800	37,005
Vehicle donations and charges	56,116	-	56,116	56,078
	<u>57,028</u>	<u>18,888</u>	<u>75,916</u>	<u>93,083</u>

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds 2009	Total Funds 2008
	£	£	£	£
FUNDS RECEIVABLE				
Local Authorities				
Leicestershire County Council	242,014	112,426	354,440	325,592
Charnwood Borough Council	34,100	-	34,100	19,200
National Government				
NHS	-	47,054	47,054	63,694
Department for Transport	-	2,866	2,866	2,514
Others				
Learning and Skills Council	-	2,500	2,500	7,380
Connexions	-	7,500	7,500	20,677
Sundry Sources	-	26,630	26,630	24,229
TOTAL FUNDS RECEIVABLE	<u>276,114</u>	<u>198,976</u>	<u>475,090</u>	<u>463,286</u>
OTHER INCOME				
Telephone	335	-	335	142
Postage	457	-	457	549
Photocopying	1,988	-	1,988	1,892
Stationery	170	-	170	65
Training courses	2,555	-	2,555	220
Miscellaneous	624	713	1,337	1,230
Total other income	<u>6,129</u>	<u>713</u>	<u>6,842</u>	<u>4,098</u>
TOTAL INCOMING RESOURCES FROM CHARITABLE ACTIVITIES	<u>282,243</u>	<u>199,689</u>	<u>481,932</u>	<u>467,384</u>

**VOLUNTARY ACTION CHARNWOOD
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

4. CHARITABLE ACTIVITIES

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2009</u> £	<u>Total 2008</u> £
Legal and professional fees	1,281	1,638	2,919	3,066
Bank charges and interest	740	35	775	912
Office equipment	418	-	418	440
Computer equipment	325	12	337	1,529
Gardening project	-	1,273	1,273	1,373
Salaries	166,265	138,705	304,970	261,722
Volunteer expenses	473	-	473	193
Stationery and photocopying	4,154	3,632	7,786	5,391
Telephone and postage	6,926	4,159	11,085	7,422
Advertising	-	3,087	3,087	2,469
Travel and subsistence	3,209	6,540	9,749	7,138
Training fees and subscriptions	11,361	2,098	13,459	8,635
Room usage charges	2,620	669	3,289	3,029
Transport usage charges	-	1,742	1,742	4,832
Accommodation charges	22,822	5,745	28,567	26,889
Project expenses and materials	-	17,182	17,182	14,393
Hospitality	3,064	3,106	6,170	3,763
Transport: Salaries	58,859	-	58,859	58,678
Running costs	16,541	-	16,541	20,422
Vehicle hire	692	-	692	94
Conference expenses	836	814	1,650	117
Heat and light	663	-	663	411
Repairs and maintenance	242	-	242	178
Insurance	1,330	-	1,330	2,403
Loss on disposal of fixed assets	-	-	-	570
Depreciation	6,590	14,355	20,945	18,667
Printing	5,625	551	6,176	12,791
Rent & Hire Fees	2,530	798	3,328	1,961
Grants to Projects	-	977	977	-
IT Maintenance	5,049	1,767	6,816	6,560
Miscellaneous	64	1,920	1,984	142
	<u>322,679</u>	<u>210,805</u>	<u>533,484</u>	<u>476,190</u>

5. GOVERNANCE COSTS

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total Funds 2009</u> £	<u>Total Funds 2008</u> £
Salaries in respect of management and admin	51,331	-	51,331	55,700
Auditor's remuneration	4,888	-	4,888	6,374
	<u>56,219</u>	<u>-</u>	<u>56,219</u>	<u>62,074</u>

**VOLUNTARY ACTION CHARNWOOD
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

6. NET INCOMING RESOURCES

Net incoming resources for the year is stated after charging the following:

	<u>2009</u> £	<u>2008</u> £
Auditors' remuneration:		
Audit fee	3,750	5,105
Other accountancy work	1,138	1,269
Depreciation	<u>20,945</u>	<u>18,667</u>

7. EMPLOYEES

	<u>2009</u>	<u>2008</u>
Gross salaries and wages	508,396	470,726
Employers national insurance	40,824	37,754
Employers pension costs	533	999
Staff costs recharged to John Storer House Foundation	(93,060)	(91,626)
Support staff costs recharged to John Storer House Foundation	(20,131)	(26,048)
Staff costs recharged to Logoace Limited	(17,610)	(11,776)
Support staff costs recharged to Logoace Limited	<u>(3,810)</u>	<u>(3,208)</u>
Total staff costs for the charity	<u>415,142</u>	<u>£376,821</u>

	<u>2009</u>		<u>2008</u>	
Average number of employees:	Full time	Part-time	Full time	Part-time
VAC Payroll	10	28	11	25
John Storer House Group Services (excl support staff)	<u>(2)</u>	<u>(11)</u>	<u>(2)</u>	<u>(12)</u>
VAC Services	<u>8</u>	<u>17</u>	<u>9</u>	<u>13</u>

None of the employees of the charity were paid in excess of £50,000 in the year.

Trustees received refunds of expenses in respect of their duties as trustees in the year amounting to £103 (2008 : £81).

8. TAXATION

The charitable company is exempt from corporation tax on its charitable activities.

**VOLUNTARY ACTION CHARNWOOD
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

9. TANGIBLE FIXED ASSETS

	<u>Computer Equipment</u> £	<u>Office Fixtures & Fittings</u> £	<u>Vehicles</u> £	<u>Total</u> £
Cost				
At 1 April 2008	60,231	45,417	45,285	150,933
Additions	2,933	-	47,496	50,429
Disposals	<u>(9,458)</u>	<u>(7,232)</u>	<u>(3,000)</u>	<u>(19,690)</u>
At 31 March 2009	<u>53,706</u>	<u>38,185</u>	<u>89,781</u>	<u>181,672</u>
Accumulated Depreciation				
At 1 April 2008	55,912	38,608	19,321	113,841
Charge for year	4,731	3,664	12,550	20,945
On disposals	<u>(9,458)</u>	<u>(7,232)</u>	<u>(3,000)</u>	<u>(19,690)</u>
At 31 March 2009	<u>51,185</u>	<u>35,040</u>	<u>28,871</u>	<u>115,096</u>
Net Book Values				
At 31 March 2009	<u>2,521</u>	<u>3,145</u>	<u>60,910</u>	<u>66,576</u>
At 1 April 2008	<u>4,319</u>	<u>6,809</u>	<u>25,964</u>	<u>37,092</u>

10. DEBTORS

	<u>2009</u> £	<u>2008</u> £
Connected Charity – John Storer House Foundation	19,581	20,346
Other debtors	34,087	60,612
	<u>53,668</u>	<u>80,958</u>

**VOLUNTARY ACTION CHARNWOOD
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

11. CREDITORS (AMOUNTS FALLING DUE WITHIN ONE YEAR)

	<u>2009</u>	<u>2008</u>
	£	£
Deferred income – Grants received in advance	17,507	26,221
Trade creditors	12,934	15,253
Other Taxes and Social Security	13,000	14,863
Autopay Creditor	1,398	1,521
Other creditors	11,861	13,491
	<u>56,700</u>	<u>71,349</u>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total</u>
Tangible fixed assets	63,856	2,720	66,576
Net Current assets	110,958	150,862	261,820
Net assets at 31 March 2009	<u>174,814</u>	<u>153,582</u>	<u>328,396</u>

**VOLUNTARY ACTION CHARNWOOD
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

13. RESTRICTED FUNDS

	<u>At</u> <u>01/04/08</u> £	<u>Incoming</u> <u>Resources</u> £	<u>Outgoing</u> <u>Resources</u> £	<u>Transfers</u> £	<u>At</u> <u>31/03/09</u> £
National Lottery Shelthorpe	165	-	-	-	165
Ambulance Appeal Fund	59,768	7,871	9,791	(57,848)	-
Disability Forum	11,015	552	1,090	-	10,477
Gardening Project	16,687	40,884	31,497	-	26,074
Urban Forum	3,283	-	-	-	3,283
Charnwood Young Volunteers	313	-	-	-	313
TEC	1,989	-	-	-	1,989
Domestic Violence	1,409	-	-	-	1,409
LCC Carers	(598)	-	-	-	(598)
Early Years	7,165	-	-	-	7,165
Family Learning	10,390	-	-	-	10,390
TEC Liaison services	1,460	-	-	-	1,460
Black Elders	(1,774)	-	-	-	(1,774)
LCC Toy Library	2,221	-	-	-	2,221
Carers Service	13,507	29,622	30,265	-	12,864
Seeds to Success	439	-	-	-	439
Pregnancy Testing project	1,346	63,750	56,701	-	8,395
CLASP Carer Project	1,000	-	-	-	1,000
U Sethi YMCA	200	-	-	-	200
Public Involvement grant	7,361	-	-	(7,361)	-
Cook Book Project	1,029	-	-	-	1,029
Gas Bus Replacement project	3,320	-	-	-	3,320
Pathfinder project	12,567	-	-	-	12,567
Pregnancy Conference	1,590	-	-	-	1,590
Ethnic Minority Forum	5,132	-	-	(5,132)	-
Training Development	19,206	-	-	-	19,206
Mela	1,227	-	-	-	1,227
C-Can/Neighbourhood Learning Project	14,650	-	-	(10,650)	4,000
Voluntary Sector Mapping	540	-	-	-	540
Self Advocacy Group	10	-	-	-	10
VC V-Base	13	-	-	-	13
Transport Clamps and Lifts	318	-	-	-	318
Carers Training Grant	1,670	-	-	-	1,670
Carers Forum/Support	(5)	-	-	-	(5)
Carers Support	132	-	-	-	132
Charnwood Carers Forum	(694)	-	-	-	(694)
Sileby Carers Support	(249)	-	-	-	(249)
Carers Support Project	47	-	-	-	47
Carers Week	(33)	-	-	-	(33)
Loughborough Carer Group	175	-	-	-	175
Leicestershire Carers Life Skills Opt	419	-	-	-	419
Comm Links Project	1,535	-	-	(1,535)	-
Health Promotion	2,072	-	-	-	2,072
Sileby Lunch Club	3,915	-	1,087	-	2,828
Change Up Merger	9,645	-	3,912	-	5,733
Health and Social Care	2,504	30,804	30,992	-	2,316
Transport Computer & MIDAS	1,586	-	407	-	1,179
Stronger Communities	299	21,000	21,000	-	299
Hospital 2 Home	706	13,349	12,765	-	1,290
Shepshed VC – Local	(1,182)	2,343	3,550	1,182	(1,208)
Shep. VC – Jigsaw Library	44	1,087	786	-	345
Shep. VC – Nearly New Care	193	95	288	-	-
Shep. VC – Child Safety Equipment	683	1,894	1,384	-	1,193
Shep. VC – Needs Umbrella Group	507	625	249	-	883
Shep. VC – Caring for Under 8's	1,062	250	444	-	868
Shep. VC – Transport	-	3,146	2,619	-	527
Shep. VC – Gardening	-	1,794	1,516	-	278
Shep. VC – Befriending	-	-	164	-	(164)
Other	4,686	-	298	-	4,389
Total Funds	226,665	219,066	210,805	(81,344)	153,582

**VOLUNTARY ACTION CHARNWOOD
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

13. RESTRICTED FUNDS (Continued)

All restricted funds are for specific projects as described above within the local community.

The Ambulance Appeal Fund relates to the ongoing net book value of the vehicles owned by the charity. The fund is in fact a designated fund and the closing balance of the fund has been transferred to the unrestricted designated funds shown in note 14.

Where funds have been transferred from restricted funds to unrestricted funds, the release of the restrictions on the funds have been agreed by the original funders.

14. UNRESTRICTED FUNDS

	<u>Balance at</u> <u>31 March</u> <u>2008</u>	<u>New</u> <u>Designations</u> <u>/Incoming</u> <u>Resources</u>	<u>Balance at</u> <u>31 March</u> <u>2009</u>
	£	£	£
Designated Funds:			
Vehicle Depreciation Fund	-	60,910	60,910
Community Transport Fund	38,041	9,573	47,614
Fixed assets held for charity use	9,188	(6,242)	2,946
	<u>47,229</u>	<u>64,241</u>	<u>111,470</u>
General funds	<u>75,738</u>	<u>(12,394)</u>	<u>63,344</u>
	<u>122,967</u>	<u>51,847</u>	<u>174,814</u>

The Vehicle Depreciation Fund represents the net book value of all the vehicles owned by the charity. Each year an amount is transferred to or from the fund representing the movement in the net book value of the vehicles. The closing balance on the restricted fund 'Ambulance Appeal Fund' was transferred into this designated fund, together with £3,062 from the Community Transport Fund.

The Community Transport Fund is in respect of an amount put aside by the trustees to contribute to future costs associated with the vehicles used in the transport project.

The "Fixed assets held for charity use" fund represents the net book value of tangible fixed assets. Each year an amount is transferred to or from the fund representing the movement in the net book value of tangible fixed assets in the year.

The amount of general funds at 31 March 2009 was £63,344. This is sometimes referred to as free reserves. The trustees have a reserves policy, in line with the guidance of the Charity Commissioners, and which meets the requirements of funders.

**VOLUNTARY ACTION CHARNWOOD
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

15. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2009 the company had aggregate annual commitments under non-cancellable operating leases as set out below.

	<u>2009</u>	<u>2008</u>
	£	£
Operating leases which expire:		
Within 1 year	-	-
Within 2 to 5 years	1,370	1,399
After more than 5 years	-	-
	<u>1,370</u>	<u>1,399</u>

16. PENSION

Voluntary Action Charnwood is one of many charities around the country which participate in the Pensions Trust's Growth Plan.

The Growth Plan is a multi-employer pension Plan. The plan is funded and is not contracted out of the state scheme. Contributions paid into the Growth Plan up to and including September 2001 were converted to defined amounts of pension payable from Normal Retirement Date. From October 2001 contributions were invested in personal funds which have a capital guarantee and which are converted to pension on retirement, either within the Growth Plan or by the purchase of an annuity.

The rules of the Growth Plan allow for the declaration of bonuses and / or investment credits if this is within the financial capacity of the Plan assessed on a prudent basis. Bonuses / investment credits are not guaranteed and are declared at the discretion of the Plan's Trustee.

The rules of the Growth Plan give the Trustee the power to require employers to pay additional contributions in order to ensure that the statutory funding objective under the Pensions Act 2004 is met. The statutory funding objective is that a pension scheme should have sufficient assets to meet its past service liabilities, known as Technical Provisions.

The Trustee commissions an actuarial valuation of the Growth Plan every 3 years. The main purpose of the valuation is to determine the funding position of the Plan by comparing the assets with the past service liabilities as at the valuation date. Asset values are calculated by reference to market levels. Accrued past service liabilities are valued by discounting expected future benefit payments using a discount rate calculated by reference to the expected future investment returns.

If the actuarial valuation reveals a deficit, the Trustee will agree a recovery plan to eliminate the deficit over a specified period of time either by way of additional contributions from employers, investment returns or a combination of these.

The rules of the Growth Plan state that the proportion of obligatory contributions to be borne by the Member and the Member's Employer shall be determined by agreement between them. Such agreement shall require the Employer to pay part of such contributions and may provide that the Employer shall pay the whole of them.

**VOLUNTARY ACTION CHARNWOOD
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

16. PENSION (continued)

Voluntary Action Charnwood paid contributions at the rate of £533 during the accounting period (2008: £999).

As at the balance sheet date there was one active member of the Plan employed by Voluntary Action Charnwood. Voluntary Action Charnwood continues to offer membership of the Plan to its employees.

It is not possible in the normal course of events to identify on a reasonable and consistent basis the share of underlying assets and liabilities belonging to individual participating employers. The Growth Plan is a multi-employer scheme where the scheme assets are co-mingled for investment purposes, and the benefits are paid from the total scheme assets. Accordingly, due to the nature of the Plan, the accounting charge for the period under FRS17 represents the employer contribution payable.

The valuation results at 30 September 2008 have now been completed and will be formalised shortly. The valuation of the scheme was performed by a professionally qualified actuary using the Projected Unit Method. The market value of the Scheme's assets at the valuation date was £742 million and the Plan's Technical Provisions (i.e. past service liabilities) were £771 million. The valuation therefore revealed a shortfall of assets compared with the value of liabilities of £29 million, equivalent to a funding level of 96%.

The financial assumptions underlying the valuation as at 30 September 2008 were as follows:

	%
	per annum
- Investment return pre retirement	7.6
- Investment return post retirement	
• Actives/Deferreds	5.1
• Pensioners	5.6
- Bonuses on accrued benefits	0.0
- Rate of price inflation	3.2

In determining the investment return assumptions the Trustee considered advice from the Scheme Actuary relating to the probability of achieving particular levels of investment return. The Trustee has incorporated an element of prudence into the pre and post retirement investment return assumptions; such that there is a 60% expectation that the return will be in excess of that assumed and a 40% chance that the return will be lower than that assumed over the next 10 years.

If an actuarial valuation reveals a shortfall of assets compared to liabilities the Trustee must prepare a recovery plan setting out the steps to be taken to make up the shortfall.

**VOLUNTARY ACTION CHARNWOOD
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

16. PENSION (continued)

In view of the small funding deficit and the level of prudence implicit in the assumptions used to calculate the Plan liabilities, the Trustee has prepared a recovery plan on the basis that no additional contributions from participating employers are required at this point in time. In reaching this decision the Trustee has taken actuarial advice and has been advised that the shortfall of £29 million (as at 30 September 2008) will be cleared within 10 years if the investment returns from assets are in line with the "best estimate" assumptions. "Best estimate" means that there is a 50% expectation that the return will be in excess of that assumed and a 50% expectation that the return will be lower than that assumed over the next 10 years. These "best estimate" assumptions are 8.4% per annum pre-retirement and 5.1% per annum post retirement (actives and deferreds) and 5.6% per annum post retirement (pensioners).

A copy of the recovery plan must be sent to the Pensions Regulator. The Regulator has the power under Part 3 of the Pensions Act 2004 to issue scheme funding directions where it believes that the actuarial valuation assumptions and/or recovery plan are inappropriate. For example the Regulator could require that the Trustee strengthens the actuarial assumptions (which would increase the scheme liabilities and hence impact on the recovery plan) or impose a schedule of contributions on the Scheme (which would effectively amend the terms of the recovery plan). A copy of the recovery plan in respect of the September 2008 valuation will be forwarded to the Pensions Regulator in due course.

The next full actuarial valuation will be carried out as at 30 September 2011.

Following a change in legislation in September 2005 there is a potential debt on the employer that could be levied by the Trustee of the Plan. The Trustee's current policy is that it only applies to employers with pre October 2001 liabilities in the Plan. The debt is due in the event of the employer ceasing to participate in the Plan or the Plan winding up.

The debt for the Plan as a whole is calculated by comparing the liabilities for the Plan (calculated on a buyout basis i.e. the cost of securing benefits by purchasing annuity policies from an insurer, plus an allowance for expenses) with the assets of the Plan. If the liabilities exceed assets there is a buy-out debt.

The leaving employer's share of the buy-out debt is the proportion of the Plan's pre October 2001 liability attributable to employment with the leaving employer compared to the total amount of the Plan's pre October 2001 liabilities (relating to employment with all the currently participating employers). The leaving employer's debt therefore includes a share of any 'orphan' liabilities in respect of previously participating employers. The amount of the debt therefore depends on many factors including total Plan liabilities, Plan investment performance the liabilities in respect of current and former employees of the employer, financial conditions at the time of the cessation event and the insurance buy-out market. The amounts of debt can therefore be volatile over time.

Voluntary Action Charnwood has been notified by the Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2008. As of this date the estimated employer debt for the Charity was £114,009. This is a contingent liability and is not included in the Statement of Financial Activities or the Balance Sheet.

**VOLUNTARY ACTION CHARNWOOD
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

17. CONNECTED CHARITY

The affairs of Voluntary Action Charnwood are closely connected with those of John Storer House Foundation in that there is a significant overlap of trusteeship between the governing bodies of the two Charities.

During the year to 31 March :

The Charity receives funding from Charnwood Borough Council. The amount received is joint funding for both Voluntary Action Charnwood and John Storer House Foundation and has no restriction on how the funding is allocated between the two charities. The allocation was as follows:

	<u>2009</u>	<u>2008</u>
Voluntary Action Charnwood	34,100	19,200
John Storer House Foundation	42,000	55,000
	<u>76,100</u>	<u>74,200</u>

The following recharges took place from Voluntary Action Charnwood to John Storer House Foundation:

	<u>2009</u>	<u>2008</u>
Recharge of staff costs	96,883	91,626
Recharge of support staff costs	20,131	26,048

The following recharges took place from John Storer House Foundation to Voluntary Action Charnwood:

	<u>2009</u>	<u>2008</u>
Accommodation and room usage charges	31,871	29,911

The balance owed by John Storer House Foundation to Voluntary Action Charnwood at 31 March was:

	<u>2009</u>	<u>2008</u>
Due from John Storer House Foundation	19,581	20,346

The net movement of funds of John Storer House Foundation/Logoace Ltd Group for the year ended 31 March 2009 was an inflow of £4,799 (2008: Inflow of £566) and its total funds at that date were £355,274 (2008: £350,475).