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THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

(A Company limited by guarantee)

DIRECTORS REPORT

AND

FINANCIAL STATEMENTS

FOR THE

YEAR ENDED 31ST MARCH 2007

Registered number: 2569614

Registered Charity: 1005075

REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REFERENCE AND ADMINISTRATIVE DETAILS

Legal Status: The Charity is incorporated under the Companies Act 1985 as limited by guarantee.

Governing document: The Company's Memorandum and Articles of Association.

Charity registration number: -1005075

Company registration number: -2569614

Registered Office: 3rd Floor, Forest House
16-20 Clements Road
Ilford
Essex
IG1 1BA

Bankers: HSBC
126 High Road
Ilford
Essex
IG1 1DA

Bankers: Caf Bank Limited
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

Solicitors: Sinclair Taylor & Martin
2 Putney Hill
Putney
London
SW15 6AB

Auditors: Appleby & Wood
3 The Office Village
4 Romford Road
Stratford
London E15 4EA

Directors: Brian Spinks (Chairperson)
Edmund Niman (Treasurer)
Bashir Chaudhry
Ram Bandhari
Cllr Roy Brunnen
Cllr Charles Elliman
Dr Keith White
Ali Qureshi
Valerie Gittens
Neil Zammett

Secretary: Marcia Samuels

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

(A Company limited by guarantee)

DIRECTORS' REPORT

FOR THE YEAR ENDED 31ST MARCH 2007

The directors present their report on the affairs of the company and financial statements for the year ended 31st March 2007.

Structure, Governance and Management

The Redbridge Council for Voluntary Service (RedbridgeCVS) was established as a Registered Charity and Company Limited by Guarantee in 1990. Its governing document is the Memorandum and Articles of Association.

RedbridgeCVS exists to promote and support a strong, effective and independent voluntary and community sector in Redbridge. The organisation actively assists voluntary bodies through the provision of advice and information, the development of new charitable initiatives and joint work with statutory bodies.

Trustees are elected annually at an AGM, with the longest serving one third of members (or higher) being asked to stand down (though they are eligible for reappointment provided there remain unfilled vacancies). We are required to have not less than five Trustees, and not more than twenty five. Trustees are offered individual and group induction and training and have an annual Away Day to review the strategic direction of the Charity. The Trustees meet as the Board at least six times a year. The Board agrees the strategic direction of the Charity, approves its budget and receives reports on progress in achieving organisational objectives from its Chief Officers.

The Charity employs staff, including two (job-sharing) Chief Officers, Ross Diamond and Marcia Samuels who carry out the day to day management of the Company's work. There are line-management structures linking all staff to the Chief Officers, and through them, to the Trustees.

RedbridgeCVS is a member of the East London CVS Network and a number of national bodies, including the National Association for Voluntary and Community Action (NAVCA) and the National Council of Voluntary Organisations (NCVO). These are membership bodies that do not have control over any of the activities of RedbridgeCVS.

RedbridgeCVS has employed a total of 14 staff in this year, of whom 11 were full time and 3 part time. The Charity also uses a number of volunteers through the year to help with its office functions.

Risk Statement

The Charity has considered a range of risks to which it could be exposed and the Directors regularly review the policies and procedures which aim to minimise those risks, ensuring that these are adequate, appropriate and complied with fully.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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DIRECTORS' REPORT (CONT.)

FOR THE YEAR ENDED 31ST MARCH 2007

Objectives and Activities

The principal activity of the Company is the coordination of the work of voluntary organisations within the London Borough of Redbridge, in order to promote and support a strong, effective and independent voluntary and community sector in Redbridge.

The key aims of the Company are as follows:-

- 1 Redbridge voluntary and community sector to be strong partners when working with local statutory bodies.
- 2 Redbridge voluntary and community sector to maintain its independence and flexibility.
- 3 RedbridgeCVS to be a credible and authoritative representative of the voluntary and community sector.
- 4 RedbridgeCVS to be able to respond to Redbridge voluntary and community sector support and development needs; enabling Redbridge voluntary and community sector to grow to meet local needs.
- 5 RedbridgeCVS to encourage, support and facilitate the development of sustainable services for children.
- 6 RedbridgeCVS to provide sound financial planning in order to continue the furtherance of our work with the voluntary and community sector within the London Borough of Redbridge and across the East London Network.

The Company has an agreed set of objectives and intended outcomes for each of the above aims. These are a part of the "RedbridgeCVS Strategic Plan 2004-2009" which is available on request from RedbridgeCVS.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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DIRECTORS' REPORT (CONT.)

FOR THE YEAR ENDED 31ST MARCH 2007

Volunteers

The charity has relied upon regular volunteer helpers in assisting with communications with the membership and the wider voluntary sector and in various administrative tasks.

Reserves Policy

The Company funds have been applied wholly in pursuit of charitable objectives. RedbridgeCVS believes that the Charity should hold emergency operating costs because;

(i) it has no endowment funding and is dependent on income from grants and contracts from year to year, which are inevitably subject to fluctuation; and

(ii) it requires protection against and the ability to continue operating despite catastrophic or lesser but damaging events.

The trustees believe that the minimum level of the emergency operating costs should be the equivalent of three months operating costs (calculated and reviewed annually) and believe that the emergency operating costs should be built up to the desired level in stages consistent with the charity's overall financial position and its need to maintain and develop its charitable activities.

Working relationships

While the charity maintains contact with many hundreds of local voluntary bodies, RedbridgeCVS is committed to working closely with all charities and statutory bodies, which share similar aims or values, in order to pursue the Charity's objectives.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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The key activities of the charity during the year were:-

- 1 Management of the Redbridge Children's Fund and its Partnership Group – including commissioning projects spending £538,000 locally in 2006-2007;
- 2 Delivery of development work and capacity building support to small and medium sized voluntary and community groups;
- 3 Monthly Redbridge Voluntary Sector Network and Children's Network meetings hosted;
- 4 Monthly newsletter "Community" distributed to over 800 groups;
- 5 Quarterly Children's network newsletter distributed to over 370 groups;
- 6 Helping a range of groups with successful funding applications;
- 7 Delivering accredited training to local voluntary and community groups;
- 8 Delivered the LSC/ESF funded Redbridge LEAD Project, to capacity build voluntary and community groups wishing to deliver training or education services;
- 9 Helped manage and deliver the local ChangeUp process, including developing a Governance Training course that is now being picked up by the national Governance Hub and others, and managing a local Mentoring Scheme for voluntary sector managers;
- 10 Liaison with key statutory partners, including through membership of the Redbridge Strategic Partnership and Redbridge Safer Communities Partnership, and the provision of formal support for the elected voluntary sector representatives at the Local Authority/Voluntary Sector Partnership;
- 11 Delivery of children's participation support for a range of local developments, including the Children's Trust;
- 12 Researched, produced and distributed a Directory of the local support services for children and young people in the borough provided by voluntary, community and faith based organisations.
- 13 Active membership of the East London CVS Network – including taking the chair, and taking active membership of the Workforce Development Steering Group.
- 14 Provided information services including a library, internet access and individual support to voluntary and community organisations in Redbridge;
- 15 Provided and maintained a database of all known voluntary and community groups in Redbridge;
- 16 Provision of website, including an online directory of local voluntary and community groups.
- 17 Active membership of the ACE (community accountancy scheme) Steering Group.

RedbridgeCVS has successfully met all the targets set by our funders and internally, and has successfully achieved the planned outcomes.

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Future Activities:

RedbridgeCVS is continuing to work under the strategic direction of its 2004-2009 Strategic Plan, and the Aims and Mission remain as stated in that document. The Aims are as follows:-

- 1 Redbridge voluntary and community sector to be strong partners when working with local statutory bodies and promoting a positive vision of Redbridge.
- 2 Redbridge voluntary and community sector to maintain its independence and flexibility.
- 3 RedbridgeCVS to be a credible and authoritative representative of the voluntary and community sector.
- 4 RedbridgeCVS to be able to respond to Redbridge voluntary and community sector support and development needs; enabling Redbridge voluntary and community sector to grow to meet local needs.
- 5 RedbridgeCVS to encourage, support and facilitate the development of sustainable services for children.
- 6 RedbridgeCVS to provide sound financial planning in order to continue the furtherance of our work with the voluntary and community sector within the London Borough of Redbridge and across the North East London Network.

The Strategic Plan contains a list of Objectives to be met in order to achieve the Aims, together with the planned outcomes that should arise from the successful achievement of each Aim.

The Strategic Plan is reviewed at each RedbridgeCVS Board of Trustees meeting and the organisation's performance is monitored against its targets. The monitoring includes working to ensure the financial stability of the organisation is maintained and enhanced.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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Statement of Directors' Responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the surplus or deficit of the Company for that year. In preparing those financial statements, the directors are required to:

- Select suitable accounting policies and then apply them consistently;
- 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 financial statements;
- Prepared the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE
AUDITOR'S REPORT

Independent Auditor's Report to the Members of The Redbridge Council for Voluntary Service

We have audited the financial statements of The Redbridge Council for Voluntary Service for the year ended 31st March 2007 which are set out on pages 9 to 19. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities 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 current legislation. 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 any one than the company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of Directors and Auditors

As described on page 7, the directors are responsible for preparing the financial statements in accordance with applicable law and UK 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 and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if 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 transactions with the company is not disclosed.

We report to you whether in our opinion the information given in the Directors' 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 judgments 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 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, of the state of the Company's affairs as at 31st March 2007 and of its incoming resources and application of resources for the year then ended; and
- have been properly prepared in accordance with the Companies Act 1985.

In our opinion, the information given in the Directors' Report is consistent with the financial statements.

30th September 2007

3 The Office Village
4 Romford Road
Stratford
London E15 4EA

APPLEBY & WOOD
Registered Auditors

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2007

	Notes	2007 £	2006 £
Income		1,159,995	1,078,003
Expenditure		(1,102,375)	(1,044,259)
Income less expenditure	2	<u>57,620</u>	<u>33,744</u>
Brought forward - beginning of year		277,283	243,539
Carried forward - end of year		<u>334,903</u>	<u>277,283</u>

No statement of total recognised gains or losses is required as these comprise the only surplus for the year.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2007

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2007 £	Total 2006 £
Incoming resources					
Incoming Resources from generated funds					
Generated Income		8,138	-	8,138	22,576
Investment Income		7,502	-	7,502	9,891
Incoming Resources from charitable activities					
Grants	3	169,869	974,486	1,144,355	1,045,536
Total incoming resources		185,509	974,486	1,159,995	1,078,003
Resources expended					
Cost of generating funds					
Charitable activities:					
Costs in furtherance of charities objects	4a	6,223	616,158	622,381	545,882
Grants payable	13	-	473,891	473,891	465,632
Governance costs	4b	6,103	-	6,103	32,745
Total resources expended		12,326	1,090,049	1,102,375	1,044,259
Net incoming resources for the year		173,183	(115,563)	57,620	33,744
Brought forward - beginning of year		99,978	177,305	277,283	243,539
Carried forward - end of year		273,161	61,742	334,903	277,283

The notes on pages 12 to 19 form part of these financial statements.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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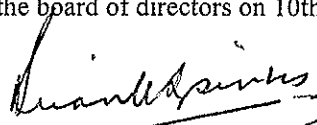
BALANCE SHEET AS AT 31ST MARCH 2007

	Notes	2007		2006	
		£	£	£	£
Fixed assets					
Tangible assets	7		6,704		12,238
Current assets					
Debtors	8	58,764		20,847	
Cash at bank and in hand		<u>431,620</u>		<u>332,302</u>	
		490,384		353,149	
Creditors: amounts falling due within one year	9	<u>(162,185)</u>		<u>(88,104)</u>	
Net current assets			<u>328,199</u>		<u>265,045</u>
			<u>334,903</u>		<u>277,283</u>
Reserves					
Restricted funds	12		61,742		177,305
Unrestricted funds	12		<u>273,161</u>		<u>99,978</u>
			<u>334,903</u>		<u>277,283</u>

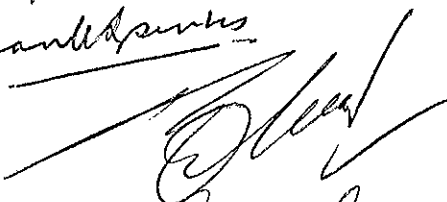
These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the board of directors on 10th September 2007 and signed on its behalf by:

Director



Director



Secretary



The notes on pages 12 to 19 form part of these financial statements.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2007

1. Accounting policies

The following accounting policies have been applied consistently in dealing with the items which are considered material in relation to the Company's financial statements.

a) Basis of accounting

The financial statements have been prepared in accordance with the Companies Act 1985 and with applicable Accounting and Financial Reporting Standards. The financial statements comply with the Statement of Recommended Practice on Accounting by Charities 2005.

b) Tangible fixed assets

All fixed assets are shown at cost.

Depreciation is provided at rates calculated to write off the cost, less estimated residual value, of each asset on a straight line basis over its expected useful life as follows:-

Office furniture and equipment	5 years
Computer equipment	3 years

c) Refurbishment costs

Redecoration and refurbishment costs on the buildings are written off in the year incurred.

d) Cash flow statement

The company has taken advantage of the exemption from the requirement to prepare a cash flow statement on the grounds that it is a small company as defined by section 247 of the Companies Act 1985.

e) Expenditure

In order to reflect expenditure incurred in pursuance of the Company's principal objectives, expenditure is split between management and administration expenditure and support costs.

Management and administration expenditure covers professional fees, recruitment costs, bank charges, sundry expenses and a relevant proportion of the administrator's salary.

f) Reserves

Trustees must act reasonably and prudently in all matters relating to the charity. Prudent management means that the trustees should ensure that the charity is not operating recklessly and is able to meet its obligations in relation to its clients, creditors and employees. Accordingly, each year the directors review the adequacy of the company's reserves, bearing in mind such matters as the predicted level of funding receivable in the following year, capital expenditure commitments, lease obligations and future services to be provided by the company.

g) Pensions

Pension costs are paid into a defined contribution scheme and are charged into the financial statements when incurred.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2007

2. Surplus for the year	2007	2006
	£	£
Surplus for the year is stated after charging:		
Depreciation for tangible fixed assets	5,534	6,279
Auditors' Remuneration	3,611	2,728
Staff Costs	427,543	388,046

3. Incoming resources - grants, fees and donations

Included in the figures for grants and fees and donations are the following amounts received, or accounted for, in the year:

	01.04.06	Receivable in the year	2007 £
London Borough of Redbridge - Core	-	71,945	71,945
Government Office of London - Children's Fund	30,072	568,605	598,677
London Borough of Redbridge - Volunteer Project	-	17,500	17,500
Redbridge Primary Care Trust - Children's Network	-	81,141	81,141
Redbridge Primary Care Trust - Exercise Project	-	16,500	16,500
London Borough of Redbridge & Primary Care Trust - Small Group Project - Learning Skill Council Lead in Redbridge	-	51,622	51,622
Change Up	-	169,869	169,869
NLDC	30,837	19,700	50,537
Bridge House Trust	-	33,506	33,506
Local Network Fund	-	34,000	34,000
Awards For All	-	4,002	4,002
Local Authority Voluntary Sector Partnership	-	5,000	5,000
Network and others	-	6,701	6,701
	-	3,355	3,355
	60,909	1,083,446	1,144,355

These funds have been received by the company in order to discharge some of its charitable functions as defined in the company's Memorandum and Articles of Association.

All grants were received for the purpose of paying for salaries and running costs and were fully committed or expended.

4a. Resources expended- costs in furtherance of the charity's objectives

	Unrestricted Funds £	Restricted Funds £	Total 2007 £	Total 2006 £
Support costs				
Development and Training	2,552	252,624	255,176	223,812
Advice and Information	1,680	166,363	168,043	147,388
Community Liaison	373	36,970	37,343	32,753
Policy and Planning	1,618	160,201	161,819	141,929
	6,223	616,158	622,381	545,882

Advice & Information includes the Mentoring Project costs, and other consultancy work.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2007

4b. Resources expended (continued)

Governance Costs

	Unrestricted Funds £	Restricted Funds £	Total 2007 £	Total 2006 £
Audit fees	3,611	-	3,611	2,728
Recruitment costs	1,965	-	1,965	1,078
Legal and Professional fees	-	-	-	12,817
Bank charges	527	-	527	517
	<u>6,103</u>	<u>-</u>	<u>6,103</u>	<u>17,140</u>

5. Staff costs

Employee costs during the year amounted to:

	2007 £	2006 £
Wages and salaries	364,999	336,708
Employer national insurance contributions	38,427	34,043
Pension contributions	24,117	17,295
	<u>427,543</u>	<u>388,046</u>

No employee earned £50,000 per annum or more.

The average weekly number of persons employed by the company during the year, analysed by function, was as follows:

	2007	2006
Provision of service and support	8	7
Management and administration	6	6
	<u>14</u>	<u>13</u>

6. Directors' remuneration

There was no remuneration in respect of directors or trustees.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2007

7. Tangible fixed Assets

	Computer Equipment £	Office Furniture/ Equipment £	Total £
Cost			
As at 01 April 2006	29,881	54,141	84,022
Additions	-	-	-
As at 31 March 2007	<u>29,881</u>	<u>54,141</u>	<u>84,022</u>
Depreciation			
As at 01 April 2006	27,288	44,496	71,784
Charge	2,590	2,944	5,534
As at 31 March 2007	<u>29,878</u>	<u>47,440</u>	<u>77,318</u>
Net book value 31.3.07	3	6,701	6,704
Net book value 31.3.06	2,593	9,645	12,238

All the fixed assets are used in the management and administration of the charity.

8. Debtors

The following are included in the net book value of debtors:

	2007 £	2006 £
Amounts falling due within one year:		
Prepayments and accrued income	664	664
Grant debtors	<u>58,100</u>	<u>20,183</u>
	<u>58,764</u>	<u>20,847</u>

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FOR THE YEAR ENDED 31ST MARCH 2007

13	Grants payable (Children's Fund)	2007 £	2006 £
	Step Up	31,932	29,529
	Redbridge Dyslexia Support Group	2,750	17,033
	African Mental Health Community Support	14,748	13,806
	Healthy Living Projects Ltd	-	3,502
	ELHAP Play Services	44,229	19,280
	Barnardo's Indigo Project	49,540	42,535
	Redbridge Refugee Forum	49,539	49,209
	Redbridge Women's Refugee	36,303	26,821
	NE London Mental Health Trust	20,915	18,155
	Redbridge PCT	-	7,896
	LB of Redbridge - Youth Offending Team	175,000	175,000
	LB of Redbridge - Education Department	-	18,265
	University College of Northampton	-	6,710
	Norwood Ravenswood Schools Ltd	-	5,000
	Redbridge Forum	27,358	15,568
	Victim Support Redbridge	21,577	17,323
		<u>473,891</u>	<u>465,632</u>

Redbridge Children's fund supports groups that carry out preventative work with vulnerable and disadvantaged children in the borough.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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DETAILED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2007

	2007		2006	
	£	£	£	£
Income				
Grants		1,144,355		1,045,536
Bank interest receivable		7,502		9,891
Earned income		8,138		22,576
		<u>1,159,995</u>		<u>1,078,003</u>
Expenditure				
Indirect Expenditure				
Audit & accountancy fees	3,611		2,728	
Recruitment costs	1,965		1,078	
Legal and professional fees	-		12,817	
Bank charges	527		517	
		<u>(6,103)</u>		<u>(17,140)</u>
Income less indirect expenditure		<u>1,153,892</u>		<u>1,060,863</u>
Direct Charitable Expenditure				
Salaries and NIC	403,426		370,751	
Pension contributions	24,117		17,295	
Rent, rates and service charge	32,682		27,813	
Insurance	1,790		1,099	
Telephone	5,279		4,017	
Printing, postage and stationery	35,839		30,665	
Information and publications	138		1,043	
Subscriptions	4,496		2,860	
External facilitators fees	40,315		-	
Consultancy	27,361		15,605	
Equipment repairs and maintenance	248		220	
Travelling expenses	7,388		5,498	
Volunteers expenses	1,297		1,497	
Training	5,037		6,569	
Computer expenses	12,820		27,720	
Meetings & conferences	9,258		10,069	
Depreciation	5,534		6,279	
Sundry expenses	3,824		3,929	
Equipment purchase	1,532		28,558	
Grants paid	473,891		465,632	
		<u>(1,096,272)</u>		<u>(1,027,119)</u>
Surplus for the year		<u>57,621</u>		<u>33,744</u>

