

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**(A Company limited by guarantee)**

**DIRECTORS REPORT**

**AND**

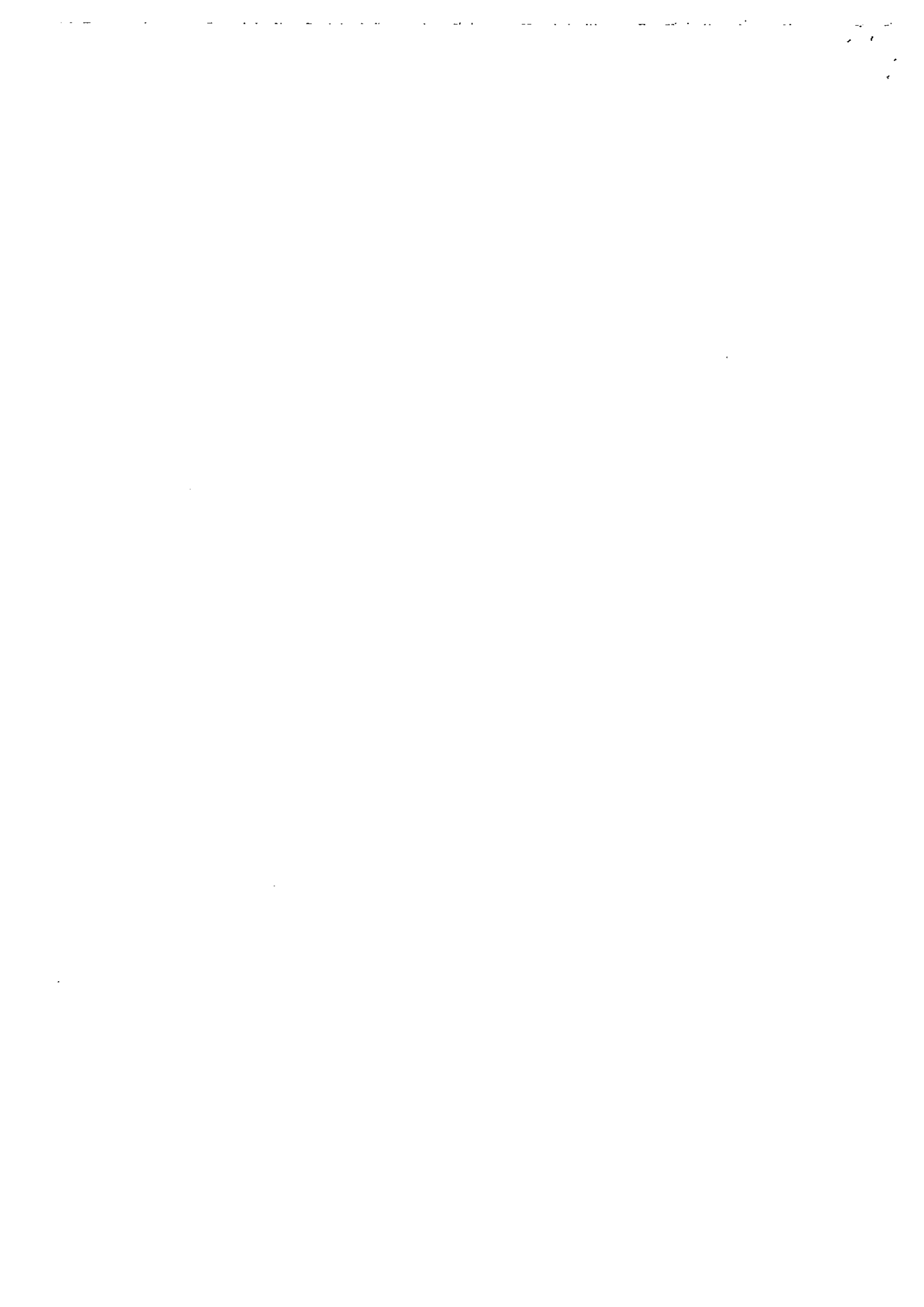
**FINANCIAL STATEMENTS**

**FOR THE**

**YEAR ENDED 31ST MARCH 2009**

**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  
40 The Lock Building  
72 High Street  
Stratford  
London E15 2QB

**Trustees:** Brian Spinks (Chairperson)  
Neil Zammett (Vice-Chair)  
Bashir Chaudhry  
Ram Bandhari  
Dr Keith White  
Ali Qureshi  
Valrie Gittens  
Mark Kass  
Margaret Wayne

**Council nominee**  
Cllr Brian Lambert

**Secretary:** Marcia Samuels

# **THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**(A Company limited by guarantee)**

## **DIRECTORS' REPORT**

### **FOR THE YEAR ENDED 31ST MARCH 2009**

The directors present their report on the affairs of the company and financial statements for the year ended 31st March 2009.

#### **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 Officer.

The Charity employs staff, including a Chief Officer, Ross Diamond, who carries out the day to day management of the Company's work. There are line-management structures linking all staff to the Chief Officer, and through him, 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 28 staff in this year, of whom 15 were full time and 8 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**

**(A Company limited by guarantee)**

**DIRECTORS' REPORT (CONT.)**

**FOR THE YEAR ENDED 31ST MARCH 2009**

**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**

**(A Company limited by guarantee)**

### **DIRECTORS' REPORT (CONT.)**

**FOR THE YEAR ENDED 31ST MARCH 2009**

#### **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 wish emergency operating costs to be secured 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 third sector groups and statutory bodies, which share similar aims or values, in order to pursue the charity's objectives.

## **THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**(A Company limited by guarantee)**

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

- 1 Delivering development work and capacity building support to small and medium sized voluntary and community groups;
- 2 Hosting monthly Redbridge Voluntary Sector Network and Children's Network meetings;
- 3 Producing a bi-monthly newsletter, "Community", distributed to over 400 local groups;
- 4 Producing a quarterly Children's Network newsletter distributed to over 370 groups;
- 5 Producing 58 email bulletins, sent to 900 local voluntary and community groups and agencies;
- 6 Helping a range of groups with successful funding applications;
- 7 Delivering accredited and unaccredited training to local voluntary and community groups;
- 8 Successfully tendering to host, and then successfully launching the Redbridge LINK (Health and Social Care public involvement project);
- 9 Managing the Fit For Fun exercise programme, to deliver fitness activities to local groups who would otherwise be unlikely to take part in regular or organised physical activity;
- 10 Managing the local ChangeUp consortium, ensuring it was 'fit for purpose' and delivering support to local Third Sector organisations as well as linking and liaising with the sub-regional and regional ChangeUp consortia. This included leading a successful Big Lottery Bid (BASIS) for a project to be delivered in 2009-
- 11 Gaining LSC funds from their Neighbourhood Learning for Deprived Communities (NLDC) programme, enabling us to deliver a range of support services to groups offering training and/or working with volunteers - building on the highly successful LSC funded "Redbridge LEAD" project that came to an end in July 2008;
- 12 Launching a new sub-regional training and contract management consortium, East Tenders, and securing funding from LSC and Capacity Builders, as part of the legacy of the LEAD programme;
- 13 Playing the role of "Compact Champion" to ensure the positive use of the local Compact, "Working It Out Together";
- 14 Positively liaising with key statutory partners on behalf of the local voluntary and community sector, including through membership of the Redbridge Strategic Partnership and its Public Service Board, the Redbridge Safer Communities Partnership and the Health and Social Care Advisory Committee, and the provision of formal support for the elected voluntary sector representatives at the Public and Voluntary Sectors' Partnership;
- 15 Providing and maintaining a database of all known voluntary and community groups in Redbridge;
- 16 Supporting children's participation in a range of local developments, including within the Children's Trust;
- 17 Playing an active part in the East London CVS Network;



## **THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**(A Company limited by guarantee)**

### **The key activities of the charity during the year cont:-**

- 18 Providing information services including a library, internet access and individual support to voluntary and community organisations in Redbridge;
- 19 Providing a multi-purpose website, including an online directory of local voluntary and community groups;
- 20 Playing an active membership role within the ACE (community accountancy scheme) Steering Group;
- 21 Completing and launching a revised Compact on relations between a wide range of local statutory bodies and the voluntary/community sector in Redbridge;
- 22 Delivering accredited and unaccredited training for the potential new community representatives, and providing "policy master-classes" for current representatives, through the "Community Voice" programme;
- 23 Hosting a Mental Health (BME) Community Development Worker, in partnership with the Redbridge PCT and North East London Mental Health Trust;
- 24 Establishing and supporting the new Redbridge Police Community Engagement Group, in partnership with the Metropolitan Police Authority;
- 25 Producing a new 5 year Strategic Plan for RedbridgeCVS.

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

## **THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**(A Company limited by guarantee)**

### **Future Activities:**

RedbridgeCVS continued to work under the strategic direction of its 2004-2009 Strategic Plan, and its Aims and Mission as stated in that document. During the year however, these were reviewed and revised and the new Aims and Mission are as follows:-

Our mission is;

**"To promote and support a strong, effective and independent third sector in redbridge"**

We plan to succeed in the RedbridgeCVS mission by working to achieve the following aims:

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

*It should be noted that these Aims are interrelated and in no particular order. It should also be noted that we use the term "third Sector" interchangeably with "voluntary and community sector" since we use this terminology to include social enterprises and faith based organisations.*

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 objectives. The monitoring includes working to ensure the financial stability of the organisation is maintained and enhanced.

A copy is available on the charity's website and on request from the RedbridgeCVS office.

## **THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**(A Company limited by guarantee)**

### **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 2009 which are set out on pages 10 to 21. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to 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 8, 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 2009 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.

40 The Lock Building  
72 High Street  
Stratford  
London E15 2QB

  
**APPLEBY & WOOD**  
Registered Auditors

17<sup>th</sup> September 2009

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**(A Company limited by guarantee)**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31ST MARCH 2009**

	Notes	2009 £	2008 £
Income		790,662	1,230,986
Expenditure		<u>( 685,770 )</u>	<u>( 1,141,828 )</u>
Income less expenditure	2	104,892	89,158
Brought forward - beginning of year		424,061	334,903
Carried forward - end of year		<u>528,953</u>	<u>424,061</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**

(A Company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31ST MARCH 2009**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
<b>Incoming resources</b>					
<b>Incoming Resources from generated funds</b>					
Generated Income		3,884	-	3,884	7,718
Investment Income		14,217	-	14,217	17,012
<b>Incoming Resources from charitable activities</b>					
Grants	3	163,339	609,222	772,561	1,206,256
<b>Total incoming resources</b>		<b>181,440</b>	<b>609,222</b>	<b>790,662</b>	<b>1,230,986</b>
<b>Resources expended</b>					
<b>Cost of generating funds</b>					
<b>Charitable activities:</b>					
Costs in furtherance of charities objects	4a	118,162	553,901	672,063	683,581
Grants payable	13	-	-	-	447,858
Governance costs	4b	13,119	588	13,707	10,389
<b>Total resources expended</b>		<b>131,281</b>	<b>554,489</b>	<b>685,770</b>	<b>1,141,828</b>
<b>Net incoming resources for the year</b>					
Transfers		50,159	54,733	104,892	89,158
		( 28,014 )	28,014	-	-
Brought forward - beginning of year		135,590	288,471	424,061	334,903
<b>Carried forward - end of year</b>		<b>157,735</b>	<b>371,218</b>	<b>528,953</b>	<b>424,061</b>

The notes on pages 13 to 22 form part of these financial statements.

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

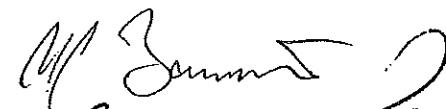

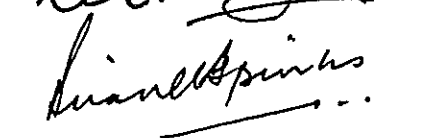
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**BALANCE SHEET AS AT 31ST MARCH 2009**

	Notes	£	2009 £	£	2008 £
<b>Fixed assets</b>					
Tangible assets	7		2,750		3,756
<b>Current assets</b>					
Debtors	8	63,349		85,401	
Cash at bank and in hand		<u>541,941</u>		<u>546,813</u>	
		605,290		632,214	
<b>Creditors: amounts falling due within one year</b>	9	<u>( 79,087 )</u>		<u>( 211,909 )</u>	
<b>Net current assets</b>			<u>526,203</u>	<u>420,305</u>	
			<u>528,953</u>	<u>424,061</u>	
<b>Reserves</b>					
Restricted funds	12		371,218		288,471
Unrestricted funds	12		<u>157,735</u>		<u>135,590</u>
			<u>528,953</u>		<u>424,061</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 16th September 2009 and signed on its behalf by:

Director   
Director   
Director 

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

# **THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**(A Company limited by guarantee)**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2009**

### **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.



**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2009**

	2009 £	2008 £
<b>2. Surplus for the year</b>		
Surplus for the year is stated after charging:		
Depreciation for tangible fixed assets	2,595	2,947
Auditors' Remuneration	3,864	3,833
Staff Costs	418,405	464,322

**3. Incoming resources - grants, fees and donations**

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

	01.04.08 £	Receivable in the year	Deferred £	2009 £
London Borough of Redbridge - Core		61,750		61,750
London Borough of Redbridge- Secondment	8,087	-	( 8,087 )	-
LBR - Local Authority Voluntary Sector Partnership		7,041		7,041
Government Office of London - Children's Fund		23,340		23,340
London Borough of Redbridge - Volunteer Project		8,750		8,750
London Borough of Islington - SIED Project	5,624	-		5,624
Redbridge Primary Care Trust- Loxford Polyclinic		20,000		20,000
Redbridge Primary Care Trust - Mental Health Project		49,000	( 6,500 )	42,500
Redbridge Primary Care Trust - Children's Network		83,695	( 23,142 )	60,553
London Borough of Redbridge - Parenting Strategy	8,000	-	( 8,000 )	-
Redbridge Primary Care Trust - Exercise Project		80,000	( 24,000 )	56,000
London Borough of Redbridge & Primary Care Trust - Small Group Project		33,536		33,536
Learning Skills Council - Lead in Redbridge		38,339		38,339
Learning Skills Council - NLDC		43,033		43,033
Metropolitan Police Authority		40,000		40,000
London Borough of Redbridge - Partnership		16,900		16,900
London Borough of Redbridge - Link		64,120		64,120
VCS Engage - Cascade	4,500	-		4,500
Capacity Builders - Change Up		25,000		25,000
Capacity Builders - East London Training Consortium	38,685	77,890		116,575
LSC - East London Training Consortium		35,000		35,000
London Borough of Redbridge - LPSA Target 10	27,176	42,824		70,000
	<u>92,072</u>	<u>750,218</u>	<u>( 69,729 )</u>	<u>772,561</u>

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 2009 £	Total 2008 £
<b>Support costs</b>				
Development and Training	48,447	227,099	275,546	280,268
Advice and Information	31,904	149,553	181,457	184,567
Community Liaison	7,089	33,235	40,324	41,015
Policy and Planning	30,722	144,014	174,736	177,731
	<u>118,162</u>	<u>553,901</u>	<u>672,063</u>	<u>683,581</u>

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

# THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

(A Company limited by guarantee)

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH 2009

	Description, Nature and purpose of the fund
London Borough of Redbridge - Core	Capacity Building and support to the voluntary and community sector.
London Borough of Redbridge- Secondment	Share information about the work of voluntary and community sector groups working with children and young people, with statutory sector colleagues.
Local Authority Voluntary Sector Partnership	Support to the Voluntary and community sector representatives on this committee, including managing the election of vcs representatives.
Government Office of London - Children's Fund	To make a real difference to the lives of children and young people at the risk of social exclusion.
London Borough of Redbridge - Volunteer Project SIED Project	To enable continued development work on establishing a local volunteer support agency. Partnership work to develop an understanding within the partnership of European Policy at the intersection of social inclusion and enterprise policy areas.
Primary Care Trust- Loxford Poly Clinic	Work to enable the voluntary and community sector to take part in planning and delivery of services at the Loxford Polyclinic.
Mental Health Project	Provide a Community Development Worker to work with the BME voluntary and community sector.
Redbridge Primary Care Trust - Children's Network	To support a network of local agencies delivering services to children and young people in Redbridge: Promoting a child friendly Borough.
London Borough of Redbridge - Parenting Strategy	The Strategy concentrates on the kinds of support that specifically helps parents bring up children more effectively.
Redbridge Primary Care Trust - Exercise Project	Encourage people to exercise regularly - Particularly groups at high risk of suffering health inequalities.
London Borough of Redbridge & Primary Care Trust - Small Group Project	Capacity building to the voluntary and community sector.
Learning Skill Council Lead in Redbridge NLDC	Specialist capacity building services to local training providers. Specialist support services to local third sector training providers including access to accreditation.
Metropolitan Police Authority	To help local people engage with the Police the Council and each other in Constructive debate about local policing, crime and community safety.

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2009**

	Description, Nature and purpose of the fund
London Borough of Redbridge - Partnership	To support training for capacity building the voluntary and community sector.
London Borough of Redbridge - Link	To enhance the involvement and engagement of users of services, carers, patients about the development of NHS and local authority services (adults).
Cascade - VCS	To organise and deliver commissioning training to 10 local Voluntary and Community Sector organisations.
Capacity Builders - Change Up	ChangeUp is a programme of capacity building for the infrastructure of the voluntary and community sector, developed in partnership with the sector.
East London Training Consortium ("East Tenders")	A consortium of third sector training providers that was formed to compete for public sector contracts. The main areas of work are partnership development, bid writing and contract management services.
LPSA Target 10	To deliver a range of training opportunities to enable local people to effectively represent their communities and community organisations at strategic levels within the borough.

# **THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**(A Company limited by guarantee)**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 31ST MARCH 2009**

#### **4b. Resources expended (continued)**

##### **Governance Costs**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2009</b>	<b>Total 2008</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Audit fees	3,276	588	3,864	3,833
Recruitment costs	8,619	-	8,619	1,646
Legal and Professional fees	672	-	672	4,306
Bank charges	552	-	552	604
	<b>13,119</b>	<b>588</b>	<b>13,707</b>	<b>10,389</b>

#### **5. Staff costs**

Employee costs during the year amounted to:

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Wages and salaries	365,929	399,843
Employer national insurance contributions	35,743	40,995
Pension contributions	16,733	23,484
	<b>418,405</b>	<b>464,322</b>

No employee earned £60,000 per annum or more.

The average full time equivalent persons employed by the company during the year, analysed by function, was as follows:

	<b>2009</b>	<b>2008</b>
Provision of service and support	8	10
Management and administration	11	6
	<b>19</b>	<b>16</b>

#### **6. Directors' remuneration**

There was no remuneration in respect of directors or trustees.

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**(A Company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2009**

**7. Tangible fixed Assets**

	<b>Computer Equipment £</b>	<b>Office Furniture/ Equipment £</b>	<b>Total £</b>
<b>Cost</b>			
As at 01 April 2008	29,881	54,141	84,022
Additions	1,182	406	1,588
As at 31 March 2009	<u>31,063</u>	<u>54,547</u>	<u>85,610</u>
<b>Depreciation</b>			
As at 01 April 2008	29,881	50,385	80,266
Charge	390	2,204	2,594
As at 31 March 2009	<u>30,271</u>	<u>52,589</u>	<u>82,860</u>
Net book value 31.3.09	792	1,958	2,750
Net book value 31.3.08	-	3,756	3,756

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:

	<b>2009 £</b>	<b>2008 £</b>
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	-	775
Grant debtors	<u>63,349</u>	<u>84,626</u>
	<u>63,349</u>	<u>85,401</u>

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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**FOR THE YEAR ENDED 31ST MARCH 2009**

**9. Creditors: amounts falling due within one year**

The following are included in creditors falling due within one year:

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Trade creditors	5,508	116,179
Deferred income	69,729	92,072
Accruals and other creditors	3,850	3,658
	<u>79,087</u>	<u>211,909</u>

**10. Commitments**

At 31st March 2008 the company has an annual commitment in non cancellable operating leases as follows:

	<b>Land/ Buildings 2009</b>	<b>Land/ Buildings 2008</b>
Operating leases which expire:		
Within one year	25,850	-
Within two to five years	-	25,850
	<u>                    </u>	<u>                    </u>

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2009**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>11 Analysis of net assets between funds</b>			
Tangible fixed assets	-	2,750	2,750
Current assets	161,585	443,705	605,290
Current liabilities	( 3,850 )	( 75,237 )	( 79,087 )
Net assets as at 31 March 2009	<u>157,735</u>	<u>371,218</u>	<u>528,953</u>

**12 Movements in funds**

	01.04.08 £	Incoming Resources £	Outgoing Resources £	Transfers £	31.03.09 £
<b>Unrestricted funds</b>					
General funds	<u>135,590</u>	<u>181,440</u>	<u>( 131,281 )</u>	<u>( 28,014 )</u>	<u>157,735</u>
<b>Restricted funds</b>					
Support costs	1,415,191	609,222	( 134,496 )		1,889,917
Staff costs	( 1,279,911 )	-	( 418,405 )		( 1,698,316 )
Computer equipment	27,519	-	( 1,182 )		26,337
Other fixed assets	26,489	-	( 406 )		26,083
Transfer from Unrestricted funds	99,183	-	-	28,014	99,183
	<u>288,471</u>	<u>609,222</u>	<u>( 554,489 )</u>	<u>28,014</u>	<u>371,218</u>

£28,014 was transferred from unrestricted to designated restricted reserves, this represents funds held on the behalf of East Tenders.

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2009**

13	Grants payable (Children's Fund)	2009 £	2008 £
	Step Up	-	33,080
	Redbridge Dyslexia Support Group	-	-
	African Mental Health Community Support	-	-
	ELHAP Play Services	-	37,856
	Barnardo's Indigo Project	-	53,076
	Redbridge Refugee Forum	-	51,600
	Redbridge Women's Refugee	-	36,080
	NE London Mental Health Trust	-	21,438
	LB of Redbridge	-	166,000
	Redbridge Forum	-	26,022
	Victim Support Redbridge	-	22,706
		<u>-</u>	<u>447,858</u>

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

The Children's Fund came to an end in March 2008



**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**DETAILED INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31ST MARCH 2009**

	2009		2008	
	£	£	£	£
<b>Income</b>				
Grants		772,561		1,206,256
Bank interest receivable		14,217		17,012
Earned income		<u>3,884</u>		<u>7,718</u>
		790,662		1,230,986
<b>Expenditure</b>				
<b>Indirect Expenditure</b>				
Audit & accountancy fees	3,864		3,833	
Recruitment costs	8,619		1,646	
Legal and professional fees	672		4,306	
Bank charges	552		604	
		<u>( 13,707 )</u>		<u>( 10,389 )</u>
Income less indirect expenditure		776,955		1,220,597
<b>Direct Charitable Expenditure</b>				
Salaries and NIC	401,672		440,838	
Pension contributions	16,733		23,484	
Rent, rates and service charge	27,800		25,178	
Other premises costs	7,618		-	
Insurance	2,910		2,248	
Telephone	5,537		6,932	
Printing, postage and stationery	35,318		33,382	
Information and publications	7,419		296	
Subscriptions	2,643		2,904	
External trainers fees	90,415		81,164	
Consultancy	32,134		23,544	
Equipment repairs and maintenance	5		9	
Travelling expenses	3,171		4,120	
Volunteers expenses	721		1,667	
Training	12,593		12,627	
Computer expenses	7,799		4,730	
Meetings & conferences	9,786		11,603	
Depreciation	2,595		2,947	
Sundry expenses	4,624		4,153	
Equipment purchase	570		1,755	
Grants paid	-		447,858	
		<u>( 672,063 )</u>		<u>( 1,131,439 )</u>
Surplus for the year		<u>104,892</u>		<u>89,158</u>

