

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**DIRECTORS REPORT**

**AND**

**FINANCIAL STATEMENTS**

**FOR THE**

**YEAR ENDED 31ST MARCH 2010**

Registered number: 2569614

Registered Charity: 1005075

**REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**INDEX**

	<b>PAGE</b>
Company Information	1
Directors' Report	2 to 7
Statement of Directors' Responsibilities	8
Auditor's Report	9
Income & Expenditure	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 to 20
Detailed Income & Expenditure Account	21

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

**Council nominee** Cllr Brian Lambert

# **THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**(A Company limited by guarantee)**

## **DIRECTORS' REPORT**

### **FOR THE YEAR ENDED 31ST MARCH 2010**

The directors present their report on the affairs of the company and financial statements for the year ended 31st March 2010.

#### **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 19 were full time and 9 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 2010**

**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 communities.
- 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 2009-2014" 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 2010**

**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.

**Public Benefit**

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regards to the Charity Commission's general guidance on public benefit and that the activities carried out by the charity during the year were all undertaken in order to further the charities aims for the benefit of the charity's beneficiaries. There is a detailed explanation of the activities carried out which has been included in the key activities of the charity.

## 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 regular Children's Network newsletter distributed to over 370 groups;
- 5 Producing over 50 email bulletins, sent to over 400 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 Hosting 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 2009-2013;
- 11 Securing 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;
- 12 Managing a sub-regional training and contract management consortium, East Tenders, and securing funding from LSC, Capacity Builders and the Department of Work and Pensions;
- 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 Hosting a Mental Health (BMB) Community Development Worker, funded by NHS Redbridge;
- 22 Hosting a Health Volunteer Officer, funded by NHS Redbridge, to support increasing use of volunteers by local NHS bodies;
- 23 Hosting a Health Partnerships Officer, to enhance the relationships between local voluntary and community groups and local NHS services and commissioners;
- 24 Hosting the Redbridge Police Community Engagement Group, in partnership with the Metropolitan Police Authority;
- 25 Undertaking work in partnership with London Borough of Redbridge to increase use of the Redbridge i website by local voluntary and community groups;
- 26 Successful delivery of a comprehensive training programme for groups with aspirations to deliver services under contract with the local Children's Trust (funded by CWDC);
- 27 Further work to develop a Volunteer Centre for Redbridge, including the completion of a Volunteer Strategy for Redbridge.

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 2009-2014 Strategic Plan, and its Aims and Mission as stated in that document.

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 2006. 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**

**AUDITORS' REPORT**

**Independent Auditors' 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 2010 which are set out on pages 10 to 20. 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 Chapter 3 part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purposes. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinion we have formed.

**Respective Responsibilities of Directors and Auditors**

The Trustees (who are also directors of Redbridge Council for Voluntary Service for the purpose of company law) responsibilities for preparing the financial statements in accordance with applicable law, United Kingdom Accounting Standards and the Charities Statement of Recommended Practice (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors' Responsibilities.

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, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and are properly prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all of the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read other information contained in the Trustees' Annual Report, and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

**Basis of Audit Opinion**

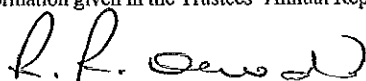
We conducted our audit in accordance with International Standards on Auditing (UK and Ireland), issued by the Auditing Practices Board. An audit includes an examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the charity'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:

- Ø the financial statements give a true and fair view of the state of the charity's affairs as at 31st March 2010 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- Ø the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice;
- Ø the financial statements have been properly prepared in accordance with the Companies Act 2006; and
- Ø the information given in the Trustees' Annual Report is consistent with the financial statements.



6. 10. 10

R Oswald - Senior Statutory Auditor  
For and on behalf of Appleby & Wood Statutory Auditors

40 The Lock Building  
72 High Street  
Stratford  
London B15 2QB

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31ST MARCH 2010**

	Notes	2010 £	2009 £
Income		962,485	790,662
Expenditure		( 968,081 )	( 685,770 )
Income less expenditure	2	( 5,596 )	104,892
Brought forward - beginning of year		528,953	424,061
Carried forward - end of year		<u>523,357</u>	<u>528,953</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 2010**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
<b>Incoming resources</b>					
<b>Incoming Resources from generated funds</b>					
Generated Income		23,062	-	23,062	3,884
Investment Income		2,458	-	2,458	14,217
<b>Incoming Resources from charitable activities</b>					
Grants	3	105,380	831,585	936,965	772,561
<b>Total incoming resources</b>		<b>130,900</b>	<b>831,585</b>	<b>962,485</b>	<b>790,662</b>
<b>Resources expended</b>					
<b>Cost of generating funds</b>					
<b>Charitable activities:</b>					
Costs in furtherance of charities objects	4a	167,367	783,582	950,950	672,063
Grants payable	13	-	-	-	-
Governance costs	4b	16,543	588	17,131	13,707
<b>Total resources expended</b>		<b>183,910</b>	<b>784,170</b>	<b>968,081</b>	<b>685,770</b>
<b>Net incoming resources for the year</b>		<b>( 53,010 )</b>	<b>47,415</b>	<b>( 5,596 )</b>	<b>104,892</b>
Transfers		-	-	-	-
Brought forward - beginning of year		157,735	371,218	528,953	424,061
<b>Carried forward - end of year</b>		<b>104,725</b>	<b>418,633</b>	<b>523,357</b>	<b>528,953</b>

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


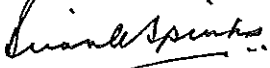
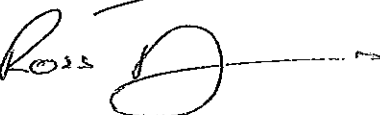
**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**BALANCE SHEET AS AT 31ST MARCH 2010**

	Notes	£	2010	£	2009	£
<b>Fixed assets</b>						
Tangible assets	7			40,873		2,750
<b>Current assets</b>						
Debtors	8		54,603		63,349	
Cash at bank and in hand			<u>674,007</u>		<u>541,941</u>	
			728,610		605,290	
<b>Creditors: amounts falling due within one year</b>	9		<u>( 246,126 )</u>		<u>( 79,087 )</u>	
<b>Net current assets</b>				<u>482,484</u>		<u>526,203</u>
				<u>523,357</u>		<u>528,953</u>
<b>Reserves</b>						
Restricted funds	12			418,633		371,218
Unrestricted funds	12			<u>104,725</u>		<u>157,735</u>
				<u>523,357</u>		<u>528,953</u>

Approved by the board of directors on 8<sup>th</sup> September 2010 and signed on its behalf by:

Director   
Director   
Chief Officer 

The notes on pages 13 to 20 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 2010

#### 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 over its expected useful life as follows:-

Office furniture and equipment	5 years	on a straight line basis
Computer equipment	3 years	on a straight line basis
Refurbishment Cost	5 years	sum of digit method

##### c) Redecoration costs

Redecoration 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 382 of the Companies Act 2006.

##### 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 non- contribution scheme and are charged into the financial statements when incurred.

Rates	Employer	5%
		£
Amount paid in year	Employer	17139
	Employees	1496

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2010**

2. Surplus for the year	2010	2009
	£	£
Surplus for the year is stated after charging:		
Depreciation for tangible fixed assets	20,621	2,595
Auditors' Remuneration	4,136	3,864
Staff Costs	625,941	418,405

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

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

	01.04.09	Receivable	Deferred	2010
	£	in the year	£	£
London Borough of Redbridge - Core	-	70,500	-	70,500
London Borough of Redbridge- Secondment	8,087	-	-	8,087
LBR - Public and Voluntary Sectors' Partnership	-	7,219	-	7,219
London Borough of Redbridge - Volunteer Project	-	44,000	-	44,000
NHS-Redbridge - Health Partnership Post	-	48,830	-	48,830
London Borough of Redbridge - Redbridge i	-	14,967	-	14,967
NHS Redbridge - Mental Health training	-	50,000	( 40,400 )	9,600
Children's Workforce Development Council	-	40,000	-	40,000
Volunteer Strategy	-	5,000	-	5,000
HR Project	-	500	-	500
Big Lottery- BASIS	-	74,614	( 17,300 )	57,314
Redbridge Primary Care Trust - Mental Health Project	6,500	65,784	-	72,284
Redbridge Primary Care Trust - Children's Network	23,142	-	( 10,029 )	13,113
London Borough of Redbridge - Parenting Strategy	8,000	-	-	8,000
Redbridge Primary Care Trust - Exercise Project	24,000	66,950	( 8,370 )	82,580
Learning Skills Council - NLDC	-	46,918	-	46,918
Metropolitan Police Authority	-	50,000	-	50,000
London Borough of Redbridge - LINK	-	164,879	-	164,879
Capacity Builders - Change Up	-	19,000	-	19,000
Capacity Builders - East London Training Consortium	-	126,110	-	126,110
Department of Work and Pensions - Future Jobs Fund	-	128,545	( 80,479 )	48,066
	<u>69,729</u>	<u>1,023,814</u>	<u>( 156,578 )</u>	<u>936,965</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	Restricted	Total	Total
	Funds	Funds	2010	2009
	£	£	£	£
<b>Support costs</b>				
Development and Training	68,621	321,269	389,889	275,546
Advice and Information	45,189	211,567	256,756	181,457
Community Liaison	10,042	47,015	57,057	40,324
Policy and Planning	43,515	203,731	247,247	174,736
	<u>167,367</u>	<u>783,582</u>	<u>950,950</u>	<u>672,063</u>



THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

(A Company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2010

	Description, Nature and purpose of the fund
London Borough of Redbridge - Core	Capacity Building and support to the voluntary and community sector.
Public and Voluntary Sectors' Partnership	Support to the Voluntary and community sector representatives on this committee, including managing the election of vcs representatives.
NHS Redbridge - Volunteer Project	To support the greater use of volunteers by local NHS bodies
London Borough of Redbridge - Volunteer Project	To enable continued development work on establishing a local volunteer support agency.
Mental Health Project	Provide a Community Development Worker to work with the BME voluntary and community sector on mental health issues.
Redbridge Primary Care Trust - "Fit For Fun" Exercise Project	Encourage people to exercise regularly - Particularly groups at high risk of suffering health inequalities.
NLDC	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.
Health Partnerships - NHS Redbridge	Project to enhance partnership working between voluntary and community groups and local NHS bodies.
Volunteer Strategy - LBR	To produce and agree a Volunteering Strategy for Redbridge.
BASIS - Big Lottery	To provide a range of capacity building services to local voluntary and community groups in partnership with the Redbridge ChangeUp consortium.

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2010**

	Description, Nature and purpose of the fund
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).
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") CapacityBuilders grant	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.
East London Training Consortium ("East Tenders") DWP Contract	DWP Future Jobs Fund contract - in partnership with London Borough of Redbridge
Redbridge i	A time limited pilot to work with Redbridge Council's website (Redbridge i) to increase the use of the site by local voluntary and community groups.
Department of Health Psychological Health for Faith Leaders Training	To develop and deliver an innovative training programme for local faith and community leaders from BAME communities to better understand NHS psychological health services (completed in 2010/11).
CWDC Workforce Training	To undertake a needs analysis of local voluntary and community groups with aspirations to deliver services under contract to the Children's Trust, and to provide an appropriate programme of training courses. To support the ongoing activities of the Children's Network to underpin this work.
HR Project	Management training for senior staff.

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2010**

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

**Governance Costs**

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Audit fees	3,548	588	4,136	3,864
Recruitment costs	10,648	-	10,648	8,619
Legal and Professional fees	1,580	-	1,580	672
Bank charges	767	-	767	552
	<u>16,543</u>	<u>588</u>	<u>17,131</u>	<u>13,707</u>

**5. Staff costs**

Employee costs during the year amounted to:

	2010 £	2009 £
Wages and salaries	554,099	365,929
Employer national insurance contributions	53,207	35,743
Pension contributions	18,635	16,733
	<u>625,941</u>	<u>418,405</u>

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:

	2010	2009
Provision of service and support	11	8
Management and administration	16	11
	<u>27</u>	<u>19</u>

**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 2010**

**7. Tangible fixed Assets**

	Computer Equipment £	Refurbishment Office £	Furniture Equipment £	Total £
<b>Cost</b>				
As at 01 April 2009	31,064	-	54,546	85,610
Additions	5,947	42,022	10,286	58,255
As at 31 March 2010	<u>37,011</u>	<u>42,022</u>	<u>64,832</u>	<u>143,865</u>
<b>Depreciation</b>				
As at 01 April 2009	30,272	-	52,099	82,371
Charge	2,353	14,007	4,261	20,621
As at 31 March 2010	<u>32,625</u>	<u>14,007</u>	<u>56,360</u>	<u>102,992</u>
Net book value 31.3.10	<u>4,386</u>	<u>28,015</u>	<u>8,472</u>	<u>40,873</u>
Net book value 31.3.09	792	-	1,958	2,750

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:

	2010 £	2009 £
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	-	-
Grant debtors	<u>54,603</u>	<u>63,349</u>
	<u>54,603</u>	<u>63,349</u>

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2010**

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

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

	2010 £	2009 £
Trade creditors	85,412	5,508
Deferred income	156,578	69,729
Accruals and other creditors	4,136	3,850
	<u>246,126</u>	<u>79,087</u>

**10. Commitments**

At 31st March 2010 the company has an annual commitment in non cancellable operating leases as follows:

	Land/ Buildings 2010	Land/ Buildings 2009
Operating leases which expire:		
Within one year	33,000	25,850
Within two to five years	82,500	-
	<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 2010**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>11 Analysis of net assets between funds</b>			
Tangible fixed assets	-	40,873	40,873
Current assets	108,861	619,749	728,610
Current liabilities	( 4,136 )	( 241,990 )	( 246,126 )
Net assets as at 31 March 2010	<u>104,725</u>	<u>418,633</u>	<u>523,357</u>

**12 Movements in funds**

	01.04.09 £	Incoming Resources £	Outgoing Resources £	Transfers £	31.03.10 £
<b>Unrestricted funds</b>					
General funds	<u>157,735</u>	<u>130,900</u>	<u>( 183,910 )</u>	-	<u>104,725</u>
<b>Restricted funds</b>					
Support costs	1,889,917	831,585	( 141,996 )		2,579,506
Staff costs	( 1,698,316 )	-	( 625,941 )		( 2,324,257 )
Computer equipment	26,337	-	( 5,947 )		20,390
Other fixed assets	26,083	-	( 10,286 )		15,797
Transfer from Unrestricted funds	127,197	-	-	-	127,197
	<u>371,218</u>	<u>831,585</u>	<u>( 784,170 )</u>	-	<u>418,633</u>

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**DETAILED INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31ST MARCH 2010**

	2010		2009	
	£	£	£	£
<b>Income</b>				
Grants		936,965		772,561
Bank interest receivable		2,458		14,217
Earned income		<u>23,062</u>		<u>3,884</u>
		962,485		790,662
<b>Expenditure</b>				
<b>Indirect Expenditure</b>				
Audit & accountancy fees	4,136		3,864	
Recruitment costs	10,648		8,619	
Legal and professional fees	1,580		672	
Bank charges	<u>767</u>		<u>552</u>	
		( 17,131 )		( 13,707 )
Income less indirect expenditure		945,354		776,955
<b>Direct Charitable Expenditure</b>				
Salaries and NIC	607,306		401,672	
Pension contributions	18,635		16,733	
Rent, rates and service charge	52,933		27,800	
Other premises costs	23,490		7,618	
Insurance	2,998		2,910	
Telephone	16,650		5,537	
Printing, postage and stationery	37,335		35,318	
Information and publications	15,278		7,419	
Subscriptions	5,154		2,643	
External trainers fees	70,922		90,415	
Consultancy	24,619		32,134	
Equipment repairs and maintenance	48		5	
Travelling expenses	3,701		3,171	
Volunteers expenses	1,378		721	
Training	16,176		12,593	
Computer expenses	13,412		7,799	
Meetings & conferences	14,298		9,786	
Depreciation	20,621		2,595	
Sundry expenses	4,478		4,624	
Equipment purchase	1,518		570	
Grants paid	-		-	
		( 950,950 )		( 672,063 )
Surplus for the year		<u>( 5,596 )</u>		<u>104,892</u>