

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**DIRECTORS REPORT**

**AND**

**FINANCIAL STATEMENTS**

**FOR THE**

**YEAR ENDED 31ST MARCH 2013**

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 (Chair)  
Neil Zammett (Vice Chair)  
Ram Bandhari  
Bashir Chaudhry  
Dr Keith White  
Ali Qureshi (Treasurer)  
Valrie Gittens  
Valerie Cummins  
Mandeep Gabhari

**Council nominee:** Cllr Brian Lambert

# **THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

## **DIRECTORS' REPORT**

### **FOR THE YEAR ENDED 31ST MARCH 2013**

The directors present their report on the affairs of the company and financial statements for the year ended 31st March 2013.

#### **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 30 staff in this year, of whom 13 were full time and 17 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 2013**

### **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 planning for sustainability 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 CVS 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 2013**

#### **Volunteers**

The charity has welcomed 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**

The charity maintains contact with many hundreds of local voluntary bodies and is committed to working with, and on-behalf of, all third sector groups in Redbridge. RedbridgeCVS works closely with local Council, NHS, Police and Fire services and statutory bodies 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 RedbridgeCVS has successfully met all the targets set by our funders and internally, and has successfully achieved all planned outcomes;
- 2 Delivering development work and capacity building support to local small and medium sized voluntary and community groups, This included the successful completion of the 3-year Big Lottery funded "BASIS" programme and its positive evaluation;
- 3 Hosting monthly Redbridge Voluntary Sector Network meetings;
- 4 Producing a bi-monthly newsletter, "Community", distributed to over 400 local groups;
- 5 Producing over 50 email bulletins, sent to over 400 local voluntary and community groups and agencies;
- 6 Helping local organisations to prepare and plan for the impact of the 2012 Games on their services and members;
- 7 Helping a range of groups with successful funding applications and arranging 8 'meet the funder' sessions and 1-to-1 support sessions with 48 groups;
- 8 Delivering 33 training sessions (accredited and unaccredited) to 406 learners from 219 local voluntary and community groups;
- 9 Delivering an accredited and fully operational Volunteer Centre which placed many volunteers, undertook a wide range of community outreach activities and delivered 15 "introduction to volunteering" workshops;
- 10 Hosting the Redbridge LINK (Local Involvement Network), a health and social care public involvement project;
- 11 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 via their community groups;
- 12 Securing funding from the Skills Funding Agency via Redbridge Institute for Adult Education, enabling us to deliver a range of training and support services to groups, including those working with volunteers;
- 13 Playing the role of 'Compact Champion' to ensure the positive use of the local Compact to enhance the partnerships between local voluntary and statutory sector agencies;
- 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, Voluntary Sector Assembly, Work Redbridge and the Community Cohesion Working Group), the Redbridge Safer Communities Partnership 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 Playing an active part in the East London CVS Directors' Network;

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

**(A Company limited by guarantee)**

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

- 17 Providing information services including online resources, a library, internet access and individual support to voluntary and community organisations in Redbridge;
- 18 Providing a multi-purpose website, including an online directory of local voluntary and community groups;
- 19 Hosting a Mental Health (BME) Community Development Worker to improve appropriate access to mental health support services for black, Asian and ethnic community members. This included delivering training to faith leaders and an outreach programme focusing on dementia;
- 20 Hosting a Health Partnerships Officer to enhance the relationships between local voluntary and community groups and local NHS services and commissioners. This included the production of a report giving case-studies of local voluntary organisations offering health related services to their members, training groups to better understand how to measure the impact of their work on people's health, and establishing a multi-agency TB partnership;
- 21 Hosting the Redbridge Police Community Engagement Group and it's Stop and Search monitoring group, in partnership with the Mayor's Office for Policing and Crime;
- 22 The East Tenders project has been awarded £541,667 for the delivery of employability support, information, advice and guidance to unemployed residents in Waltham Forest. The Jobshop Community Outreach project has had its funding increased by an additional £100,000 to enable more Barking and Dagenham residents to benefit from support in looking for work.



## THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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### 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" and 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.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS FOR VOLUNTARY SERVICE OF THE REDBRIDGE COUNCIL

We have audited the financial statements of The Redbridge Council for Voluntary Service for the year ended 31st March 2013 on pages [10] to [20]. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees' Responsibilities set out on page 8, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all financial and non-financial information in the trustees report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Opinion on other requirement of the Companies Act 2006

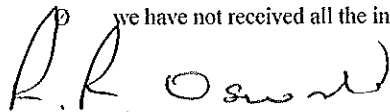
In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the charity has not kept adequate accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or

○ we have not received all the information and explanations we require for our audit.



R R Oswald (Senior Statutory Auditor)

31st October 2013

For and on behalf of Appleby & Wood, Statutory Auditors  
40 The Lock Building  
72 High Street, Stratford  
London E15 2QB

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**(A Company limited by guarantee)**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31ST MARCH 2013**

	Notes	2013 £	2012 £
Income		1,576,888	1,073,414
Expenditure		<u>( 1,513,653 )</u>	<u>( 1,039,636 )</u>
Income less expenditure	2	63,235	33,778
Brought forward - beginning of year		694,330	660,552
Carried forward - end of year		<u>757,565</u>	<u>694,330</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 2013**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
<b>Incoming resources</b>					
<b>Incoming Resources from generated funds</b>					
Generated Income		26,360	-	26,360	33,297
Investment Income		4,305	-	4,305	3,750
<b>Incoming Resources from charitable activities</b>					
Grants	3	106,373	1,439,850	1,546,223	1,036,367
<b>Total incoming resources</b>		<b>137,038</b>	<b>1,439,850</b>	<b>1,576,888</b>	<b>1,073,414</b>
<b>Resources expended</b>					
<b>Cost of generating funds</b>					
Charitable activities:					
Costs in furtherance of charities objects	4a	173,211	810,941	984,152	932,056
Delivery of contracts	4b	-	516,178	516,178	99,564
Governance costs	4c	12,735	588	13,323	8,016
<b>Total resources expended</b>		<b>185,946</b>	<b>1,327,707</b>	<b>1,513,653</b>	<b>1,039,636</b>
<b>Net incoming resources for the year</b>		<b>( 48,908 )</b>	<b>112,143</b>	<b>63,235</b>	<b>33,778</b>
Transfers		39,028	( 39,028 )	-	-
Brought forward - beginning of year		220,459	473,871	694,330	660,552
<b>Carried forward - end of year</b>		<b>210,579</b>	<b>546,986</b>	<b>757,565</b>	<b>694,330</b>

The notes on pages 13 to 20 form part of these financial statements.

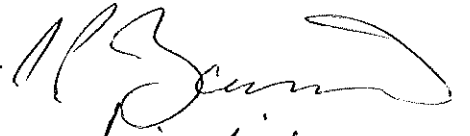
**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**


(A Company limited by guarantee) Registered No:2569614 Charity No:1005075


**BALANCE SHEET AS AT 31ST MARCH 2012**

	Notes	£	2013	£	2012	£
<b>Fixed assets</b>						
Tangible assets	7			13,810		14,810
<b>Current assets</b>						
Debtors	8	436,092			43,522	
Cash at bank and in hand		834,657			773,322	
		<u>1,270,749</u>			<u>816,844</u>	
Creditors: amounts falling due within one year	9	( 526,994 )			( 137,324 )	
<b>Net current assets</b>				<u>743,755</u>		<u>679,520</u>
				<u>757,565</u>		<u>694,330</u>
<b>Reserves</b>						
Restricted funds	12			546,986		473,871
Unrestricted funds	12			210,579		220,459
				<u>757,565</u>		<u>694,330</u>

Approved by the board of directors on <sup>31st</sup> 31 October 2013 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 2013

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

Rates	Employer	5%	2013	2012
			£	£
Amount paid in year	Employer		26,428	21,151
	Employees		4,365	5,293
			<u>30,793</u>	<u>26,444</u>

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2013**

	2013	2012
	£	£
<b>2. Surplus for the year</b>		
Surplus for the year is stated after charging:		
Depreciation for tangible fixed assets	12,483	13,371
Auditors' Remuneration	5,045	4,824
Staff Costs	693,446	627,143

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

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

	01.04.12	Receivable	Deferred	2013
	£	in the year	£	£
London Borough of Redbridge - Strategic Partners	-	63,630	-	63,630
London Borough of Redbridge - Public and Voluntary Sector Partnership	-	7,305	-	7,305
NHS Redbridge - Health Partnership Posts	6,730	127,776	( 35,000 )	99,506
London Borough of Redbridge - Redbridge i	-	-	-	-
London Borough of Redbridge - Emerging Needs and New Initiative	-	13,600	-	13,600
London Councils- Stepping Stones	-	32,105	-	32,105
London Councils - Waltham Forest	-	153,024	-	153,024
Big Lottery- BASIS	14,620	84,070	-	98,690
Big Lottery- Supporting Change & Impact	10,000	-	-	10,000
NHS Redbridge - Mental Health Project	5,000	59,313	-	64,313
NHS Redbridge - Exercise Project	5,290	80,900	-	86,190
Skills Funding Agency - NLDC	-	41,320	-	41,320
MOPAC	-	35,438	-	35,438
London Borough of Redbridge - LINK	17,086	145,600	-	162,686
London Borough of Redbridge - Community Fundraiser	-	22,114	-	22,114
NHS TB	-	4,900	( 4,900 )	-
London Borough of Barking & Dagenham	-	3,601	-	3,601
London Councils - Barking & Dagenham	-	907,533	( 264,378 )	643,155
London Borough of Redbridge - LPSA - Volunteering	-	9,546	-	9,546
Charities Aid Foundation - Access to Volunteering	4,765	-	( 4,765 )	-
	-	-	-	-
	63,491	1,791,775	( 309,043 )	1,546,223

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	2013	2012
	£	£	£	£
<b>Support costs</b>				
Development and Training	71,016	332,486	403,502	382,143
Advice and Information	46,767	218,954	265,721	251,655
Community Liaison	10,393	48,656	59,049	55,923
Policy and Planning	45,035	210,845	255,880	242,335
	173,211	810,941	984,152	932,056

Advice & Information includes Consultancy work.

**4b. Delivery of contract**

Funding received for project to be partly delivered by external organisations.



**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2013**

	<b>Description, Nature and purpose of the fund</b>
London Borough of Redbridge - Strategic Partners	Capacity Building and support to the voluntary and community sector.
London Borough of Redbridge - Public and Voluntary Sector Partnership	Support to the Voluntary and community sector representatives on this committee, including managing the election of vcs representatives.
NHS Redbridge - Health Partnerships	Project to enhance partnership working between voluntary and community groups and local NHS bodies.
London Borough of Redbridge - Emerging Needs and New Initiatives	Volunteer Centre to deliver its key functions in Redbridge, it will also assist 'hard to reach' communities to access volunteering.
London Councils - Stepping Stones	Stepping Stones partnership offers services to parents who are interested in returning to work or training. The project provides independent advice and a flexible package of support.
London Councils - Waltham Forest	To deliver employment and skills services to unemployed Waltham Forest residents to progress into sustained work or further training.
Big Lottery - BASIS	To provide a range of capacity building services to local voluntary and community groups in partnership with the Redbridge ChangeUp consortium.
Big Lottery - Supporting Change & Impact	To review and evaluate the BASIS programme.
NHS Redbridge - Mental Health Project	Provide a Community Development Worker to work with the BME voluntary and community sector on mental health issues.
NHS Redbridge - "Fit For Fun" Exercise Project	Encourage people to exercise regularly - Particularly groups at high risk of suffering health inequalities.

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2013**

	Description, Nature and purpose of the fund
Skills Funding Agency - Community Learning	This was previously described as Adult Safeguarded Learning and Informal Adult Learning but is now known as Community Learning. Community Learning is designed to help people of different ages and backgrounds acquire a new skill, re-connect with learning, pursue an interest, prepare for progression to formal courses and/or learn how to support their children better.
MOPAC	To help local people engage with the Police the Council and each other in constructive debate about local policing, crime and community safety.
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).
London Borough of Redbridge - Community Fundraiser	Work with a range of voluntary and community organisations in Redbridge, to source suitable funders and assist in writing funding bids.
NHS - TB	To raise awareness about TB amongst communities who are at high risk of TB, through a team of community leaders who will be called 'Health Buddies'.
London Borough of Barking and Dagenham	Apprentice - to improve the employment prospects of an unemployed resident by gaining a level 2 qualification and work experience.
London Councils- Barking and Dagenham	To support unemployed Barking & Dagenham residents into work or further training.
London Borough of Redbridge - LPSA	To act as a brokerage service creating a range of new volunteer opportunities.
Charities Aid Foundation - Access to Volunteering	The purpose of this grant is to encourage more local organisations to consider placements for disabled volunteers.

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2013**

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

**Governance Costs**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2013 £</b>	<b>Total 2012 £</b>
Audit fees	4,457	588	5,045	4,824
Recruitment costs	-	-	-	-
Legal and Professional fees	7,294	-	7,294	1,956
Bank charges	984	-	984	1,236
	<u>12,735</u>	<u>588</u>	<u>13,323</u>	<u>8,016</u>

**5. Staff costs**

Employee costs during the year amounted to:

	<b>2013 £</b>	<b>2012 £</b>
Wages and salaries	602,696	543,029
Employer national insurance contributions	59,957	53,670
Pension contributions	30,793	30,444
	<u>693,446</u>	<u>627,143</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:

	<b>2013</b>	<b>2012</b>
Provision of service and support	16	14
Management and administration	14	21
	<u>30</u>	<u>35</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 2013**

**7. Tangible fixed Assets**

	<b>Computer Equipment £</b>	<b>Refurbishment Office £</b>	<b>Furniture Equipment £</b>	<b>Total £</b>
<b>Cost</b>				
As at 01 April 2012	38,296	42,022	66,983	147,301
Additions	11,483	-	-	11,483
As at 31 March 2013	<u>49,779</u>	<u>42,022</u>	<u>66,983</u>	<u>158,784</u>
<b>Depreciation</b>				
As at 01 April 2012	37,376	33,617	61,498	132,491
Charge	4,311	5,603	2,569	12,483
As at 31 March 2013	<u>41,687</u>	<u>39,220</u>	<u>64,067</u>	<u>144,974</u>
Net book value 31.3.13	<u>8,092</u>	<u>2,802</u>	<u>2,916</u>	<u>13,810</u>
Net book value 31.3.12	920	8,045	5,485	14,810

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>2013 £</b>	<b>2012 £</b>
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	-	4,688
Grant debtors	<u>436,092</u>	<u>38,834</u>
	<u>436,092</u>	<u>43,522</u>

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2013**

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

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

	2013 £	2012 £
Trade creditors	212,906	69,429
Deferred income	309,043	63,491
Accruals and other creditors	5,045	4,404
	<u>526,994</u>	<u>137,324</u>

**10. Commitments**

At 31st March 2013 the company has an annual commitment in non cancellable operating leases as follows:

	Land/ Buildings 2013	Land/ Buildings 2012
Operating leases which expire:		
Within one year	33,000	33,000
Within two to five years	30,096	63,096
	<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 2013**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>11 Analysis of net assets between funds</b>			
Tangible fixed assets	-	13,810	13,810
Current assets	215,624	1,055,125	1,270,749
Current liabilities	( 5,045 )	( 521,949 )	( 526,994 )
Net assets as at 31 March 2013	<u>210,579</u>	<u>546,986</u>	<u>757,565</u>

**12 Movements in funds**

	01.04.12 £	Incoming Resources £	Outgoing Resources £	Transfers £	31.03.13 £
<b>Unrestricted funds</b>					
General funds	<u>220,459</u>	<u>137,038</u>	<u>( 185,946 )</u>	<u>39,028</u>	<u>210,579</u>
<b>Restricted funds</b>					
Support costs	4,639,196	1,400,823	( 622,778 )	-	5,417,241
Staff costs	( 4,084,493 )	32,000	( 693,446 )	-	( 4,745,939 )
Computer equipment	19,105	7,027	( 11,483 )	-	14,649
Other fixed assets	13,646		-	-	13,646
Transfer from Unrestricted funds	( 113,583 )	-	-	( 39,028 )	( 152,611 )
	<u>473,871</u>	<u>1,439,850</u>	<u>( 1,327,707 )</u>	<u>( 39,028 )</u>	<u>546,986</u>

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**DETAILED INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31ST MARCH 2013**

	2013		2012	
	£	£	£	£
<b>Income</b>				
Grants		1,546,223		1,036,367
Bank interest receivable		4,305		3,750
Earned income		26,360		33,297
		<u>1,576,888</u>		<u>1,073,414</u>
<b>Expenditure</b>				
<b>Indirect Expenditure</b>				
Audit & accountancy fees	5,045		4,824	
Recruitment costs	-		-	
Legal and professional fees	7,294		1,956	
Bank charges	984		1,236	
		<u>( 13,323 )</u>		<u>( 8,016 )</u>
Income less indirect expenditure		1,563,565		1,065,398
<b>Direct Charitable Expenditure</b>				
Salaries and NIC	662,653		596,699	
Pension contributions	30,793		30,444	
Rent, rates and service charge	52,859		56,827	
Other premises costs	17,927		17,655	
Insurance	3,599		3,144	
Telephone	6,944		5,531	
Printing, postage and stationery	32,139		22,029	
Information and publications	870		2,718	
Subscriptions	1,274		3,723	
External trainers fees	64,708		83,136	
Consultancy	6,353		35,495	
Equipment repairs and maintenance	-		-	
Travelling expenses	2,704		2,762	
Volunteers expenses	1,921		1,623	
Training	27,386		9,320	
Computer expenses	28,630		16,803	
Meetings & conferences	8,314		10,092	
Depreciation	12,483		13,371	
Sundry expenses	22,276		19,994	
Equipment purchase	319		690	
Delivery of contract	516,178		99,564	
		<u>(1,500,330 )</u>		<u>(1,031,620 )</u>
Surplus for the year		<u>63,235</u>		<u>33,778</u>