

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**DIRECTORS REPORT**

**AND**

**FINANCIAL STATEMENTS**

**FOR THE**

**YEAR ENDED 31ST MARCH 2014**

Registered number: 2569614

Registered Charity: 1005075

**REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**INDEX**

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

# **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 Zammatt (Vice Chair until Nov 13)  
Ram Bandhari  
Bashir Chaudhry  
Dr Keith White (Vice Chair from Nov 13)  
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 2014**

The directors present their report on the affairs of the company and financial statements for the year ended 31st March 2014.

#### **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 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 2014**

**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 North 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 2014**

**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;
- 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 a range of local voluntary organisations with a wide range of successful funding applications;
- 7 Delivering 22 training sessions (accredited and unaccredited); to 124 learners from 55 voluntary and community groups;
- 8 Delivering an accredited and fully operational Volunteer Centre which placed many volunteers, undertook a wide range of community outreach activities and delivered Information Advice and Guidance to 3,880 individuals interested in volunteering;
- 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 via their community groups;
- 10 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;
- 11 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;
- 12 Positively liaising with key statutory partners on behalf of the local voluntary and community sector, including through membership of the Redbridge Health and Wellbeing Board, Work Redbridge, the Redbridge Safer Communities Partnership and the provision of formal support for the elected voluntary sector representatives of the Public and Voluntary Sectors' Partnership;
- 13 Providing and maintaining a database of all known voluntary and community groups in Redbridge;
- 14 Playing an active part in the 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:-**

- 15 Providing information services including online resources, a library, internet access and individual support to voluntary and community organisations in Redbridge;
- 16 Providing a multi-purpose website, including an online directory of local voluntary and community groups;
- 17 Hosting a Mental Health (BME) Community Development Worker to improve appropriate access to mental health support services for black, Asian and ethnic community members;
- 18 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 supporting a multi-agency TB partnership;
- 19 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;
- 20 The East Tenders project has successfully tendered for £376,000 for the delivery of employability support, information, advice and guidance to unemployed residents in Redbridge, Barking and Dagenham, Waltham Forest, Havering, Newham, Greenwich and Bexley. East Tenders has also been successfully tendered for £190,000 for the delivery of employability support, information advice and guidance to unemployed residents in Redbridge.



# **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" 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 2014 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 and to identify any information that is materially incorrect based on, or materially inconsistent with the knowledge acquired by us in the course of performing the audit. 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:

- Ø give a true and fair view of the state of the charity's affairs as at 31st March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- Ø have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- Ø 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:

- Ø 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
- Ø the financial statements are not in agreement with the accounting records and returns; or
- Ø certain disclosures of trustees' remuneration specified by law are not made; or
- Ø we have not received all the information and explanations we require for our audit.

R R Oswald (Senior Statutory Auditor)

October 2014

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 2014**

	Notes	2014 £	2013 £
Income		1,966,315	1,576,888
Expenditure		<u>( 1,932,690 )</u>	<u>( 1,513,653 )</u>
<b>Income less expenditure</b>	<b>2</b>	<b>33,625</b>	<b>63,235</b>
Brought forward - beginning of year		757,565	694,330
Carried forward - end of year		<u>791,190</u>	<u>757,565</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 2014**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
<b>Incoming resources</b>					
<b>Incoming Resources from generated funds</b>					
Generated Income		59,068	-	59,068	26,360
<b>Investment Income</b>		3,921	-	3,921	4,305
<b>Incoming Resources from charitable activities</b>					
Grants	3	99,626	1,803,700	1,903,326	1,546,223
<b>Total incoming resources</b>		<u>162,615</u>	<u>1,803,700</u>	<u>1,966,315</u>	<u>1,576,888</u>
 <b>Resources expended</b>					
<b>Cost of generating funds</b>					
Charitable activities:					
Costs in furtherance of charities objects	4a	165,263	773,731	938,994	984,152
Delivery of contracts	4b	-	986,360	986,360	516,178
<b>Governance costs</b>	4c	6,748	588	7,336	13,323
<b>Total resources expended</b>		<u>172,011</u>	<u>1,760,679</u>	<u>1,932,690</u>	<u>1,513,653</u>
 <b>Net incoming resources for the year</b>					
Transfers		( 9,396 )	43,021	33,625	63,235
		45,200	( 45,200 )	-	-
Brought forward - beginning of year		210,579	546,986	757,565	694,330
<b>Carried forward - end of year</b>		<u>246,383</u>	<u>544,807</u>	<u>791,190</u>	<u>757,565</u>

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 2014**

	Notes	2014		2013	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	7		8,767		13,810
<b>Current assets</b>					
Debtors	8	286,133		436,092	
Cash at bank and in hand		<u>987,596</u>		<u>834,657</u>	
		1,273,729		1,270,749	
<b>Creditors:</b> amounts falling due within one year	9	<u>( 491,306 )</u>		<u>( 526,994 )</u>	
<b>Net current assets</b>			<u>782,423</u>		<u>743,755</u>
			<u>791,190</u>		<u>757,565</u>
<b>Reserves</b>					
Restricted funds	12		544,807		546,986
Unrestricted funds	12		<u>246,383</u>		<u>210,579</u>
			<u>791,190</u>		<u>757,565</u>

Approved by the board of directors on    October 2014 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 2014**

#### **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%	2014	2013
			£	£
Amount paid in year	Employer		33,179	26,428
	Employees		5,560	4,365
			<u>38,739</u>	<u>30,793</u>

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

(A Company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2014**

<b>2. Surplus for the year</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Surplus for the year is stated after charging:		
Depreciation for tangible fixed assets	11,673	12,483
Auditors' Remuneration	5,791	5,045
Staff Costs	735,817	693,446

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

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

	<b>01.04.13</b>	<b>Received</b>	<b>Deferred</b>	<b>2014</b>
	<b>£</b>	<b>in the year</b>	<b>£</b>	<b>£</b>
London Borough of Redbridge - Strategic Partners	-	63,630	-	63,630
London Borough of Redbridge - Public and Voluntary Sector Partnership	-	8,000	-	8,000
NHS Redbridge - Health Partnership Posts	35,000	59,735	-	94,735
London Borough of Redbridge - Redbridge i	-	-	-	-
London Borough of Redbridge - Volunteer Project	-	75,000	-	75,000
London Borough of Redbridge - Emerging Needs and New Initiative	-	-	-	-
London Councils- Stepping Stones	-	-	-	-
Adult College Barking & Dagenham	-	3,443	-	3,443
London Councils ESF - Waltham Forest - Get Working	-	271,717	-	271,717
London Councils ESF - Women Works	-	236,456	( 56,406 )	180,050
London Councils ESF - Redbridge - Get Redbridge Working	-	43,058	-	43,058
Big Lottery- BASIS	-	-	-	-
Big Lottery- Supporting Change & Impact	-	-	-	-
NHS Redbridge - Mental Health Project	-	59,313	-	59,313
NHS Redbridge - Exercise Project	-	80,990	-	80,990
Redbridge Institute of Adult Education - Community Learning	-	39,780	-	39,780
MOPAC	-	27,996	-	27,996
4G	-	16,000	-	16,000
London Borough of Redbridge - LINK	-	-	-	-
London Borough of Redbridge - Community Fundraiser	-	12,459	-	12,459
NHS TB	4,900	9,130	-	14,030
London Borough of Barking & Dagenham	-	-	-	-
London Councils ESF - Barking & Dagenham	264,378	786,217	( 137,471 )	913,124
London Borough of Redbridge - LPSA - Volunteering	-	-	-	-
Charities Aid Foundation - Access to Volunteering	4,765	-	( 4,765 )	-
	-	-	-	-
	-	-	-	-
	309,043	1,792,924	( 198,642 )	1,903,325

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**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Support costs</b>				
Development and Training	67,758	317,230	384,988	403,502
Advice and Information	44,621	208,907	253,528	265,721
Community Liaison	9,916	46,424	56,340	59,049
Policy and Planning	42,968	201,170	244,138	255,880
	165,263	773,731	938,994	984,152

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**

**(A Company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2014**

	<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 - Volunteer Project	Volunteer Centre to increase the volunteering levels in Redbridge, by working with organisations across the Borough to source volunteer placements and by helping individuals who want to volunteer into suitable placements.
Adult College - 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 ESF - London Borough of Waltham Forest	To deliver employment and skills services to unemployed Waltham Forest residents to progress into sustained work or further training.
London Councils ESF	To deliver employment and skills services to unemployed women of Redbridge, Barking and Dagenham Waltham Forest, Havering, Newham, Greenwich and Bexley.
London Councils ESF - London Borough of Redbridge	To deliver employment and skills services to unemployed Redbridge residents to progress into sustained work or further training.
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 2014**

**Description, Nature and purpose of the fund**

Redbridge Institute of Adult Education - 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.
4G	"4G Awareness Project" relating to the switching on of the new 4G mobile services that may interfere with the Freeview TV.
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 Councils ESF - London Borough of Barking and Dagenham	To support unemployed Barking & Dagenham residents into work or further training.
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 2014**

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

##### **Governance Costs**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2014 £</b>	<b>Total 2013 £</b>
Audit fees	5,203	588	5,791	5,045
Recruitment costs	-	-	-	-
Legal and Professional fees	366	-	366	7,294
Bank charges	1,179	-	1,179	984
	<b>6,748</b>	<b>588</b>	<b>7,336</b>	<b>13,323</b>

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

Employee costs during the year amounted to:

	<b>2014 £</b>	<b>2013 £</b>
Wages and salaries	633,684	602,696
Employer national insurance contributions	63,394	59,957
Pension contributions	38,739	30,793
	<b>735,817</b>	<b>693,446</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>2014</b>	<b>2013</b>
Provision of service and support	10	16
Management and administration	11	14
	<b>21</b>	<b>30</b>

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

There was no remuneration in respect of directors or trustees.

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2014**

**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 2013	49,779	42,022	66,983	158,784
Additions	6,044	-	586	6,630
As at 31 March 2014	<u>55,823</u>	<u>42,022</u>	<u>67,569</u>	<u>165,414</u>
<b>Depreciation</b>				
As at 01 April 2013	41,687	39,220	64,067	144,974
Charge	6,266	2,802	2,605	11,673
As at 31 March 2014	<u>47,953</u>	<u>42,022</u>	<u>66,672</u>	<u>156,647</u>
Net book value 31.3.14	<u>7,870</u>	-	897	<u>8,767</u>
Net book value 31.3.13	8,092	2,802	2,916	13,810

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>2014 £</b>	<b>2013 £</b>
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	3,949	-
Grant debtors	282,184	436,092
	<u>286,133</u>	<u>436,092</u>

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**(A Company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2014**

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

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

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Trade creditors	287,564	212,906
Deferred income	198,642	309,043
Accruals and other creditors	5,100	5,045
	<u>491,306</u>	<u>526,994</u>

**10. Commitments**

At 31st March 2014 the company has an annual commitment in non cancellable operating leases as follows:

	<b>Land/ Buildings 2014</b>	<b>Land/ Buildings 2013</b>
Operating leases which expire:		
Within one year	33,000	33,000
Within two to five years	30,096	30,096
	<u>                    </u>	<u>                    </u>

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2014**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
<b>11 Analysis of net assets between funds</b>			
Tangible fixed assets	-	8,767	8,767
Current assets	251,483	1,022,246	1,273,729
Current liabilities	( 5,100 )	( 486,206 )	( 491,306 )
Net assets as at 31 March 2014	<u>246,383</u>	<u>544,807</u>	<u>791,190</u>

**12 Movements in funds**

	<b>01.04.13 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>Transfers £</b>	<b>31.03.14 £</b>
<b>Unrestricted funds</b>					
General funds	<u>210,579</u>	<u>162,615</u>	<u>( 172,011 )</u>	<u>45,200</u>	<u>246,383</u>
<b>Restricted funds</b>					
Support costs	5,417,241	1,758,500	( 1,018,232 )	-	6,157,509
Staff costs	( 4,745,939 )	45,200	( 735,817 )	-	( 5,436,556 )
Computer equipment	14,649	-	( 6,044 )	-	8,605
Other fixed assets	13,646	-	( 586 )	-	13,060
Transfer from Unrestricted funds	( 152,611 )	-	-	( 45,200 )	( 197,811 )
	<u>546,986</u>	<u>1,803,700</u>	<u>( 1,760,679 )</u>	<u>( 45,200 )</u>	<u>544,807</u>

**THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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**DETAILED INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31ST MARCH 2014**

	2014		2013	
	£	£	£	£
<b>Income</b>				
Grants		1,903,326		1,546,223
Bank interest receivable		3,921		4,305
Earned income		59,068		26,360
		<u>1,966,315</u>		<u>1,576,888</u>
<b>Expenditure</b>				
<b>Indirect Expenditure</b>				
Audit & accountancy fees	5,791		5,045	
Recruitment costs	-		-	
Legal and professional fees	366		7,294	
Bank charges	1,179		984	
		<u>( 7,336 )</u>		<u>( 13,323 )</u>
Income less indirect expenditure		1,958,979		1,563,565
<b>Direct Charitable Expenditure</b>				
Salaries and NIC	697,078		662,653	
Pension contributions	38,739		30,793	
Rent, rates and service charge	61,880		52,859	
Other premises costs	18,665		17,927	
Insurance	493		3,599	
Telephone	8,208		6,944	
Printing, postage and stationery	22,880		32,139	
Information and publications	3,507		870	
Subscriptions	2,304		1,274	
External trainers fees	27,916		64,708	
Consultancy	8,967		6,353	
Equipment repairs and maintenance	-		-	
Travelling expenses	1,926		2,704	
Volunteers expenses	1,539		1,921	
Training	7,306		27,386	
Computer expenses	13,453		28,630	
Meetings & conferences	7,333		8,314	
Depreciation	11,673		12,483	
Sundry expenses	3,112		22,276	
Equipment purchase	2,015		319	
Delivery of contract	986,360		516,178	
		<u>(1,925,354 )</u>		<u>(1,500,330 )</u>
Surplus for the year		<u>33,625</u>		<u>63,235</u>

This page does not form part of the financial statements.