



Reigate & Banstead



Reigate & Banstead Council of Voluntary Service

CHARITY NUMBER 1045949

ANNUAL REPORT 2009 – 2010



Member of the National Association for Voluntary and Community Action (NAVCA)

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REIGATE AND BANSTEAD COUNCIL OF VOLUNTARY SERVICE

ANNUAL REPORT OF THE TRUSTEES

Reigate and Banstead CVS exists to promote a strong, sustainable voluntary sector working in partnership with statutory bodies for the benefit of the wider community in the Borough.

The Trustees present their Report and Accounts of the organisation together with the report of the Independent Examiner for the year 1st April 2009 to 31st March 2010

A handwritten signature in blue ink that reads "A. Browne". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Signed by :
Arthur Browne – Chairman

Date : 13th September 2010

CVS Executive Committee Members (Trustees)
April 2009 – March 2010

Officers

Ken Sadler	Chairman
Alan Earwaker	Vice Chairman
Patrick Brown	Treasurer
Arthur Browne	Secretary

Trustees

Anne Cotterell	Trustee
Jonathan Essex	Trustee (from 21 September 2009)
Charles Fowler	Trustee
Brian Jones	Trustee (from 21 September 2009)
Gareth Owen	Trustee
Duncan Reeve	Trustee

CVS Staff

Des Shepherd	Manager
Janet Rimmer	Volunteer Centre Co-Ordinator
Helen Hawkins	Development Officer
Carol Jennings	Admin Support Officer
Lisa Irwin	Volunteer Centre Administrator (from May 2009)

Volunteers

Linda Bradburn, Jean Drew, Val Brookhouse, Helen Ashton (Office Volunteers)
Mavis Knapton (Catering).

Bankers

Barclays Bank plc, Crawley
CafCash Ltd., West Malling, Kent

Accounts Examiner

Gavin Mair

Core Funders

Reigate and Banstead Borough Council
Surrey County Council
NHS Surrey

Chairman's Report

Chairman's Report

1. Ken Sadler

Note: Ken Sadler retired from his role as Chairman on 31 March 2010.

Wednesday 31st March represented my final day "officially" as Chair and Trustee of Reigate & Banstead CVS after a total of some four and a half years involvement. Before reaching my decision to stand down, I spent a lot of time (in fact some nine months) regarding my role in the CVS and the difference that I can make (or not) as we go forward. Objectively, I feel that the organisation is in better shape than it's been for some time (and not due to me).

Financially, we made a small profit in 2008/09 for the first time since I became a Trustee. And because of the LPSA monies, the financial side of the CVS has been secured for 2009 thru 2013.

We also have a really positive team in place under Des. Janet is experiencing far greater demand for the services of the Volunteer Centre and we've now been able to provide her with an assistant - Lisa. Helen has already made an impact in Merstham, and is starting to get to grips with Preston Ward and the Faith Groups. And Carol is a real delight as the Admin/Front Office face of the organisation.

Finally, it appears that we've identified a suitable office at Victoria House where - together with ESDAS - we have the opportunity to develop an embryonic Community Hub.

In closing, I've really enjoyed my four+ years involvement with the CVS. A lot's been achieved, but there's still much to do. Finally, many thanks to you all for the support that you've given me over the years.

2. Arthur Browne

Note: Arthur Browne was subsequently appointed Chairman by the Trustees and holds this position until the AGM (September 2010).

This chairmanship had been held by Ken Sadler from mid-2006 until his retirement in March 2010. He has led the CVS through difficult times associated with the ever tighter financial situation and matters connected with the move to new offices. This has involved extensive discussions with others in the field, including funders. Also retiring, at the 2010 AGM, is our Treasurer, Patrick Brown, who has handled all aspects of our finances since May 2002, including discussions with our funders. We thank them for the work that they have done in maintaining the success of the CVS and wish them happy 'retirements'.

Other trustees have taken roles normally performed by the Chairman and, although their involvement will continue, it was decided that the office had to be filled, albeit temporarily until a new chairman has been appointed. We are looking for such a chairman.

There are three main topics for the past year. After many attempts we have left our alpine eyrie and moved into new offices, readily accessible - even a lift. Due to the commitment involved in renting the new premises, it made the trustees vulnerable. The Charities Act of 2006 has still to meet its promise of 'incorporated charity status' and we have had to become a limited company. This has a small effect upon our relationship with our member organisations who will have been informed on the changes.

The third topic is common to most organisations at the present time - finance. We have made efficiency changes in our own operations and improved co-operation with surrounding CVSs. Also the Surrey CVS Network, a co-operation of all Surrey CVSs, has allowed savings to be made and provides a single body to liaise with funding organisations, such as the county, borough and district councils, NHS and government funders. There are many activities of the CVS which need a local presence so that we can interact with members and with the public, but there are others where it is inefficient to base the service in each CVS. An example is funding advice, which needs expertise and software and is used occasionally, which can be provided by one person covering several CVSs. These negotiations make a significant task for the manager and committee members.

We hope that we are meeting the needs of our members - if not please let us know. Our volunteer centre has been very successful in finding volunteers for the member organisations, and has achieved full accreditation. We have been leading in the developments in Merstham and attention is now moving more towards Preston. We can provide advice or know where to get it and thereby help the organisations, particularly the smaller. Our other task is to represent the voluntary and community sector in contacts with government, local and wider, and other organisations which have contact with our sector. If the proposals of the government come into effect, the function of the CVS and the voluntary sector will become more important.

I thank the Manager, staff and trustees for dealing with our problems so effectively, making the move without too many papers lost, and continuing to serve the members and the public. Also I thank those who help us in our work, particularly those who, while having their own financial difficulties, provide the funding which makes it possible. Thank you.

Arthur Browne
Chairman

Manager's Report

The year 2009/10 has been one with many challenges. One of my objectives when I was appointed to this post in May 2008 was to secure more suitable offices. This was finally achieved in June this year with our move to Victoria House in Redhill. But this has been a time consuming process. In conjunction with our neighbours, East Surrey Domestic Abuse Service (ESDAS) we originally looked at offices in Knowles House. After many frustrating months, negotiations came to a standstill in November 2009. Fortunately we identified alternative premises, at Victoria House on the Brighton Road, and both organisations successfully completed negotiations and moved in at the end of June 2010. The main advantage of the new office is that it is far more accessible, having lift access. Those who have visited the offices have commented that it makes the CVS and the associated Volunteer Centre have a more professional feel.

Making the office move during the current economic climate has presented other challenges. To protect the CVS's trustees – we are currently an unincorporated charity, we are going through the process of becoming a incorporated as a company (limited by guarantee).

The office move and the employment of the Administrator for the Volunteer Centre has largely been made possible due to the LPSA reward money we have received. This payment, for work the Volunteer Centre has done in previous years, has given us the financial security to take on the commitment of a lease. The trustees decided that this LPSA reward money be used to develop the Volunteer Centre over a four year period (2009/10 to 2012/13). With our core funding remaining largely static, this has been a useful boost as without it we could well have been looking at a slimmed down CVS and Volunteer Centre.

However, whilst there is a level of financial security at present, we are mindful of the future and the cuts being made in public funding. Our core funding currently comes from Reigate and Banstead Borough Council, Surrey County Council and Surrey NHS. The Borough Council has reduced its funding this year by 25%. Whilst the County Council's grant has been static over the past couple of years, they are conducting a review of funding for the CVSs in Surrey to make it more equitable. If the level of funding to the voluntary sector remains the same, we expect to receive a similar amount next year. However there are suggestions that funding could be cut by up to 20% which will have an impact on our activities.

Taking these factors into account, we have started the process of identifying other funding. There are a number of opportunities for specific projects which we see as self funding activities and which as they develop will supplement our core funding and provide a level of income that will replace the LPSA money after 2013.

Finally, I want to thank the staff, Carol, Helen, Janet and Lisa for their work and loyalty and their efforts in going that little bit extra to ensure the success of the CVS. I must also thank the trustees for their support for the staff over the last year.

Des Shepherd
Manager

Volunteer Centre

As reported in the previous Annual Report we were in the process of recruiting an additional part time member of staff. Lisa Irwin was appointed as Volunteer Centre Administrator and started with us in May; her role is to support the work of the Volunteer Centre. This post is a first for us, so, dedicated time has been given to train Lisa in developing the varied position.

The Surrey CVS Network signed up to work in partnership with Jobcentreplus to deliver the Department of Work and Pensions Volunteering Brokerage Scheme which was launched in 2009. The scheme across England aimed at providing 34000 volunteering placements in the UK over two years. It is hoped that this will help the long term unemployed to develop work based skills through volunteering. As our Volunteer Centre is part of the network we are working closely with Redhill Jobcentreplus supporting their clients, if they live outside of our area referring them on to their local Volunteer Centre in Surrey.

The number of enquiries dealt with this year reached an all time high of 716, these have come from a variety of sources, age groups, with a high percentage being unemployed. We provided information, guidance and support in identifying suitable opportunities, with referrals turning into placements where appropriate when necessary signposting individuals to other alternatives

To celebrate national Volunteers Week 1st-7th June this year we participated and facilitated a radio broadcast with Redstone FM. This Community Radio was successful in obtaining a community licence to do a two week broadcast which coincided with Volunteers Week. It was dedicated to the voluntary and community sector and provided the opportunity for over fifty organisations and individuals to go on air and talk about their cause or experiences. A highlight was the launch of the Mayors Community Volunteer Awards on air by the Mayor himself. Working in partnership with Surrey involved, young people were given the opportunity to learn about and take part radio broadcasting. Over all, thirteen disabled and able bodied of a variety of ages worked together on the project.

We had a very successful day at the Redhill Carnival, it was a lovely day with lots of sunshine helped which helped in generating more people to visit our stand, and therefore provided the opportunity to raise the profile of volunteering and local opportunities. Additionally, we had a display for a day in The Belfry Shopping Centre to help raise the profile of local volunteering and the Centre.

The partnership working with Surrey Volunteer Centre Network continues, we have signed up to, and started work on, the Quality Accreditation submission as a County to the national body of volunteering, Volunteering England in early 2012. Sub groups have been formed to address compliance on each core function of a Volunteer Centre. Reigate & Banstead sits on the Brokerage group.

As part of Volunteer Centre Reigate & Banstead development we launched our own website in December, www.reigateandbansteadvolunteercentre.org. It is still in its infancy, however, is proving a success to promote opportunities for local organisations and a variety of information surrounding volunteering. We also now have a presence on Twitter and Facebook.

Janet Rimmer
Volunteer Centre Co-ordinator

Development Work

Merstham and Preston have continued to be the main focus of our development work during this period.

April 2009 saw the official opening of Merstham Community Facility. Whilst being unsuccessful so far in securing funding for a Centre Manager, our commitment to this venture remains strong. It has grown into a vibrant community hub with many opportunities for informal adult learning, digital inclusion, exploring arts and crafts and meeting with other local residents and much more. It is also a valuable base for other community projects, local information and meetings.

The CVS also recruited 15 volunteers over the year who supported the Facility in a wide range of activities: administration, accountancy, IT, website, marketing, business development.

Merstham Neighbours worked hard on their recruitment drive this year and were able to develop their volunteer base to a 50-strong team ready for its next phase of life. The power of the coffee morning!

We were also delighted to be involved in Merstham's first Together At Christmas special Christmas Day lunch. It was held at St Nicholas School (which we discovered has a great chef) and hosted by the local Anglican churches for local people. It was a great success with 18 volunteers and 35 guests including Father Christmas (with gifts) and live music. We will be proud to support it again this year.

Efforts in Preston have gone into discussions with community partners relating to a Community Shop, an IT Shop, Community Café, developing the green spaces at the Sure Start Centre and helping them find volunteers to do this. We have also supported community consultation on a youth shelter and supported digital inclusion in the area through the Transformation Fund.

Faith Community

The CVS has supported several local faith-based community initiatives; in some cases assisting in setting up, others integrating into the wider community and some helping to develop capacity: The Easter Project in Reigate, the Mercies of David, Loveworks, Salaam Family Learning, Love in Action and Community Debt Advice.

Helen Hawkins
Development Officer

Treasurer's Report

In March 2009, Reigate and Banstead Council of Voluntary Service (RBCVS) received the first payment, of £66,505, under the Local Public Service Agreement (LPSA) for improving and developing the services we provide with the Volunteer Centre (VC). Under this agreement, we expected to receive a further payment of £66,505 in March 2010, but the payment was delayed and hence was not included in the attached accounts for the year to 31 March 2010. The payment was received in April. The Trustees still believe that it is prudent to use this money over the four year period that started in April 2009.

RBCVS has ended the financial year to 31st March 2010 with a deficit of £26,126 compared with a surplus of £70,899 in the previous year. This deficit, which was primarily caused by a large reduction in the grant from NHS Surrey and the employment of an extra person in the Volunteer Centre, has been funded by using some of the LPSA money.

Since the year end, RBCVS has entered into an agreement to move to new premises. This has involved signing a five year agreement, with a three year break clause, at a combined annual rent and service charge of some two to three thousand pounds more than last year's charge.

Policy on Reserves

The Charity Commission recommends that any charity should have reserves of at least 3 months running expenditure, plus an amount that is sufficient to terminate any longer term contracts, such as property leases. The trustees consider that such a level would be appropriate in our case, and that the LPSA money is sufficient to enable us to commit to the first three years of the rental agreement. Obviously, RBCVS will have to find other sources of income if it does not exercise the break clause option.

Risk Statement

Reigate and Banstead Council of Voluntary Service receives most of its voluntary income from Reigate and Banstead Borough Council, Surrey County Council and NHS Surrey (previously called Surrey Primary Care Trust). Unfortunately, these grants have not been adjusted for inflation and in one case is being reduced in 2010/2011. However, the LPSA monies mean that the RBCVS should be able to continue to function for the next three years provided the monies we receive from our main sponsors are not cut further.

Patrick Brown

Honorary Treasurer



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name:
Reigate and Banstead Council of Voluntary Service

On accounts for the year
ended

31st March 2010

Charity no

1045949

Set out on pages

(insert number to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 as amended by the Charities Act 2006 (the 1993 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act), and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

28.06.10

Name:

Gavin Mair

Relevant professional
qualification(s) or body :

C.A. (Institute of Chartered Accountants of Scotland)

Address:

Datchets, Church Hill, Merstham,
Surrey, RH1 3BL

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Reigate and Banstead Council of Voluntary Service			Charity No (if any)	1045949	CC17a
Annual accounts for the period					
Period start date	01-Apr-09	To	Period end date	31-Mar-10	


Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year £	Total last year £
			Unrestricted funds £	income funds £	Endowment funds £		
			F01	F02	F03	F04	F05
Incoming resources (Note 3)							
Incoming resources from generated funds			-	-	-	-	-
Voluntary income		S01	72,342	-	-	72,342	157,841
Activities for generating funds		S02	4,718	-	-	4,718	9,288
Investment income		S03	328	-	-	328	1,666
Incoming resources from charitable activities		S04	-	-	-	-	-
Other incoming resources		S05	1,354	-	-	1,354	238
Total incoming resources		S06	78,742	-	-	78,742	169,033
Resources expended (Notes 4-8)							
Costs of Generating Funds			-	-	-	-	-
Costs of generating voluntary income		S07	6,000	-	-	6,000	6,000
Fundraising trading costs		S08	-	-	-	-	-
Investment management costs		S09	-	-	-	-	-
Charitable activities		S10	95,868	-	-	95,868	89,134
Governance costs		S11	3,000	-	-	3,000	3,000
Other resources expended		S12	-	-	-	-	-
Total resources expended		S13	104,868	-	-	104,868	98,134
Net incoming/(outgoing) resources before transfers		S14	- 26,126	-	-	26,126	70,899
Gross transfers between funds		S15	-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		S16	- 26,126	-	-	26,126	70,899
Other recognised gains/(losses)							
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
Net movement in funds		S19	- 26,126	-	-	26,126	70,899
Total funds brought forward		S20	97,620	-	-	97,620	26,721
Total funds carried forward		S21	71,494	-	-	71,494	97,620

Section B Balance sheet

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
		F01	F02	F03	F04	F05
Fixed assets						
Tangible assets (Note 9)	B01	-	-	-	-	-
	B02	-	-	-	-	-
Investments (Note 10)	B03	-	-	-	-	-
Total fixed assets	B04	-	-	-	-	-
Current assets						
Stock and work in progress	B05	-	-	-	-	-
Debtors (Note 11)	B06	660	-	-	660	-
(Short term) investments	B07	-	-	-	-	-
Cash at bank and in hand	B08	30,686	40,379	-	71,066	100,990
Total current assets	B09	31,346	40,379	-	71,726	100,990
Creditors: amounts falling due within one year (Note 12)	B10	231	-	-	231	3,370
Net current assets/(liabilities)	B11	31,115	40,379	-	71,494	97,620
Total assets less current liabilities	B12	31,115	40,379	-	71,494	97,620
Creditors: amounts falling due after one year (Note 12)	B13	-	-	-	-	-
Provisions for liabilities and charges	B14	-	-	-	-	-
Net assets	B15	31,115	40,379	-	71,494	97,620
Funds of the Charity						
Unrestricted funds	B16	29,615			9,615	29,615
Equipment reserve	B17	1,500			1,500	1,500
Restricted income funds (Note 13)	B18		40,379		40,379	66,505
Endowment funds (Note 13)	B19			-	-	-
Total funds	B20	31,115	40,379	-	71,494	97,620

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Arthur Browne	13/9/2010

Note 1

Basis of preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);

- and with

or

- and with the Charities Act 1993.

✓

Accounting Standards;

Financial Reporting Standards for Smaller Enterprises (FRSSE);

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year, other than differentiating between Charitable Activities and Governance Costs - see note 1.3

1.3 Changes to previous accounts

No changes have been made to accounts for previous years, other than reallocating the Governance Costs between Charitable Activities and Governance Costs.

Note 2

INCOMING RESOURCES

Recognition of incoming resources

Accounting policies

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income

This is included in the accounts when receivable.

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

Stocks and work in progress

These are valued at the lower of cost or market value.

POLICIES ADOPTED ADDITIONAL TO OR DIFFERENT FROM THOSE ABOVE

The cost of computer equipment is written off in the year of acquisition.

Note 3

Analysis of incoming resources

Voluntary income

Analysis		This year £	Last year £
Reigate & Banstead Borough Council		20,000	22,500
NHS Surrey		20,390	35,049
Surrey County Council		27,244	27,244
LPSA *		0	66,505
Other Grants		4,669	6,169
Corporate Donations		0	0
Subscriptions and other donations		40	375
Total		72,342	157,841

* Another LPSA payment of £66,505 is due in April 2010. The monies, whose use is restricted, will be used for developing the Volunteer Bureau over the next 3 years.

Activities for generating funds

Photocopying		1,658	1,948
Running training courses for the local community		420	1,740
Voluntary Sector Fair*		0	5,600
Placing volunteers		2,640	0
Other		0	0
Total		4,718	9,288

* The Voluntary Sector Fair is a biennial event. Another one is planned for 2010/11.

Note 4

Analysis of resources expended

	Analysis	This year £	Last year £
Costs of generating voluntary income	Core funding and PCT project work	4,000	4,000
	Other grants and funding applications	2,000	2,000
	Total	6,000	6,000

N.B. These costs are included in the charitable activities and governance costs below.

Charitable Activities & Governance Costs

Salaries and National Insurance		81,660	67,541
Rent		9,840	9,840
General Running		7,149	9,254
Information and Publicity		312	0
Training and Subscriptions		702	792
Travel		504	547
Training for the local Community		470	699
Office Equipment		2,019	2,505
Miscellaneous *		2,212	6,956
Total		104,868	98,134

* The figure for this year includes a payment of £6,831.00 to Tandridge VSC for their share of the PCT monies.

Note 5

Support costs

No analysis has been made of the expenses by activity category.

Note 6

Details of certain items of expenditure

6.1 Trustee expenses

Number of trustees who were paid expenses

This year	Last year
None	None

6.2 Fees for examination or audit of the accounts

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
None	None
None	None

Note 7

Paid employees

7.1 Staff Costs

Gross wages, salaries and benefits in kind

Employer's National Insurance costs

Pension costs

	This year £	Last year £
	75,540	62,358
	6,120	5,183
	0	0
Total staff costs	81,660	67,541

7.2 Average number of full-time equivalent employees in the year

	This year Number	Last year Number
Total	3.2	2.7

7.3 Defined contribution pension scheme

There is no pension scheme.

Note 8**Grantmaking**

The charity does not make any grants or donations which in aggregate form a material part of the charitable activities undertaken.

Note 9**Tangible fixed assets**

The charity does not have any material tangible fixed assets. All purchased computer and other equipment is written off in the year of acquisition.

Note 10**Investment assets**

The charity does not have any investment assets.

Note 11**Debtors and prepayments****Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	660	-	0	0
Amounts due from subsidiary and associated undertakings	-	-	0	0
Other debtors	-	-	0	0
Prepayments and accrued income	-	-	0	0
Total	660	-	0	0

Note 12

Creditors and accruals

12.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	0	0
Trade creditors	231	3,370	0	0
Amounts due to subsidiary and associated undertakings	-	-	0	0
Other creditors	-	-	0	0
Accruals and deferred income	-	-	0	0
Total	231	3,370	0	0

Note 13

Endowment and restricted income funds

The restricted income fund of £66,505 is for developing the Volunteer bureau.
The charity does not have any endowment funds.

Note 14**Transactions with related parties****14.1 Remuneration and benefits**

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £
		None	None

14.2 Loans

	Name of trustee or connected party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties			None	None
Due from trustees and related parties			None	None

14.3 Other transaction(s) with trustees or related parties

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £
			None	None