

COMPANY NUMBER 5182191 (ENGLAND & WALES)

CHARITY REGISTERED NUMBER 1106748

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

DIRECTORS' AND TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2010



THE SOUTHILL PARTNERSHIP
CHARTERED ACCOUNTANTS

SOUTHILL
CORNBURY PARK
CHARLBURY
OXFORDSHIRE
OX7 3EW

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

FOR THE YEAR ENDED 31ST MARCH 2010

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NORTH COTSWOLDS VOLUNTARY HELP CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Company Number: 5182191 (England & Wales)

Registered Charity Number 1106748

Directors and Trustees: S Bond-Williams
A Cooke
E Frankland
J Munt (resigned 20th July 2009)
S Hyde Jones (co-opted 5th October 2009)
M Munt
A Porter (resigned 20th July 2009)
G Robertson
M Scott-Browne
J Seedhouse (co-opted 1st April 2010)
J Smith
C Stephenson (deceased 27th February 2010)
O Williams

Secretary E J Johnson

Registered Office Moreton Area Centre
High Street
Moreton-in-Marsh
Gloucestershire
GL56 0AZ

Accountants: The Southill Partnership
Chartered Accountants
Southill
Cornbury Park
Charlbury
Oxfordshire
OX7 3EW

Bankers: Barclays Bank Plc
The Square
Stow-on-the-Wold
Cheltenham
Gloucestershire
GL54 1BH

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2010

The trustees present their report with the financial statements of the charitable company for the year ended 31st March 2010

Structure, Governance and Management

Organisation

The trustees are responsible for the administration and investment policy of the charitable company. The trustees who served during the year are set out on page 1 of these accounts. Mr Mark Lewis Turner (Centre Manager) is responsible for the day-to-day management of the organisation.

As a matter of routine, new trustees are given a copy of the Charity Commission's booklet entitled "Responsibilities of Charitable Company Trustees", as part of an induction pack, which they are advised to read without delay.

Trustees are appointed at the Annual General Meeting. Any trustees co-opted during the year are offered for re-appointment at the Annual General Meeting.

The charitable company is limited by guarantee and as such no member holds any interest in the entity. Each member has undertaken to pay a maximum of £1 should the charitable company be dissolved with outstanding debts and liabilities.

Risk policy

The trustees have examined the major strategic, business and operational risks which the charitable company faces. The major risks for the charitable company may be summarised as follows:

(1) Insufficient funding from local authorities, donation and fund-raising activities to meet outgoings over a sustained period. This is managed by the Centre continuously researching funding opportunities, relying on the receipt of regular donations and the Friends of the VHC meeting regularly to arrange various fund-raising activities.

(2) Inability to recruit an adequate number of volunteers to maintain an efficient service to the community. The risk is minimized by a consistent volunteer recruitment drive.

Objectives and activities

The principal activity of the charitable company is that of providing a voluntary help centre for the North Cotswold area. This is achieved by the:

(1) Provision of a community transport service throughout the North Cotswolds to meet hospital, doctors' or dentists' appointments etc - particularly for the frail and elderly - and for those who do not have access to a car, are unable to use public transport or where this is not available.

(2) A sitting and befriending service for those who are housebound and lonely or for carers needing respite.

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

DIRECTORS' AND TRUSTEES' REPORT (Continued)

FOR THE YEAR ENDED 31ST MARCH 2010

All this work is undertaken freely by volunteers who are reimbursed solely for travel expenses. In the case of drivers, travel expenses are met partially by passengers (to the extent of 30p per mile) and an additional 15p per mile is subsidised from funds. Sitters' travel expenses are reimbursed wholly from funds.

Achievements and Performance

The transport service continues to provide significant help to residents in the North Cotswolds, who are unable, for a variety of reasons, to reach their local surgeries, dentists or hospitals. As previously mentioned, public transport in this area is, at best, infrequent and, in the outlying villages and hamlets is virtually non-existent. Neighbours or friends are often willing to assist in an emergency or on an occasional basis, but there is a limit to the number of times their services may be prevailed upon. This is relevant, particularly when appointments are at regular and frequent intervals, such as radiotherapy/chemotherapy treatment etc. Our drivers are regarded as a lifeline to our regular clients, who 'do not know how they would cope without our help'. This feeling is endorsed, once again, by the annual evaluation survey. The random section of passengers who completed this return (24 out of 32) were almost without exception 'extremely satisfied with the excellent services provided'. Other tributes referred to 'the particular reliability and friendliness of the voluntary drivers'. The total journey statistics (excluding sitters and befrienders) for the year 2009 reveal that 6,088 journeys were undertaken, with a total mileage of 87,441. Over 75% of these journeys were for medical reasons (hospitals, doctors, dentists and opticians) and the remainder to day centres or to fulfil other social needs.

The vital role of our volunteer drivers (currently 80) is complemented by the small team of volunteers who handle telephone requests for transport and endeavour to resolve these satisfactorily. This job can be quite stressful, but is tremendously important to the smooth running of our organisation. There are very few occasions when we are unable to satisfy transport requests, although our record was severely tested last winter, when appalling weather conditions led to a number of cancelled journeys.

As mentioned in the Financial Review, the Sitting and Befriending Service has secured much-needed grant monies towards the maintenance and development of these facilities. Our benefactors – the Cotswold District Council and Gloucestershire NHS Primary Care Trust – have given particular emphasis to the expansion of the Befriending Service. The grants are subject to regular progress reports and it has proved necessary to increase the hours of one member of the salaried staff to cope with the recruitment of extra volunteers, the assessment of individuals in greatest need of help and the inevitable paperwork involved. Unfortunately, the additional costs largely outweigh the benefit of the funding from both sources, but it is hoped that this initiative will, at the very least, lead to an expansion in the assistance given to those in desperate need of a friendly face!

The two luncheon clubs – in Moreton-in-Marsh (where there has been a change of venue) and in Northleach – continue to be well patronised and popular with the residents in both localities.

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

DIRECTORS' AND TRUSTEES' REPORT (Continued)

FOR THE YEAR ENDED 31ST MARCH 2010

Financial Review

As foreshadowed in the last review, there has been an adverse imbalance between income and expenditure, resulting in a deficit of £2,516. There were a few contributory factors, but by far the most significant was the decline of nearly £5,000 in interest from the funds deposited with COIF Charities. The situation regarding grant monies received from Gloucestershire County Council and Cotswold District Council is slightly more complex. Transport reimbursement from Gloucestershire County Council has risen to £26,609 (from £23,840). This figure comprises *thirteen* monthly payments, averaging approximately £2,050, due to the change in timing of payments. We expect 12 for the forthcoming year.

Cotswold District Council were unable to provide a general grant of £5,125 as in previous years. However, a one-off sum of £5,378 (£2,689 has been received to date) has been approved towards the development of the Befriending Service, together with a grant of £2,000 per annum (ring-fenced for 3 years) towards the costs of the Sitting Service. The first tranche of £2,000 has been received from CDC and a similar grant of £2,000 has been awarded and received from Gloucestershire NHS Primary Care Trust. It should be emphasised that the two grants of £2,000 each are subject to regular progress reports and statistics and this, in turn, has led to an increase in the hours worked by a member of the salaried staff to cope with the recruitment of extra volunteers, the assessment of individuals in greatest need and the additional paperwork involved. Unfortunately, the increase in salary costs (of about £4,250 per annum) will outweigh any financial benefit over the next three/four years.

With the exception of salaries and transport costs, which have risen by approximately £3,000 and £350 respectively, expenditure has been contained generally at the previous year's levels, with appreciable reductions in telephone charges, postage, printing and stationery totalling over £2,000.

Sadly, due mainly to the declining health of our Chairman, Mr Chris Stephenson, culminating in his tragic death on 27 February, fundraising activities were not an unqualified success and the programme envisaged for 2009/10 had to be curtailed. The garden party at Sezincote House was held, as scheduled, in May, but due to very poor weather conditions, was not as financially successful as had been hoped, yielding a net profit of about £1,100. The annual Alexandra Rose Day collection was, however, very rewarding, with a gross return of £1,776 (£1,603 net). The gross amount is included in regular donations. Nevertheless fundraising activities made a significant difference to the results of the year.

Once again, the financial prospects for the foreseeable future cannot be viewed with much optimism. Whilst interest rates remain at unprecedentedly low levels and local authority finances are under intense pressure, income from these sources is unlikely to increase. Equally, the possibility of any improvement in donation levels appears highly unlikely in the current economic climate. With the prospect of a significant increase in salary costs a more substantial deficit seems inevitable, unless fundraising is given greater priority. The management team is keenly aware of the problem and is determined to find a satisfactory solution.

The reserves policy remains unchanged from the previous financial year, particularly as the lease of our present office expires in December and there is no automatic option to renew. The reserves policy is summarised below.

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

DIRECTORS' AND TRUSTEES' REPORT (Continued)

FOR THE YEAR ENDED 31ST MARCH 2010

Financial Review (continued)

- *Restricted funds* - monies set aside by the trustees to a level which equates to approximately the equivalent of nine months expenditure – currently approx £40,000,
- *Designated funds* comprise of three accounts where money has been set aside for a designated purpose and are as yet unexpended
 - *Property fund* account as a contingency towards leasing/purchasing alternative premises - £60,000,
 - *Expansion fund* account for planning and implementing an expansion program, should the Management Board decide this to be the appropriate way forward - £10,000,
 - *100 Club* to cover the annual cost of prize money (currently £60 per month) - £720,
- *Unrestricted funds* are liquid resources maintained at a level to ensure a smooth cashflow throughout the year

Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charitable company at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to

- select suitable accounting policies and apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in existence

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on (date) 24.6.10


E J Johnson

ACCOUNTANTS' REPORT
TO THE TRUSTEES
ON THE UNAUDITED FINANCIAL STATEMENTS OF
NORTH COTSWOLDS VOLUNTARY HELP CENTRE

In accordance with the engagement letter dated 11th May 2007, and in order to assist you to fulfill your duties under the Companies Act 2006 and the Charities Acts, we have compiled the financial statements of the charitable company which comprise the primary financial statements and the related notes from the accounting records and information and explanations you have given to us

This report is made to the charitable company's Board of Trustees, as a body, in accordance with the term of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the charitable company's Board of Trustees that we have done so, and state those matters that we have agreed to state to them in this 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 charitable company and the charitable company's Board of Trustees, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31st March 2010 your duty to ensure that the charitable company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006 and comply with charity law. You consider that the charitable company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



The Southill Partnership
Chartered Accountants
Southill
Cornbury Park
Charlbury
Oxfordshire
OX7 3EW

Dated 12/7/2010

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

BALANCE SHEET

AT 31ST MARCH 2010

	Note	£	2010 £	£	2009 £
Tangible fixed assets					
Tangible assets	3		1,606		2,140
Current assets					
Debtors	4	514		503	
Bank accounts		133,895		136,032	
		<u>134,409</u>		<u>136,535</u>	
Creditors					
Amounts falling due within one year	5	<u>147</u>		<u>291</u>	
Net current assets			134,262		136,244
Total assets less current liabilities and Net assets			<u>135,868</u>		<u>138,384</u>
Capital funds					
Restricted funds			40,000		40,000
Designated funds			70,720		70,720
Unrestricted funds			<u>25,148</u>		<u>27,664</u>
Total funds			<u>135,868</u>		<u>138,384</u>

For the year ending 31 March 2010 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (Effective April 2008).

Approved by the trustees on (date) *26.06.2010*

E Frankland

E Frankland

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2010

	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total Funds 2010 £	Total Funds 2009 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income (donations etc)	56,287	-	-	56,287	50,588
Investment income	1,044	-	-	1,044	6,143
Activities to generate funds	-	-	720	720	720
Total incoming resources	<u>57,331</u>	<u>-</u>	<u>720</u>	<u>58,051</u>	<u>57,451</u>
Resources expended					
Costs of generating funds	686	-	-	686	175
Charitable activities	51,632	-	720	52,352	51,211
Governance costs	7,529	-	-	7,529	8,432
Total resources expended	<u>59,847</u>	<u>-</u>	<u>720</u>	<u>60,567</u>	<u>59,818</u>
Net outgoing funds	(2,516)	-	-	(2,516)	(2,367)
Total funds brought forward	<u>27,664</u>	<u>40,000</u>	<u>70,720</u>	<u>138,384</u>	<u>140,751</u>
Total funds carried forward	<u>25,148</u>	<u>40,000</u>	<u>70,720</u>	<u>135,868</u>	<u>138,384</u>

Details of Incoming resources and resources used are given in the notes to the financial statements

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

STATEMENT OF FINANCIAL ACTIVITIES

DETAILED ANALYSIS OF MOVEMENTS IN FUNDS

FOR THE YEAR ENDED 31ST MARCH 2010

	£	2010 £	£	2009 £
Unrestricted funds				
Opening balance	27,664		30,031	
(Deficit for the year)	(2,516)		(2,367)	
		25,148		27,664
Restricted Income Fund				
Opening balance	40,000		40,000	
		40,000		40,000
Designated Fund				
Opening balance	70,720		70,720	
Income - furtherance of charity's objects	720		720	
Activities in furtherance of objects	(720)		(720)	
		70,720		70,720
Total funds at 31st March 2010		135,868		138,384

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2010

1 Accounting policies

The financial statements are prepared under the historical cost convention (as modified by the revaluation of certain assets) and in accordance with the Financial Reporting Standard for Smaller Entities (Effective April 2008) In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2009)

Cashflow statement

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cashflow statement on the grounds that it is a small company

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources

Depreciation and diminution in value of assets

Tangible fixed assets are stated at cost less depreciation

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases

Equipment - 25% reducing balance basis

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees for the furtherance of the charity's objectives

The aim and use of each designated fund is set out in the Trustees' report

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes The cost of raising and administering such funds are charged against the specific fund The aim and use of each restricted fund as set out in the Trustees' report

2 Turnover

Incoming resources is attributable solely to continuing operations and derives from one activity as described in the Directors' and Trustees' report

NORTH COTSWOLDS VOLUNTARY HELP CENTRE
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2010

3 Tangible fixed assets

	Equipment £
Cost	
At 1st April 2008	3,806
	<hr/>
At 31st March 2010	3,806
	<hr/>
Depreciation	
At 1st April 2008	1,665
Charge for the year	535
	<hr/>
At 31st March 2010	2,200
	<hr/>
Net book value	
At 31st March 2010	1,606
	<hr/> <hr/>
At 31st March 2008	2,140
	<hr/> <hr/>

4 Debtors and prepayments

Amounts falling due within one year	2010	2009
	£	£
Prepayments and accrued income	514	503
	<hr/> <hr/>	<hr/> <hr/>

5 Creditors

Amounts falling due within one year -	2010	2009
	£	£
Accruals and deferred income	147	291
	<hr/> <hr/>	<hr/> <hr/>

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2010

6 Incoming resources – unrestricted funds	2010	2010	2009
	£	£	£
Voluntary Income			
Donations			
Regular	10,480		10,724
Special	3,356		3,582
Sitter service	2,067		1,542
Grants - Gloucestershire County Council			
Transport reimbursement	26,609		23,840
Grants - Gloucestershire NHS Primary Care Trust			
Special – extension of befriending service	2,000		-
Grant - Cotswold District Council			
General	-		5,125
Special – sitting and befriending service	4,689		120
Transport reimbursement (other sources)	2,672		1,940
Fundraising - Friends of the VHC	2,628		873
Reimbursement of tax per Gift Aid	1,715		1,717
Sundry income	71		124
Legacy	-		1,000
		56,287	50,587
Investment income			
Interest received	1,044		6,144
		1,044	6,144
Total incoming resources		57,331	56,731

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2010

7 Resources expanded – unrestricted funds	2010	2010	2009
	£	£	£
Costs of generating funds			
Fundraising expenses	686		175
		686	175
Charitable activities			
Salaries and wages	34,090		31,153
Transport expenditure	13,713		13,360
Telephone charges	1,758		3,215
Sitter travel	2,071		2,763
		51,632	50,491
Governance costs			
Printing, postage and stationery	1,666		2,582
Travelling expenses	741		750
Insurances	1,079		1,169
Rent and rates	2,395		2,045
Subscriptions	163		124
Sundry expenses	286		470
Depreciation	535		714
Advertising	319		225
Accountancy	345		353
		7,529	8,432
Total resources expanded		59,847	59,098
Summary			
Total incoming resources		57,331	56,731
Total resources expanded		59,847	59,098
Net deficit for the year		(2,516)	(2,637)