

COMPANY NUMBER 5182191 (ENGLAND & WALES)

REGISTERED CHARITY NUMBER: 1106748

NORTH COTSWOLDS VOLUNTARY HELP CENTRE
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2006

THE SOUTHILL PARTNERSHIP
CHARTERED ACCOUNTANTS
SOUTHILL
CORNBURY PARK
CHARLBURY
OXFORDSHIRE
OX7 3EW



NORTH COTSWOLDS VOLUNTARY HELP CENTRE

REPORTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2006

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NORTH COTSWOLDS VOLUNTARY HELP CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Company Number: 5182191 (England & Wales)

Registered Charity Number: 1106748

Trustees: S Bond-Williams
D Cobb (appointed 26 January 2006)
A Cooke
B Fletcher
E Frankland
J Munt
M Munt
E Nixon (resigned 4 July 2005)
A Porter
M Scott-Browne (appointed 4 July 2005)
J Smith
B Wells
P Wilkinson
O Williams

Secretary: E Crabtree

Registered Office: High Street
Moreton-in-Marsh
Gloucestershire
GL56 OAX

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

Bankers: Barclays Bank PLC
Leicester
LE87 2BB

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2006

The trustees (who are also directors of the company) present their report with the financial statements of the charitable company for the year ended 31st March 2006. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the charitable company's trust deed, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" 2005.

Trustees and governance

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 the information 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 Charitable company Commission's booklet, entitled "Responsibilities of Charitable company Trustees", as part of an induction pack, which they are advised to read without delay.

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.

The major risks for the charitable company may be summarized as follows:

- (1) Insufficient funding from local authorities, donations 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. This risk is minimized by a consistent volunteer recruitment drive. The Centre has recently opened two branch offices in the south of the area in the hope that more volunteers will be recruited from that area.

Principal activities and objects of the charitable company

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.

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 13p per mile is subsidized from funds. Sitters' travel

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

REPORT OF THE TRUSTEES *continued...*

FOR THE YEAR ENDED 31ST MARCH 2006

Achievements and performance

The Centre continues to evolve and its long-standing reputation for reliability and essential service provision remains intact. Voluntary drivers have, during the past year, completed journeys totaling approximately 95,000 miles and have given nearly 6,000 hours of their time. From questionnaires completed by a random sample of passengers, the response has, as usual, been positive and, almost without exception, highly complimentary. Similarly, the Sitting Service has provided invaluable help to those who are socially isolated, disabled or lonely and has given much-needed respite to carers in the community.

Fund-raising activities have been many and varied. The Friends of the Voluntary Help Centre have been instrumental in securing funds from tried and tested 'perennials', such as tombola stalls, the 100 Club and the Alexandra Rose Day appeal, to imaginative events such as the Antiques Fair, which realised a net profit of approximately £2,000. A new initiative to seek financial assistance from local businesses (to become long-standing corporate friends of the Centre by pledging financial support) has had an encouraging early response.

Financial review

The principal financial objective of the charitable company is in balancing expenditure with income which, in the last year, has been achieved with remarkable precision!

As evidenced in these accounts, the principal funding sources were grants from Gloucestershire County Council and Cotswold District Council, totaling £26,660, donations from all sources of £21,462 and the gross proceeds from fund-raising activities of £7,727.

Costs of activities in furtherance of the Charitable company's objectives, including salaries, transport and telephone charges, amounted to £51,407. Basic operating costs totaled £9,897, plus fund-raising expenses of £3,836.

It is the policy of the charitable company to maintain unrestricted funds, which are monies set aside by the trustees to a level which equates to approximately the equivalent of one year's expenditure. Unrestricted funds are maintained at a level to enable the trustees to manage a smooth cashflow throughout the year.

The designated funds comprise of three accounts where money has been received for a designated purpose and as yet are unexpended. They are as follows: 100 Club, The Property Account and The Expansion Account.

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

REPORT OF THE TRUSTEES continued

FOR THE YEAR ENDED 31ST MARCH 2006

Plans for the future

Fund-raising continues to play a significant role in the struggle for survival and, in addition to the customary activities, the following events have been planned for the ensuing financial year:

Sunday 25 June at 2.15pm

A concert with the Stuart Singers in the Tithe Barn at Bourton House, Bourton-on-the-Hill

Saturday 2 September

The Centre has been given permission to conduct an 'exit collection' at the Moreton-in-Marsh show.

Sunday 1 October at 2.30pm

A Garden Party and Concert will be held in the grounds of Stanway House, Stanway.

This report was approved by the board of trustees and has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small charitable companies.

Approved by the trustees on (date): 18.09.2006



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E Frankland

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

In accordance with the engagement letter, and in order to assist you to fulfill your duties under the Companies Act 1985 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 31 March 2006 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 1985 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
Combury Park
Charlbury
Oxfordshire
OX7 3EW

Dated: 2/10/06

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

BALANCE SHEET

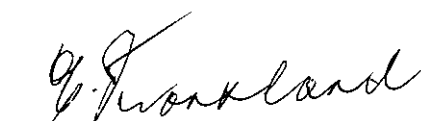
AT 31ST MARCH 2006

	Note	2006 £	2005 £
Tangible fixed assets			
Tangible assets	3	5,683	7,577
Current assets			
Bank accounts		92,471	90,493
Net current assets		92,471	90,493
Total assets less current liabilities and net assets		98,154	98,070
Capital funds			
Restricted funds		40,000	40,000
Endowment funds		40,720	40,767
Unrestricted funds		17,434	17,303
Total funds		98,154	98,070

In the opinion of the trustees the charitable company is entitled to claim exemptions from audit by virtue of subsection (1) of Section 249A of the Companies Act 1985. Members have not required the charitable company, under s.249B(2) of the Companies Act 1985, to obtain an audit for the year ended 31st March 2006. The trustees are responsible for ensuring that the charitable company maintains accounting records in compliance with Section 221 of that Act and for preparing accounts which give a true and fair view of the affairs of the charitable company as at the end of the financial year and of its profit or loss for the year then ended in accordance with Section 226, and which comply with the other requirements of the Act relating to the accounts so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (Effective January 2005).

Approved by the trustees on 18.09.06 and signed on its behalf.



E Frankland

The annexed notes form part of these financial statements.

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2006

	Unrestricted Funds £	Restricted Income Funds £	Designated Funds £	Total Funds 2006 £	Total Funds 2005 £
Incoming resources					
Donations, legacies and similar incoming resources	59,306	-	-	59,306	41,989
Incoming resources from operating activities of the charitable company:					
Activities in furtherance of the charitable company's objects	5,965	-	765	6,730	3,224
Total incoming resources	<u>65,271</u>	<u>-</u>	<u>765</u>	<u>66,036</u>	<u>45,213</u>
Resources expended					
Costs of generating funds	3,836	-	-	3,836	-
Charitable expenditure:					
Costs of activities in furtherance of the charitable company's objects	51,407	-	812	52,919	37,209
Resources expended on managing and administering the charitable company	9,897	-	-	9,897	8,711
Total resources expended	<u>65,140</u>	<u>-</u>	<u>812</u>	<u>65,952</u>	<u>45,920</u>
Net movement in funds	131	-	(47)	84	(707)
Total funds brought forward	<u>17,303</u>	<u>40,000</u>	<u>40,767</u>	<u>98,070</u>	<u>98,777</u>
Total funds carried forward	<u>17,434</u>	<u>40,000</u>	<u>40,720</u>	<u>98,154</u>	<u>98,070</u>

Details of incoming resources and resources expended 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 2006

	£	2006 £	£	2005 £
Unrestricted funds				
Opening balance	17,303		-	
Balance introduced from the unincorporated charity			8,146	
Transfer from designated funds	-		9,210	
Surplus/(deficit) for the year	131		(53)	
		17,434		17,303
Restricted funds				
Opening balance	40,000		40,000	
		40,000		40,000
Designated funds				
Opening balance	40,767		50,631	
Income - furtherance of charitable company's objects	765		-	
Activities in furtherance of objects	(812)		(654)	
Transfer to unrestricted funds	-		(9,210)	
		40,720		40,767
Total funds at 31st March 2006		98,154		98,070

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2006

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 January 2005). In preparing the financial statements the charitable company follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005).

Cashflow statement

The charitable 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 charitable company.

Incoming resources (turnover) and resources expended

All income and expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all income and costs related to categories as recommended under SORP 2005. Where costs cannot be directly attributed to particular income headings they are 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 that are available for use at the discretion of the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charitable company 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 notes to the financial statements.

2. Incoming Resources

Incoming resources is attributable solely to continuing operations and derives from activities as described in the Trustees' report.

NORTH COTSWOLDS VOLUNTARY HELP CENTRE

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2006

3. Tangible fixed assets

	Equipment £
Cost:	
At 1st April 2005	9,208
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At 31st March 2006	9,208
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Depreciation:	
At 1st April 2005	1,631
Charge for the year	1,894
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At 31st March 2006	3,525
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Net book value:	
At 31st March 2006	5,683
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At 31st March 2005	7,577
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NORTH COTSWOLDS VOLUNTARY HELP CENTRE

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2006

4. Incoming resources

	2006	2006	2005
	£	£	£
Donations, legacies and similar incoming resources			
Donations- regular	9,640		12,283
Donations- special	10,639		9,178
Donations- sitter service	1,183		587
Grants- Gloucestershire County Council	21,660		15,914
Grants- Cotswold council general	2,000		-
Grant-Cotswold council-special	3,000		-
Transport reimbursement (other sources)	527		972
Fundraising- Friends of the VHC	1,965		1,453
Fundraising- Antiques Fair	5,162		-
Fundraising- Bingo (British Legion)	600		-
Reimbursement of tax per Gift Aid	2,280		761
Sundry income	650		841
		59,306	41,989
Activities in furtherance of the charitable company's objects			
Interest received	3,801		3,224
Sale of Christmas cards	539		-
Gloucestershire Community Foundation	1,625		-
		5,965	3,224
Total incoming resources		65,271	45,213