

VOLUNTEER CENTRE ROYSTON AND DISTRICT

ACCOUNTS

**FOR THE YEAR ENDED
31 MARCH 2011**

REGISTERED CHARITY NO. 1069057

VOLUNTEER CENTRE ROYSTON AND DISTRICT

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VOLUNTEER CENTRE ROYSTON AND DISTRICT

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF VOLUNTEER CENTRE ROYSTON
AND DISTRICT FOR THE YEAR ENDED 31 MARCH 2011**

I report on the accounts of the Volunteer Centre for the year ended 31 March 2011, which are set out on pages 2 to 5.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that in independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (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 report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

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 S41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Acthave 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.

D Smyth

22/24 Kneesworth Street
Royston
Herts
SG8 5AA

Date: 12 October 2011

**VOLUNTEER CENTRE ROYSTON AND DISTRICT
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2011**

INCOME AND EXPENDITURE		Unrestricted Funds	Total	2010
		£	£	£
INCOMING RESOURCES				
Grants Receivable	Note 2	10,409	10,409	11,524
Sporting Champions		4,000	4,000	-
COVER		2,000	2,000	-
CCC – Next Steps		1,500	1,500	-
Herts CC Locality Budget		1,000	1,000	-
NHDC		1,000	1,000	-
Active Together		1,495	1,495	-
SAVO – Mapping exercise		500	500	-
VE DWP Brokerage Scheme		276	276	-
Watford CVS Good Governance Funds		-	-	80
Bank Interest (Gross)		16	16	15
Sports Clubs		70	70	-
V Involved		1,420	1,420	1,500
Other		-	-	75
Brian Racher Trust		-	-	3,000
Herts Community Foundation		127	127	500
CCC re VC&P		569	569	455
Herts CC LAA Money		-	-	350
Team East for Skills		-	-	2,000
East of England		-	-	500
NHCVS		1,000	1,000	873
Royston Town Council		-	-	150
Rotary Club		-	-	100
Volunteering England		-	-	27
Probus Club		30	30	-
		25,412	25,412	21,149
RESOURCES EXPENDED				
Management and Administration:				
Gross Salaries		16,436	16,436	15,552
Employer's National Insurance		1,097	1,097	885
Insurance	Note 5	246	246	247
Hire of Premises		256	256	-
Telephone		330	330	334
Postage		164	164	140
Travel and Car Parking		836	836	891
Photocopying and Stationery		1,313	1,313	1,529
Bank Charges		9	9	8
Training Expenses		-	-	-
Subscriptions		321	321	192
AGM Expenses		173	173	369
Publicity and Promotion		398	398	102
Recruitment Costs		-	-	-
Lunches and refreshments		270	270	201
Equipment		15	15	239
Computer Costs		530	530	513
		22,394	22,394	21,202
NET (DECREASE) INCREASE IN RESOURCES FOR THE YEAR				
		3,018	3,018	(53)
TOTAL FUNDS BROUGHT FORWARD				
		9,641	9,641	9,694
		12,659	12,659	9,641
TRANSFERS BETWEEN FUNDS				
TOTAL FUNDS CARRIED FORWARD				
		12,659	12,659	9,641

VOLUNTEER CENTRE ROYSTON AND DISTRICT

BALANCE SHEET AS AT 31 MARCH 2011

	2011	2010
	£	£
CURRENT ASSETS		
Cash at Bank	12,327	9,617
Prepaid subscription	20	
Accrued income	334	
	<u>354</u>	<u>576</u>
	12,681	10,193
CURRENT LIABILITIES		
Accruals	22	552
Funds received in advance	-	-
	<u>-</u>	<u>-</u>
NET ASSETS	<u>12,659</u>	<u>9,641</u>
FUNDS		
Volunteer Centre	12,659	9,641
	<u>12,659</u>	<u>9,641</u>

These accounts were approved by the Trustees and signed on their behalf by

A Daintrey Date: 22/09/2011

A E Holland Date: 22/09/2011

VOLUNTEER CENTRE ROYSTON AND DISTRICT
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

1. Accounting Policies

1.1. Accounting Convention

The accounts have been prepared in accordance with applicable accounting standards and with the Statement of Recommended Accounting Practice for Charities (2005) under the historical cost convention.

1.2. Incoming Resources

Income comprises grants received from Local Authorities and a wide range of other funding sources which totalled £14,987. The income is brought into account in the period for which it is received.

1.3. Resources Expended

The aim of the Volunteer Centre is to encourage, support and develop voluntary activity in the local area, and the management and administration expenses are incurred to enable the Volunteer Centre to achieve that objective. Liabilities are recognised when payment becomes due.

1.4. Tangible Fixed Assets

Expenditure on office fixtures and fittings has not been capitalised, but has been included in administration costs when incurred.

2. Grants Receivable

	2011 £	2010 £
Receivable for the financial year		
South Cambridgeshire District Council	1,500	2,750
Cambridgeshire County Council	3,866	3,768
North Hertfordshire District Council	3,687	3,650
Hertfordshire County Council	1,356	1,356
	<u>10,409</u>	<u>11,524</u>

3. Employees

	2011 £	2010 £
Employment costs		
Wages and salaries	16,436	15,552
Social Security costs	1,097	885
	<u>17,533</u>	<u>16,437</u>

The average number of (part-time) employees in the year was 2.
 No employee received emoluments of more than £60,000.

4. Trustees

One trustee was reimbursed £20.17 for expenses paid on behalf of VCR&D.

5. Insurance

Insurance cover includes public liability and employers' liability insurance.

6. Accommodation

Office accommodation has been provided free of charge to the Volunteer Centre, by Royston Hospital.