

BATH & NORTH EAST SOMERSET VOLUNTARY
SERVICE (VOLUNTARY FIRST)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2002

COMPANY NUMBER 2948107

REGISTERED CHARITY NUMBER 1042007



BATH & NORTH EAST SOMERSET VOLUNTARY SERVICE (VOLUNTARY FIRST)
TRUSTEES REPORT
FOR THE YEAR ENDED 31ST MARCH 2002

The trustees have pleasure in presenting their report, together with the financial statements for the year ended 31st March 2002

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the net movement of resources of the charity for that year.

In preparing those financial statements, the trustees are required to select suitable accounting policies, as described on page 6, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

PRINCIPAL OBJECTIVES

The charity's objectives are as follows;

To promote any charitable purpose for the benefit of the community in the City of Bath and such other surrounding areas as may from time to time be determined by the committee (as defined in clause 1 of the Articles of Association), in particular by assisting the work of the statutory authorities and voluntary organisations engaged in advancing education, protection of health, or relief of poverty, distress or sickness; and

To promote and organise co-operation in the achievement of the above purposes, and to that end bring together representatives of the authorities and organisations engaged in the furtherance of the above purposes.

PRINCIPAL ACTIVITIES

The charity's principal activity is the operation of a resource centre within the City of Bath.

RESULTS AND APPROPRIATIONS

The surplus/(deficit) before movements in fixed assets for the year was £79,378

The trustees recommend the net movement of resources be transferred from reserves as disclosed in the notes to the accounts.

TRUSTEES AND MANAGEMENT COMMITTEE

The trustees are as follows.

Trustee/Director

Angela Bailey

John Inwood

Ben Rogers

Joan Travis

Melanie Clarke (appointed 28/09/2001)

Shirley Steel (appointed 28/09/2001)

Stephen Bendle (resigned 28/09/2001)

Ann Pennycuik (resigned 28/09/2001)

Kieran Bourne (resigned 28/09/2001)

Paul Howard (resigned 15/05/2001)

Elizabeth Dixon (resigned 28/09/2001)

All the above who were serving at the balance sheet date are members of the charity's management committee.

BATH & NORTH EAST SOMERSET VOLUNTARY SERVICE (VOLUNTARY FIRST)
TRUSTEES REPORT
FOR THE YEAR ENDED 31ST MARCH 2002 -CONTINUED

AUDITORS

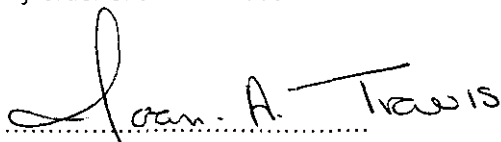
The auditor Mark Garrett Chartered Accountant, has indicated his

1985

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985

By order of the Trustees


.....
Trustee

BATH & NORTH EAST SOMERSET VOLUNTARY SERVICE (VOLUNTARY FIRST)
REPORT OF THE AUDITORS
FOR THE YEAR ENDED 31ST MARCH 2002

I have audited the accounts of Bath and North East Somerset Voluntary Service (Voluntary First) for the year ended 31st March 2002 set out on the pages attached. These accounts have been prepared under the historical cost convention and the accounting policies set to in the notes to the accounts.

Responsibilities of board of trustees(directors) and auditors

As described in the statement of trustees responsibilities, the trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of accounts in accordance with applicable law and United Kingdom Accounting Standards. My responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

I report to you my opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. I also report to you if in my opinion, the Trustees' Report is not consistent with the accounts, if the charity has not kept proper accounting records, if I have not received all the information and explanations I require for my audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

I am not required to consider whether the statement in the Trustees' report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

I read other information contained in the Trustees' report and consider whether it is consistent with the audited accounts. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the accounts. My responsibilities do not extend to any other information.

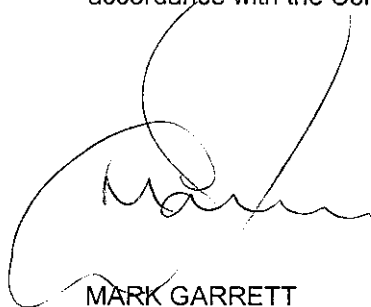
Basis of opinion

I conducted my audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes the examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

I planned and performed my work so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud, other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of the information in the financial statements.

Opinion

In my opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 31st March 2002 and of its incoming resources and application of resources including its income and expenditure, in the year then ended surplus or deficit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

A handwritten signature in black ink, appearing to read 'Mark Garrett', with a large, sweeping flourish above the name.

MARK GARRETT
CHARTERED ACCOUNTANT
REGISTERED AUDITOR

First Floor
11 Laura Place
Bath

Dated:

BATH & NORTH EAST SOMERSET VOLUNTARY SERVICE (VOLUNTARY FIRST)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2002

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2001/2002 £	Total Funds 2000/2001 £
<u>Incoming Resources</u>					
Grants	2		325,414	325,414	148,191
Contracts		35,054	2,500	37,554	35,129
Investments Income		1,708		1,708	1,210
Donations	3	5,050		5,050	7,300
Income from Direct Services		23,429		23,429	27,471
Total Incoming Resources		65,241	327,914	393,155	219,301
<u>Resources Expended</u>					
<u>Direct Charitable Expenditure</u>					
Development Agency		26,749	79,117	105,866	84,643
Make A Difference		28,554	-	28,554	-
Millennium Volunteers		-	116,553	116,553	81,769
New Deal		-	-	-	17,548
Bath Health and Care Forum		-	4,096	4,096	4,040
Major Building Maintenance		-	59,796	59,796	15,417
		55,303	259,562	314,865	203,417
<u>Other Expenditure</u>					
Management and Administration		2,137	997	3,134	7,446
Fundraising and Publicity		248	669	917	1,554
Total Resources Expended	7	57,688	261,228	318,916	212,417
Net Incoming Resources Before Transfers		7,553	66,686	74,239	6,884
Transfers Between Funds		5,139	-	-	-
Net Incoming Resources		12,692	66,686	79,378	6,884
Unrealised Gain on Investments		-	-	-	1,779
Net Movement on Funds		12,692	66,686	79,378	5,105
Funds At 1 April 2000		113,053	666	113,719	108,614
Funds At 31 March 2002		125,745	67,352	193,097	113,719

BATH & NORTH EAST SOMERSET VOLUNTARY SERVICE (VOLUNTARY FIRST)
BALANCE SHEET
AS AT 31ST MARCH 2002

	Notes	20001/2002 £	2000/2001 £
Fixed Assets			
Tangible Fixed Assets	6	85,000	85,000
Investments	8	4,095	4,095
		<u>89,095</u>	<u>89,095</u>
Current Assets			
Debtors	9	59,205	15,178
Cash at bank and in hand		72,361	46,039
Stationery Stock		-	-
		<u>131,566</u>	<u>61,217</u>
Creditors: Amounts falling due within one year	10	- 27,564	- 36,593
Net Current Assets		<u>104,002</u>	<u>24,624</u>
Net Assets		<u>193,097</u>	<u>113,719</u>
Represented by			
<u>Unrestricted funds</u>			
General Funds		14,393	15,190
Youth projects cfwd		5,350	-
Designated Funds	11	16,908	8,768
Building		85,000	85,000
Share Investments		4,095	4,095
<u>Restricted Funds</u>	12	<u>67,351</u>	<u>666</u>
		<u>193,097</u>	<u>113,719</u>

These accounts were approved by the Board of Trustees on

Trustee

(Trustee)

By Randall Hall / 4th March 2003
(Treasurer)

BATH & NORTH EAST SOMERSET VOLUNTARY SERVICE (VOLUNTARY FIRST)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2002

1 Accounting Policies

- a) The accounts are prepared on an accruals basis and in accordance with applicable accounting standards under Company Law and also follow the Charities Statement of Recommended Practice (SORP) issued October 1995.
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities (SOFA) when received.
- c) Grants, including grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the year in which they are received.
- d) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure, which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.
- e) Unrestricted funds are donations and other income received, or generated, for the objects of the charity without further specified purposes and is available as general funds.
- f) Designated funds are unrestricted funds earmarked by the trustees for particular purposes.
- g) Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities.
- h) Fundraising and publicity costs comprise the costs actually incurred in producing materials for promotional purposes, and of raising funds through making grant applications.
- i) Management and administration costs of the charity relate to the costs of running the charity, such as the cost of meetings, audit and statutory compliance, and includes any costs which cannot be specifically identified to another expenditure classification.
- j) Depreciation will be provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its estimated useful life, on a straight-line basis.
- k) Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.

BATH & NORTH EAST SOMERSET VOLUNTARY SERVICE (VOLUNTARY FIRST)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2002

		2001/2002	2000/2001
		£	£
2	Grants		
	Bath & North East Somerset Council	78,451	49,322
	Avon Health Authority	4,096	4,040
	Community Education	-	-
	SRB	1,000	-
	Training Grants	1,800	-
	Home Office	122,491	-
	Dpt Education & Employment	117,576	94,829
		<u>325,414</u>	<u>148,191</u>
3	Donations		
	Medlock Trust	5,050	7,050
	Grahame Riley	-	250
		<u>5,050</u>	<u>7,300</u>
4	Staff Costs and Numbers		
	Staff costs during the year were as follows:		
	Salaries and wages	150,512	97,653
	Social Security Costs	10,775	8,742
	Pension contributions	8,730	5,486
		<u>170,017</u>	<u>111,881</u>
	Total emoluments paid to staff were	<u>159,242</u>	<u>103,139</u>
5	Trustees Remuneration and Expenses		
	Trustees were reimbursed expenses as follows:		
	Travel Expenses	179	86
	Reimbursement of other expenses	-	-
		<u>179</u>	<u>86</u>
6	Tangible Fixed Assets		
	Building at 31 March 2001	85,000	85,000
	Additions	-	-
	Disposals	-	-
	Net book value at 31 March 2002	<u>85,000</u>	<u>85,000</u>

BATH & NORTH EAST SOMERSET VOLUNTARY SERVICE (VOLUNTARY FIRST)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2002

7 Total Resources Expended

	Development Agency £	Capital Projects £	Millennium Volunteers £	Health & Care Forum £	New Deal £	Total 2001/2002 £	2000/2001 £
Staff Costs	88,297		78,277	3,102	341	170,017	111,882
Recruitment	4,216		2,101			6,317	3,333
Professional fees	8,750		3,993		5,440	18,183	7,592
Staff/Volunteer Expenses	6,275		4,932		100	11,307	6,127
Staff/Volunteer Training	829		687		170	1,686	4,349
Placement Costs						-	13,495
Management/Admin Charges	37,377		18,027		20,000	650	-
Training Provision	669					669	101
Premises	15,202		2,269			17,471	17,210
Running Costs	15,819		4,094	994	279	21,186	22,053
Capital Costs	2,136		2,022		2,224	6,382	4,710
AGM & Annual Report	2,385		1,666			4,051	1,189
IT Maintenance & Development	300	57,651	151			58,102	3,647
Audit	600					600	600
Major Building Maintenance		2,145				2,145	15,417
Bad Debt Write Off						-	712
Write off	150						
	108,251	59,796	118,219	4,096	28,554	318,916	212,417

BATH & NORTH EAST SOMERSET VOLUNTARY SERVICE (VOLUNTARY FIRST)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2002

8	Fixed Assets Investments	2001/2002	2000/2001
		<u>£</u>	<u>£</u>
	Market value 31 March 2001	4,095	5,874
	Additions	-	-
	Disposals	-	-
	Net unrealised gains/(losses)	<u>-</u>	<u>- 1,779</u>
	Market Value 31 March 2002	<u><u>4,095</u></u>	<u><u>4,095</u></u>
9	Debtors		
	Debtors and Prepayments	<u>59,205</u>	<u>15,178</u>
10	Creditors		
	Taxation, Social Security and Pension	3,053	5,061
	Other Creditors and Accruals	<u>24,511</u>	<u>31,532</u>
		<u><u>27,564</u></u>	<u><u>36,593</u></u>

11 Designated Funds

The trustees have designated funds detailed below for the provision of major maintenance work at 3 Abbey Green.

	<u>31.03.2001</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>31.03.2002</u>	<u>2000/2001</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Building					
Major Maintenance	8,768	8,140	-	16,908	8,768

12 Restricted Funds

The movements on the restricted funds of the charity were as follows:

	<u>31.03.2001</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>31.03.2002</u>	<u>2000/2001</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
a. Core Salaries	-	78,451	78,451	-	-
b. Training	666	2,500	666	2,500	666
c. Millenium Volunteers	-	119,376	118,220	1,156	-
d. Health & Care Forum	-	4,040	4,040	-	-
e. Capital Projects	-	122,491	59,796	62,695	-
f. Publications	-	1,000	-	1,000	-
	<u>-</u>	<u>326,858</u>	<u>261,173</u>	<u>65,685</u>	<u>666</u>

- b. The balance will be used to continue provision within the agreed terms
- c. Funds to be used completing a health video project
- e. Funds to be spent on renovations to building
- f. Funds to be used to publish a directory of community rooms and halls