

COMPANY REGISTRATION NUMBER 2948107

**VOLUNTEER CENTRE BATH & NORTH EAST  
SOMERSET**

**FINANCIAL STATEMENTS**

**31 MARCH 2014**

Charity Number 1042007

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COMPANIES HOUSE

**VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

<b>CONTENTS</b>	<b>PAGE</b>
Members of the Board and professional advisers	<b>1</b>
Chairman's statement	<b>2</b>
Trustees Annual Report	<b>3</b>
Independent examiner's report to the members	<b>7</b>
Statement of financial activities (incorporating the income and expenditure account)	<b>8</b>
Balance sheet	<b>9</b>
Notes to the financial statements	<b>10</b>
<b>The following pages do not form part of the financial statements</b>	
Detailed statement of financial activities	<b>17</b>

## **VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

### **MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

**Registered charity name** Volunteer Centre Bath & North East Somerset

**Charity number** 1042007

**Company registration number** 2948107

**Principal address and registered office** Bath Central Library  
19 - 23 The Podium  
Northgate Street  
Bath  
BA1 5AN

#### **Trustees**

William Shaw	Chair
Roger Brimblecombe	Vice Chair & Treasurer
Rosemary Wells	Board Member
Jim Cronin	Board Member
Paul Caulfield	Board Member - Resigned 23/01/2014
Yvonne Pearce	Board Member
Michael Prince	Board Member - Appointed 18/10/2013

#### **Staff and volunteers**

Michael Plows	Volunteer Centre Manager
Amanda Stone	Volunteering Advisor
Jane Brimble	Volunteer Assistant
Janice Walsh	Volunteer Assistant
Sian Barrie	inVOLve Volunteer
Benjamim Bampfylde	Volunteer Assistant
Luisa Frederico	Volunteer Assistant
Mass Mbye	Volunteer Social Media
Estela Rodriquez	Volunteer Social Media

#### **Independent examiner**

Mark Burnett ACA  
Moore Stephens  
30 Gay Street  
Bath  
BA1 2PA

#### **Bookkeeping**

Hannah Moores

#### **Accountants**

Moore Stephens Chartered Accountants

#### **Bankers**

Unity Trust Bank

# **VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

## **CHAIRMAN'S STATEMENT**

**YEAR ENDED 31 MARCH 2014**

### **CHAIRMAN'S REPORT FOR FY 2013-14**

The financial year ending on the 31<sup>st</sup> March 2014 has been a challenging one for the Centre.

Under the dynamic leadership of our Manager, Mike Plows, the Centre has been busier than ever:

The inVOLVe project, funded by Bath & NE Somerset Council, enabled us to expand the corporate challenge week in June to more local employers and a record number of 260 employees contributed to projects across the city. We are also being approached to put on similar events for individual companies at other times of the year.

Our brokerage service, very ably led by Amanda Stone, provides volunteer recruitment to over 400 local charities. This service is partly funded through a contract from Common Places. The most dramatic increase has been in the on-line service which is being used in record numbers.

A small project, funded by St John's Hospital, to provide office experience for young people to improve their employability prospects rather floundered through poor take up and then those that did immediately left because they were offered jobs! The age range has now been extended in the hope of attracting more recruits.

Another small project, to find volunteers to promote Home Safety Checks for Avon Fire and Rescue Service has proved to be surprisingly challenging and time consuming and will not be renewed.

In return for living "rent-free" in the Library, we have been able to provide significant assistance with the recruitment and management of their own volunteers who are very active on a wide variety of projects.

The profile of volunteering in the local area is raised significantly by the annual Chairman's awards and we continue to be actively involved with Mike Plows as one of the judges.

Successfully managing volunteers can be a daunting undertaking and we are very pleased to have been able to re-institute the volunteer managers network. This opportunity for networking and the exchange of best practice is popular with 15-20 attendees at the events.

Whilst Mike has been very successful in keeping all the operational balls in the air, the Trustees have been focusing on ways to make the Centre sustainable financially. Without new income streams, the Trustees will be forced to consider closure in mid 2015.

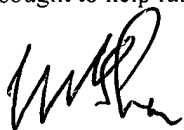
It is with some reluctance that we have decided to follow the lead of the Bristol Volunteer Centre and to make an annual charge to our clients for the brokerage service based on their turnover.

We were successful in obtaining voucher funding from the Big Assist programme to be spent on a consultancy project. This project will be primarily focussed on fund-raising.

A Friends of the Volunteer Centre scheme will be launched to enable individuals and corporate entities to make donations to help sustain the Centre. The former will be eligible for Gift Aid.

Patrons will be sought to help raise the profile of volunteering in general and the Centre in particular.

Trustees



## **VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

### **TRUSTEES ANNUAL REPORT**

#### **YEAR ENDED 31 MARCH 2014**

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2014.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

#### **THE TRUSTEES**

The trustees who served the company during the period were as follows:

Marion Cooper	Chair – Resigned January 2014
William Shaw	Treasurer – resigned January 2014 Chair – (from January 2014)
Roger Brimblecombe	Vice Chair & Treasurer – (from January 2014)
Rosemary Wells	Board Member
Jim Cronin	Board Member
Paul Caulfield	Board Member - Resigned 23/01/2014
Yvonne Pearce	Board Member
Michael Prince	Board Member

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Volunteer Centre Bath & North East Somerset is a registered charity and a company limited by guarantee, governed by its Memorandum and Articles of Association.

The charity is governed by Trustees who are also Directors of the company. The Board makes decisions on the annual budget, formulates policy and considers strategic issues which affect the organisation. The Board employs staff to manage and deliver services. Board decisions are generally taken by consensus, where necessary moving to a vote with the Chair holding a casting vote. Members can submit resolutions to be considered at the Annual General Meeting.

#### **Methods adopted for recruitment and training of Trustees**

Trustees are recruited through advertising in local and national papers, through local networks and through our volunteering brokerage service.

All new Trustees are provided with an induction pack outlining their role and responsibilities as a Trustee, the vision, objectives and activities of the Volunteer Centre and background information about the Voluntary and Community Sector (VCS) infrastructure in B&NES.

#### **Risk Management**

Risk assessment is built into all our operational and strategic processes where we consider risk under the following headings:

- People
- Property
- Income
- Reputation
- Liability

During 2013/14 we identified particular risks in relation to:

Income - we are currently drawing down from our capital reserves to cover the majority of operating costs. Strategy to manage this risk - we have been successful in being awarded funding from B&NES council in September for a two year project promoting and supporting employer volunteering schemes called inVOLve.

## **VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

### **TRUSTEES ANNUAL REPORT** *(continued)*

#### **YEAR ENDED 31 MARCH 2014**

##### **Public benefit statement**

When planning and reviewing the charity's activities the Trustees have considered the Charity Commission's guidance on public benefit. Volunteer Centre Bath and North East Somerset benefits the public by providing a free, universal service directly to individuals and to organisations working for the public good (i.e. charities and public bodies). Our definition of public good would extend beyond our own service and our own locality to include the effect which we have on people elsewhere in the world through the procurement practices that we follow and the transport decisions that we make in our day to day activities.

##### **OBJECTIVES AND ACTIVITIES**

The Volunteer Centre aims to improve the quality of life of the citizens of Bath and North East Somerset by encouraging, promoting, supporting and developing the work of volunteers within voluntary organisations and community groups in the area, and helping them to be as effective and as sustainable as possible. Our activities focus around the six core functions as outlined in the Volunteering England 'Building On Success Strategy for Volunteering Infrastructure 2004-2014' namely:

- Brokerage
- Marketing volunteering
- Good practice development
- Developing volunteering opportunities
- Policy response and campaigning
- Strategic development

Broadly our aims for 2013-14 can be summarised as:

- Supporting volunteers
- Supporting voluntary organisations
- Promoting and developing volunteering

## **VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

### **TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2014**

#### **FINANCIAL REVIEW**

I am pleased to be able to report that the financial situation for the charity has improved since last year's accounts. In addition to the ongoing grant with BANES Council relating to the inVOLve project, negotiations are in hand with the Avon Fire and Rescue service to provide volunteers for to assist in the fire safety campaign and with Common Places(Connecting Capacity) to provide mainstream volunteer centre services. In conjunction with Bath University, a competition has been organised to try to identify a suitable social enterprise, profits from which could provide core funding for the Volunteer Centre. During the financial year we were made aware of a shortfall in the pension fund held by the Pensions Trust. This is now shown as a contingent liability in the accounts. It is a significant financial risk but can be mitigated by the continued existence of the charity as an employer and by allowing for increased contributions to the fund.

Roger Brimblecombe (Treasurer)

#### **PLANS FOR FUTURE PERIODS**

- o We will focus on the following:
- o Develop partnership with B&NES Library Services
- o Develop the inVOLve network to promote Employee Supported Volunteering (EVS)
- o Maintaining and developing our volunteering brokerage service
- o Maintaining and developing our support services to voluntary organisations and the Volunteering Bulletin
- o Continuing to seek new sources of funding and opportunities for income generation to support the above
- o Continuing to represent the needs of volunteers and voluntary organisations on decision-making bodies.

**VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

**TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2014**

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:  
Bath Central Library  
19 - 23 The Podium  
Northgate Street  
Bath  
BA1 5AN

Signed by order of the trustees

A handwritten signature in black ink, appearing to read 'W Shan', is written over the printed name of the Company Secretary.

Company Secretary

.....

**VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

**YEAR ENDED 31 MARCH 2014**

I report on the accounts of the company for the year ended 31 March 2014 which are set out on pages 8 to 15.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of Volunteer Centre Bath & North East Somerset for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 Commission. An examination includes a review of the accounting records kept by the company 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 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 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 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



Mark Burnett ACA  
Independent examiner

Moore Stephens  
30 Gay Street  
Bath  
BA1 2PA

16/12/14

**VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 31 MARCH 2014**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	530	73,474	74,004	46,603
Activities for generating funds	3	350	—	350	—
Investment income	4	54	—	54	36
<b>TOTAL INCOMING RESOURCES</b>		<u>934</u>	<u>73,474</u>	<u>74,408</u>	<u>46,639</u>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Costs of generating voluntary income	5	—	(191)	(191)	—
Charitable activities	6/7	(2,333)	(46,866)	(49,199)	(51,841)
Governance costs	8	(1,200)	—	(1,200)	(1,200)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(3,533)</u>	<u>(47,057)</u>	<u>(50,590)</u>	<u>(53,041)</u>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>					
Transfer between funds	10	(10)	10	—	—
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<u>(2,609)</u>	<u>26,427</u>	<u>23,818</u>	<u>(6,402)</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>17,649</u>	<u>3,153</u>	<u>20,802</u>	<u>27,204</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>15,040</u>	<u>29,580</u>	<u>44,620</u>	<u>20,802</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 10 to 15 form part of these financial statements.

# VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET

## BALANCE SHEET

31 MARCH 2014

	Note	2014 £	2013 £
<b>FIXED ASSETS</b>			
Tangible assets	12	1,774	2,782
<b>CURRENT ASSETS</b>			
Debtors	13	1,750	515
Cash at bank and in hand		43,157	19,674
		<u>44,907</u>	<u>20,189</u>
<b>CREDITORS: Amounts falling due within one year</b>	14	<u>(2,061)</u>	<u>(2,169)</u>
<b>NET CURRENT ASSETS</b>		<b>42,846</b>	<b>18,020</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>44,620</b></u>	<u><b>20,802</b></u>
<b>NET ASSETS</b>		<u><b>44,620</b></u>	<u><b>20,802</b></u>
<b>FUNDS</b>			
Restricted income funds	15	29,580	3,153
Unrestricted income funds	16	15,040	17,649
<b>TOTAL FUNDS</b>		<u><b>44,620</b></u>	<u><b>20,802</b></u>

For the year ended 31 March 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved and signed by the member of the committee and authorised for issue on .....16/12/14

Trustee



Company Registration Number: 2948107

The notes on pages 10 to 15 form part of these financial statements.

# **VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

### **1. ACCOUNTING POLICIES**

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

#### **Going concern**

The accounts have been prepared on a going concern basis which assumes that there are sufficient reserves and further funding to meet the costs of the charity's operations throughout 2015. Any adjustments to the balance sheet that would have been required in order to prepare the accounts on a break up basis would be negligible.

#### **Incoming resources**

The principle accounting policies for incoming resources are:

- contracts and grant income is included as incoming resources in the period to which it relates.
- when donors specify that donations or grants are for particular restricted purposes, the income is included as incoming resources of restricted funds when receivable. Grants received are deferred and recognised through the statement of financial activities in full when conditions for receipt are complied with.
- investment income is included when receivable.
- intangible income, included in gifts in kind, is included at the trustees' valuation when known.
- no amounts are included in the financial statements for services donated by volunteers.

#### **Resources expended**

Resources expended are included in the statement of financial activities on an accruals basis, inclusive of any VAT.

Support costs such as printing and advertising are, where possible, specifically identified to the relevant project. Other costs are allocated on a basis consistent with the use of resources, e.g. Premises costs by floor areas occupied by project staff.

#### **Governance costs**

Governance costs relate to the costs of running the charity, such as the cost of meetings, audit and statutory compliance.

# VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

### 1. ACCOUNTING POLICIES *(continued)*

#### Fund accounting

Funds held by the charity are either:

- unrestricted - these are donations and other income generated, for the objects of the charity without further specified purposes and which can be used in accordance with the charitable objects at the discretion of the trustees.
- designated - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes.
- restricted - these are funds which are to be used in accordance with specific restrictions imposed by the donor.

#### Fixed assets

Tangible fixed assets costing more than £100 are capitalised and included at cost.

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

33% straight line

#### Pension costs

The company participates in a defined contribution scheme. Employer' payments into this scheme are charged as an operating cost in the profit and loss account.

### 2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>Donations</b>				
Donations	530	—	530	2
Grants Received	—	—	—	950
<b>Grants receivable</b>				
Time Bank Plus	—	—	—	8,412
inVOLve	—	44,880	44,880	37,239
Avon Fire Rescue	—	3,750	3,750	—
Common Places	—	15,000	15,000	—
St John's Hospital	—	9,844	9,844	—
	<u>530</u>	<u>73,474</u>	<u>74,004</u>	<u>46,603</u>

### 3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Fundraising events	<u>350</u>	<u>350</u>	<u>—</u>

**VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

**4. INVESTMENT INCOME**

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Bank interest receivable	<u>54</u>	<u>54</u>	<u>36</u>

**5. COSTS OF GENERATING VOLUNTARY INCOME**

	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Costs of generating income	<u>191</u>	<u>191</u>	<u>-</u>

**6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Core activities	1,336	36,385	37,721	43,243
Support costs	<u>997</u>	<u>10,481</u>	<u>11,478</u>	<u>8,598</u>
	<u>2,333</u>	<u>46,866</u>	<u>49,199</u>	<u>51,841</u>

**7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE**

	Staff costs £	Support costs £	Total Funds 2014 £	Total Funds 2013 £
Core activities	<u>37,721</u>	<u>11,478</u>	<u>49,199</u>	<u>51,841</u>

**8. GOVERNANCE COSTS**

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Accountancy fees	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>

**9. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR**

This is stated after charging:

	2014 £	2013 £
Staff pension contributions	2,843	1,887
Depreciation	<u>1,717</u>	<u>1,892</u>

**10. FUND TRANSFERS**

The sum of £10 was transferred from unrestricted reserves to offset the excess expenditure on the Avon fire & rescue restricted fund.

# **VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

### **11. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>32,711</b>	<b>39,115</b>
Social security costs	<b>2,167</b>	<b>2,241</b>
Other pension costs	<b>2,843</b>	<b>1,887</b>
	<b><u>37,721</u></b>	<b><u>43,243</u></b>

No trustee received any remuneration during the year.

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	<b>2014</b>	<b>2013</b>
	<b>No</b>	<b>No</b>
Chief Executive/ Volunteer Centre Manager	<b>1</b>	<b>1</b>
Development and volunteering	<b>1</b>	<b>1</b>
	<b><u>2</u></b>	<b><u>2</u></b>

No employee received remuneration of more than £60,000 during the year (2013 - Nil).

During the year one Trustee received reimbursed expenses of £116 (2013: nil).

### **12. TANGIBLE FIXED ASSETS**

	<b>Plant and machinery etc.</b>
	<b>£</b>
<b>COST</b>	
At 1 April 2013	<b>11,274</b>
Additions	<b>709</b>
<b>At 31 March 2014</b>	<b><u>11,983</u></b>
<b>DEPRECIATION</b>	
At 1 April 2013	<b>8,492</b>
Charge for the year	<b>1,717</b>
<b>At 31 March 2014</b>	<b><u>10,209</u></b>
<b>NET BOOK VALUE</b>	
<b>At 31 March 2014</b>	<b><u>1,774</u></b>
At 31 March 2013	<b><u>2,782</u></b>

### **13. DEBTORS**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Trade debtors	<b>1,750</b>	<b>-</b>
Other debtors	<b>-</b>	<b>515</b>
	<b><u>1,750</u></b>	<b><u>515</u></b>

# **VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

### **14. CREDITORS: Amounts falling due within one year**

	2014 £	2013 £
Trade creditors	248	231
PAYE and social security	561	527
Other creditors	1,252	1,411
	<u>2,061</u>	<u>2,169</u>

### **15. RESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2013 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2014 £
Signage	12	—	—	—	12
Local Area					
Agreement project	91	—	—	—	91
inVOLve	2,603	44,880	(26,719)	—	20,764
Awards for all	447	—	(179)	—	268
Avon Fire Rescue	—	3,750	(3,760)	10	—
Common Places	—	15,000	(12,364)	—	2,636
St John's Hospital	—	9,844	(4,035)	—	5,809
	<u>3,153</u>	<u>73,474</u>	<u>(47,057)</u>	<u>10</u>	<u>29,580</u>

Funding has been awarded from B&NES Council for a two year project to promote employer volunteering services called inVOLve. The aim of this project is to bring together the public, private, and voluntary sectors and create a marketplace for them to work together and provide a catalyst for volunteering and social action. The balance at the year end represents the net book value of assets purchased with inVOLve funds.

The Local Area Agreement was with Bath and North East Somerset Council who were funding the costs of a project to increase the number of organisations and individuals engaged in volunteering, to increase the range of volunteering opportunities and to increase presence and awareness of the Centre. The year end balance of this fund comprises an underspend of £91 brought forward from last year.

A grant was obtained from the Big lottery fund under the Awards for All scheme for a Moving into Outreach project in the previous year. The year end balance of this fund comprises the underspend of £268 brought forward from last year.

### **16. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2013 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2014 £
General Funds	<u>17,649</u>	<u>934</u>	<u>(3,533)</u>	<u>(10)</u>	<u>15,040</u>

**VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2014**

**17. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Tangible fixed assets £</b>	<b>Net current assets £</b>	<b>Total £</b>
<b>Restricted Income Funds:</b>			
Signage	—	12	12
Local Area Agreement project	—	91	91
Common Places	—	2,636	2,636
St John's Hospital	—	5,809	5,809
inVOLve	1,774	18,990	20,764
Awards for all	—	268	268
	<u>1,774</u>	<u>27,806</u>	<u>29,580</u>
<b>Unrestricted Income Funds</b>	<u>—</u>	<u>15,040</u>	<u>15,040</u>
<b>Total Funds</b>	<u><u>1,774</u></u>	<u><u>42,846</u></u>	<u><u>44,620</u></u>

**VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

**MANAGEMENT INFORMATION**

**YEAR ENDED 31 MARCH 2014**

**The following pages do not form part of the statutory financial statements  
which are the subject of the independent examiner's report on page 7.**

**VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2014**

	2014	2013
	£	£
<b>INCOMING RESOURCES</b>		
<b>VOLUNTARY INCOME</b>		
Donations	530	2
Grants Received	—	950
Time Bank Plus	—	8,412
inVOLve	44,880	37,239
Avon Fire Rescue	3,750	—
Common Places	15,000	—
St John's Hospital	9,844	—
	<u>74,004</u>	<u>46,603</u>
<b>ACTIVITIES FOR GENERATING FUNDS</b>		
Fundraising events	350	—
<b>INVESTMENT INCOME</b>		
Bank interest receivable	54	36
	<u>74,408</u>	<u>46,639</u>
<b>TOTAL INCOMING RESOURCES</b>		
	<u>74,408</u>	<u>46,639</u>
<b>RESOURCES EXPENDED</b>		
<b>COSTS OF GENERATING VOLUNTARY INCOME</b>		
Cost of sales - Purchases	191	—
<b>CHARITABLE ACTIVITIES</b>		
Staff costs - Wages & Salaries	32,711	39,115
Staff costs - Employer's NIC	2,167	2,241
Staff costs - Pension costs	2,843	1,887
Establishment - Repairs & maintenance	103	212
Establishment - Insurance	635	676
Motor and travel costs - Other	1,622	789
Professional - Accountancy fees	2,408	1,666
Office expenses - Telephone	521	517
Depreciation	1,717	1,892
Postage, stationery and printing	747	552
Donations	1,000	—
Advertising and internet	1,662	1,489
Trustee expenses	116	—
Sundry expenses	852	805
Training	95	—
	<u>49,199</u>	<u>51,841</u>
<b>GOVERNANCE COSTS</b>		
Accountancy fees	1,200	1,200
	<u>50,590</u>	<u>53,041</u>
<b>TOTAL RESOURCES EXPENDED</b>		
	<u>50,590</u>	<u>53,041</u>
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR</b>	<u>23,818</u>	<u>(6,402)</u>

**VOLUNTEER CENTRE BATH & NORTH EAST SOMERSET**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2014**

	2014	2013
	£	£
<b>COSTS OF GENERATING VOLUNTARY INCOME</b>		
Costs of generating income		
Cost of sales - Purchases	191	—
	<u>191</u>	<u>—</u>
<b>CHARITABLE ACTIVITIES</b>		
Core activities		
<i>Staff costs</i>		
Staff costs - Wages & Salaries	32,711	39,115
Staff costs - Employer's NIC	2,167	2,241
Staff costs - Pension costs	2,843	1,887
	<u>37,721</u>	<u>43,243</u>
<i>Support costs</i>		
Establishment - Repairs & maintenance	103	212
Establishment - Insurance	635	676
Motor and travel costs - Other	1,622	789
Professional - Accountancy fees	2,408	1,666
Office expenses - Telephone	521	517
Depreciation	1,717	1,892
Postage, stationery and printing	747	552
Donations	1,000	—
Advertising and internet	1,662	1,489
Trustee expenses	116	—
Sundry expenses	852	805
Training	95	—
	<u>11,478</u>	<u>8,598</u>
	<u>49,199</u>	<u>51,841</u>
	<u>49,199</u>	<u>51,841</u>