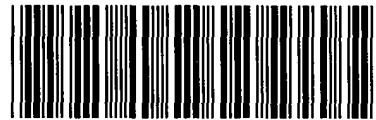


REGISTERED COMPANY NUMBER: 03351855 (England and Wales)  
REGISTERED CHARITY NUMBER: 1063655

REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014  
FOR  
SOUTHEND ASSOCIATION OF VOLUNTARY  
SERVICES

TUESDAY



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**SOUTHEND ASSOCIATION OF VOLUNTARY  
SERVICES**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

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**SOUTHEND ASSOCIATION OF VOLUNTARY  
SERVICES**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2014**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**Objects of the Charity**

1) To promote any charitable purposes and Social Enterprises for the benefit of the community in Essex, Suffolk, Hertfordshire, Norfolk, Bedfordshire and Cambridgeshire and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness.

2) To promote and organise co-operation in the achievement of the above purposes and, to that end, to bring together in council representatives of the voluntary organisations and statutory bodies within the area of benefit.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

03351855 (England and Wales)

**Registered Charity number**

1063655

**Registered office**

Savs Centre  
29/31 Alexander Street  
Southend on Sea  
Essex  
SS1 1BW

**Trustees**

|                   |                     |
|-------------------|---------------------|
| Janice Price      |                     |
| Melvin Day        |                     |
| Glyn Halksworth   | - resigned 30.10.13 |
| Mark Gillett      |                     |
| Murray Foster     |                     |
| Maureen Longley   | - appointed 16.4.13 |
| Claire McAllister | - appointed 16.4.13 |

**Senior Statutory Auditor**

Stephen Pearce

**Auditors**

Segrave & Partners  
Registered Auditor & Chartered Accountant  
Turnpike House  
1208/1210 London Road  
Leigh on Sea  
Essex  
SS9 2UA

**Solicitors**

BTMK Solicitors  
19 Clifftown Road  
Southend on Sea  
Essex  
SS1 1AB

**SOUTHEND ASSOCIATION OF VOLUNTARY  
SERVICES**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2014**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

Trustees are recruited through a formal and transparent process and are appointed at the Annual General Meeting. Provision exists for trustees to be co-opted onto the board for skills availability purposes.

**Induction and training of new trustees**

Trustees new to the charity take part in the induction programme which introduces the following:-

- Memorandum and Articles of Association
- Latest minutes and financial statements
- Annual report
- Resourcing and current financial position as set out in the latest financial statements
- Future plans and objectives
- Contact information for fellow trustees and staff

All new trustees receive a comprehensive Induction Pack for ease of reference. In addition, trustees have received a copy of the Charity Commission's "Essential Trustee Guide".

All of our trustees are familiar with the work of the charity and are involved in annual planning days for both staff and trustees.

**Organisational structure**

Southend Association of Voluntary Services has a Board of Trustees that meet every 3 months and are responsible for the strategic direction and policy of the organisation. The Board is made up of representatives from member organisations and individual members and come from a variety of different professional backgrounds with the technical expertise to support the services provided by the charity.

A scheme of delegation is in place and the day-to-day responsibility for the provision of services rests with the Chief Officer along with the Finance Manager and Management Team.

The Chief Officer is responsible for ensuring that the charity delivers the services and that key performance indicators are met. The Finance Manager is responsible for the day to day management of the finances. The management team has responsibility for individual supervision of their staff and ensuring that the team continue to develop their skills and working practices in line with good practice.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees have considered the major risks to which the charity is exposed and have put in place a system to mitigate these risks.

A risk register has been established which will be reviewed and updated annually.

**SOUTHEND ASSOCIATION OF VOLUNTARY  
SERVICES**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2014**

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The charity aims to achieve its objects by working closely with a wide range of partners, including other Voluntary and Community sector groups, the public and private sectors and health organisations. Beneficiaries come from all walks of life and include children through to older people.

**Ensuring our work delivers our aims**

We review our aims, objectives and activities each year. The review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those we aim to support. These are incorporated into an annual operational plan which is supported by a three year strategic plan.

**How our activities deliver Public Benefit**

Our main activities and who we aim to support are described below. Our charitable activities focus on promoting, developing and facilitating a thriving, effective and influential Voluntary and Community Sector in Southend on Sea.

We have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

**Significant activities**

The charity, as a council for voluntary services (CVS), undertakes 5 core functions:

**Development Work**

Identifying local need, working with others to develop appropriate action and working strategically to benefit the local voluntary and community sector.

**Liaison and Representation**

- Liaison :Helping to maintain links with a wide range of voluntary and community organisations and promoting cross sector relations.

- Representation :Enabling the local voluntary and community sector to present its views on service design and delivery to statutory sector agencies through consultation, networking, seminars and workshops.

**Services and Support**

Funding, legal, financial, management and constitutional information and advice, training, providing local and strategic information via a range of methods, back office support, office lettings and room hire.

**Strategic Partnerships**

Forming partnerships between the major Public, Community and Voluntary sectors with the aim of improving Southend for the benefit of all within our local area.

**Volunteering**

To provide stimulation and support for individual volunteers and organisations that involve them.

**SOUTHEND ASSOCIATION OF VOLUNTARY  
SERVICES**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2014**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Our main area of activity is based around developing and supporting an informed and effective voluntary and community sector in our local area.

**Development Work**

Our development work involves building the capacity of the Voluntary and Community sector to enable them to survive the challenging economic times. We ran training courses focused on topics such as Fundraising for Small Groups, Working with the Corporate Sector, Safeguarding, Recruiting Volunteers and Food Hygiene. We provide one to one guidance and support to our members as well as group sessions.

**Liaison and Representation**

Our new Thematic groups enabled us to bring together Voluntary and Community sector groups to network, learn about each others services and develop relationships with a view to collaborative working partnerships. We also raised awareness of current issues such as Dementia, Mental Health, Disclosure and Barring Service and Child Sexual Exploitation. We ran two Third Sector Assemblies which brought together seventy different organisations as we discussed how we could reduce offending in Southend and secondly, what we were doing to support veterans and how could this be improved.

**Support Services**

We have provided advice and guidance to many individuals and groups in areas such as developing constitutions, business plans, funding applications and policy development. There are many changes to the way the Voluntary and Community sector is and will be funded in the future, and we provided information about these changes and encouraged our members to think and work differently to ensure they can take advantage of the opportunities ahead.

**Strategic Partnerships**

We continue to play a key role in representing the Voluntary and Community Sector at Key Strategic Partnerships. We have worked in partnership with Southend Borough Council, NHS South East Essex, Essex Police, Essex Probation, Integrated Offender Management, Southend Adult Community College and many others to ensure the voice of the VCS is heard and taken into account in the delivery and development of services. We have developed a good relationship with the emerging Southend Clinical Commissioning Group and have worked together to ensure the Voluntary and Community Sector and the public in general can have a voice and the ability to influence this new body.

**Volunteering**

We continue to match volunteers with voluntary and public sector organisations that need them and promote good practice to ensure volunteers have a positive volunteering experience and remain as volunteers. The numbers of volunteers approaching us continues to increase.

Supported Volunteering - this project is funded through the Reaching Communities programme of the Big Lottery and enables us to support people with mental ill health into volunteering.

Turning Tides - the work of our Turning Tides project continues to develop into new areas with the key theme being that of engaging with the public to either raise awareness, provide information, seek their views, keep them safe and warm or change their behaviours. By engaging with the public in their homes, we are able to identify and support the most vulnerable people in the community, many of whom have little or no social contact. We are pleased that we have helped improve the lives of many people through our various Turning Tides initiatives.

Charity Shop - in order to ensure SAVS remains viable and has sustainable funding in years to come, we opened a new Charity Shop this year, based at our building in Alexandra Street. The first year of operations has been an interesting learning experience and we aim to build on this knowledge as we enter our second year.

Essex Ambassadors - following our successful delivery of the Essex Ambassadors during the London 2012 Olympic and Paralympic Games, after a break of several months, we took the scheme back in May this year. Unfortunately even though we ran a successful scheme doubling the number of Ambassadors, Essex County Council decided that they were unable to prioritise the work forcing an early conclusion to the contract.

**SOUTHEND ASSOCIATION OF VOLUNTARY  
SERVICES**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2014**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

SAVS Patient Healthline - a new initiative this year was the launch of our Patient Healthline. Funded by the Clinical Commissioning Group, the aim of the helpline is to provide information to GP's and other health professionals about the services available to their patients in the voluntary and community sector. The helpline has proved so successful it has now been made available to the public to call directly themselves.

Healthwatch - SAVS was commissioned by Southend Borough Council to deliver the new health and social care consumer champion, Healthwatch Southend. Based at our North Road Chapels site, Healthwatch provides information and advice about health and social care and health advocacy for people who need support to complain about the services they have received from health organisations. Other priorities are to collect information from the public about their experiences of health and social care or to seek their feedback on changes to services. This information is then used to engage with health and social care commissioners and providers to bring about improvements.

Community Cafe - At the end of the year we took the difficult decision to close the community cafe, after many years of losses it was becoming more unviable for SAVS due to the increase in food costs, lack of support and local competition. The cafe area is now used for IT training and a drop in for veterans.

**FINANCIAL REVIEW**

**Reserves policy**

We are pleased to report that SAVS financial position continues to be sound and that the organisation continues on a firm financial footing. This has been achieved by a dedicated and committed workforce who work with enthusiasm and imagination to meet the changing needs of the Southend Voluntary and Community Sector.

At the year end, the charity had unrestricted reserves of £139,881 (2013: £137,815). Of this amount £51,063 (2013: £51,063) has been designated for future repairs and renewals, this leaves an unrestricted fund position of £88,818 (2013: £86,752).

Given that approximately 79%, of the charity's income is derived from grants, renewals of which are not guaranteed beyond their current agreement periods, the trustees feel that it is necessary to accumulate unrestricted reserves to a level which, in their opinion, will safeguard its continued operation for a period long enough to obtain alternative sources of funding, should its current sources of grant funding cease completely.

Target reserves for 2014/15 are £220,863; this may not be achieved but the policy will be to add to unrestricted reserves until that level is reached and thereafter review the position to ensure that any surplus funds are correctly used.

**Principal funding sources**

Aside from the income generated by our office resource, the principal funding sources for the charity are currently by way of grants and contract income from our projects.

**SOUTHEND ASSOCIATION OF VOLUNTARY  
SERVICES**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2014**

**FUTURE DEVELOPMENTS**

Our key targets for 2014/15 include:

Continue to offer a good quality and professional service to our members.

Increase and broaden our membership.

Provide regular opportunities for our members to network with others with a view to partnership/collaborative working.

Provide relevant information in a timely and succinct way so it is accessible to all.

Keep up to date with legislative changes and ensure our members are kept informed of developments.

Increase the usage of our conference rooms to raise income to contribute to our running costs.

Run the Charity Shop with the support of volunteers to raise income and provide volunteering/work experience for the most vulnerable people in the community.

Complete an additional year of the Personal Travel Planning programme and Triple T youth clubs.

Raise funds to continue the valuable work of the Turning Tides project.

Continue to represent the Voluntary and Community Sector on various strategic partnership boards and in new areas of work such as health and social care integration.

Run a comprehensive training programme to build the skills and capacity of the Voluntary and Community Sector.

Develop on our first year of success with Healthwatch program, facilitating the project in coordination with The Citizens Advice Bureau and BATIAS.

**FUNDS HELD AS CUSTODIAN FOR OTHERS**

The charity regularly holds funds on behalf of a small number of local voluntary organisations who are themselves in the process of obtaining charitable status, this is a sponsorship and governance service which we provide in the formative months of an emerging charity and Social Enterprise only.

The funds are held in our Lloyds TSB account and are separately accounted for in our accounting records. These funds are only distributed on receipt of appropriately authorised requests from the organisations involved.

At the year end £1,630 (2013: £1,971) was held in this manner.



**SOUTHEND ASSOCIATION OF VOLUNTARY  
SERVICES**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2014**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Southend Association of Voluntary Services for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

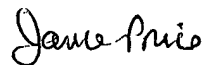
In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, Segrave & Partners, will be proposed for re-appointment at the forthcoming Annual General Meeting.

**ON BEHALF OF THE BOARD:**



Janice Price - Trustee

21 October 2014

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF**  
**SOUTHEND ASSOCIATION OF VOLUNTARY**  
**SERVICES**

We have audited the financial statements of Southend Association of Voluntary Services for the year ended 31 March 2014 on pages ten to sixteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page seven, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matter prescribed by the Companies Act 2006**

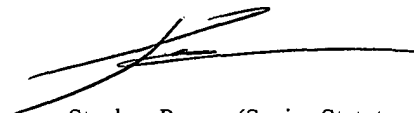
In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF**  
**SOUTHEND ASSOCIATION OF VOLUNTARY**  
**SERVICES**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.



Stephen Pearce (Senior Statutory Auditor)  
for and on behalf of Segrave & Partners  
Registered Auditor & Chartered Accountant  
Turnpike House  
1208/1210 London Road  
Leigh on Sea  
Essex  
SS9 2UA

21 October 2014

**SOUTHEND ASSOCIATION OF VOLUNTARY  
SERVICES**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2014**

|   |       | Unrestricted<br>funds | Restricted<br>fund | 2014<br>Total funds | 2013<br>Total funds |
|---|-------|-----------------------|--------------------|---------------------|---------------------|
|   | Notes | £                     | £                  | £                   | £                   |
| <b>INCOMING RESOURCES</b>                                     |       |                       |                    |                     |                     |
| <b>Incoming resources from generated funds</b>                |       |                       |                    |                     |                     |
| Voluntary income  | 2     | 66,896                | 519,669            | 586,565             | 409,947             |
| Activities for generating funds                               |       | 6,419                 | 1,590              | 8,009               | 9,399               |
| Investment income   |       | 1,380                 | -                  | 1,380               | 2,136               |
| <b>Incoming resources from charitable activities</b>          |       |                       |                    |                     |                     |
| Cafe / buffet takings   |       | 19,054                | -                  | 19,054              | 29,588              |
| Resource office lettings                                      |       | 24,471                | -                  | 24,471              | 24,397              |
| Sundry income   |       | 26,415                | -                  | 26,415              | 27,985              |
| Charity shop  |       | 19,066                | -                  | 19,066              | -                   |
| <b>Total incoming resources</b>                               |       | <b>163,701</b>        | <b>521,259</b>     | <b>684,960</b>      | <b>503,452</b>      |
| <b>RESOURCES EXPENDED</b>                                     |       |                       |                    |                     |                     |
| <b>Charitable activities</b>                                  |       |                       |                    |                     |                     |
| Direct charitable activities                                  | 3     | 182,049               | 450,382            | 632,431             | 525,396             |
| Governance costs  |       | 6,000                 | -                  | 6,000               | 6,900               |
| <b>Total resources expended</b>                               |       | <b>188,049</b>        | <b>450,382</b>     | <b>638,431</b>      | <b>532,296</b>      |
| <b>NET INCOMING/(OUTGOING)<br/>RESOURCES BEFORE TRANSFERS</b> |       |                       |                    |                     |                     |
|   |       | (24,348)              | 70,877             | 46,529              | (28,844)            |
| Gross transfers between funds                                 | 12b   | 26,414                | (26,414)           | -                   | -                   |
| Net incoming/(outgoing) resources                             |       | 2,066                 | 44,463             | 46,529              | (28,844)            |
| <b>RECONCILIATION OF FUNDS</b>                                |       |                       |                    |                     |                     |
| Total funds brought forward                                   |       | 137,815               | 68,618             | 206,433             | 235,277             |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                            |       | <b>139,881</b>        | <b>113,081</b>     | <b>252,962</b>      | <b>206,433</b>      |

The notes form part of these financial statements

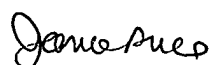
**SOUTHEND ASSOCIATION OF VOLUNTARY  
SERVICES**

**BALANCE SHEET  
AT 31 MARCH 2014**

|  | Notes | 2014<br>£      | 2013<br>£      |
|--|-------|----------------|----------------|
| <b>FIXED ASSETS</b>                              |       |                |                |
| Tangible assets                                  | 8     | 15,425         | 15,697         |
| <b>CURRENT ASSETS</b>                            |       |                |                |
| Debtors  | 9     | 9,769          | 20,752         |
| Cash at bank                                     |       | <u>278,133</u> | <u>220,091</u> |
|  |       | 287,902        | 240,843        |
| <b>CREDITORS</b>                                 |       |                |                |
| Amounts falling due within one year              | 10    | (17,865)       | (15,107)       |
| <b>NET CURRENT ASSETS</b>                        |       | <u>270,037</u> | <u>225,736</u> |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | 285,462        | 241,433        |
| <b>CREDITORS</b>                                 |       |                |                |
| Amounts falling due after more than one year     | 11    | (32,500)       | (35,000)       |
| <b>NET ASSETS</b>                                |       | <u>252,962</u> | <u>206,433</u> |
| <b>FUNDS</b>                                     | 12    |                |                |
| Unrestricted funds:                              |       |                |                |
| General funds                                    |       | 88,818         | 86,752         |
| Designated funds                                 |       | <u>51,063</u>  | <u>51,063</u>  |
|  |       | 139,881        | 137,815        |
| Restricted funds                                 |       | <u>113,081</u> | <u>68,618</u>  |
| <b>TOTAL FUNDS</b>                               |       | <u>252,962</u> | <u>206,433</u> |

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

The financial statements were approved by the Board of Trustees on 21 October 2014 and were signed on its behalf by:



Janice Price - Trustee

The notes form part of these financial statements

**SOUTHEND ASSOCIATION OF VOLUNTARY  
SERVICES**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**1. ACCOUNTING POLICIES**

**Accounting convention**

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), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

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

**Governance costs**

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                       |               |
|-----------------------|---------------|
| Fixtures and fittings | - 25% on cost |
| Motor vehicles        | - 25% on cost |
| Computer equipment    | - 33% on cost |

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are unrestricted funds earmarked by the directors/trustees for particular purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

**2. DONATIONS AND GRANTS**

|  | Unrestricted<br>funds<br>£ | 2014<br>Restricted<br>funds<br>£ | Total<br>£     | 2013<br>Total<br>£ |
|--|----------------------------|----------------------------------|----------------|--------------------|
| Southend Borough Council                             |                            | 369,000                          | 369,000        | 189,960            |
| Essex Community Foundation                           |                            | 11,372                           | 11,372         | 10,880             |
| Big Lottery Fund                                     |                            | 47,862                           | 47,862         | 59,597             |
| Southend Clinical Commissioning Group                | 20,500                     | 6,600                            | 27,100         | 13,000             |
| Essex County Council                                 |                            |                                  |                | 10,200             |
| Children In Need                                     |                            | 34,445                           | 34,445         | 32,071             |
| Community First                                      |                            | 2,490                            | 2,490          |                    |
| Southend Borough Council - Warm Homes Healthy People |                            |                                  |                | 9,200              |
| Essex Fire Service                                   |                            |                                  |                | 9,800              |
| Shoebury High School                                 |                            |                                  |                | 2,800              |
| Futures Community College                            |                            |                                  |                | 8,728              |
| Chase High School                                    |                            |                                  |                | 800                |
| SEETEC   | 200                        | 200                              | 400            |                    |
| Essex Ambassadors                                    |                            | 13,500                           | 13,500         | 1,237              |
| South Essex Homes                                    | 830                        |                                  | 830            |                    |
| South Essex Partnership Trust (SEPT)                 | 4,998                      |                                  | 4,998          |                    |
| Albert Hunt Trust                                    |                            | 1,000                            | 1,000          |                    |
| Fowler, Smith & Jones Trust                          |                            | 2,000                            | 2,000          |                    |
| Leigh Rotary Trust                                   |                            | 4,500                            | 4,500          |                    |
| PCC for Essex  |                            | 18,686                           | 18,686         |                    |
| Anglian Water Authority                              | 3,187                      |                                  | 3,187          | 1,561              |
| East of England Local Government (EACH Project)      |                            | 2,685                            | 2,685          | 550                |
| Rural Community Council of Essex                     |                            |                                  |                | 2,400              |
| Stockvale Limited                                    |                            |                                  |                | 500                |
| Clothworkers Foundation                              |                            |                                  |                | 9,700              |
| Coutts Charitable Trust                              |                            |                                  |                | 500                |
| Lions Club of Southend                               |                            |                                  |                | 300                |
| Pamela Church - Legacy                               | 36,500                     |                                  | 36,500         | 45,000             |
| Sundry Donations                                     | 681                        | 5,329                            | 6,010          | 1,163              |
|  | <b>66,896</b>              | <b>519,669</b>                   | <b>586,565</b> | <b>409,947</b>     |

**3. TOTAL RESOURCES EXPENDED**

|   | Staff costs<br>£ | 2014<br>Other costs<br>£ | Total<br>£     | 2013<br>Total<br>£ |
|---|------------------|--------------------------|----------------|--------------------|
| <b>Charitable Activities</b>                  |                  |                          |                |                    |
| <b>Development work and Support Services:</b> |                  |                          |                |                    |
| SAVS Core                                     | 82,000           |                          | 82,000         |                    |
| Safer Communities (includes PTP)              | 63,114           | 13,503                   | 76,617         | 90,554             |
| Safe as Houses                                | 9,316            | 2,823                    | 12,139         |                    |
| Healthwatch                                   | 66,496           | 87,654                   | 154,150        | 419                |
| <b>Support Services:</b>                      |                  |                          |                |                    |
| Managing Change for Carers                    |                  |                          | 0              | 229                |
| <b>Volunteering:</b>                          |                  |                          |                |                    |
| Volunteer Centre                              | 27,218           | 6,840                    | 34,058         | 38,494             |
| Supported Volunteering                        | 31,679           | 9,971                    | 41,650         | 48,094             |
| Schools Volunteering                          |                  |                          | 0              | 14,310             |
| Triple T's                                    | 22,764           | 9,501                    | 32,265         | 36,809             |
| Essex Ambassadors                             |                  |                          | 0              | 51,779             |
| Sportsmakers                                  |                  |                          | 0              | 9,700              |
| Back on Track                                 | 17,119           | 384                      | 17,503         |                    |
| <b>Total restricted</b>                       | <b>319,706</b>   | <b>130,676</b>           | <b>450,382</b> | <b>290,388</b>     |
| SAVS Core Costs                               | 131,176          | 50,873                   | 182,049        | 235,008            |
|   | <b>450,882</b>   | <b>181,549</b>           | <b>632,431</b> | <b>525,396</b>     |
| Governance Costs                              |                  | 6,000                    | 6,000          | 6,900              |
| <b>Total resources expended</b>               | <b>450,882</b>   | <b>187,549</b>           | <b>638,431</b> | <b>532,296</b>     |

**SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

**4. NET INCOMING RESOURCES FOR THE YEAR**

|                                       |              |              |
|---------------------------------------|--------------|--------------|
| This is stated after charging:        | 2014         | 2013         |
|                                       | £            | £            |
| Depreciation - owned assets           | 8,468        | 7,656        |
| Auditors' remuneration - current year | <u>6,000</u> | <u>6,900</u> |

**5. STAFF COSTS AND NUMBERS**

|                              |                |                |
|------------------------------|----------------|----------------|
| Staff costs were as follows: | 2014           | 2013           |
|                              | £              | £              |
| Salaries and wages           | 413,506        | 356,892        |
| Social security costs        | 35,027         | 29,621         |
| Pension costs                | <u>2,349</u>   | <u>2,349</u>   |
|                              | <u>450,882</u> | <u>388,862</u> |

No employee received emoluments of more than £60,000 (2013 - none).

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

|                                     |           |           |
|-------------------------------------|-----------|-----------|
|                                     | 2014      | 2013      |
| Chief officer                       | 1         | 1         |
| Project workers                     | 12        | 13        |
| Caretaker                           | 1         | 2         |
| Administration / Finance Management | 5         | 4         |
| Café                                | 1         | 2         |
| Charity shop                        | <u>1</u>  | <u>2</u>  |
|                                     | <u>21</u> | <u>22</u> |

The Chief Officer has a private pension scheme contributed to by SAVS. All other employees are offered the SAVS stakeholder pension option to which SAVS makes no contribution.

**6. DIRECTORS/TRUSTEES REMUNERATION AND RELATED PARTY TRANSACTIONS**

No director/trustee received any remuneration or reimbursement of expenses during the year (2013 - none).

No director/trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2013 - none).

**7. TAXATION**

As a charity, Southend Association of Voluntary Services is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.



**SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

| <b>8. TANGIBLE FIXED ASSETS</b> | <b>Computer<br/>Equipment<br/>£</b> | <b>Fixtures<br/>&amp; Fittings<br/>£</b> | <b>Motor<br/>Vehicles<br/>£</b> | <b>Total<br/>£</b> |
|---------------------------------|-------------------------------------|--|---------------------------------|--------------------|
| <b>COST</b>                     |                                     |  |                                 |                    |
| At 1st April 2013               | 46,369                              | 51,235                                   | 11,305                          | 108,909            |
| Additions                       | 8,196                               |  |                                 | 8,196              |
| Disposals                       |                                     |  |                                 | -                  |
| At 31st March 2014              | <u>54,565</u>                       | <u>51,235</u>                            | <u>11,305</u>                   | <u>117,105</u>     |
| <b>DEPRECIATION</b>             |                                     |  |                                 |                    |
| At 1st April 2013               | 46,369                              | 35,538                                   | 11,305                          | 93,212             |
| Charge for the year             | 2,732                               | 5,736                                    |                                 | 8,468              |
| Eliminated on disposal          |                                     |  |                                 | -                  |
| At 31st March 2014              | <u>49,101</u>                       | <u>41,274</u>                            | <u>11,305</u>                   | <u>101,680</u>     |
| <b>NET BOOK VALUE</b>           |                                     |  |                                 |                    |
| At 31 March 2014                | <u>5,464</u>                        | <u>9,961</u>                             | <u>-</u>                        | <u>15,425</u>      |
| At 31 March 2013                | <u>-</u>                            | <u>15,697</u>                            | <u>-</u>                        | <u>15,697</u>      |

**9. DEBTORS**

|               | <b>2014<br/>£</b> | <b>2013<br/>£</b> |
|---------------|-------------------|-------------------|
| Trade debtors | 4,091             | 15,635            |
| Other debtors | 100               | 50                |
| Prepayments   | 5,578             | 5,067             |
|               | <u>9,769</u>      | <u>20,752</u>     |

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                             | <b>2014<br/>£</b> | <b>2013<br/>£</b> |
|-----------------------------|-------------------|-------------------|
| Other loans                 | 2,500             | 2,500             |
| Trade creditors             | 4,989             | 1,305             |
| Other creditors             | 1,630             | 1,971             |
| Accruals and prepaid income | 8,746             | 9,331             |
|                             | <u>17,865</u>     | <u>15,107</u>     |

Included in other creditors is £1,630 held on behalf of other charities (2013: £1,971).

**11. CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR**

|  | <b>2014<br/>£</b> | <b>2013<br/>£</b> |
|--|-------------------|-------------------|
| Other loans more than 5yrs repayable by instalment | <u>32,500</u>     | <u>35,000</u>     |

The loan has been received from Southend-on-Sea Borough Council to finance the deficit on the Alexandra Street project. It is interest free and repayable in annual instalments of £2,500, the last instalment being due on 30 November 2027.

**SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

**12. MOVEMENT OF FUNDS**

**a) Unrestricted**

|  | <b>Unrestricted<br/>Fund<br/>£</b> | <b>Designated<br/>Fund<br/>£</b> | <b>Total<br/>£</b> |
|--|------------------------------------|----------------------------------|--------------------|
| Balance b/fwd at 1 April 2013          | 86,752                             | 51,063                           | 137,815            |
| Net movement of funds in year          | 2,066                              | -                                | 2,066              |
| New designations in the year           | -                                  | -                                | -                  |
| Expenditure charged to designated fund | -                                  | -                                | -                  |
| Balance c/fwd at 31 March 2014         | <u>88,818</u>                      | <u>51,063</u>                    | <u>139,881</u>     |

**Designated fund**

This fund represents amounts which have been designated by the directors/trustees to meet expected future repairs and renewals costs.

**b) Restricted**

|   | <b>Balances<br/>1-Apr-13<br/>£</b> | <b>Movement on<br/>Incoming<br/>£</b> | <b>Resources<br/>Outgoing<br/>£</b> | <b>Transfers<br/>£</b> | <b>Balances<br/>31-Mar-14<br/>£</b> |
|---|------------------------------------|---------------------------------------|-------------------------------------|------------------------|-------------------------------------|
| <b>Development work and Support Services:</b> |                                    |                                       |                                     |                        |                                     |
| SAVS Core                                     |                                    | 82,000                                | (82,000)                            |                        |                                     |
| Safer Communities (includes PTP)              | 35,367                             | 78,779                                | (76,617)                            | (2,520)                | 35,009                              |
| Safe as Houses                                |                                    | 21,225                                | (12,139)                            |                        | 9,086                               |
| Healthwatch                                   | 2,541                              | 192,000                               | (154,150)                           | (9,800)                | 30,591                              |
| Triple T's                                    | 7,771                              | 38,002                                | (32,265)                            | (3,100)                | 10,408                              |
| <b>Volunteering:</b>                          |                                    |                                       |                                     |                        |                                     |
| Volunteer Centre                              |                                    | 40,070                                | (34,058)                            | (6,012)                | -                                   |
| Supported Volunteering                        | 22,939                             | 48,308                                | (41,650)                            | (4,982)                | 24,615                              |
| Back on Track                                 |                                    | 20,875                                | (17,503)                            |                        | 3,372                               |
|   | <u>68,618</u>                      | <u>521,259</u>                        | <u>(450,382)</u>                    | <u>(26,414)</u>        | <u>113,081</u>                      |

**The following funds represent activities in Development work and Support services:**

Safer Communities represents monies to work directly with the public in the most deprived areas of Southend on a range of issues.

Healthwatch is to provide advice, information and health complaints advocacy and to enable people to have a voice about health and social care services.

The TTT's project represents monies received from Children In Need to support those living in deprived communities to raise aspirations and confidence of young people in two of our most deprived wards.

**SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

**12. MOVEMENT OF FUNDS (CONTINUED)**

**b) Restricted (continued)**

The following funds represent activities in Volunteering:

The Volunteer Centre project represents monies received specifically to promote good practice in working with volunteers, to interview and recruit potential volunteers and to place them in a wide range of voluntary work.

Supported Volunteering is a project funded to support people with mental ill-health into volunteering.

Café Volunteering will enable SAVS to provide opportunities for people with mental ill-health to work within their community café, with the hope of building confidence and self esteem within the volunteers.

Essex Ambassadors is matching volunteers to one off events across Essex, Southend and Thurrock.

Back on Track represents monies to provide crime prevention advice and guidance to vulnerable people in their homes.

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

|                       | <b>General<br/>funds<br/>£</b> | <b>Designated<br/>funds<br/>£</b> | <b>Restricted<br/>funds<br/>£</b> | <b>Total<br/>funds<br/>£</b> |
|-----------------------|--------------------------------|-----------------------------------|-----------------------------------|------------------------------|
| Tangible fixed assets | 15,425                         | -                                 | -                                 | 15,425                       |
| Net current assets    | 105,893                        | 51,063                            | 113,081                           | 270,037                      |
| Long term liabilities | (32,500)                       | -                                 | -                                 | (32,500)                     |
|                       | <u>88,818</u>                  | <u>51,063</u>                     | <u>113,081</u>                    | <u>252,962</u>               |

**14. LIMITED BY GUARANTEE**

Southend Association of Voluntary Services is a company limited by guarantee and does not have a share capital.