

**REGISTERED COMPANY NUMBER: 4184061 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1087513**

**Report of the Trustees and**  
**Financial Statements For The Year Ended**  
**31 March 2012**  
**for**  
**Northampton Volunteering Centre**

Cobley Desborough  
Chartered Certified Accountants  
Chartered Tax Advisers & Statutory Auditors  
Artisans' House  
7 Queensbridge  
Northampton  
Northamptonshire  
NN4 7BF

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COMPANIES HOUSE

**Northampton Volunteering Centre**

**Contents of the Financial Statements  
for the Year Ended 31 March 2012**

|  | Page     |
|--|----------|
| Report of the Trustees                     | 1 to 8   |
| Report of the Independent Auditors         | 9 to 10  |
| Statement of Financial Activities          | 11       |
| Balance Sheet                              | 12 to 13 |
| Notes to the Financial Statements          | 14 to 19 |
| Detailed Statement of Financial Activities | 20 to 21 |

## **Northampton Volunteering Centre**

### **Report of the Trustees** **for the Year Ended 31 March 2012**

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 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

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

##### **Registered Company number**

4184061 (England and Wales)

##### **Registered Charity number**

1087513

##### **Registered office**

15 St Giles Street  
Northampton  
Northamptonshire  
NN1 1JA

##### **Trustees**

|                  |                      |
|------------------|----------------------|
| Mr M W Lord      |                      |
| Mrs D Gravesande |                      |
| Canon D R Bird   |                      |
| Mr R Wilton      |                      |
| Mr I A Choudary  |                      |
| Rev K Dennis     | - appointed 18 11 11 |
| Mr R Appleby     | - resigned 18 11 11  |
| Mr R Wratten     | - resigned 18 11 11  |

##### **Company Secretary**

Rev D J J McClean

##### **Auditors**

Cobley Desborough  
Chartered Certified Accountants  
Chartered Tax Advisers & Statutory Auditors  
Artisans' House  
7 Queensbridge  
Northampton  
Northamptonshire  
NN4 7BF

#### **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 from the membership, ensuring that the Board benefits from a wide range of identified skills and knowledge, which strengthen our capacity, and governing abilities and also reflect NVC's diversity policy. Trustees serve for three years, after which they are eligible to stand for a further three-year term - this may be extended by a further year in exceptional circumstances. Board Meetings are held four times a year to coincide with the financial cycle. New trustees are expected to undertake an induction programme and to take part in occasional training sessions

## **Northampton Volunteering Centre**

### **Report of the Trustees** **for the Year Ended 31 March 2012**

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

##### **Organisational structure**

The day to day running of NVC and the execution of the organisational objectives is delegated to the Chief Executive, who is also the Company Secretary. Along with the senior management team, he is responsible for ensuring that services are delivered within the framework of the plans and policies established by the Trustees

##### Local Involvement Network (LINK)

This team works differently to all our other services as it works to a Management Board made up of experienced and skilled volunteers enabling local people to have a say in how their health and social care services are delivered and developed in the county.

In October 2008 NVC was awarded the contract to become the host organisation for LINK, (Local Involvement Network) in the county LINK now has a volunteer management board of 15 and a structure and governance, LINK will also work with other voluntary organisations, and the health and social care sectors to achieve its aims

##### **Wider network**

NVC provides infrastructure support services to the voluntary/community sector, which requires it to be part of an extensive network of national, regional and local organisations, from and to whom, it variously receives and provides services. Examples of such networks are membership of Volunteering England, National Association of Voluntary and Community Associations, and Northampton Voluntary and Community Sector Forum, the Value of Infrastructure group in NCVO ITEM3 network in the East Midlands which provides information and advice on the use of IT for infrastructure organisations throughout the midlands.

We are also working in close collaboration with Enterprise Solutions Northamptonshire and the Northamptonshire Community Foundation, to seek ways to provide better services for connection to the Voluntary and community sector.

##### **Risk management**

The Trustees regularly examine the business and operational risks, which the organisation may encounter and ensures that systems are in place to enable the necessary steps to mitigate these risks.

## **Northampton Volunteering Centre**

### **Report of the Trustees** **for the Year Ended 31 March 2012**

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

###### **Vision**

NVC will support local voluntary and community action and act as a catalyst for change, innovation and best practice.

###### **Mission**

NVC strives to build strong and sustainable communities focusing on equality, fairness and health. We want to make a difference by creating opportunities to help people reach their potential in an inclusive and adaptable way

###### **Values**

" We passionately believe in volunteersism.

" We are about personal and social change.

" We have a passion about all we do, aspire to be professional in all areas, and believe that our ambitious goals require relentless creativity and bravery.

" In our dealings with individuals and groups we are a caring organisation that respects the diversity of the people we work with

" We have a commitment to being professional and knowledgeable about our activity.

" In our role as a trusted partner we will continue to have values of honesty and integrity

The activities undertaken by NVC to deliver this vision and mission are:

" The provision of a range of services and support for third sector organisations to enable them to operate more effectively and efficiently

" The services include one to one information, guidance and training for groups on such issues as governance, seeking and securing funding and volunteer management. NVC also co-ordinates the Northampton Voluntary and Community Sector Forum, which provides a channel of communication between the local voluntary sector and other sectors, democratic representation on decision making bodies and a mechanism for voluntary organisations to network with one another. We also offer practical resources in the form of paper and electronic library facilities, an extensive website resource and use of our building

" Working with people at community level to help them develop and increase their capacity to become involved in local community action.

" The provision of information and advice about volunteering to a wide audience but especially to potential volunteers, who also receive one to one guidance and support to become engaged in local volunteering

" The promotion and development of volunteering and the marketing of volunteering generally and specific opportunities in partnership with other organisations.

" Working with and providing support for volunteers with extra support needs to enable them to engage in mainstream volunteering. This work includes the guidance and training of individuals to introduce a wider perspective and to assist them to progress towards reaching their potential.

## **Northampton Volunteering Centre**

### **Report of the Trustees** **for the Year Ended 31 March 2012**

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

" Acting as an advocate for the voluntary and community sector by ensuring that voluntary sector issues are on the agenda locally and leading challenge where necessary, to issues which are not in the interest of the voluntary sector or its users NVC contributes to strategic planning in partnership with other voluntary and statutory organisations in relation to developments in Northampton and the County

" We have completed the contract as the host of the Local Involvement Network for Health and Social Care in Northamptonshire, further developing the organisation as an enabler of voice in the sector and community. This contract has been extended till 2012 as central government policy on Health Watch is developed for the future

" Providing direct services through volunteers, for disadvantage people at community level and thereby contributing to sustainable communities.

" A NAVCA member so that we can better support the sector in Northampton, with the intention of undertaking the NAVCA quality mark for a support and development agency for Voluntary and Community Sector Organisations

" We are engaging with the Valuing Infrastructure Project from NCVO, beginning to measure the impact of infrastructure work.

" Developing our own in house employer supported volunteering policy as an example to other voluntary sector organisations and the public and private sector, contributing to the Big Society

## **Northampton Volunteering Centre**

### **Report of the Trustees for the Year Ended 31 March 2012**

#### **ACHIEVEMENT AND PERFORMANCE**

Achievements for the year are described more fully in NVC Annual Review 2012.

In light of our Mission we have continued to support volunteering and community action within the environs of Northampton.

NVC is proud to contribute to the support of a sector that has an expenditure of over £140 million and a value of almost ½ billion pounds when you add up the value of volunteering hours supplied in the county

During the year we helped build the capacity of groups to achieve their mission during this year 170 frontline VCS organisations in Northampton were supported with instances of in depth and ongoing support. And fifty six (56) organisations have been provided with training. NVC has supported frontline third sector groups to access funding from a variety of sources, holding a number of meet the funder sessions throughout the year, that have been very popular.

One of the highlights of 2011/12 has been the work of the School of life project This project has brought together young and older people to learn from each other, and to learn about each other, in a variety of different ways. The project continues until June 2014.

The value of the work that NVC supports in Northampton from the 170 organisations that it has directly supported, and the 30000 volunteers in these organisations, amounts to 13,800,000 volunteer hours a year which translates into £173,604,000 if they were paid at the average salary for this area. These volunteers have an enormous impact on the lives of people and improve the quality of life and create vibrant communities.

Last year we had almost four thousand volunteering interventions both online and through 1:1 interviews in the office. Sixty seven percent of these were from female people Almost twenty five percent of these interventions were from the 19 - 25 age groups, we continue to receive a high percentage of enquires from the BME communities in the Northampton 1235 of these interventions were from the unemployed.

We helped support the Umbrella Fair and many other such events last year by actively promoting the volunteering opportunities. And we continue to work with some of the large charities in the recruitment of volunteers such as Age UK and St Andrews Hospital. Through our work with groups and individuals it is easy to see how NVC reaches out and touches the lives of the people of Northampton and beyond.

We have re developed the work we do with individuals with extra support needs who want to volunteer with funding from the Lloyds TSB, and will report on the success of this work in 2012.

We continue to support groups with good quality information and guidance, one of the key means we use to deliver this information is through our website. This year we have refreshed our website that now gives information and guidance on issues such as volunteering, training opportunities, how to set up a group and funding alerts With the e newsletter we have been encouraging people to find out more information from the website, making our organisation more effective, and providing good value for money We have also established a presence on Twitter and are developing our own Facebook page to further the work of the organisation in this media and information age With the use of IT, we have improved our booking system for training, using event bright and have improved the news letter with mail chimp This new software is part of the volunteering IT community that provides solutions for local communities to develop their work.

During 2011-12 NVC has continued to fulfil its mission, while meeting its contractual obligation with NCC, targets were achieved or exceeded on its functions, and has achieved its outcomes and outputs for major funders like the lottery.

NVC Northants Team

## **Northampton Volunteering Centre**

### **Report of the Trustees** **for the Year Ended 31 March 2012**

#### **ACHIEVEMENT AND PERFORMANCE**

Having completed 18 months of a 2 and a half year contract the NVC Northants team is making good progress with the outcomes set. There is now a regular countywide e-brief that is subscribed to by 1100 voluntary & community sector organisations. In addition a version of the e-brief aimed specifically at councillors was introduced in Jan 2012, this is now sent bi-monthly to the 340 county and district councillors to promote the sector. We have also now launched the countywide directory of voluntary sector services. This is available on the NVC website and currently contains 1250 organisations. We are in the middle of our Be Seen Be Counted campaign to try and increase this number to 1500 over the next couple of months. We have also promoted over 70 groups either countywide or regionally through collection and publishing of case studies both in our own briefs and the local press.

NVC Northants is now building a wide reputation as the countywide organisation to approach to reach the sector. We have had numerous requests from outside agencies to help promote to and consult with the sector including joint commissioning training with NCC, organising consultations through the LIOs and CIO around the prevention money for NCC, promotion of the JSNA to the sector by the NHS, use of the state of the sector report to shape the police strategy and requests by Nene Commissioning to do some gap analysis work.

#### **Local Involvement Network (LINK)**

This team works differently to all our other services as it works to a Management Board made up of experienced and skilled volunteers. The role of LINK is to enable local people to have their say in how health and social care services are delivered and developed for the County.

There are in addition a number of active groups where volunteers can look at issues raised and decide which ones LINK will review, scrutinise and monitor. Further groups undertake the tasks of going into places where services are being delivered to see services, report on findings and make any recommendations. The number of regular actively engaged volunteers now numbers between 50 and 60 across all groups.

The contract for NVC to become the host organisation for LINK was awarded in October 2008, however the changes introduced in the Health and Social care bill under the current coalition government will require LINK to be replaced with a new body called Healthwatch, which is intended to take the form of a social enterprise commencing in April 2013. There is ideally continuity between LINK and Healthwatch, with the new form taking on all the functions of LINK with some additions and changes, and it is proposed in the guidance around the legislation, that there is also continuity for LINK members and support for them during the transition.

LINK has worked well with partner organisations across the County and with regional and national stakeholders, and has achieved a degree of recognition for its work.

#### **Organisation as a whole**

The organisation has continued to show its sustainability and flexibility. 2011/12 has been a year of expectation with both opportunities and threats, with a continued review of Support and Development agency funding at a local and national level. NVC has faced challenging times. The year started off with a deficit budget, but through the hard work of the team we have managed to make a modest surplus. In these difficult times this allows us to put more into our designated reserves. These reserves are important to the organisation as staffing and liabilities have grown. As an example to sector organisations we are being prudent about our costs and about the future ahead. This is not the time to take large financial risks; For 2011-15, we have a robust income generation plan in place which is being implemented, by the senior team at NVC and the fundraiser.

#### **Quality Standards**

NVC holds three quality accreditations - Volunteering England Quality Accreditation (VEQA), which is linked to the national branding for volunteering, the Investing in Volunteers Quality Mark, and PQASSO quality mark. In the coming year we intend to undertake a refresh of the PQASSO quality mark and gain the NVCA quality mark.

#### **Strategic Direction for NVC**

NVC will support local voluntary and community action and act as a catalyst for change, innovation and best practice.



## **Northampton Volunteering Centre**

### **Report of the Trustees** **for the Year Ended 31 March 2012**

#### **ACHIEVEMENT AND PERFORMANCE**

The five key areas for development and there strategic actions are -

1 The development and maintenance of a high profile and excellent reputation for NVC

" Develop mechanisms to measure the impact NVC and others have on the communities of Northamptonshire

" Increase focus on raising and maintaining profile and reputation through effective marketing of the organisation (see marketing strategy).

2) The development of an innovation culture within the organisation with a greater business approach

" Seek ways to maximise the use of resources within the organisation and find the best structure to deliver our services effectively in terms of human resources and capital resources e.g. modern media, buildings, flexible working, and organisational structure.

" Support to LINK/Health Watch to integrate further into NVC with its connection to the community and the VCS in Northamptonshire.

" Seek out opportunities to create new services that further our mission as an organisation within the context of an innovation culture for the organisation.

3) A role as a supporter of the civic sector within the county to further the development of and engagement with the civic sector in the future of the county

" Work with the sector to develop its capacity to engage in the commissioning process.

" Increase skills in the sector through training and signposting to quality training.

" Provide countywide support and development services, enabling the other local support and development providers to support groups effectively in their areas with good policies and procedures, and effective communication routes.

4) Ensuring sustainable capacity and resources for the organisation to enable it to meet the objectives it has set for itself.

" Foster the development of staff within the organisation as our greatest asset for a sustainable future.

5) Assessing partnerships and mergers that can enhance the ability of NVC to achieve its mission.

" Work in collaboration with others to develop services to groups and volunteers across the county while being mindful of our vision, mission and values and consider mergers when this will help further the aims of the organisation

## **Northampton Volunteering Centre**

### **Report of the Trustees** **for the Year Ended 31 March 2012**

#### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Northampton Volunteering Centre 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.

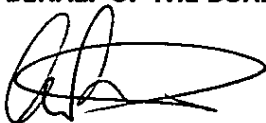
#### **STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information

#### **AUDITORS**

The auditors, Cobley Desborough, will be proposed for re-appointment at the forthcoming Annual General Meeting

#### **ON BEHALF OF THE BOARD**



Mr M W Lord - Trustee

14 November 2012

## **Report of the Independent Auditors to the Trustees of Northampton Volunteering Centre**

We have audited the financial statements of Northampton Volunteering Centre for the year ended 31 March 2012 on pages eleven to nineteen. 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 trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees 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 trustees 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, 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.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

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. 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

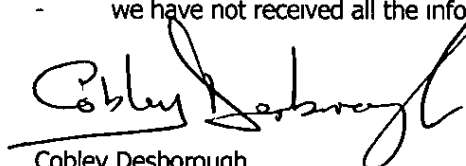
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006

**Report of the Independent Auditors to the Trustees of  
Northampton Volunteering Centre**

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

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements, or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns, or
- we have not received all the information and explanations we require for our audit



Cobley Desborough  
Chartered Certified Accountants  
Chartered Tax Advisers & Statutory Auditors  
Artisans' House  
7 Queensbridge  
Northampton  
Northamptonshire  
NN4 7BF

14 November 2012

# **Northampton Volunteering Centre**

## **Statement of Financial Activities for the Year Ended 31 March 2012**

|   | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2012<br>Total<br>funds<br>£ | 2011<br>Total<br>funds<br>£ |
|---|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>INCOMING RESOURCES</b>                                 |       |                            |                          |                             |                             |
| <b>Incoming resources from generated funds</b>            |       |                            |                          |                             |                             |
| Voluntary income  | 2     | 509                        | 146,071                  | 146,580                     | 255,782                     |
| Activities for generating funds                           | 3     | 1,385                      | -                        | 1,385                       | 1,666                       |
| Investment income   | 4     | 701                        | -                        | 701                         | 530                         |
| <b>Incoming resources from charitable activities</b>      |       |                            |                          |                             |                             |
|   | 5     |                            |                          |                             |                             |
| Direct services   |       | 9,118                      | 76,255                   | 85,373                      | 32,897                      |
| LIO delivery  |       | -                          | 7,033                    | 7,033                       | 83,347                      |
| LINK  |       | -                          | 225,926                  | 225,926                     | 253,800                     |
| Contract work   |       | -                          | 240,715                  | 240,715                     | 105,150                     |
| <b>Total incoming resources</b>                           |       | <b>11,713</b>              | <b>696,000</b>           | <b>707,713</b>              | <b>733,172</b>              |
| <b>RESOURCES EXPENDED</b>                                 |       |                            |                          |                             |                             |
| <b>Charitable activities</b>                              |       |                            |                          |                             |                             |
|   | 6     |                            |                          |                             |                             |
| Direct services   |       | 10,528                     | 143,305                  | 153,833                     | 10,922                      |
| LIO delivery  |       | -                          | 65,914                   | 65,914                      | 216,712                     |
| Consortium  |       | -                          | -                        | -                           | 26,425                      |
| LINK  |       | -                          | 215,550                  | 215,550                     | 166,882                     |
| Contract work   |       | -                          | 298,994                  | 298,994                     | 144,488                     |
| Building depreciation                                     |       | -                          | 22,607                   | 22,607                      | 8,947                       |
| <b>Governance costs</b>                                   | 7     | <b>9,432</b>               | <b>-</b>                 | <b>9,432</b>                | <b>6,889</b>                |
| <b>Total resources expended</b>                           |       | <b>19,960</b>              | <b>746,370</b>           | <b>766,330</b>              | <b>581,265</b>              |
| <b>NET INCOMING/(OUTGOING) RESOURCES before transfers</b> |       |                            |                          |                             |                             |
|   |       | (8,247)                    | (50,370)                 | (58,617)                    | 151,907                     |
| <b>Gross transfers between funds</b>                      | 14    | <b>8,137</b>               | <b>(8,137)</b>           | <b>-</b>                    | <b>-</b>                    |
| <b>Net incoming/(outgoing) resources</b>                  |       | <b>(110)</b>               | <b>(58,507)</b>          | <b>(58,617)</b>             | <b>151,907</b>              |
| <b>RECONCILIATION OF FUNDS</b>                            |       |                            |                          |                             |                             |
| <b>Total funds brought forward</b>                        |       | <b>242,266</b>             | <b>804,282</b>           | <b>1,046,548</b>            | <b>894,641</b>              |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                        |       | <b>242,156</b>             | <b>745,775</b>           | <b>987,931</b>              | <b>1,046,548</b>            |

The notes form part of these financial statements

**Northampton Volunteering Centre****Balance Sheet  
At 31 March 2012**

|  | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2012<br>Total<br>funds<br>£ | 2011<br>Total<br>funds<br>£ |
|--|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                          |       |                            |                          |                             |                             |
| Tangible assets                              | 11    | -                          | 608,533                  | 608,533                     | 633,906                     |
| <b>CURRENT ASSETS</b>                        |       |                            |                          |                             |                             |
| Debtors                                      | 12    | 6,443                      | 81,289                   | 87,732                      | 37,867                      |
| Cash at bank and in hand                     |       | 267,266                    | 94,113                   | 361,379                     | 397,507                     |
|  |       | <u>273,709</u>             | <u>175,402</u>           | <u>449,111</u>              | <u>435,374</u>              |
| <b>CREDITORS</b>                             |       |                            |                          |                             |                             |
| Amounts falling due within one year          | 13    | (31,555)                   | (38,158)                 | (69,713)                    | (22,732)                    |
| <b>NET CURRENT ASSETS</b>                    |       | <u>242,154</u>             | <u>137,244</u>           | <u>379,398</u>              | <u>412,642</u>              |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>242,154</u>             | <u>745,777</u>           | <u>987,931</u>              | <u>1,046,548</u>            |
| <b>NET ASSETS</b>                            |       | <u>242,154</u>             | <u>745,777</u>           | <u>987,931</u>              | <u>1,046,548</u>            |
| <b>FUNDS</b>                                 | 14    |                            |                          |                             |                             |
| Unrestricted funds                           |       |                            |                          | 242,154                     | 242,266                     |
| Restricted funds                             |       |                            |                          | 745,777                     | 804,282                     |
| <b>TOTAL FUNDS</b>                           |       |                            |                          | <u>987,931</u>              | <u>1,046,548</u>            |

The notes form part of these financial statements

**Northampton Volunteering Centre**

**Balance Sheet - continued**

**At 31 March 2012**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2012.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements

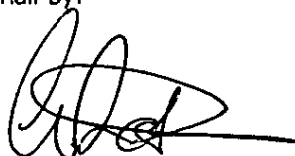
The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 144 of the Charities Act 2011

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 14 November 2012 and were signed on its behalf by:

A handwritten signature in black ink, appearing to be 'M W Lord', written over a horizontal line.

Mr M W Lord -Trustee

The notes form part of these financial statements

## **Northampton Volunteering Centre**

### **Notes to the Financial Statements** **for the Year Ended 31 March 2012**

#### **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.

##### **Tangible fixed assets**

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

|                         |   |
|-------------------------|---|
| Land and buildings      | - 50% on cost and Straight line over 99 years |
| Plant and machinery etc | - 50% 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.

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

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.



## **Northampton Volunteering Centre**

### **Notes to the Financial Statements - continued** **for the Year Ended 31 March 2012**

#### **2. VOLUNTARY INCOME**

|           | 2012           | 2011           |
|-----------|----------------|----------------|
|           | £              | £              |
| Donations | 2,430          | 7,329          |
| Grants    | 144,150        | 248,453        |
|           | <u>146,580</u> | <u>255,782</u> |

Grants received, included in the above, are as follows:

|   | 2012           | 2011           |
|---|----------------|----------------|
|   | £              | £              |
| Big lottery springboard                                 | -              | 30,609         |
| Capacity Builders - Northants Infrastructure Consortium | -              | 29,000         |
| NBC - LIO   | -              | 50,000         |
| Big Lottery Training Project                            | -              | 7,260          |
| Henry Smith Charity                                     | -              | 26,000         |
| NCC - Third Sector Conference                           | -              | 5,000          |
| NCC - School Of Life                                    | 100,043        | 54,000         |
| Other grants received                                   | -              | 3,400          |
| NCC - Car Scheme  | -              | 11,300         |
| NCC - Agespan   | -              | 4,884          |
| NBC - Intergenerational Project                         | -              | 5,000          |
| Garfield Weston Foundation                              | -              | 2,000          |
| NBC - Agespan   | 6,000          | 6,000          |
| Boshier-Hinton Foundation                               | -              | 2,000          |
| Sudborough Foundation                                   | -              | 2,000          |
| Horne Foundation  | -              | 4,000          |
| Constance Travis  | 4,000          | 4,000          |
| E Stanton Charitable Trust                              | -              | 2,000          |
| Lloyds TSB - Springboard                                | 12,750         | -              |
| Other grants  | 21,357         | -              |
|   | <u>144,150</u> | <u>248,453</u> |

#### **3. ACTIVITIES FOR GENERATING FUNDS**

|           | 2012         | 2011         |
|-----------|--------------|--------------|
|           | £            | £            |
| Room hire | <u>1,385</u> | <u>1,666</u> |

#### **4. INVESTMENT INCOME**

|                          | 2012       | 2011       |
|--------------------------|------------|------------|
|                          | £          | £          |
| Deposit account interest | 102        | 51         |
| NBC investment income    | 599        | 479        |
|                          | <u>701</u> | <u>530</u> |

**Northampton Volunteering Centre****Notes to the Financial Statements - continued  
for the Year Ended 31 March 2012****5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

|                     | Activity        | 2012<br>£      | 2011<br>£      |
|---------------------|-----------------|----------------|----------------|
| Other income - fees | Direct services | 85,373         | 32,897         |
| Other income - fees | LIO delivery    | 7,033          | 83,347         |
| Other income - fees | LINK            | 225,926        | 253,800        |
| Other income - fees | Contract work   | 240,715        | 105,150        |
|                     |                 | <u>559,047</u> | <u>475,194</u> |

**6. CHARITABLE ACTIVITIES COSTS**

|                       | Direct costs<br>£ | Totals<br>£    |
|-----------------------|-------------------|----------------|
| Direct services       | 153,833           | 153,833        |
| LIO delivery          | 65,914            | 65,914         |
| LINK                  | 215,550           | 215,550        |
| Contract work         | 298,994           | 298,994        |
| Building depreciation | 22,607            | 22,607         |
|                       | <u>756,898</u>    | <u>756,898</u> |

**7. GOVERNANCE COSTS**

|                        | 2012<br>£    | 2011<br>£    |
|------------------------|--------------|--------------|
| Trustees' expenses     | 36           | 177          |
| Accountancy            | 2,179        | -            |
| Governance report      | -            | 1,686        |
| Legal fees             | 1,620        | -            |
| AGM and annual review  | 1,197        | 1,466        |
| Auditors' remuneration | 4,400        | 3,560        |
|                        | <u>9,432</u> | <u>6,889</u> |

**8. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

|                             | 2012<br>£     | 2011<br>£     |
|-----------------------------|---------------|---------------|
| Auditors' remuneration      | 4,400         | 3,560         |
| Depreciation - owned assets | <u>25,373</u> | <u>14,211</u> |

## **Northampton Volunteering Centre**

### **Notes to the Financial Statements - continued** **for the Year Ended 31 March 2012**

#### **9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2012 nor for the year ended 31 March 2011

##### **Trustees' Expenses**

|                    | 2012      | 2011       |
|--------------------|-----------|------------|
|                    | £         | £          |
| Trustees' expenses | <u>36</u> | <u>177</u> |

#### **10. STAFF COSTS**

|                       | 2012           | 2011           |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and salaries    | 452,778        | 389,742        |
| Social security costs | 35,261         | 27,731         |
| Other pension costs   | <u>7,609</u>   | <u>7,572</u>   |
|                       | <u>495,648</u> | <u>425,045</u> |

The average monthly number of employees during the year was as follows:

| 2012      | 2011      |
|-----------|-----------|
| <u>27</u> | <u>23</u> |

No member of staff earns more than £60,000

#### **11. TANGIBLE FIXED ASSETS**

|                                   | Land and buildings<br>£ | Plant and machinery etc<br>£ | Totals<br>£    |
|-----------------------------------|-------------------------|------------------------------|----------------|
| <b>COST</b>                       |                         |                              |                |
| At 1 April 2011 and 31 March 2012 | <u>695,163</u>          | <u>14,566</u>                | <u>709,729</u> |
| <b>DEPRECIATION</b>               |                         |                              |                |
| At 1 April 2011                   | 64,023                  | 11,800                       | 75,823         |
| Charge for year                   | <u>22,607</u>           | <u>2,766</u>                 | <u>25,373</u>  |
| At 31 March 2012                  | <u>86,630</u>           | <u>14,566</u>                | <u>101,196</u> |
| <b>NET BOOK VALUE</b>             |                         |                              |                |
| At 31 March 2012                  | <u>608,533</u>          | <u>-</u>                     | <u>608,533</u> |
| At 31 March 2011                  | <u>631,140</u>          | <u>2,766</u>                 | <u>633,906</u> |

# **Northampton Volunteering Centre**

## **Notes to the Financial Statements - continued for the Year Ended 31 March 2012**

### **12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|               | 2012          | 2011          |
|---------------|---------------|---------------|
|               | £             | £             |
| Trade debtors | 76,176        | 6,988         |
| Other debtors | 11,556        | 30,879        |
|               | <u>87,732</u> | <u>37,867</u> |

### **13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                              | 2012          | 2011          |
|------------------------------|---------------|---------------|
|                              | £             | £             |
| Trade creditors              | 3,312         | 15,155        |
| Taxation and social security | 20,793        | 2,161         |
| Other creditors              | 45,608        | 5,416         |
|                              | <u>69,713</u> | <u>22,732</u> |

### **14. MOVEMENT IN FUNDS**

|                                   | At 1/4/11<br>£   | Net<br>movement in<br>funds<br>£ | Transfers<br>between<br>funds<br>£ | At 31/3/12<br>£ |
|-----------------------------------|------------------|----------------------------------|------------------------------------|-----------------|
| <b>Unrestricted funds</b>         |                  |                                  |                                    |                 |
| General fund                      | 115,266          | (8,249)                          | (6,863)                            | 100,154         |
| Emergency reserve                 | 127,000          | -                                | 15,000                             | 142,000         |
|                                   | <u>242,266</u>   | <u>(8,249)</u>                   | <u>8,137</u>                       | <u>242,154</u>  |
| <b>Restricted funds</b>           |                  |                                  |                                    |                 |
| Car Scheme                        | 2,154            | 13,169                           | -                                  | 15,323          |
| Age Span                          | 25,681           | (4,749)                          | -                                  | 20,932          |
| Big Lottery - Springboard         | 9,222            | (9,221)                          | (1)                                | -               |
| Big Lottery - VCSF forum          | 1,780            | (1,769)                          | (11)                               | -               |
| Consortium                        | 1,116            | -                                | (1,116)                            | -               |
| Buildings                         | 634,754          | (22,607)                         | -                                  | 612,147         |
| LINK                              | 71,379           | (25,150)                         | (4,637)                            | 41,592          |
| HBOS                              | 1,692            | (1,503)                          | (189)                              | -               |
| Agespan 2                         | 28,858           | (28,206)                         | -                                  | 652             |
| Intergenerational project         | 4,949            | 4,623                            | -                                  | 9,572           |
| Events                            | 7,795            | (864)                            | 1,116                              | 8,047           |
| Countywide Infrastructure         | 5,400            | 4,444                            | (3,500)                            | 6,344           |
| Local Infrastructure Organisation | 1,082            | 12,461                           | 202                                | 13,745          |
| Big Lottery Training              | 7,260            | (7,259)                          | (1)                                | -               |
| VCS Forum                         | 1,160            | 835                              | -                                  | 1,995           |
| Springboard - Lloyds TSB          | -                | 29                               | -                                  | 29              |
| LINK/CLAHRC                       | -                | 15,399                           | -                                  | 15,399          |
|                                   | <u>804,282</u>   | <u>(50,368)</u>                  | <u>(8,137)</u>                     | <u>745,777</u>  |
| <b>TOTAL FUNDS</b>                | <u>1,046,548</u> | <u>(58,617)</u>                  | <u>-</u>                           | <u>987,931</u>  |

## **Northampton Volunteering Centre**

### **Notes to the Financial Statements - continued** **for the Year Ended 31 March 2012**

#### **14. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows

|                                   | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement in<br>funds<br>£ |
|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>         |                            |                            |                           |
| General fund                      | 11,713                     | (19,962)                   | (8,249)                   |
| <b>Restricted funds</b>           |                            |                            |                           |
| Car Scheme                        | 67,587                     | (54,418)                   | 13,169                    |
| Age Span                          | 13,111                     | (17,860)                   | (4,749)                   |
| Big Lottery - Springboard         | 1                          | (9,222)                    | (9,221)                   |
| Big Lottery - VCSF forum          | 1                          | (1,770)                    | (1,769)                   |
| LINK                              | 179,502                    | (204,652)                  | (25,150)                  |
| Agespan 2                         | (1)                        | (28,205)                   | (28,206)                  |
| Intergenerational project         | 99,015                     | (94,392)                   | 4,623                     |
| Events                            | 8,345                      | (9,209)                    | (864)                     |
| Countywide Infrastructure         | 153,001                    | (148,557)                  | 4,444                     |
| Local Infrastructure Organisation | 124,762                    | (112,301)                  | 12,461                    |
| Big Lottery Training              | 1                          | (7,260)                    | (7,259)                   |
| VCS Forum                         | 3,188                      | (2,353)                    | 835                       |
| Springboard - Lloyds TSB          | 1,061                      | (1,032)                    | 29                        |
| LINK/CLAHRC                       | 46,426                     | (31,027)                   | 15,399                    |
| Buildings                         | -                          | (22,607)                   | (22,607)                  |
| HBOS                              | -                          | (1,503)                    | (1,503)                   |
|                                   | <u>696,000</u>             | <u>(746,368)</u>           | <u>(50,368)</u>           |
| <b>TOTAL FUNDS</b>                | <u><u>707,713</u></u>      | <u><u>(766,330)</u></u>    | <u><u>(58,617)</u></u>    |

#### **Restricted Funds**

LIO - NVC is an Infrastructure Organisation and gives support to the voluntary sector in Northampton by offering advice, guidance and training.

Agespan - provides practical gardening support to older and disabled people through the volunteering input of young volunteers who themselves have additional needs

Agespan 2 - an extension to the Agespan project which uses a variety of volunteers to make the gardens of elderly people more manageable

School of Life Intergenerational project - the aim of the project is to break down stereotypes and barriers between under 25s and over 50s by arranging activities and projects where they can work together and learn from one another.

Events - enables NVC to run conferences and events for the VCS

CIO - NVC is an Infrastructure Organisation and gives support to the voluntary sector in Northamptonshire by disseminating and sharing information and offering advice, guidance and training.

Training (Big Lottery) - A grant to enable NVC to offer free training to the VCS in Northampton

VCS Form - the Voluntary and Community Sector Forum provides a voice and networking for the sector in the form of meetings and e-bulletins

Springboard - a volunteering recruitment project which offers support for those who find it difficult to access volunteering

LINK/CLARHC - Local involvement Networks enable the public to engage with Health and Social care services CLARHC provides research and information within this project

HBOS - a grant to fund the resources available to groups

**Northampton Volunteering Centre****Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2012**

|  | 2012<br>£     | 2011<br>£     |
|--|---------------|---------------|
| <b>INCOMING RESOURCES</b>                            |               |               |
| <b>Voluntary income</b>                              |               |               |
| Donations  | 2,430         | 7,329         |
| Grants   | 144,150       | 248,453       |
|  | <hr/> 146,580 | <hr/> 255,782 |
| <b>Activities for generating funds</b>               |               |               |
| Room hire  | 1,385         | 1,666         |
| <b>Investment income</b>                             |               |               |
| Deposit account interest                             | 102           | 51            |
| NBC investment income                                | 599           | 479           |
|  | <hr/> 701     | <hr/> 530     |
| <b>Incoming resources from charitable activities</b> |               |               |
| Other Income - fees                                  | 559,047       | 475,194       |
|  | <hr/>         | <hr/>         |
| <b>Total incoming resources</b>                      | <hr/> 707,713 | <hr/> 733,172 |
| <b>RESOURCES EXPENDED</b>                            |               |               |
| <b>Charitable activities</b>                         |               |               |
| Wages  | 452,778       | 389,742       |
| Social security                                      | 35,261        | 27,731        |
| Pensions   | 7,609         | 7,572         |
| Rent   | 469           | 3,365         |
| Insurance  | 3,271         | 4,119         |
| Light and heat                                       | 2,506         | 2,353         |
| Postage and stationery                               | 8,797         | 5,894         |
| Advertising  | 23,260        | 15,047        |
| Volunteers' expenses                                 | 11,287        | 5,351         |
| Travel expenses                                      | 22,171        | 11,070        |
| Telephone  | 3,480         | 3,839         |
| Staff training                                       | 7,636         | 6,659         |
| ICT expenses   | 14,964        | 10,240        |
| Repairs and renewals                                 | 8,555         | 6,054         |
| Sundry equipment                                     | 2,300         | 5,623         |
| Office costs   | 7,985         | 7,672         |
| Staff recruitment                                    | -             | 4,877         |
| Meetings   | 21,717        | 20,834        |
| Publications and subscriptions                       | 2,021         | 2,516         |
| Catering   | -             | 1,776         |
| Bank charges   | 270           | 227           |
| Bad debts written off                                | 3,816         | 1,615         |
| Forum support costs                                  | 15,563        | 10,737        |
| Carried forward                                      | 655,716       | 554,913       |

This page does not form part of the statutory financial statements

**Northampton Volunteering Centre****Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2012**

|                                       | 2012<br>£            | 2011<br>£           |
|---------------------------------------|----------------------|---------------------|
| <b>Charitable activities</b>          |                      |                     |
| Brought forward                       | 655,716              | 554,913             |
| Other consortium costs                | -                    | 737                 |
| Capacity builders expenses            | -                    | 178                 |
| Payments to lottery project partners  | 56,107               | -                   |
| Other project costs                   | 19,702               | 4,335               |
| Depreciation of tangible fixed assets | 25,373               | 14,213              |
|                                       | <hr/> 756,898        | <hr/> 574,376       |
| <b>Governance costs</b>               |                      |                     |
| Trustees' expenses                    | 36                   | 177                 |
| Accountancy                           | 2,179                | -                   |
| Governance report                     | -                    | 1,686               |
| Legal fees                            | 1,620                | -                   |
| AGM and annual review                 | 1,197                | 1,466               |
| Auditors' remuneration                | 4,400                | 3,560               |
|                                       | <hr/> 9,432          | <hr/> 6,889         |
| <b>Total resources expended</b>       | <hr/> 766,330        | <hr/> 581,265       |
| <b>Net (expenditure)/income</b>       | <hr/> <hr/> (58,617) | <hr/> <hr/> 151,907 |

This page does not form part of the statutory financial statements