

*8a Temple Square  
Aylesbury  
Bucks  
HP20 2QH*

*Tel 01296-337456  
Fax 01296-718871  
Email [valevols@bucksnet.co.uk](mailto:valevols@bucksnet.co.uk)  
Web [www.valevolunteers.org.uk](http://www.valevolunteers.org.uk)  
Charity no 1102171  
Co Registration no 5005411*

**VALE VOLUNTEERS  
ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2008**

WEDNESDAY



\*AEA3J4YM\*

A59

19/11/2008

335

COMPANIES HOUSE

**VALE VOLUNTEERS**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2008**

<b>CONTENTS</b>	<b>PAGE</b>
Directors, staff and professional advisers	1
Chairman's foreword	2
Directors' report	4
Chief Officer's report	6
Independent examiner's report to the trustees	7
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10

## **VALE VOLUNTEERS**

### **COMPANY INFORMATION**

<b>Registered office</b>	8a Temple Square Aylesbury Bucks HP20 2QH
<b>Company registration no.</b>	5005411
<b>Directors</b>	Mrs J Hunt Mr D Stephens Mrs L Falconer Mrs M Thackray MBE Mrs P Thorne (resigned 17 October 2007) Mr N Shah Mr S Garwood Miss A Smith (resigned 17 October 2007) Mr W Bass Ms R Hall (appointed 2 June 2008)
<b>Company secretary</b>	Mr D Stephens
<b>Staff team</b>	Mrs V Lawson (Chief Officer) Mrs C Hodgetts (Volunteering) Mrs S Hardy (Gardening project co-ordinator) Mrs M Scott-Thorburn (Administration Manager) Mrs C Webster (Volunteer) Mrs S Creed (Volunteer)
<b>Reporting Accountant</b>	Mr T Kemp AIMS Top Barn, Rectory Road Steppingley Bedford MK45 5AT
<b>Bankers</b>	Lloyds TSB Market Square Aylesbury Bucks HP20 1TD

**VALE VOLUNTEERS**  
**CHAIRMAN'S FOREWORD**  
**YEAR ENDED 31 MARCH 2008**

The past year has been one of progress and moving forward with a renewed confidence in areas which we know we do well

Throughout the year we have met or exceeded targets of the local authority contract for infrastructure services as well using our initiative and resources to meet the additional needs of our member organisations and the many volunteers who contact Vale Volunteers on a daily basis. In addition, as you will see within this report, we have been successful in attracting new money from Aylesbury Vale Community Chest for a project to help volunteers who need additional support to get started in placements. This new service will be rolled out from September 2008 and we are extremely grateful for the support received to enable this worthwhile project to go ahead. The Gardening Project goes from strength to strength thanks to our Co-ordinator and the committed and energetic team of gardening volunteers.

Our work as part of Voluntary Impact Bucks is ongoing and due to prudent financial management continues to move forward. Vale Volunteers also plays a full part in partnership working within the Bucks Strategic Partnership Local Area Agreement and its partnerships blocks, the Aylesbury Vale Local Strategic Partnership, the Compact Steering Group and the ChangeUp Consortium.

In June of 2007 we welcomed Val Lawson as our new Chief Officer, who has brought her own ideas and skills to our organisation. The Board was pleased to support her successful application to become an Outcomes Champion in the award winning national programme run by the Charities Evaluation Service. This is now being rolled out to organisations as part of our local training and support to the local voluntary and community sector.

The Annual Volunteer Awards evening in early December brought together over eighty volunteers, staff and guests, representing twenty organisations, for a glamorous "Bafta" style event which celebrated the achievements of local volunteers. An enjoyable time was had by all with much fun and laughter. We were fortunate to receive local sponsorship to enable this event to go ahead, including donation of the venue at the Olympic Lodge at Stoke Mandeville Stadium.

Our work, however, could not go ahead without the support of our funders, sponsors and support in kind from local organisations. These include Buckinghamshire County Council, Aylesbury Vale District Council, Aylesbury Town Council, Aylesbury Vale Community Chest, Vale of Aylesbury Housing Trust, Midsummer Housing Association, Thames Valley Police, Buckinghamshire Association for the Blind for providing CRB checks and Tennis Tech for the donation of a small office photocopier.

During December 2007, we learnt of the sad and unexpected death of Karen Boddy, our previous Chief Officer, who had retired in May. Karen was a respected colleague and friend to many, who worked with dedication and commitment for the voluntary sector in Aylesbury Vale, as was so apparent through the many organisations represented at her funeral in January.

**CHAIRMAN'S FOREWORD (Continued)**

My sincere thanks to Val Lawson, Chief Officer, Christine Hodgetts, Volunteer Centre Manager, Marie Scott-Thorburn, Administration Manager, Samantha Hardy, Gardening Co-ordinator, for their commitment and hard work throughout the year, also not forgetting Sue, Claudia, Anne, Fiona and Daniel, who help as volunteers in our own office in Temple Square and who contribute to the success of Vale Volunteers

My thanks to fellow Directors of the Board for their time and commitment To previous Directors, Alison Smith, who moved away from the area, and Penni Thorne who, due to her many local authority commitments, resigned from the board during the year but who maintains an interest in Vale Volunteers as an observer and to whom we are most grateful Special thanks to David Stephens, Company Secretary and Financial Director, and Maureen Thackray, Vice Chairman, for the endless time and effort they give to the many tasks which come before them Lastly but not least to all the member organisations and the volunteers who make our work so worthwhile

Jenny Hunt  
Chairman

**VALE VOLUNTEERS**  
**DIRECTORS' REPORT**  
**YEAR ENDED 31 MARCH 2008**

The directors have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2008

**Constitution and Organisation**

Vale Volunteers is a registered charity (No 1102171), incorporated on 5 January 2004. The assets of the predecessor organisation (Vale Volunteers), founded in 1997, were transferred to the new company in April 2004. A board of directors manages Vale Volunteers in accordance with the constitution. The financial statements have been prepared in accordance with the Constitution, relevant statutory requirements and the Statement of Recommended Practice Accounting by Charities.

**Directors**

The following directors served on the Board during the period

Chairman -	Mrs Jenny Hunt
Vice Chairman -	Mrs Maureen Thackray
Treasurer -	Mr David Stephens
Other trustees -	Mrs Lucy Falconer, Mr Nemchand Shah, Mr Simon Garwood and Mr William Bass. The following resigned during the year: Mrs Penni Thorne and Miss Alison Smith.

Since the year end, Ms Ruth Hall has been appointed as a trustee/director.

**Mission Statement**

'Vale Volunteers exists to support and promote all aspects of voluntary activity in Aylesbury Vale, enabling a diverse voluntary and community sector to flourish. We do this by providing advice, information and training, recruiting and placing volunteers with member organisations, acting as advocates and representatives and building partnerships.'

The objectives of the charity are

- to promote any charitable purposes for the benefit of the community in the local government area of Aylesbury Vale and its neighbourhood and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness
- To promote and organise co-operation in the achievement of the above purposes and to that end bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit

Equal opportunities are considered in every aspect of our work.

**Reserves**

The reserves of the charity are held to ensure continuity in provision of service for up to three months, should there be a shortfall of income.

**VALE VOLUNTEERS**  
**DIRECTORS' REPORT (*CONTINUED*)**  
**YEAR ENDED 31 MARCH 2008**

**Responsibilities of the Directors**

The Charities Act requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the surplus or deficiency for the year then ended

In preparing those financial statements, the trustees are required to select suitable accounting policies, as described on page 11, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Signed on behalf of the Board of Directors

8a Temple Square  
Aylesbury  
Bucks  
HP20 2QH



Mrs J Hunt  
Chairman

Approved by the Board of Directors on 28 July 2008

## **CHIEF OFFICER'S REPORT**

### **YEAR ENDED 31 MARCH 2008**

When I joined Vale Volunteers last June, we were just embarking on the new infrastructure services contract as part of Voluntary Impact Bucks (VIB)

Working within the VIB consortium has strengthened the services offered by all partners, by allowing us to share good practice more easily and to co-develop new joint initiatives, while achieving above target delivery during the first year. Another significant success for VIB was winning five year funding from the Lottery to run the Volunteer Workout project. This will build links between employers in the area and local voluntary and community organisations (VCO) to enable greater participation in volunteering by both individuals and teams of employees, and build on the very successful volunteer centres in Aylesbury Vale and other parts of the county.

The autumn saw the launch of the innovative Participation and Partnership Programme (3Ps), which gives the local voluntary and community sector (VCS) a greater voice in service review and provision. It provides support to VCO in 'communities of interest', develops closer links between organisations, encourages involvement and contribution to consultations about existing and proposed new services.

I was heavily involved in the early delivery of this new project providing support to the Bucks Black and Minority Ethnic Advisory Group and setting up standard terms of reference, guidance papers etc.

An early success for the 3Ps programme was the consultation event in January 2008 where fifty VCS organisations discussed and considered priorities for the new Local Area Agreement. Feedback from this workshop led to a changed priority linked to the voluntary sector - from the proposed "regular volunteering" to a more comprehensive "thriving third sector".

Through the Bucks Change Up Consortium, Bucks Infrastructure Group and Compact Steering Group, we have increased collaboration and partnership with other infrastructure organisations and with the local statutory sector.

Our very popular Gardening Project is going from strength to strength. Grant support from Midsummer Housing has allowed us to increase the number of days when our team of supported volunteer gardeners go out, while Bucks County Council has continued to fund the core costs of the project which supports 80 gardens with the help of 40 volunteers.

Vale Volunteers successfully bid for Community Chest funding to run a new project which will provide structured support to help people take up placements as volunteers. This new volunteering project will accept referrals from September 2008.

Val Lawson  
Chief Officer



**VALE VOLUNTEERS**  
**REPORT OF THE INDEPENDENT EXAMINER**  
**TO THE TRUSTEES OF VALE VOLUNTEERS**  
**YEAR ENDED 31 MARCH 2008**

I report on the accounts of Vale Volunteers for the year ended 31 March 2008 which are set out on pages 8 to 12

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to

- examine the accounts (under section 43(3)(a) of the 1993 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act), and
- to state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts

**Independent examiner's statement**

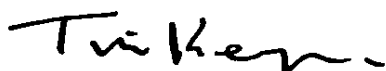
In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the 1993 Act, and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name Tim Kemp

Relevant professional qualification or body FCA

Address Top Barn, Rectory Road, Steppingley, Bedford MK45 5AT

Date 28 July 2008

**VALE VOLUNTEERS**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2008**

	Note	2008 £	2007 £
<b>Incoming resources</b>			
Grants receivable	2	79,527	94,383
Interest receivable		2,742	3,484
Other income		<u>8,651</u>	<u>4,817</u>
<b>Total incoming resources</b>		<u>90,920</u>	<u>102,684</u>
<b>Resources expended</b>			
Direct charitable expenditure	3	89,891	100,909
Fundraising and publicity		-	865
Management and administration	4	<u>904</u>	<u>981</u>
<b>Total resources expended</b>	5	<u>90,795</u>	<u>102,755</u>
<b>Net incoming/(outgoing) resources for the year</b>		<b>125</b>	<b>(71)</b>
Balances brought forward		<u>48,204</u>	<u>48,275</u>
Balances carried forward		<u>48,329</u>	<u>48,204</u>

## VALE VOLUNTEERS

## BALANCE SHEET

31 MARCH 2008

	Note	£	2008 £	£	2007 £
<b>Current assets</b>					
Debtors	6	603		632	
Cash at bank and in hand		71,697		49,639	
		72,300		50,271	
<b>Creditors: amounts falling due within one year</b>	7	(23,971)		(2,067)	
<b>Net current assets</b>			48,329		48,204
<b>Total assets less current liabilities</b>			48,329		48,204
<b>Funds</b>					
Unrestricted			48,329		48,204
			48,329		48,204

The directors are satisfied that the company is entitled to exemption under Section 249A(1) of the Companies Act 1985 and that no member or members have requested an audit pursuant to section 249B(2) of the Act

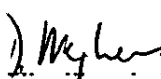
The directors acknowledge their responsibility for

- (i) ensuring that the company keeps proper accounting records which comply with Section 221 of the Companies Act 1985, and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss account for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company

The accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985

These financial statements were approved by the Board of Directors on the 28 July 2008, and are signed on their behalf by.

  
Mrs J Hunt  
Director

  
...  
Mr D Stephens  
Director

**VALE VOLUNTEERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2008**

**1. Accounting policies****Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Statement of Recommended on "Accounting and Reporting by Charities "

**Income**

Income is credited to Statement of Financial Activities on the following bases

Grants receivable for the period

Interest receivable for the period

**2. Grants receivable**

	2008	2007
	£	£
Community Fund	-	64,348
Buckinghamshire County Council	71,561	15,000
Aylesbury Vale District Council	-	10,000
Other grants	7,966	5,035
	<u>79,527</u>	<u>94,383</u>

**3. Direct charitable expenditure**

	2008	2007
	£	£
<b>Provision of charitable services:</b>		
Staff costs	61,280	82,259
Recruitment	823	568
Travel and subsistence	3,621	3,731
Rent and premises costs	13,506	3,286
Telephone	2,333	2,612
Print, post, and stationery	4,258	5,920
Equipment rental/purchase	-	172
Subscriptions and training	2,616	852
Miscellaneous	1,454	1,509
	<u>89,891</u>	<u>100,909</u>

**VALE VOLUNTEERS**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**YEAR ENDED 31 MARCH 2008**

**3. Direct charitable expenditure (continued)****Analysis of provision of charitable services:**

	Staff costs	Other costs	Total 2008	Total 2007
	£	£	£	£
Staff costs	61,280	-	61,280	82,259
Recruitment costs	-	823	823	568
Travel and subsistence	-	3,621	3,621	3,731
Rent and premises costs	-	13,506	13,506	3,286
Telephone	-	2,333	2,333	2,612
Print, post, and stationery	-	4,258	4,258	5,920
Equipment rental	-	-	-	172
Subscriptions and training	-	2,616	2,616	852
Miscellaneous	-	1,454	1,454	1,509
	<u>61,280</u>	<u>28,611</u>	<u>89,891</u>	<u>100,909</u>

**4. Management and administration**

	2008	2007
	£	£
Audit fees	441	500
Trustee meetings	-	250
Trustees' expenses	463	231
	<u>904</u>	<u>981</u>

**5. Total resources expended**

	Staff costs	Other costs	2008	2007
	£	£	£	£
Direct charitable expenditure	61,280	28,611	89,891	100,909
Fundraising and publicity	-	-	-	865
Management and administration	-	904	904	981
	<u>61,280</u>	<u>29,515</u>	<u>90,795</u>	<u>102,755</u>

**VALE VOLUNTEERS**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**YEAR ENDED 31 MARCH 2008**

**5. Total resources expended (continued)****Particulars of employees:**

The average number of staff employed by the charity during the financial year amounted to

	<b>2008</b>	<b>2007</b>
	<b>No.</b>	<b>No</b>
Number of administrative staff	4	4
	-----	-----

**6. Debtors**

	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Other debtors	603	632
	-----	-----
	603	632
	-----	-----

**7. Creditors: Amounts falling due within one year**

	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Accruals	23,971	2,067
	-----	-----
	23,971	2,067
	-----	-----