

**REGISTERED COMPANY NUMBER: 5333784 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1117546**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR  
THE YEAR ENDED 31ST MARCH 2012  
FOR  
ROTHER VOLUNTARY ACTION**



Gibbons Mannington & Phipps  
Chartered Accountants  
20 Eversley Road  
Bexhill-on-Sea  
East Sussex  
TN40 1HE

**ROTHER VOLUNTARY ACTION**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2012**

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	Page
Report of the Trustees	1 to 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10 to 11
Notes to the Financial Statements	12 to 18

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## **ROTHER VOLUNTARY ACTION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2012**

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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 31st 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**  
5333784 (England and Wales)

**Registered Charity number**  
1117546

**Registered office**  
The Old Bank Chambers  
Bexhill-on-Sea  
East Sussex  
TN40 1QF

**Trustees**  
J C Kirkham  
D M Smith  
J H F Brewerton  
M R Lea  
L Seddon  
R Willis - resigned 23/11/2011  
T J Hemmings  
C N Mills - appointed 22/2/2012

**Company Secretary**  
G S Sanderson

**Independent Examiner**  
Gibbons Mannington & Phipps  
Chartered Accountants  
20 Eversley Road  
Bexhill-on-Sea  
East Sussex  
TN40 1HE

**Bankers**  
Lloyds TSB plc, 17 Wellington Place, Hastings, East Sussex, TN34 1NX

CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**Independent Examiner**  
Carol Barfoot  
Gibbons Mannington & Phipps  
20 Eversley Road  
Bexhill-on-Sea  
East Sussex  
TN40 1HE

**Chief Executive**  
Martin Fisher

**Advisers**  
Brenda Mason - Rother District Council  
Sheila O'Sullivan - Hastings & Rother NHS Trust  
Paul Rideout - East Sussex County Council

## **ROTHER VOLUNTARY ACTION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2012**

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

##### **Governing document**

Rother Voluntary Action is a company limited by guarantee and is governed by its Memorandum and Articles which were an integral part of the incorporation on 17th January 2005. On 10th January 2007 the company became a Charity registered with the Charity Commission.

##### **Recruitment and appointment of new trustees**

The management of Rother Voluntary Action is the responsibility of the Trustees who are elected under the terms of the Memorandum and Articles. The Trustees may appoint a person who is willing to act as a Trustee, either to fill a vacancy or to act as an additional Trustee provided that the appointment does not cause the number of Trustees to exceed the maximum number. Only persons who are members of the company shall be eligible to become Trustees. None of the charity's Trustees receive any remuneration.

##### **Recruitment and induction of trustees**

Rother Voluntary Action follows the same process of recruitment and induction whether a potential Board member is nominated or co-opted. All potential Board members are asked to complete an application pack and are interviewed by a subgroup of the Board. Board members will then decide whether to co-opt or to recommend nomination to members at the AGM. The Chief Executive Officer is responsible for coordinating the Induction process and giving opportunities to get to know the organisation.

##### **Risk management**

The key risks to the organisation are

- The withdrawal of contracts from public service organisations and the impact this has in managing the long term strategy of the organisation
- Increasing concerns about the availability of funding from charitable and non-charitable sources that can be accessed for Rother
- Likely further cuts to public sector finances
- The loss of any key experienced staff member

Rother Voluntary Action, like many voluntary organisations is facing a serious challenge to maintain its financial operating reserve. As a result the Senior Management Team has recommended a series of cost cutting actions to be implemented to maintain the financial health of the organisation and is investigating other strategic options in order to preserve a service for communities in Rother.

At this point the Rother Voluntary Action Board is satisfied that actions already taken or are planned are sufficient to enable the organisation to navigate through the immediate financial turbulence affecting particularly the public sector and its partners.

#### **OBJECTIVES AND ACTIVITIES**

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

Rother Voluntary Action's vision is to strengthen the social and economic wellbeing of local communities and help people fulfil their potential in a socially and environmentally sustainable fashion. In order to deliver this mission it is critical that we focus our energy and resources towards the needs and requirements of our beneficiaries. Each year we appraise our current work to assess how much it contributes to the core objectives of Rother Voluntary Action and any new strand of work is similarly appraised. Our objectives are to

- 1 support the development of a vibrant community and voluntary sector in Rother enabling increased and improved services and facilities provided by the voluntary and community sector in Rother
- 2 facilitate communication and representation between the voluntary and statutory sectors on policy planning and delivery to increase voluntary and community sector involvement in these processes
- 3 identify local needs and gaps in service provision and work with local communities, service users and other agencies to develop appropriate action to help build the social capital in Rother

## **ROTHER VOLUNTARY ACTION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2012**

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

This is the fifth year of operation of Rother Voluntary Action (RVA) and we were pleased to have completed our Quality Assurance Award with NAVCA, who said we were one of the best small CVS's in the country!

During the year RVA worked with 424 different voluntary and community groups offering them a variety of help and support this is an increase of nearly 30% on the previous year 231 enquiries were for funding and financial advice, a massive rise on previous years and perhaps reflecting the less benign financial climate 109 enquiries sought help with governance issues Rother Voluntary Action welcomed 63 new groups into membership of whom 34 were new start ups whilst 2 members closed down

RVA prioritises its work to give additional support to groups who are at risk of closing due to funding/governance issues, organisations in transition or facing significant change or growth, small groups with few resources delivering services valued by the local community, organisations struggling to recruit volunteers (RVA has noted a marked increase here with 58 groups reporting issues/up from 27 the previous year and works closely with the Volunteer Centre East Sussex in addressing this need), groups and agencies working with individuals and communities whose full participation in society is limited by economic and social disadvantage, groups working with young people where there is a perceived lack of service, groups working with minorities to address barriers, negative attitudes and exclusion by society

RVA gave in depth support to over 40 groups In depth support is offered to groups when they are facing major issues and changes This includes supporting groups making large funding applications (6), development of new community groups (5), start up social enterprises (5), supporting organisations as they review their governance and financial and business planning (11) We also support organisations at times of conflict and have offered help regarding employment issues (3) and mediation (4) We have supported local organisations in undertaking consultations (4), in developing new services (5) and in putting on events (3) RVA also helped draft joint partnership agreements when groups were working together to bid for funds (3) Additionally Rother Voluntary Action provides groups with relevant local data to support the development of funding applications or in making representation for new services

Rother Voluntary Action was proactive in working with Rye Partnership, Amicus Horizon and Tilling Green Residents Association to enable the opening up of the old Tilling Green School as a Community Centre, serving a large social housing estate in Rye, which has been a long held ambition of the local community It is hoped that the lessons learned in Tilling Green will prove valuable in seeking to develop community space in other deprived areas Tilling Green provided a new venue where we have been able to provide training opportunities which have included a Funding Fair, with over 60 participants in September, Cookery Leader training and food hygiene (for 12) In total RVA ran 3 funding workshops for over 90 participants including one which looked at the specific needs of Community Transport operators We also ran a workshop on Localism and one on the Green Deal for Parish Councils

The RVA Community Hub in Bexhill provides office and/or meeting space for a number of local organisations Rother CAB, VCES, English in the Community, Bexhill Fybromyalgia support group, Bexhill Youth Council, Hastings & Rother Mediation Service, St Jude's Women's Rescue, Bexhill Town Forum, Bexhill Neighbourhood Gardeners, East Sussex Alzheimer's Society, Bexhill Community Bus and Hastings Trust

A number of new opportunities were pursued during the year RVA received a grant for 2 1/2 years funding from the Tudor Trust to develop a new rural project, Community Friends This project was developed from needs identified in Local Action Plans where local communities recognised the issues of isolation which faced some of their older and more vulnerable residents Community Friends offers neighbourly help to such people helping them to stay active within their own community and remain in their home for as long as possible -such practical support as changing a lightbulb, getting a lift somewhere or having some shopping brought in or the dog being taken for a walk RVA has employed Val Smith to undertake this role

RVA has also responded to the need for improved access to physical activities which were highlighted by a number of villages in their Local Action Plans through the Active Rother project The completed report for this project was published by RVA in July 2012 and can be found on our website

## **ROTHER VOLUNTARY ACTION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2012**

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities (continued)**

RVA have continually identified the problems of accessing services that are becoming more and more centralised for the isolated and elderly in the District. It was a common theme across Local Action Plans, both in the rural area and Bexhill and has led to RVA being commissioned by East Sussex County Council to work with Community Transport Operators (CTO's) both in Rother and across the county, to further develop the Community transport offer in East Sussex. Originally a year's project this has now been extended for another year as CTO's work towards gaining quality accreditation from the Community Transport Association.

RVA works in partnership with the two other CVS organisations in East Sussex HVA and 3VA. Together we undertook the most in depth consultation with the voluntary sector in East Sussex ever attempted contacting over 1300 organisations. The report on this work was published in July 2011 and was entitled Valuing the Voluntary Sector - the Economic Impact of the Voluntary and Community Sector in East Sussex. This report showed that more than 10,000 people are employed in the VCS in East Sussex, more than 60,000 volunteers in the county, through the time they give, make a contribution of more than £80,000,000 annually and the annual income of the sector in East Sussex is in excess of £476 million. This report was one of the first of its kind in the UK and has been used as a national exemplar.

The CVS Partnership also worked closely with East Sussex County Council in the development of the Third Sector Commissioning Prospectus. Again this was work at the forefront of change nationally and NAVCA (the parent body for CVS's) undertook an in depth case study of our work through their Local Commissioning and Procurement Unit which has been published as an example of good practice under the title "East Sussex - a case study of putting social value and commissioning into practice".

The CVS Partnership also successfully applied for funding through the Big Lottery Transforming Local Infrastructure strand and started working on the TIES project (Transforming Infrastructure in East Sussex) in April 2012.

An opportunity to apply for Social Action Fund monies saw RVA working together with Rye Partnership, Hastings Trust and Hastings Furniture Service and the deployment of Neighbourhood Enablers, supporting individuals to get community action started, across Hastings and Rother from January 2012.

There have also been opportunities specifically working in Bexhill. RVA has over a number of years highlighted the increased levels of deprivation in the town and this is now recognised nationally. The Community First Neighbourhood Match Fund (NMF) is targeted at some of the most deprived areas in England, including Sidley and Bexhill Central, the NMF encourages social action to improve the quality of local life. Local priorities are agreed by Community First panels which are made up of representatives of the local community. Community groups can then approach these panels with suggestions for projects to fund that meet these priorities. Local projects have to match funds with investment of time and local resources. The Community First Panels have to adopt a panel partner and RVA has taken this role for both Panels.

Sidley has also been selected as one of 50 areas in the UK for Wave 2 of Big Local which will bring a total of £1million to the area over a ten year period. RVA has just become the trusted local organisation to support this initiative and the area is now embarking on in depth consultation with residents as a Community Profile and Action Plan is developed.

RVA continues to facilitate regular community network meetings with membership across the networks of 606 groups. In addition RVA is leading the newly formed Carbon Reduction Action Group in Rother which has 26 members. RVA has supported the work of the Hastings and Rother Health and Social Care Forum through membership of the management group. 299 organisations have actively participated in network events over the year.

RVA works with CVS Partnership and Speak Up to encourage local groups to participate in issues of interest at a county level e.g. Big Event.

## **ROTHER VOLUNTARY ACTION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2012**

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities (continued)**

Monitoring shows the networks are well regarded and supported (100% positive feedback to date) Groups consistently identify the opportunity to make contact and share information with other groups as the most important role of the Networks

"I always like this meeting because it is a local network and I always find speakers, round robin really useful because I am not based there although we have groups in and around the area so I get a lot out of the meetings "

Volunteer Services Coordinator ESDA

"Within our service, as I am sure is the case with many other small charities, we only have a small staff, and we all only work part time, we find ourselves very overstretched with work, with limited manpower, such that we are unable to attend many of the very valuable local meetings We do, however value reading the minutes when they are sent around"

Manager Hastings & Rother Mediation Service

Groups new to the area find the Networks an efficient and effective way of getting their message into the local community

"I would like to say, however, that I really value the opportunities offered by this forum to publicise our work within the Rother area "

Coordinator Homestart

Work is presently being undertaken, through the TIES project to further strengthen the role of the networks and to further develop the Health and Social Care Group

RVA works closely with its public sector partners and has developed a supportive relationship with local councillors RVA supports all aspects of the LSP work especially around the Transport & the Environment, Active Communities and Economic Development/Jobs & Skills Through Speak Up RVA is actively engaged as lead CVS for Environment and Social Enterprise both of which include strong public and private sector involvement RVA sits on a number of cross sectoral partnerships including WARR, Rye Partnership, Amicus Horizon Area Panel RVA remains active in the L-Earn project which is developing a new approach to providing work opportunities for young people The development of the low carbon action group has seen strong cross sectoral support and includes local private providers The work supporting Community Transport Operators has further developed relationships with private sector providers of public transport

RVA works to ensure local VCO's are able to participate in local planning and policy making by facilitating events, making resources and spaces available, lowering barriers to enable people to participate by holding events in accessible locations by ensuring invitations to the VCS, arranging transport, consulting on times, arranging childcare e.g. the non emergency patient transport review was discussed at local network meetings in the rural area, where groups felt their members were particularly likely to be impacted by the changes created e.g. working with LSP Active Rother group to ensure local VCS groups are able to participate in the Action Group Planning Workshop, ESCC Ageing Well workshops, Day Centre review in Bexhill Thus ensuring there is improved understanding of issues that are being discussed within the wider voluntary and community sector in Rother, stronger engagement of VCS in local policy and planning making, the ability to include information gathered informally from groups in formulating a local VCS response

And the provision of a systematic process for consultation by agencies and for communities to express their views on a range of local issues with a particular emphasis by RVA on ensuring engagement in deprived and isolated rural areas which have been perceived by the agencies as hard to reach

Through our work RVA has identified a number of issues which impact our strategic planning. Present strategic issues include

#### **The relationship between the sector and public sector**

- Commissioning Councils , Devolution of services, Continued cuts  
Relationship with Public Health, Clinical Commissioning Groups, Prospectus NHS Objective
- 3 2
- Emphasis on capacity building in deprived communities

## **ROTHER VOLUNTARY ACTION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2012**

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities (continued)**

- The continued appearance of Extra-County Large Organisations, More "cross-border" working and the impact this has on local knowledge, jobs etc
- The impact of Localism and expectation on local communities to develop their own solutions
- The growing issues of deprivation in Rother especially Sidley, Central Bexhill and Eastern Rother
- The lack of job opportunities locally and low skills levels within the population
- Environmental issues around low carbon and the impact of Fuel Poverty

##### **The Capacity of voluntary groups to respond to client needs:**

- Reduction of available services funded through statutory agencies has seen a rise in clients seeking support from voluntary agencies across the sector
- Growing need for Day care services ( Aging Well) and activities for older people - now expanding to active over 50's
- Lack of young people's services
- Difficulty in attracting volunteers
- Rising costs for groups to deliver services
- Clients unable to afford even heavily subsidised services putting pressure on groups to cut costs

##### **Changing needs**

- VCO's report substantial increase in the numbers of people in need of suitable accommodation and concerns over the impact of changes to housing benefit and universal credit
- Nationally it is reported that young people have faced disproportionate levels of cuts with local authorities cutting 70-80% of budgets The lack of services/activities for young people is being reported on locally
- Increasing stress in rural areas Number of reports highlighting the impact of cost of living increases and reduction of services in rural areas particularly on those with low incomes

##### **Public Benefit**

The Trustee's have considered their duty set out in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission, and in their opinion the foregoing report on the achievements and performance demonstrates that they have complied therewith

#### **FINANCIAL REVIEW**

##### **Financial Performance**

The financial year 2011/12 saw RVA's financial position stabilise despite the background of public sector cuts and the national picture of funding cuts to the voluntary sector A new 3 year funding agreement with Rother District Council and the prospect of a similar agreement with East Sussex County Council for 2012/13, coupled with RVA's cost reduction programme instigated in 2010 has resulted in RVA being able to broadly maintain both its current level of operation and protect its reserves

The year saw an operating surplus of £19,174, (against a deficit of £8,880 for 2010/11) Income from charitable activities was £134,119 (£126,862 for 2010/11) This included income to implement community projects such as Community Transport Support across East Sussex (£45,000), Developing Volunteers (£29,000), Rural Community Development £35,000) and Active Amblings (£17,500)

The expenditure from charitable activities totalled £235,991 (£222,623 2010/11) for which £184,844 was spent on staff costs representing (78%) of RVA's charitable expenditure

##### **Reserves Policy**

It is the policy of the Trustee's to maintain sufficient reserves on ensure the day to day running of the Charity



**ROTHER VOLUNTARY ACTION**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2012**

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**ON BEHALF OF THE BOARD**

  
G S Sanderson - Secretary

Date 25th October 2012

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ROTHER VOLUNTARY ACTION

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I report on the accounts for the year ended 31st March 2012 set out on pages nine to eighteen

### Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants in England and Wales.

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

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention

### Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

### Independent examiner's statement


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

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

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met, or

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



Carol Barfoot  
Institute of Chartered Accountants in England and Wales  
Gibbons Mannington & Phipps  
20 Eversley Road  
Bexhill-on-Sea  
East Sussex  
TN40 1HE

Date 26/10/2012

# **ROTHER VOLUNTARY ACTION**

## **STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2012**

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	77,539	44,412	121,951	87,699
Investment income	3	108	-	108	106
<b>Incoming resources from charitable activities</b>					
Projects		115,163	-	115,163	106,372
Management charges and training income		1,550	-	1,550	1,135
Rent receivable		10,000	-	10,000	10,000
Meeting room hire		6,552	-	6,552	8,209
Use of photocopier		854	-	854	1,146
Other incoming resources		-	-	-	75
<b>Total incoming resources</b>		<b>211,766</b>	<b>44,412</b>	<b>256,178</b>	<b>214,742</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Projects	4	11,864	50	11,914	741
Other charitable activities		192,644	31,433	224,077	221,882
<b>Governance costs</b>	6	<b>1,013</b>	<b>-</b>	<b>1,013</b>	<b>999</b>
<b>Total resources expended</b>		<b>205,521</b>	<b>31,483</b>	<b>237,004</b>	<b>223,622</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>					
		<b>6,245</b>	<b>12,929</b>	<b>19,174</b>	<b>(8,880)</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>33,077</b>	<b>-</b>	<b>33,077</b>	<b>41,957</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>39,322</b>	<b>12,929</b>	<b>52,251</b>	<b>33,077</b>

The notes form part of these financial statements

# **ROTHER VOLUNTARY ACTION**

## **BALANCE SHEET AT 31ST MARCH 2012**

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	10	360	310	670	452
<b>CURRENT ASSETS</b>					
Debtors amounts falling due within one year	11	15,454	-	15,454	34,327
Cash at bank and in hand		58,517	12,741	71,258	54,262
		<u>73,971</u>	<u>12,741</u>	<u>86,712</u>	<u>88,589</u>
<b>CREDITORS</b>					
Amounts falling due within one year	12	(35,009)	(122)	(35,131)	(55,964)
<b>NET CURRENT ASSETS</b>		<u>38,962</u>	<u>12,619</u>	<u>51,581</u>	<u>32,625</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>39,322</u>	<u>12,929</u>	<u>52,251</u>	<u>33,077</u>
<b>NET ASSETS</b>		<u>39,322</u>	<u>12,929</u>	<u>52,251</u>	<u>33,077</u>
<b>FUNDS</b>	14				
Unrestricted funds				39,322	33,077
Restricted funds				12,929	-
<b>TOTAL FUNDS</b>				<u>52,251</u>	<u>33,077</u>

The notes form part of these financial statements

## ROTHER VOLUNTARY ACTION

### BALANCE SHEET - CONTINUED AT 31ST MARCH 2012

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

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2012 in accordance with Section 476 of the Companies Act 2006

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 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 25<sup>th</sup> October 2012 and were signed on its behalf by



~~J.C. Kirkham~~ - Trustee

DENNIS SMITH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2012

# **ROTHER VOLUNTARY ACTION**

## **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2012**

### **3. INVESTMENT INCOME**

	<b>2012</b>	<i>2011</i>
	<b>£</b>	<i>£</i>
Deposit account interest	<b>108</b>	<i>106</i>
	<u><b>108</b></u>	<u><i>106</i></u>

### **4. CHARITABLE ACTIVITIES COSTS**

	<b>Direct costs (See note 5)</b>	<b>Totals</b>
	<b>£</b>	<b>£</b>
Projects	<b>11,914</b>	<b>11,914</b>
Other charitable activities	<b>224,077</b>	<b>224,077</b>
	<u><b>235,991</b></u>	<u><b>235,991</b></u>

### **5. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	<b>2012</b>	<i>2011</i>
	<b>£</b>	<i>£</i>
Staff costs	<b>181,911</b>	<i>174,860</i>
Payroll costs	<b>2,933</b>	<i>3,150</i>
Project costs	<b>11,914</b>	<i>741</i>
Rent and office costs	<b>20,000</b>	<i>22,220</i>
Rates, building repairs, utilities and cleaning	<b>5,397</b>	<i>4,800</i>
Insurance	<b>521</b>	<i>512</i>
Room hire	<b>353</b>	<i>-</i>
Stationery and computer expenses	<b>5,631</b>	<i>5,183</i>
Equipment maintenance	<b>232</b>	<i>-</i>
Telephone and internet	<b>2,113</b>	<i>2,268</i>
Fees, licences, subscriptions and publications	<b>267</b>	<i>854</i>
Travel and hospitality	<b>3,905</b>	<i>4,388</i>
Trainings and course fees	<b>203</b>	<i>-</i>
Bank charges	<b>2</b>	<i>-</i>
Miscellaneous	<b>14</b>	<i>-</i>
Depreciation	<b>595</b>	<i>328</i>
Loss on disposal of motor vehicle	<b>-</b>	<i>3,319</i>
	<u><b>235,991</b></u>	<u><i>222,623</i></u>

### **6. GOVERNANCE COSTS**

	<b>2012</b>	<i>2011</i>
	<b>£</b>	<i>£</i>
Accountancy	<b>621</b>	<i>612</i>
Independent examiner's fees	<b>378</b>	<i>372</i>
Annual return fee	<b>14</b>	<i>15</i>
	<u><b>1,013</b></u>	<u><i>999</i></u>

**ROTHER VOLUNTARY ACTION****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2012****7. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting)

	<b>2012</b>	<i>2011</i>
	<b>£</b>	<i>£</i>
Depreciation - owned assets	<b>595</b>	<i>328</i>
Deficit on disposal of fixed asset	<b>-</b>	<i>3,319</i>
	<u><b></b></u>	<u><i></i></u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

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

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31st March 2012 nor for the year ended 31st March 2011

**9. STAFF COSTS**

	<b>2012</b>	<i>2011</i>
	<b>£</b>	<i>£</i>
Wages and salaries	<b>163,907</b>	<i>154,088</i>
Social security costs	<b>15,039</b>	<i>14,645</i>
Other pension costs	<b>2,965</b>	<i>6,127</i>
	<u><b>181,911</b></u>	<u><i>174,860</i></u>

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

	<b>2012</b>	<i>2011</i>
	<b></b>	<i></i>
Full and part time staff	<u><b>8</b></u>	<u><i>8</i></u>

**10. TANGIBLE FIXED ASSETS**

	<b>Computer equipment £</b>
<b>COST</b>	
At 1st April 2011	<b>16,186</b>
Additions	<b>813</b>
At 31st March 2012	<u><b>16,999</b></u>
<b>DEPRECIATION</b>	
At 1st April 2011	<b>15,734</b>
Charge for year	<b>595</b>
At 31st March 2012	<u><b>16,329</b></u>
<b>NET BOOK VALUE</b>	
At 31st March 2012	<u><b>670</b></u>
At 31st March 2011	<u><i>452</i></u>



**ROTHER VOLUNTARY ACTION****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2012****11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2012 £	2011 £
Other debtors	<u>15,454</u>	<u>34,327</u>

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

	2012 £	2011 £
Balance of funds administered for others (see note 16)	<b>28,578</b>	45,748
Social security and other taxes	<b>4,077</b>	4,483
Other creditors	<b>2,476</b>	5,733
	<u><b>35,131</b></u>	<u>55,964</u>

**13. OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year

	2012 £	2011 £
Expiring		
In more than five years	<u><b>20,000</b></u>	<u>20,000</u>

The lease of The Old Bank Chambers is for the period of 10 years from 15th August 2007. There is a break clause on the 6th anniversary.

**14. MOVEMENT IN FUNDS**

	At 1/4/11 £	Net movement in funds £	Transfers between funds £	At 31/3/12 £
<b>Unrestricted funds</b>				
General fund	28,058	6,245	-	34,303
Building maintenance designated fund	5,019	-	-	5,019
	<u>33,077</u>	<u>6,245</u>	<u>-</u>	<u>39,322</u>
<b>Restricted funds</b>				
Developing volunteers	-	13,082	(463)	12,619
Developing volunteers Assets	-	(153)	463	310
	<u>-</u>	<u>12,929</u>	<u>-</u>	<u>12,929</u>
<b>TOTAL FUNDS</b>	<u><b>33,077</b></u>	<u><b>19,174</b></u>	<u><b>-</b></u>	<u><b>52,251</b></u>

## ROTHER VOLUNTARY ACTION

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2012

#### 14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	211,766	(205,521)	6,245
<b>Restricted funds</b>			
Basis 2	15,412	(15,412)	-
Developing volunteers	29,000	(15,918)	13,082
Developing volunteers Assets	-	(153)	(153)
	<u>44,412</u>	<u>(31,483)</u>	<u>12,929</u>
<b>TOTAL FUNDS</b>	<u>256,178</u>	<u>(237,004)</u>	<u>19,174</u>

#### Transfers between funds

A transfer has been made between the developing volunteers restricted fund and the developing volunteers assets restricted fund which is the cost of computer equipment which has been capitalised. This is being depreciated over three years on a straight line basis.

#### 15. CAPITAL AND RESERVES

Every member of the charity undertakes to contribute to the assets of the charity in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of debts and of costs, charges and expenses of winding-up the same, and for the adjustment of rights of the contributors among themselves, such amount as may be required not exceeding £1.

**ROTHER VOLUNTARY ACTION****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2012****16. FUNDS ADMINISTERED FOR OTHERS**

	£
<b>Local Action Plan</b>	
Balance at 1st April 2011 and 31st March 2012	<u><u>2,064</u></u>
<b>Hastings and Rother Primary Care Trust:</b>	
<b><i>Small Grants Scheme and HIMP Working Groups</i></b>	
Balance at 1st April 2011	21,684
<b>Expenditure:</b>	
Grants	
Rother Voluntary Action - Active Amblings project	17,500
Bexhill Environmental Group	240
Ewhurst Parish Council	240
Little Allsports	240
Nifty Nippers	240
Tilling Green Residents Association	240
	<u>18,700</u>
Balance at 31st March 2012	<u><u>2,984</u></u>
<b><i>Asset Mapping Project</i></b>	
Balance at 1st April 2011 and 31st March 2012	<u><u>10,000</u></u>

**ROTHER VOLUNTARY ACTION****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2012****16. FUNDS ADMINISTERED FOR OTHERS**

	£
<b>Youth Development Services:</b>	
<i>Small Grants Scheme</i>	
Balance at 1st April 2011 and 31st March 2012	<u>12,000</u>
<b>Rye Partnership - Small Grants Scheme</b>	
Balance at 1st April 2011	0
<b>Income:</b>	
Rye Partnership	1,982
<b>Expenditure:</b>	
Grants	
Food hygiene course	<u>452</u>
Balance at 31st March 2012	<u>1,530</u>
 <b>Summary</b>	
Local Action Plan	2,064
Hastings and Rother Primary Care Trust	
Small Grants Scheme and HIMP Working Groups	2,984
Asset Mapping Project	10,000
Youth Development Services	
Small Grants Scheme	12,000
Rye Partnership Small Grants Scheme	<u>1,530</u>
	<u>28,578</u>