

Charity Registration No. 1061373

Company Registration No. 3332555 (England and Wales)

BRACKNELL FOREST VOLUNTARY ACTION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2007

BRACKNELL FOREST VOLUNTARY ACTION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Ward (Chair) M Hawkes (Treasurer) P Bestley M Parsons P Ridgway G Robertson E Worsley
Secretary	E Worsley
Charity number	1061373
Company number	3332555
Principal address	5th Floor, Fitzwilliam House, Skimped Hill Lane Bracknell Berkshire RG12 1BQ
Registered office	5th Floor, Fitzwilliam House, Skimped Hill Lane Bracknell Berkshire RG12 1BQ
Auditors	Rice Associates Sherwood House, 104 High Street Crowthorne Berkshire RG45 7AX
Bankers	CAF Bank Limited 25 Kings Hill Avenue, Kings Hill West Malling Kent ME19 4JQ NatWest 5 High Street Bracknell Berkshire RG12 1DH

BRACKNELL FOREST VOLUNTARY ACTION

CONTENTS

	Page
Trustees' report	1 - 11
Statement of trustees' responsibilities	12
Independent auditors' report	13 - 14
Statement of financial activities	15
Balance sheet	16
Notes to the accounts	17 - 25

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2007

The trustees present their report and accounts for the year ended 31 March 2007.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 1985 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Director's Annual Report

The period that this report covers was one of great change for the organisation and I believe a really positive one. One of the areas of change was in personnel with a number of staff changes. Since April 2006, the organisation has seen the departure of Sally Thompson (Director), Allan Briggs (Volunteer recruitment and Carer's Grant) and Karen Edgington (ChangeUp administrator). New staff includes myself as Director, coming into post on 1st August 2006, Marion Cox as Volunteer recruitment coordinator and Angela Evans as young carers support both in October. Chris Cowap came back to BFVA, firstly as a volunteer to oversee the newsletter and then in January she was appointed by the Bracknell Forest ChangeUp Consortium as Partnership Development Officer she was joined by Judy English as Consortium administration support.

They joined an existing team that had worked very hard and with tremendous enthusiasm despite a long period without a Director due to ill health. The staff have now gelled as an excellent team with a wide range of skills and knowledge, which can only benefit the organisation and in turn the wider voluntary and community sector.

The eight months I have been in post for the purpose of this report have been extremely busy, but rewarding with the ever increased importance being placed on the sector by Government and our local statutory partners. The growing understanding of the importance of the sector and improved cross sector partnership working can only benefit the community of Bracknell Forest.

One of the issues that affect the sector is the way the increased partnership work and expectation has increased the amount of information and the way BFVA communicates. Therefore the way BFVA communicates became one of my priorities in my first few months as Director. We have reintroduced community lunches and have begun to take them around the Borough, we have also improved and expanded our quarterly newsletters with the addition of a quarterly BFVA members newsletter. We supplement this information with regular e-mail bulletins. We have also updated the BFVA website, making it easier to navigate and which includes a funding search facility section, which is updated weekly and in the first four months had over eight thousand hits. BFVA is very aware of information overload and we are currently refreshing our management information system to enable us to be more selective and to send relevant information to the various interest groups.

The use of our in house practical services such as the use of our photocopier and meeting room continues to grow, with the meeting room being used by 24 different groups on 110 occasions through the year. The development activity has increased considerably during the year, some directly through the Change Up work, and some from everyday growth of the sector and its increased need of support around funding and legal issues. A total of 13 new groups have been formed during the period, nearly all needing funding, legal and development support. Not all groups inform us of funding success, but we do know that 11 organisations in the Borough were awarded a total of external funding of just over £300k.

BFVA continues to act as liaison between the VCS (Voluntary and Community Sector) and other partners and that brokerage increases with every consultation, some 22 have taken place in the period, with an increase likely in the present year. BFVA continues to support the sector in its representative role and is continuing to work with the Voluntary Sector Forum, Federation of Community groups and Additional Support Programme to strengthen the processes for elected representation for the sector.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

The strategic partnership element is becoming increasingly more important as Central and local agencies recognise the importance of the VCS and its worth to the community and BFVA has a place on each of the strategic partnership boards including the Bracknell Forest Partnership Board, previously known as the Local Strategic Partnership Board.

Partnership work is crucial in tackling the needs of the community and the VCS has a key role to play through its ability to reach "hard to reach groups", special skills and knowledge of the local population. The sector's other assets include the 12.5 thousand volunteers working in the Borough and the conservative figure of over 1.5 million hours given for free for the benefit of the community.

One of the disappointments of the year was the failure to obtain five year funding from BASIS (Big Lottery) for training support for the local sector. Training is one of the key needs of the sector in order for it to meet the growing demands that it has placed on it. Whilst we can utilise neighbouring CVS (Council for Voluntary Service) training events and some training is offered by BFBC it is imperative that Bracknell voluntary and community sector has tailor made training delivered locally to enable the groups to maintain standards and to aid the volunteer recruitment process.

Finally I would like to thank all of the staff, volunteers and trustees for the support and the fantastic amount of work and enthusiasm they have shown throughout the year. I would also like to thank all of our funders and supporters; Bracknell Forest Borough Council, Berkshire Community Foundation, Big Lottery, Connections small grant fund, Youth opportunities fund, Capacity Builders, Dell, GMAC RFC, GE Electric and Waitrose for their continued support.

Martin Gilman
Director

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

The trustees, who are also the directors for the purpose of company law, who served during the year were:

J Ward (Chair)	
M Hawkes (Treasurer)	
P Bestley	
C Mountain	(Resigned 16 October 2006)
M Parsons	
P Ridgway	
M Searle	(Resigned 6 June 2006)
G Robertson	
E Worsley	(Appointed 9 November 2006)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The staff posts and post holders employed by Bracknell Forest Voluntary Action during the year were:

Director:	Sally Thompson Martin Gilman	(Left 31/07/2006) (Started 01/08/2006)
Capacity Building Team Leader:	Linda Webdell	(Left 30/06/2006)
Finance Officer:	Muriel Kinch Frances Moody	(Left 28/06/2006) (Started 05/06/2006)
Volunteer Recruitment Officer:	Alan Briggs Marion Cox	(Left 31/08/2006) (Started 02/10/2006)
Carers' Development Officer:	Emma Whitbread	
Carers' Grant Administrator:	Alan Briggs	(Left 20/03/2007)
Compact Implementation Officer:	Linda Webdell	
Voluntary and Community Groups Development Officer:	Kate Eatwell	(Started 12/06/2006)
Change Up Administrator:	Karen Edgington	(Left 25/08/2006)
Young Carer's Support Officer:	Angela Evans	(Started 01/09/2006)
Partnership Development Officer:	Chris Cowap	(Started 22/01/2007)
Partnership Development Administrator:	Judy English	(Started 01/10/2006)
Youth Club Support Worker:	Erin Valko	(Started 01/07/2006)

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

The representative from Bracknell Forest Borough Council was Councillor Gareth Barnard

Related parties

Bracknell Forest Voluntary Action is affiliated to the National Association of Councils for Voluntary Service (NACVS), the National Council for Voluntary Organisations (NCVO) and Volunteer Development England (VDE).

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

Objectives and activities

The charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association. The main aims of the company are to promote effective community service and activity in the Bracknell Forest area, to strengthen voluntary organisations by offering a range of vital services and to provide opportunities to draw them together within the voluntary sector and to act as a strategic partner with local statutory agencies.

During this year the focus has been on revisiting the five core functions of a CVS and our main objects as an organisation. The five functions are; services and support, development work, liaison, representation and strategic partnerships. In recent years the drive for the voluntary and community sector has come from government, both local and central. It is essential for the sector and an organisation like BFVA to maintain its independence and to remember BFVA's prime reason for being is to support and advise the VCS.

One of the disappointments of the year was the failure to obtain five year funding from BASIS (Big Lottery) for training support for the local sector. Training is one of the key needs of the sector in order for it to meet the growing demands that it has placed on it. Whilst we can utilise neighbouring CVS training events and some training is offered by BFBC it imperative that Bracknell voluntary and community sector has tailor made training delivered locally to enable the groups to maintain standards and to aid the volunteer recruitment process.

Volunteering

Since Marion Cox joined in October, she has been updating the "Volunteer Database" and the organisational information in order to speed up the matching process. This has resulted in a quicker and more efficient service. We are in the process of gaining accreditation with Volunteering England and hope to have this in place by the end of 2007. 215 volunteers have been referred to organisations with 85 confirmed as placed.

Carers

There is a growing need of support for carers in the Borough and BFVA have responded to this through Emma Whitbread's leadership and the expansion of support we now offer. We have realigned the carer's grant money received from BFBC, to be more flexible in the service to carers, which now includes individual grants for respite, a children and young people carer's support worker and in the present year an adult carers support worker.

Compact

Despite continued increase in organisations signing up to the Compact, it would be fair to say that the Compact has struggled to be embedded in partner organisations and therefore failed in delivering the very simple principle and understanding of working together as equals, which in turn would make the partnerships better.

Until the Compact is recognised and used as an every day way of working it will be little more than a document gathering dust on office shelves.

Change Up

From April 1st 2006 the control of Change Up has moved from regional government to a new national organisation called Capacity Builders. The Bracknell Consortium remains and has received further funding to support the strengthening of infrastructure in the Borough to support the governance business planning element of the Consortium. The three strands of support remain for the Voluntary sector Forum, Federation of Community Groups and the Additional Support Programme (BME). This present funding runs to March 2008, but it is hoped further funding will be made available locally for 2008-2011.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

Berkshire East Primary Care Trust

With the formation of the new Berkshire East PCT has come a considerable amount of adjustment for the VCS in building new relationships and realignment of services. However BFVA has historically had a good relationship with the PCT and our partner CVS in the east of Berkshire and we look forward to the many opportunities this new relationship will bring and to the future agenda.

Community Plan (Bracknell Partnership Board)

Through the Director BFVA plays an important part in the Community Strategy planning and implementation process on behalf of the local voluntary and community sector. BFVA often acts as a broker between the statutory and private sector partners and the VCS and is key to any consultations in the Borough through use of its development workers, community lunches and data base.

The Community plan is due for a refresh in the autumn of 2007 and it is envisaged that BFVA again will play a key part in this process.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

Review of activities

The trustees are pleased to present their review of the year, outlining some of the challenges faced and overcome by the organisation; the work of the board and the staff during the year and the much more optimistic outlook at the end of the year.

The year began with a significant cut in our core funding which gave the trustees little option but to restructure the organisation and to face the difficult action of making staff redundant. The necessary changes involved employing a part-time director which it was recognised would be a particularly challenging role.

In recruiting Martin Gilman to fill this position with his wide experience in the community and voluntary sector, he was able to 'hit the ground running' and quickly began to rebuild the reputation of BFVA through the work he was delivering. He has rebuilt a capable and committed staff team around him. The work that they have all been doing is reported on in the following pages of this report

By Autumn 2006, it was apparent that it was crucial to the organisation that the role of Director be made full time and therefore a core grant application was made to Bracknell Forest Borough Council for 2007/08 at a level to make that possible. The trustees were delighted to know before 31st March 2007 that the funding for the year ended 31st March 2008 would allow for the director's hours to be increased. That being so they are confident that the good work being done by Martin and his team will go from strength to strength in delivering on the core functions of a Council for voluntary service/voluntary action; leading on infrastructure development under the Capacity Builders programme; furthering volunteer recruitment in the Borough and the varied work with carers and in so doing further enhance the reputation of BFVA.

The support of our funders is gratefully acknowledged, as are donations in kind. Sincere thanks are also due to all those who have come forward to volunteer during the year and finally the trustees would like to record their thanks to all the staff for all their efforts during the year and believe that with this effort continuing 2007/2008 will see BFVA playing its appropriate part in the Community and Voluntary Sector in Bracknell Forest.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

Achievements and performance

Carers Service

The last year has brought continued success and massive changes to the Carers Projects. The Young Carers Project has gone from strength to strength; Adult Carers Services have also grown considerably, and will continue in the coming year. Below are some examples of our successes.

Young Carers Service

In September 2006 we secured funds from the Extended Schools Programme to employ a Young Carers Support Worker. Angela Evans was the successful candidate and has taken this service forward with huge success. We now work with 40 children between 5-18 years, every week, providing respite and other services to these deserving children and young people.

In October 2006 we supported 8 of the older groups, to attend an 'Outward Bound' trip in Wales, which was a massive success.

In December all of the children and young people involved in the project, received funding from Berkshire Community Foundation to go on Christmas outings. The younger groups enjoyed a trip to a pantomime and the older group a trip in limos to a Chinese restaurant.

We have received continued financial and resource support from Waitrose, Berkshire Community Foundation, Extended Schools, Youth Opportunities Fund, Connexions Small Grants Fund; amongst others.

In March our bid to BFBC for increased funding was approved, and there is currently a bid with Children in Need, which has passed the initial application stage.

Our work has been recognised as an excellent service by Bracknell Forest Borough Council and has been mentioned in local press and publications.

Adult Carers Service

At the end of 2006 we started to look at the way the Carers Grant works, and how the funds are used. We redesigned the Carers Grant forms and tightened the Eligibility Criteria. We have recruited a new Carers Grant Administration Officer, who is due to take up post in April 2007.

We also wrote a business plan for the remaining Carers Grant funds, which is available to view. This was accepted, and we employed an Adult Carers Support Worker. 2006/2007 has seen the start of many changes for Adult Carers and hopefully 2007/08 will see the development of a successful service.

We continued to support Carers UK Lunches, Bracknell Forest Mental Health Carers Support Group and support Adult Carers to get some respite at various outings and activities, including Health and Well-being days, computer training and a trip to Hampton Court amongst others.

We hope to continue these successes throughout 2007/08 and ensure that we continue to secure funding to give the projects security in the future.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

Development Officer

This past year has continued to be wide-ranging and diverse, combining projects with the regular tasks.

The Good Neighbour Association (GNA) made up of the Good Neighbour Schemes (GNS) across the borough, had not met for about two years and was in danger of stopping altogether. With the help of BFVA we managed, successfully, to reform the GNA, providing a united voice for all the GNS across the borough. The requests for transport continue to increase although the demographics have changed. In the year 2005-2006 and between 12 schemes there were 6,337 requests for help with transport shared by approximately 180 drivers. BFVA have recently attended an Access and Transport meeting at St Marks Hospital at which we realised the need to re-establish awareness of the schemes and to that end BFVA will attend the Transport Partnership Board in July.

Community lunches have also been introduced this last year, with the first two well attended. Again the lunches are held in different venues across the borough in order to enable as many of the community and voluntary groups to attend.

The Venues for Hire directory has been updated with several new additions. The Directory of Organisations is at present being updated and should be completed shortly.

We have seen over 20 groups for advice or information, some have visited BFVA and some we have gone out to see. Funding information and advice has been given to twelve groups via Funder Finder and our Grant making Trust books. In November we added a funding programme to BFVA Website which has recorded 8,842 hits, with one known success. We do not always hear about the groups who are successful with the advice and information we have given them, so we think this is something that can be looked at and worked on.

BFVA has facilitated two training workshops and four networking events and have attended fourteen training events and three networking events.

Volunteer Recruitment Officer

The role of the Volunteer recruitment officer has changed over the last few years and this year has been no exception. The main purpose of the service is still to recruit volunteers, and match them to the needs of the local voluntary groups. We provide advice and information to volunteers, companies and community groups wishing to provide a service to community, and to raise the profile of volunteering through the Borough.

There has been a change in staff during the period from 1st April 2006 to 31st March 2007. Alan Briggs stood down from the post at the end of August 2006 and the work was then carried on by a very committed, volunteer Adam Cook until Marion Cox started at the beginning of October 2006.

There were over 500 enquiries to the service during this time, which is almost a 100% increase from the previous period. These came either through the Volunteering Website www.Do-it.org.uk, email, letter or through personal callers to the office.

The information on our section of the Do-it web site has been updated with the help of a committed volunteers Basil Meyer and Adam; whose work has been of great assistance to the service. There has been considerable use of this site with 274 enquiries coming to the office via the site during this period. There are over 150 organisations registered with the Volunteer Centre and currently over 150 vacant opportunities.

There has been a big increase in enquirers from groups like StepForward, Social Services and the Probation service looking to use Volunteering as a way to help their clients to move forward. This is sometimes successful but it can be difficult to match their client's expectations with the opportunities available and the support they need.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

Publicity

The Volunteering information leaflet has been completely revamped with a section dedicated to the recruitment of Volunteer drivers. There is also a section in the new BFVA newsletter devoted to Volunteering news and issues. There have been articles in the local press and in the Town and Country publication.

Volunteering England

The licence Agreement for Volunteering National Branding has been signed; this means we are now part of the marketing strategy of Volunteering England to promote "Volunteer Centres" across the country. This is linked to the stringent accreditation process which will be submitted in November 2007.

Events

There were 3 events to promote Volunteering. The first took place at Lily Hill Park as part of an environment day, the second was at South Hill Park and the third was in Bracknell town centre as part of Volunteer week. These were successful in attracting new enquiries from potential volunteers.

Links

The Volunteer Centre continues to nurture links with all local groups and companies. BFVA acts as a broker and by developing links between the two.

Looking ahead

Statistics show that interest in Volunteering is growing, but the needs of the volunteer are changing. We need to be able to meet the challenge of that growing demand, by providing a quick and efficient service and improving our capability to monitor and feedback this increased activity.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

Financial review

Unrestricted income increased by £2k to £130k. Core funding from BFBC reduced by £50k, but was replaced by a donation of a minibus, worth £24k, from the GMAC Community Fund and BFVA earned management fees of £27k during the year in accordance with contracts to manage certain non-core projects. The trustees acted to offset the reduced BFBC funding by reducing the core (unrestricted) headcount, resulting in a net income of £47k for the year.

Unrestricted Reserves stand at £71k at 31st March 2007, representing 10 months of unrestricted reserves expenditure. This is considerably in excess of BFVA's policy of 5 months of expenditure, which will be reviewed in 2007/08.

Furthermore, core funding from BFBC will increase in 2007/08 but core expenditure will also increase, partly as the Director is now a full-time post, and the minibus will be in use and will start to be depreciated. Additionally, management fees are not likely to be as high as in 2006/07 and a further, single large donation such as the minibus is unlikely.

By its nature, being project-based, Restricted income is liable to significant fluctuations from year to year, falling by £53k, mainly due to the Infrastructure Development project coming to its end. This £89k decrease was partly offset by other, smaller projects starting, or expanding.

Asset cover for funds

Note 15 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

Disclosure of information to auditors

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

Auditors

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Rice Associates be reappointed as auditors of the company will be put to the Annual General Meeting.

On behalf of the board of trustees

J Ward (Chair)

Trustee

Dated: 5 September 2007

BRACKNELL FOREST VOLUNTARY ACTION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Companies Act 1985. They 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.

BRACKNELL FOREST VOLUNTARY ACTION

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF BRACKNELL FOREST VOLUNTARY ACTION

We have audited the accounts of Bracknell Forest Voluntary Action for the year ended 31 March 2007 set out on pages 15 to 25. These accounts have been prepared under the accounting policies set out on page 17.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As described on page 12, the trustees, who are also the directors of Bracknell Forest Voluntary Action for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustees' Report is consistent with the accounts, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Trustees' Report, and consider whether it is consistent with the audited accounts. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the accounts. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

BRACKNELL FOREST VOLUNTARY ACTION

INDEPENDENT AUDITORS' REPORT (CONTINUED)

TO THE MEMBERS OF BRACKNELL FOREST VOLUNTARY ACTION

Opinion

In our opinion:

- the accounts give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the charity's affairs as at 31 March 2007 and of its incoming resources and application of resources in the year then ended;
- the accounts have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Report is consistent with the accounts.

Rice Associates

Chartered Accountants

Registered Auditor

Sherwood House, 104 High Street

Crowthorne

Berkshire

RG45 7AX

Dated: 5 September 2007

BRACKNELL FOREST VOLUNTARY ACTION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2007

	Notes	Unrestricted funds £	Restricted funds £	Total 2007 £	Total 2006 £
<u>Incoming resources from generated funds</u>					
Core funding	2	70,000	-	70,000	120,000
Donations and legacies		23,500	-	23,500	-
Investment income	3	5,442	-	5,442	5,778
		<u>98,942</u>	<u>-</u>	<u>98,942</u>	<u>125,778</u>
Incoming resources for charitable activities.	4	31,389	299,556	330,945	355,163
Total incoming resources		<u>130,331</u>	<u>299,556</u>	<u>429,887</u>	<u>480,941</u>
<u>Resources expended</u>					
Charitable activities					
Grants payable		-	124,919	124,919	108,367
Charitable expenditure		31,213	267,609	298,822	207,120
Total charitable expenditure		<u>31,213</u>	<u>392,528</u>	<u>423,741</u>	<u>315,487</u>
Governance costs		54,785	-	54,785	82,620
Total resources expended		<u>85,998</u>	<u>392,528</u>	<u>478,526</u>	<u>398,107</u>
Net incoming/(outgoing) resources before transfers		<u>44,333</u>	<u>(92,972)</u>	<u>(48,639)</u>	<u>82,834</u>
Gross transfers between funds		2,668	(2,668)	-	-
Net income/(expenditure) for the year/ Net movement in funds		<u>47,001</u>	<u>(95,640)</u>	<u>(48,639)</u>	<u>82,834</u>
Fund balances at 1 April 2006		23,775	148,177	171,952	89,118
Fund balances at 31 March 2007		<u>70,776</u>	<u>52,537</u>	<u>123,313</u>	<u>171,952</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

BRACKNELL FOREST VOLUNTARY ACTION

BALANCE SHEET

AS AT 31 MARCH 2007

	Notes	2007 £	£	2006 £	£
Fixed assets					
Tangible assets	10		28,169		11,743
Current assets					
Debtors	11	21,766		32,216	
Cash at bank and in hand		104,312		157,047	
		<u>126,078</u>		<u>189,263</u>	
Creditors: amounts falling due within one year	12	<u>(30,934)</u>		<u>(29,054)</u>	
Net current assets			<u>95,144</u>		<u>160,209</u>
Total assets less current liabilities			<u>123,313</u>		<u>171,952</u>
Income funds					
Restricted funds	14		52,537		148,177
Unrestricted funds			<u>70,776</u>		<u>23,775</u>
			<u>123,313</u>		<u>171,952</u>

The accounts were approved by the Board on 5 September 2007

M Hawkes (Treasurer)
Trustee

J Ward (Chair)
Trustee

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2007

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 1985.

1.2 Incoming resources

Grants are recognised as incoming resources when receivable. Grants receivable under service level agreements are included in 'Incoming Resources for Charity's Objectives'. Other grants which are of a general nature are included in 'Donations and Legacies'.

Core funding, donations and legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

1.3 Resources expended

Liabilities and related expenditure are recognised in full as soon as an obligation arises.

Expenditure falling directly within one activity is allocated only to that activity. Central costs have been apportioned and allocated between support costs and governance costs of the Charity on the basis of time spent on each activity.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Assets of value of less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	33% straight line
Office equipment	33% straight line
Motor vehicles	20% straight line

No depreciation was provided in respect of the motor vehicles as the minibus was acquired towards the end of the financial year and not in use until the subsequent year.

1.5 Pensions

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.6 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

2 Core funding

	2007 £	2006 £
Grants receivable from BFBC for core activities	<u>70,000</u>	<u>120,000</u>

3 Investment income

	2007 £	2006 £
Interest receivable	<u>5,442</u>	<u>5,778</u>

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

4 Incoming resources for charitable activities.

	Unrestricted funds £	Restricted funds £	Total 2007 £	Total 2006 £
Grants receivable for charitable activities	-	299,556	299,556	352,566
Other services	31,389	-	31,389	2,597
	<u>31,389</u>	<u>299,556</u>	<u>330,945</u>	<u>355,163</u>

Included within income relating to grants receivable for charitable activities are the following grants:

BFBC - Carer Grants Administration	9,749	10,600
BFBC - Carer Grants	112,994	121,913
Capacity Builders - Infrastructure Development (Change Up)	29,504	118,731
Big Lottery Fund - Compact Implementation	27,343	26,424
BFBC - Carer Development Worker	38,557	24,987
Berkshire Learning and Skills Council - Training Worker	-	11,420
Big Lottery Fund - Voluntary and Community Development	27,343	26,424
Cinema Advert	-	2,601
Dell Project	2,135	9,216
BFBC - Young Carers Income	-	250
Capacity Builders - Partnership development	17,252	-
Compact/Vol & Comm Dev/Infrastructure Dev - Volunteers Day	1,128	-
GMAC - Caring for Carers	28,027	-
Berkshire Community Foundation - Childrens Grant	1,250	-
GMAC - Tea House project	2,000	-
PCT - Transport for Health	2,274	-
	<u>299,556</u>	<u>352,566</u>

Income received for Other services of £31,389 includes amounts received from management fees of £27,185, Voluntary Group Centre £1,667 (2006: £1,705), Core other income £1,870 (2006: £892) and miscellaneous income of £667.

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Grant funding £	Total 2007 £	Total 2006 £
Charitable activities						
<u>Grants payable</u>						
Grant funding of activities	-	-	-	124,919	124,919	108,367
<u>Charitable expenditure</u>						
Activities undertaken directly	111,349	5,610	150,650	-	267,609	170,698
Support costs	24,124	-	7,089	-	31,213	36,422
Total	135,473	5,610	157,739	-	298,822	207,120
Total charitable activities	135,473	5,610	157,739	124,919	423,741	315,487
Governance costs	41,209	1,464	12,112	-	54,785	82,620
	176,682	7,074	169,851	124,919	478,526	398,107

Other costs includes payments to the auditors of £3,000 (2006: £2,500) for audit fees and £4,662 (2006: £3,758) for other services.

6 Grants payable

	Total 2007 £	Total 2006 £
Grants to institutions 181 grants (2006: 197)		
Charitable expenditure	124,919	108,367
	124,919	108,367

7 Support costs

	2007 £	2006 £
Other costs	7,089	11,508
Staff costs	24,124	24,914
	31,213	36,422

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

9 Employees

Number of employees

The average monthly number of employees for full time equivalent during the year was:

	2007	2006
	Number	Number
Management	0.5	1.0
Administration	0.5	1.0
Charity support	5.0	4.5
	<hr/> 6.0 <hr/>	<hr/> 6.5 <hr/>

Employment costs

	2007	2006
	£	£
Wages and salaries	160,805	157,864
Social security and pension costs	15,877	12,470
	<hr/> 176,682 <hr/>	<hr/> 170,334 <hr/>

The average monthly number of employees for actual head count during the year are 9 (2006: 10.5).

There were no employees whose annual emoluments were £60,000 or more.

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

10 Tangible fixed assets

	Computer equipment £	Office equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2006	18,327	7,263	-	25,590
Additions	-	-	23,500	23,500
At 31 March 2007	18,327	7,263	23,500	49,090
Depreciation				
At 1 April 2006	8,091	5,756	-	13,847
Charge for the year	5,567	1,507	-	7,074
At 31 March 2007	13,658	7,263	-	20,921
Net book value				
At 31 March 2007	4,669	-	23,500	28,169
At 31 March 2006	10,236	1,507	-	11,743

11 Debtors

	2007 £	2006 £
Trade debtors	15,509	30,000
Other debtors	3,424	-
Prepayments and accrued income	2,833	2,216
	21,766	32,216

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

12 Creditors: amounts falling due within one year	2007	2006
	£	£
Trade creditors	5,065	1,687
Accruals	7,000	8,225
Deferred income	18,869	19,142
	<hr/> 30,934 <hr/>	<hr/> 29,054 <hr/>

Deferred income of £18,869 relates to monies held on behalf of the Primary Care Group for Transport to Health study of £14,369 (2006: £19,142), £2,000 towards purchase of photocopier and £2,500 for Volunteer and Transport for Health leaflets.

13 Share capital

The company is incorporated as limited by guarantee and therefore has no share capital. Every member undertakes to contribute such amount as may be required (not exceeding £1). The number of members at 31 March 2007 was 228 (2006: 192).

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 31 March 2007
	Balance at 1 April 2006	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Carers' Grants	44,540	112,994	(146,531)	(12,000)	(997)
Dell Project	7,000	2,135	(4,915)	-	4,220
Voluntary and Community Development	8,778	27,345	(28,783)	-	7,340
Infrastructure Development	53,265	29,504	(82,976)	-	(207)
Compact Implementation	6,429	27,343	(25,584)	-	8,188
Carer Development Worker	3,266	38,557	(55,484)	12,250	(1,411)
Training Worker	6,400	-	-	-	6,400
Cinema advert	250	-	-	(250)	-
Carers' Grants - Administration	2,630	9,749	-	-	12,379
Other restricted funds	15,619	51,929	(48,255)	(2,668)	16,625
	<u>148,177</u>	<u>299,556</u>	<u>(392,528)</u>	<u>(2,668)</u>	<u>52,537</u>

The Other restricted funds consists of balances brought forward at 1 April 2006 of Carers' Issues £8,440, Furniture bank £3,081, PCG Transport Study (£1,596), Good Neighbours Conference £25, User Research Unit £4,511, Young Carers' £250 and the Local Network Fund of £908, totalling £15,619.

The Incoming resources consist of Partnership Development £17,252, Volunteers Day £1,127, Caring for Carer £28,026, Childrens Grant 'G' £1,250, Transport for Health £2,274 and Tea House Project of £2,000 totalling £51,929.

The outgoing resources consist of Carers' Issues of £8,440, Partnership Development £7,636, User Research Unit (£24), Volunteers Day £1,127, Caring for Carers' £25,730, Childrens Grant 'G' £1,072, Transport for Health £2,274 and Tea House Project £2,000, totalling £48,255.

Transfers of balances to unrestricted funds of Young Carers £250, Local Network Fund £908, Good Neighbours conference £25, PCG Transport Study (£1,596) and Furniture Bank £3,081 totalling £2,668.

As at 31 March 2007, Other restricted funds balance consisted of User Research Unit £4,535, Caring for Carers' £2,296, Childrens Grant 'G' £178 and Partnership Development of £9,616 totalling £16,625.

After the balance sheet date, Caring for Carers' fund was re-established as the GMAC Community fund.

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2007

15 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2007 are represented by:			
Tangible fixed assets	28,169	-	28,169
Current assets	56,673	69,405	126,078
Creditors: amounts falling due within one year	(14,066)	(16,868)	(30,934)
	<u>70,776</u>	<u>52,537</u>	<u>123,313</u>