

Charity Registration No. 1061373

Company Registration No. 3332555 (England and Wales)

**BRACKNELL FOREST VOLUNTARY ACTION
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2008**

BRACKNELL FOREST VOLUNTARY ACTION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Ward (Chair) W Neen (Treasurer) P Bestley M Parsons P Ridgway R Wagland G Robertson K Long E Worsley N Long
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
Accountants	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

BRACKNELL FOREST VOLUNTARY ACTION

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BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2008

The trustees present their report and accounts for the year ended 31 March 2008.

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.

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

J Ward (Chair)	
W Neen (Treasurer)	(Appointed 15 October 2007)
P Bestley	
M Parsons	
P Ridgway	
R Wagland	(Appointed 15 October 2007)
G Robertson	
K Long	(Appointed 15 October 2007)
E Worsley	
N Long	(Appointed 15 October 2007)
M Hawkes (Treasurer)	(Resigned 15 October 2007)
G Robertson	(Resigned 15 October 2007)

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 representative from Bracknell Forest Borough Council was Councillor Gareth Barnard

Related parties

Bracknell Forest Voluntary Action is affiliated to the National Association of Voluntary Community Action (NAVCA), the National Council for Voluntary Organisations (NCVO) and Volunteering England (VE).

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 the five core functions of a Council for Voluntary Service 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 Voluntary Community Service.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

Review of activities

The trustees are pleased to present their review of the year. We believe it has been an important year for BFVA, as an infrastructure support organisation for the local voluntary and community sector, that we are now acknowledged to be 'strategic partners' by Bracknell Forest Borough Council. We expect this to mean improved communication and consultation between our statutory partners and the voluntary and community sector.

Our funding this year has enabled us to increase Martin Gilman's employment to full time Chief Executive (a new job title to avoid confusion of Director of the service with Directors of the Board) so that we have been able to strengthen relationships with our strategic partners as well as increase the volume of the day to day work. This work is reported in some detail below.

We recognise that it is a continuing difficulty to balance our independence when reliant on others for funding but believe we need to do this, especially when a key part of the work is in supporting member organisations. Despite this concern we are grateful to our funders who make the work possible. We also wish to record thanks for all the help we receive as donations in kind.

The trustees also wish to express their thanks to all the staff of BFVA for their commitment to their work and to those with whom they work. Finally very sincere thanks are sent to all those people in Bracknell Forest who, in so many different ways, give freely of their time throughout the year.

Achievements and performance

Care Services

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

There are currently 40 young people using this service with 10 on the waiting list. The highlight of this year was the six week drama project in January, which has led to a further week of writing rehearsing and public performance in August. This service has been supported by GE Electric with Christmas gifts and Easter eggs and financially by Berkshire Community Foundation, Youth Opportunities Fund, Waitrose, CWDC and Bracknell Forest Council.

Our work has been recognised as an excellent service by Bracknell Forest Borough Council and seen as exemplar in the JAR report.

Adult Carers Service

The redesigned carer's grant form has been fairly well received and the applications have increased. This is in part to the work of the new adult carers support worker. A number of very successful events have been held for the adult carers including training events. We hope to continue these successes throughout 2008/09 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 2008

Domestic Support Service

This low level care service, which includes cleaning, shopping and pension collection began in autumn 2007 and has proved a great success. It is coordinated through BFBC social services and although contracted for three years will have a one year trial period.

Development Officer

BFVA had a reduction of 28 members as disclosed, but this was offset by 20 new organisations this year, showing the continuing health of the sector. We also updated and produced an organisations directory and venue directory. Our website has recorded some 32,568 hits on the funding advice page and helped run the East Berkshire funding fair in Windsor.

Partnerships Development Officer

This role, which is funded through Capacity Builders, has been fundamental in increasing the excellent partnership work carried out in the borough. A number of new groups have been identified and developed and the three main strands of its work, supporting the Voluntary Sector Forum, Federation of Small Groups and the Bracknell Forest Minority Alliance have all grown and gained independence.

Volunteer Recruitment Officer

The role of the Volunteer Recruitment Officer continues to change, but the main purpose of the service is still to recruit regular 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 the community, and work to raise the profile of volunteering through the Borough. There has been a 40% increase in enquiries (650) and activity on the previous year. 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 2008

Financial review

Unrestricted income increased by £30k to £160k, with core funding from BFBC increasing by £43k. Management fees earned by BFVA in accordance with contracts to manage certain non-core projects, reduced to £18k (2007 £27k) as stated in last years accounts. The Trustees continue to monitor the fluctuations in income, by managing the core (unrestricted) headcount and expense costs. This has resulted in a net income of £38k for the year.

Unrestricted reserves stand at £94k at 31st March 2008, excluding the Minibus fund. This represents just over 10 months of 2007/08 expenditure. It is BFVA's policy to maintain reserves above a minimum of 5 months expenditure because of the nature of funding. Whilst the level we currently have is in excess of 5 months, we are facing changed circumstances in the future as we are forced to relocate to new offices and the Trustees have declined the current funding proposal from Capacity Builders, but will seek to carry on the good work from our own resources without the restrictive reporting requirements.

Core funding from BFBC will increase in 2008/09 but we will face increased costs and a decline in management fees.

Restricted reserves stand at £36k, which is a fall of £18k from the start of the year. By the nature of these funds, the income is liable to fluctuations from year to year, with income increasing by £28k this year. The Big Lottery funding and the Capacity Builders funding have both ceased at the end of 31 March 2008, reducing income by £112k this current year 2008/09.

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.

On behalf of the board of trustees

J Ward (Chair)

Trustee

Dated: 9 September 2008

BRACKNELL FOREST VOLUNTARY ACTION

INDEPENDENT ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF BRACKNELL FOREST VOLUNTARY ACTION

We report on the accounts for the year ended 31 March 2008 set out on pages 6 to 14.

This report is made solely to the charity's members, as a body, in accordance with Section 249C of the Companies Act 1985. Our reporting work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an independent accountants' 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 charity and the charity's members as a body, for our reporting work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and reporting accountants

As described on page 7 the charitable company's trustees, who are also the directors of Bracknell Forest Voluntary Action for the purpose of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the charitable company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - (ii) the charitable company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Rice Associates

Chartered Accountants
Reporting Accountants
Sherwood House, 104 High Street
Crowthorne
Berkshire
RG45 7AX

Dated: 22 September 2008

BRACKNELL FOREST VOLUNTARY ACTION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2008

	Notes	Unrestricted funds £	Restricted funds £	Total 2008 £	Total 2007 £
<u>Incoming resources from generated funds</u>					
Core funding	2	112,656	-	112,656	70,000
Donations and legacies		-	-	-	23,500
Investment income	3	7,640	-	7,640	5,442
		<u>120,296</u>	<u>-</u>	<u>120,296</u>	<u>98,942</u>
Incoming resources for charitable activities.	4	39,670	327,939	367,609	330,945
Total incoming resources		<u>159,966</u>	<u>327,939</u>	<u>487,905</u>	<u>429,887</u>
<u>Resources expended</u>					
Charitable activities					
Grants payable		-	74,625	74,625	124,919
Charitable expenditure		71,755	271,535	343,290	298,822
Total charitable expenditure		<u>71,755</u>	<u>346,160</u>	<u>417,915</u>	<u>423,741</u>
Governance costs		43,115	-	43,115	54,785
Total resources expended		<u>114,870</u>	<u>346,160</u>	<u>461,030</u>	<u>478,526</u>
Net incoming/(outgoing) resources before transfers		45,096	(18,221)	26,875	(48,639)
Gross transfers between funds		(207)	207	-	-
Net income/(expenditure) for the year/ Net movement in funds		<u>44,889</u>	<u>(18,014)</u>	<u>26,875</u>	<u>(48,639)</u>
Fund balances at 1 April 2007		69,123	54,190	123,313	171,952
Fund balances at 31 March 2008		<u>114,012</u>	<u>36,176</u>	<u>150,188</u>	<u>123,313</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 2008

	Notes	2008 £	£	2007 £	£
Fixed assets					
Tangible assets	10		26,217		28,169
Current assets					
Debtors	11	16,265		21,766	
Cash at bank and in hand		139,251		104,312	
		<u>155,516</u>		<u>126,078</u>	
Creditors: amounts falling due within one year	12	<u>(31,545)</u>		<u>(30,934)</u>	
Net current assets			<u>123,971</u>		<u>95,144</u>
Total assets less current liabilities			<u>150,188</u>		<u>123,313</u>
Income funds					
Restricted funds	14		36,176		52,806
Unrestricted funds			<u>114,012</u>		<u>70,507</u>
			<u>150,188</u>		<u>123,313</u>

The company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985, for the year ended 31 March 2008. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with section 221 of the Act; and
- preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2008 and of its profit for the year then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 9 September 2008

W Neen (Treasurer)
Trustee

J Ward (Chair)
Trustee

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2008

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

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.

2 Core funding

	2008	2007
	£	£
Grants receivable from BFBC for core activities	<u>112,656</u>	<u>70,000</u>

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

3 Investment income

	2008	2007
	£	£
Interest receivable	7,640	5,442

4 Incoming resources for charitable activities.

	Unrestricted funds	Restricted funds	Total 2008	Total 2007
	£	£	£	£
Grants receivable for charitable activities	-	327,939	327,939	299,556
Other services	39,670	-	39,670	31,389
	39,670	327,939	367,609	330,945

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

BFBC - Carer Grants Administration	-	9,749
BFBC - Carer Grants	74,325	112,994
Capacity Builders - Infrastructure Development (Change Up)	-	29,504
Big Lottery Fund - Compact Implementation	20,978	27,343
CWDC	8,184	-
BFBC - Carer Development Worker	103,829	38,557
Big Lottery Fund - Voluntary and Community Development	20,978	27,343
Dell Project	-	2,135
Capacity Builders - Partnership development	70,276	17,252
Compact/Vol & Comm Dev/Infrastructure Dev - Volunteers Day	-	1,128
GMAC - Caring for Carers	1,983	28,027
Berkshire Community Foundation - Childrens Grant	-	1,250
GMAC - Tea House project	-	2,000
PCT - Transport for Health	-	2,274
Youth Club spring trip income	1,325	-
Domestic Support Income	21,739	-
Carers information and support network	1,837	-
Childrens Grant M	930	-
Childrens Grant A	950	-
Childrens Grant B	605	-
	327,939	299,556

Income received for Other services of £39,670 includes amounts received from management fees of £18,377, Voluntary Group Centre £2,250 (2007: £1,667), Minibus income £4,794 (2007: £130), Core other income £14,126 (2007: £1,870), and miscellaneous income of £123.

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Grant funding £	Total 2008 £	Total 2007 £
Charitable activities						
<u>Grants payable</u>						
Grant funding of activities	-	-	-	74,625	74,625	124,919
<u>Charitable expenditure</u>						
Activities undertaken directly	145,981	2,280	123,274	-	271,535	267,609
Support costs	47,815	-	23,940	-	71,755	31,213
Total	193,796	2,280	147,214	-	343,290	298,822
Total charitable activities	193,796	2,280	147,214	74,625	417,915	423,741
Governance costs	33,979	7,826	1,310	-	43,115	54,785
	227,775	10,106	148,524	74,625	461,030	478,526

6 Grants payable

	Total 2008 £	Total 2007 £
Charitable expenditure	74,625	124,919
	74,625	124,919

7 Support costs

	2008 £	2007 £
Other costs	23,940	7,089
Staff costs	47,815	24,124
	71,755	31,213

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

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:

	2008	2007
	Number	Number
Management	1.0	0.5
Administration	0.7	0.5
Charity support	6.0	5.0
	<hr/> 7.7 <hr/>	<hr/> 6.0 <hr/>

Employment costs

	2008	2007
	£	£
Wages and salaries	200,943	160,805
Social security and pension costs	26,832	15,877
	<hr/> 227,775 <hr/>	<hr/> 176,682 <hr/>

The average monthly number of employees for actual head count during the year are 11 (2007: 9).

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 2008

10 Tangible fixed assets

	Computer equipment	Office equipment	Motor vehicles	Total
	£	£	£	£
Cost				
At 1 April 2007	18,327	7,263	23,500	49,090
Additions	8,154	-	-	8,154
Disposals	(11,325)	(7,263)	-	(18,588)
At 31 March 2008	15,156	-	23,500	38,656
Depreciation				
At 1 April 2007	13,658	7,263	-	20,921
On disposals	(11,325)	(7,263)	-	(18,588)
Charge for the year	5,406	-	4,700	10,106
At 31 March 2008	7,739	-	4,700	12,439
Net book value				
At 31 March 2008	7,417	-	18,800	26,217
At 31 March 2007	4,669	-	23,500	28,169

11 Debtors

	2008	2007
	£	£
Trade debtors	12,755	15,509
Other debtors	3,424	3,424
Prepayments and accrued income	86	2,833
	16,265	21,766

12 Creditors: amounts falling due within one year

	2008	2007
	£	£
Trade creditors	8,247	5,065
Taxes and social security costs	8,537	-
Accruals	10,350	7,000
Deferred income	4,411	18,869
	31,545	30,934

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

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 2008 was 220 (2007: 228).

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 2008
	Balance at 1 April 2007	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Carers' Grants	(997)	74,325	(82,198)	12,378	3,508
Dell Project	4,220	-	(2,114)	-	2,106
Voluntary and Community Development	7,337	20,978	(39,542)	11,227	-
Training Worker	6,400	-	(1,752)	-	4,648
Compact Implementation	8,188	20,978	(17,939)	(11,227)	-
Carer Development Worker	(1,411)	103,829	(94,542)	-	7,876
Partnership Development	9,616	70,276	(78,642)	-	1,250
Domestic Support Income	-	21,739	(21,537)	-	202
Carers' Grants - Administration	12,378	-	-	(12,378)	-
Other restricted funds	8,459	15,814	(7,894)	207	16,586
	<u>54,190</u>	<u>327,939</u>	<u>(346,160)</u>	<u>207</u>	<u>36,176</u>

The Other restricted funds consists of balances brought forward at 1 April 2007 of Infrastructure Development (£207), User Research Unit £4,535, Gmac Caring for carers £3,953, Childrens Grant 'G' £178, totalling £8,459.

The Incoming resources consist of CWDC Income £8,184, Childrens Grant 'B' Income £605, Youth Club Spring Trip £1,325, Childrens Grant 'M' £930, Carers Information and Support Network £1,837, Gmac Caring for Carers £1,983 and Childrens Grant 'A' £950 totalling £15,814.

The outgoing resources consist of CWDC Income £2,694, Childrens Grant 'B' £445, Youth Club Spring Trip £315, Carers Information and Support Network £109, Gmac Caring for Carers' £3,300, Childrens Grant 'A' £853 and Childrens Grant 'G' £178, totalling £7,894.

As at 31 March 2008, Other restricted funds balance consisted of CWDC Income £5,491, Gmac Caring for Carers' £2,636, Childrens Grant 'B' £160, Youth Club Spring Trip £1,010, User Research Unit £4,535, Carers Information & Support Network £1,728, Carers Grant 'M' Income £930 and Childrens Grant A Income of £96 totalling £16,586.

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

15 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2008 are represented by:			
Tangible fixed assets	26,217	-	26,217
Current assets	119,340	36,176	155,516
Creditors: amounts falling due within one year	(31,545)	-	(31,545)
	<u>114,012</u>	<u>36,176</u>	<u>150,188</u>