

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 2010

BRACKNELL FOREST VOLUNTARY ACTION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Ward (Chair) P Ridgway (Vice Chair) W Neen (Treasurer) P Bestley S Drew K Long N Long M Parsons R Wagland E Worsley
Secretary	E Worsley
Charity number	1061373
Company number	3332555
Principal address	Ground Floor, Amber House Market Street Bracknell Berkshire RG12 1JB
Registered office	Ground Floor, Amber House Market Street Bracknell Berkshire RG12 1JB
Auditors	Rice Associates Limited 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 2010

The Trustees present their report and accounts for the year ended 31 March 2010.

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 2006 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)

P Ridgway (Vice Chair)

W Neen (Treasurer)

P Bestley

S Drew

(Appointed 13 October 2009)

K Long

N Long

M Parsons

R Wagland

E Worsley

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 who is an observer.

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 2010

Review of activities

The Trustees have pleasure in presenting their review of the year. With the prevailing local and national economic climate it was always going to be a challenging year but that has not prevented BFVA from moving forward. It started as a year of growth and stabilisation for the organisation. Successful funding applications had led to increase in staff numbers at the start of the year which have now had to be reduced due to the impact of the current economic crisis.

The Trustees are concerned to set the strategic direction of the organisation but also to be aware of the risks which may affect the delivery of the service. The 'credit crunch' and rising unemployment, which really became apparent in the middle of our financial year, has made it difficult to predict how this would affect the work we do and how it might affect the needs of other voluntary and community organisations in the way we support them.

In addition to the impact of these issues, we relocated our offices at the end of our Financial Year in what has been perceived by all to be a successful move, helping to enhance the delivery of our service. It was the Board's good fortune to recruit a new director who had extensive knowledge of commercial property and who then set about finding new offices for BFVA (necessitated by the ending of the current lease). Following lengthy negotiations a lease was signed for part of the ground floor of Amber House.

We wish to thank our funders who make it possible for us to do the work we do and for all the help we receive as donations in kind.

BFVA was invited to speak to the Audit Commission and the CQC inspection team and received a Mayoral Award for 'supporting the local community,' both of these are seen as recognition of the work being done.

The Trustees also want to record their thanks to those staff of BFVA who regularly exceed the expectations of their job descriptions.

Once again we would like to use this opportunity to thank all those people of Bracknell Forest who give freely of their time and talents to help others.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

Achievements and Performance

Partnerships

BFVA continues to recognise the importance of partnership working and we continue to see a marked increase in that work, both within the voluntary and community sector and with our statutory partners.

Bracknell Forest Council has recognised the level of partnership work that BFVA is involved with and has committed indicative three year funding, which gives the organisation a sense of security and increases its ability to plan. BFVA still had to use some of its reserves to maintain the staffing levels and be in a position to support and strengthen the local voluntary and community sector and enable staff to attend the increased level of partnership meetings.

BFVA continues to seek new partnerships in order to strengthen its ability to support local groups and is pleased that two such partnerships with neighbouring unitary CVSs have resulted in joint funding. The first is an East Berkshire Funding project with Maidenhead & Windsor and Slough funded through Big Lottery, which will see a new Funding Advice Worker post in Bracknell and a Procurement and Commissioning post across East Berkshire. The second is a partnership with Wokingham Borough, funded by Capacity Builders, which will see an Equalities Worker supporting minority and faith groups across the Borough leading to an Inter-Faith Forum.

Development

Through the posts of both a Partnership Development Officer and a Development Officer, work has moved forward at an incredible pace in the support, advice and information the local voluntary and community groups have received. The quarterly newsletters are held in high regard and the community lunches continue to be well attended and found to be extremely useful for relaying information by our statutory partners, and networking among the voluntary and community sector.

Volunteering

Increasing volunteer involvement is one of the thirty five local priorities for the Bracknell Forest Partnership and is proving to be one of the real success stories. We continue to increase the number of referrals to groups over that of the previous year and this looks likely to continue in the current year.

Carers' Services

The Carers' Services continued to grow, funded by Big Lottery, and a number of 'hidden carers' have been identified and supported through the team. This does, however begin to cause a dilemma by raising expectations of the carers with the ever increasing grant applications for respite care. The Carers Panel continues to monitor the number of applications against the grant amount allocated.

We continue to run events and training, which have been warmly welcomed by the carers. In addition our team has continued to support one of the most vulnerable groups of young people in our community who are Young Carers and this has made a real impact on their lives.

Domestic Support Service

The Domestic Support Service continues to prove a real success and the service is really valued and welcomed by some of the most vulnerable adults in the Borough. The workers give the service a very personal touch and are much appreciated by the clients with ongoing contact with clients' families being a very welcome extra and greatly valued by all concerned. There is always a juggling between the increasing number of clients wanting the service and having enough workers to support the service.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

Aims and Achievements

To provide support services that promote voluntary action and help voluntary and community groups operate effectively

Achieved

Through the Development Officer and the Volunteer Recruitment Officer, BFVA ensures that support services to the local groups are coordinated and in doing so become more effective and value for money. This was improved further in this year with the addition of a Funding Advice Worker and an Equalities Officer. The use of our new office facilities by different groups has increased significantly over the twelve months of this report.

To identify local needs and work with communities, service users and other agencies to develop

Achieved

The Partnership Development Officer has continued work across agencies to link the grass root activity with the strategic objectives. There has been specific work with older people, stroke, faith and minority groups to help design services and strategic plans. BFVA has also worked on the Carers Strategy for both young and adult carers.

Use and strengthen existing networks to provide opportunities for full and accountable representation on partnership boards

Achieved

By support given to the three strands of Capacity Building - Voluntary Sector Forum, Federation of Community Groups and Bracknell Forest Minorities Alliance - BFVA has enabled an increase of elected representation on themed partnership boards and other forums to take place. This has been achieved through open meetings and training including specially designed representative training for people with learning disabilities and a copyrighted representative training pack.

To promote the role of the voluntary and community sector and establish effective partnerships between VCS, statutory agencies and the private sector

Achieved

This has been achieved through Volunteering "team building" projects with the private sector, involvement in the Bracknell Community Fund and presentations by project leaders to various companies. The Volunteer Recruitment Officer has also attended two preretirement seminars.

The formation of the Development Workers Network has also aided the promotion and effective partnership working through exchange of knowledge and issues of local communities.

The compact between the VCS and Bracknell Forest Council was refreshed in May 2009 and was updated and became a Partnership Compact to further the ideals of partnership working and improve the understanding of how the agencies and sector work together.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

Internal management - to constantly review and scrutinise the internal procedures, which support and underpin all the other work of the organisation

Achieved

BFVA procedures and policies are reviewed regularly by the Board of Trustees. Each of the project funded reports are reviewed in the appropriate time period. The annual March to May monitoring and evaluation of BFVA questionnaire again received a good response rate, which as a membership organisation guides our service delivery and overall business plan.

Improve communications, consultation process and information sharing

Achieved

Acting as a conduit for national, regional and local information BFVA has continued to improve its communication processes by refreshing and updating its website, producing a quarterly 16 page newsletter and an additional member's update sent out to over 450 organisations. BFVA also has a place on the Partnership Communications Group and oversees VCS input into Community TV with both content and filming support.

BFVA also regularly sends e-mail updates with time affected events, news and important updates and has now broken this up to varied interest groups to avoid information overload where appropriate.

We also continue to hold quarterly community lunches across the Borough with the average attendance of over 40. The annual Community Conference was once again a great success as was the Volunteers event. BFVA also supports the bi-annual Carers and Voice of Experience conferences.

Financial review

Unrestricted Income decreased by £15k to £171k, as Other Sources of Funding decreased and Bank Interest Income decreased by £4k. The decreased income is always a concern and the Trustees continue to monitor the forward fluctuations in Income and the need to meet objectives, by managing the core (unrestricted) expense costs. Additional work was undertaken in 2009/10 and funded by the Core Fund which led to the increased costs of £66k, this increased spending was directed at direct support of activities with administration costs remaining below last year's level.

Unrestricted Reserves stand at £65k as at 31 March 2010, a reduction of £22k, reflecting the reduction in income this year. It has been BFVA's policy to maintain reserves of a minimum of 5 months' expenditure because of the nature of future funding. The level we currently have is now below this target, therefore the Trustees will undertake a review of the need of our minimum reserve level against spend levels and against the new grant monies anticipated

Restricted reserves stand at £111k, which is an increase of £51k 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 £106k this year, but with Grants and expenses increasing by £46k.

The Cash Balance of £160k is sufficient to cover our outstanding Restricted reserve commitments.

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.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

Auditors

A resolution proposing that Rice Associates Limited be reappointed as auditors of the company will be put to the members.

On behalf of the Board of Trustees

J Ward (Chair)

Trustee

Dated: 27 July 2010

BRACKNELL FOREST VOLUNTARY ACTION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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).

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 the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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 enable them to ensure that the accounts comply with the Companies Act 2006. 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 TRUSTEES OF BRACKNELL FOREST VOLUNTARY ACTION

We have audited the accounts of Bracknell Forest Voluntary Action for the year ended 31 March 2010 set out on pages 10 to 19. These accounts have been prepared in accordance with the accounting policies set out on page 12.

This report is made solely to the charity's trustees, as a body, in accordance with section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditors

As described in the statement of Trustees' responsibilities, the Trustees, who are also the directors of Bracknell Forest Voluntary Action for the purposes 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) and for being satisfied that the accounts give a true and fair view.

The Trustees have elected for the accounts to be audited in accordance with the Charities Act 1993 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with section 44 of that Act.

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 prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the information given in the Trustees' Report is not consistent with those accounts, the charity has not kept adequate accounting records, if the charity's accounts are not in agreement with the accounting records and returns, or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit 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 TRUSTEES 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 affairs of the charity as at 31 March 2010, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- the accounts have been prepared in accordance with the Companies Act 2006.

Emphasis of matter

The accounts for the year to 31 March 2009 were unaudited but we were able to satisfy ourselves that the opening balances were correct.

David Rice FCA (Senior Statutory Auditor)
for and on behalf of Rice Associates Limited

Chartered Accountants

Statutory Auditor

Sherwood House, 104 High Street

Crowthorne

Berkshire

RG45 7AX

Dated: 27 July 2010

BRACKNELL FOREST VOLUNTARY ACTION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2010

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2010 £	Total 2009 £
<u>Incoming resources from generated funds</u>						
Core funding	2	141,010	-	-	141,010	141,152
Investment income	3	424	-	-	424	4,460
		<u>141,434</u>	<u>-</u>	<u>-</u>	<u>141,434</u>	145,612
Incoming resources for charitable activities.	4	29,349	-	416,398	445,747	352,370
Other incoming resources	5	-	2,832	-	2,832	1,416
		<u>170,783</u>	<u>2,832</u>	<u>416,398</u>	<u>590,013</u>	499,398
Total incoming resources						
<u>Resources expended</u>						
Charitable activities						
Grants payable		-	-	63,106	63,106	69,412
Charitable expenditure		116,770	-	303,206	419,976	349,454
		<u>116,770</u>	<u>-</u>	<u>366,312</u>	<u>483,082</u>	418,866
Total charitable expenditure						
Governance costs		66,428	7,728	-	74,156	76,867
		<u>183,198</u>	<u>7,728</u>	<u>366,312</u>	<u>557,238</u>	495,733
Total resources expended						
Net (outgoing)/incoming resources before transfers		<u>(12,415)</u>	<u>(4,896)</u>	<u>50,086</u>	<u>32,775</u>	3,665
Gross transfers between funds		<u>(9,842)</u>	<u>-</u>	<u>9,842</u>	<u>-</u>	-
Net (expenditure)/income for the year/ Net movement in funds		<u>(22,257)</u>	<u>(4,896)</u>	<u>59,928</u>	<u>32,775</u>	3,665
Fund balances at 1 April 2009		<u>86,869</u>	<u>15,564</u>	<u>51,421</u>	<u>153,854</u>	150,189
Fund balances at 31 March 2010		<u>64,612</u>	<u>10,668</u>	<u>111,349</u>	<u>186,629</u>	153,854

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BRACKNELL FOREST VOLUNTARY ACTION

BALANCE SHEET

AS AT 31 MARCH 2010

	Notes	2010 £	£	2009 £	£
Fixed assets					
Tangible assets	11		30,896		20,246
Current assets					
Debtors	12		7,275		6,579
Cash at bank and in hand			159,818		133,706
			<u>167,093</u>		<u>140,285</u>
Creditors: amounts falling due within one year	13		(11,360)		(6,677)
Net current assets			155,733		133,608
Total assets less current liabilities			186,629		153,854
Income funds					
Restricted funds	15		111,349		54,258
Unrestricted funds:					
Designated funds			10,668		16,980
Other charitable funds			64,612		82,616
			<u>186,629</u>		<u>153,854</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2010, although an audit has been carried out under section 43 of the Charities Act 1993. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

The accounts were approved by the Board on 27 July 2010

W Neen (Treasurer)
Trustee

J Ward (Chair)
Trustee

Company Registration No. 3332555

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2010

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 2006.

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 other than freehold land 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:

Freehold land is not depreciated

Freehold buildings	20% straight line
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.

In accordance with the recommendation of the charity SORP the Motor Vehicle which was given to the charity is being treated as a designated fund.

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

2 Core funding

	2010 £	2009 £
Grants receivable from BFBC for core activities	<u>141,010</u>	<u>141,152</u>

3 Investment income

	2010 £	2009 £
Interest receivable	<u>424</u>	<u>4,460</u>

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

4 Incoming resources for charitable activities.

	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
Grants receivable for charitable activities	-	416,398	416,398	310,880
Other services	29,349	-	29,349	41,490
	<u>29,349</u>	<u>416,398</u>	<u>445,747</u>	<u>352,370</u>

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

BFBC - Carer Grants Administration	11,067	-
BFBC - Carer Grants	76,111	76,207
CWDC	4,000	6,046
BFBC - Carer Development Worker	-	58,665
Capacity Builders - Partnership development	22,000	28,033
Domestic Support Income	51,032	43,074
Carers information and support network	50	-
Adult carers	19,640	20,369
Young carers	47,712	51,683
ASP / Consortia	-	250
Training worker	-	70
Big Lottery Carers Information & Advice Worker	25,988	26,483
Equalities	25,103	-
Funding advisors	18,088	-
Stroke	12,000	-
Faith In Action	6,660	-
Carers Service Manager	46,073	-
Befriending	10,431	-
Young Carers Leisure Fund	40,443	-
	<u>416,398</u>	<u>310,880</u>

Income received for Other services of £32,180 (2009: £42,906) includes amounts received from management fees of £19,472 (2009: £12,135), Voluntary Group Centre £5,000 (2009: £8,890), Minibus income £164 (2009: £1,416), Core other income £3,383 (2009: £28,068), Office move costs £1,000 (2009: £Nil) and miscellaneous income of £3,161 (2009: £12,656).

5 Other incoming resources

	2010 £	2009 £
Minibus Hire	<u>2,832</u>	<u>1,416</u>

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Grant funding £	Total 2010 £	Total 2009 £
Charitable activities						
<u>Grants payable</u>						
Grant funding of activities	-	-	-	63,106	63,106	69,412
<u>Charitable expenditure</u>						
Activities undertaken directly	193,828	4,600	104,778	-	303,206	207,452
Support costs	81,089	-	35,681	-	116,770	142,002
Total	274,917	4,600	140,459	-	419,976	349,454
Total charitable activities	274,917	4,600	140,459	63,106	483,082	418,866
Governance costs	57,624	10,392	6,140	-	74,156	76,867
	332,541	14,992	146,599	63,106	557,238	495,733

7 Grants payable

	Total 2010 £	Total 2009 £
Charitable expenditure	57,827	69,412
Other	5,279	5,279
	63,106	69,412

8 Support costs

	2010 £	2009 £
Other costs	35,681	57,840
Staff costs	81,089	84,162
	116,770	142,002

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

9 Trustees

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

10 Employees

Number of employees

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

	2010	2009
	Number	Number
Management	1.0	1.0
Administration	0.8	0.7
Charity support	7.8	6.0
	<hr/> 9.6 <hr/>	<hr/> 7.7 <hr/>

Employment costs

	2010	2009
	£	£
Wages and salaries	308,258	250,671
Social security and pension costs	24,283	15,797
	<hr/> 332,541 <hr/>	<hr/> 266,468 <hr/>

The average monthly number of employees for actual head count during the year are 17 (2008: 11).

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 2010

11 Tangible fixed assets

	Improvements to property	Computer equipment	Motor vehicles	Total
	£	£	£	£
Cost				
At 1 April 2009	-	21,359	23,500	44,859
Additions	17,480	8,160	-	25,640
At 31 March 2010	17,480	29,519	23,500	70,499
Depreciation				
At 1 April 2009	-	15,212	9,400	24,612
Charge for the year	3,496	6,795	4,700	14,991
At 31 March 2010	3,496	22,007	14,100	39,603
Net book value				
At 31 March 2010	13,984	7,512	9,400	30,896
At 31 March 2009	-	6,146	14,100	20,246

12 Debtors

	2010	2009
	£	£
Trade debtors	338	4,279
Other debtors	1,214	2,000
Prepayments and accrued income	5,723	300
	7,275	6,579

13 Creditors: amounts falling due within one year

	2010	2009
	£	£
Trade creditors	1,616	1,443
Taxes and social security costs	28	28
Accruals	9,716	5,206
	11,360	6,677

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

14 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 2010 was 535 (2009: 433).

15 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 2010
	Balance at 1 April 2009	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Carers' Grants	2,022	76,111	(63,106)	-	15,027
Carer Development Worker	5,342	19,640	(23,475)	345	1,852
Young Carers	6,612	47,712	(59,561)	5,237	-
Domestic Support Income	462	51,032	(43,763)	-	7,731
ASP / Consortia Income	714	-	(478)	-	236
CWDC Income	7,087	4,000	(2,900)	-	8,187
Capacity Builders	2,617	22,000	(24,687)	70	-
Big Lottery Carers Worker	7,963	25,988	(24,051)	-	9,900
Carer Services Manager	17,713	46,073	(36,777)	-	27,009
Other restricted funds	889	123,841	(87,513)	4,190	41,407
	<u>51,421</u>	<u>416,397</u>	<u>(366,311)</u>	<u>9,842</u>	<u>111,349</u>

The Other Restricted Funds consists of balances brought forward at 1 April 2009 of: Carers Information and Support Network £889.

Incoming resources on Other Restricted Funds comprise: Equalities £25,103; Funding Advisor £18,088; Stroke £12,000; Faith In Action £6,660; Carers Grant Admin £11,067 ; Carers Information and Support Network £50; Befriending £10,431; Young Carers Leisure Fund £40,442, totalling £123,841.

Outgoing resources consist of: Equalities £24,069; Funding Advisor £16,348; Stroke £5,135; Faith In Action £6,069; Carers Grant Admin £8,836; Carers Information and Support Network £592; Befriending £12,139; Young Carers Leisure Fund £14,325, totalling £87,513.

As at 31 March 2010, Other Restricted Funds consists of: Equalities £1,034; Funding Advisor £1,741; Stroke £6,866; Faith In Action £591; Carers Grant Admin £2,231; Befriending £2,827; Young Carers Leisure Fund £26,117, totalling £41,407.

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

16 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2010 are represented by:				
Tangible fixed assets	21,496	9,400	-	30,896
Current assets	54,476	1,268	111,349	167,093
Creditors: amounts falling due within one year	(11,360)	-	-	(11,360)
	<u>64,612</u>	<u>10,668</u>	<u>111,349</u>	<u>186,629</u>