

Company Registration No. 1998105 (England and Wales)
Charity No. 517766

DUDLEY COUNCIL FOR VOLUNTARY SERVICE
DIRECTORS' AND TRUSTEES' REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2009

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

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DUDLEY COUNCIL FOR VOLUNTARY SERVICE

COMPANY INFORMATION

Directors and Trustees

(during the year ended
31st March 2009 and to date)

Mr. M. V. Abrahams
Miss. A. E. Adams
Pastor D. Baker
Mrs. J. Clarke
Mrs. A. Evett
Mr. J. Guest (appt 8/10/08)
Mr. M. Homer (rtd 8/10/08)
Mrs. S. Huband
Mr. G. Jones

Mr. T. Keys (appt 8/10/08)
Mr. J. Langford
Mr. R. McGuirk
Mr. A. Miles
Ms. M. Patel
Mr. N. Pratt (rtd 8/10/08)
Mrs. M. E. J. Turner
Rev. C. Wickens (appt 8/10/08)

Chairman

Mr. M. V. Abrahams

Vice Chairman

Mrs. M. E. J. Turner

Secretary/Chief Officer

Mr. A. J. Gray

Treasurer

Mr. G. Jones

Company Number

1998105

Charity Number

517766

Registered Office

7 Albion Street
Brierley Hill
West Midlands
DY5 3EE

Auditors

Worton Rock Limited
Churchfield House
36 Vicar Street
Dudley
West Midlands
DY2 8RG

Bankers

National Westminster Bank Plc
Merry Hill Centre
Brierley Hill
West Midlands
DY5 1SW

Solicitors

Higgs and Sons
Blythe House
134 High Street
Brierley Hill
West Midlands
DY5 3BG

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2009

The directors and trustees present their annual report and accounts for the year ended 31st March 2009.

The legal and administrative information set out on page 2 forms part of this report. The accounts comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Reporting by Charities published in March 2005.

Structure, Governance and Management

Governing Document

The charity is constituted as a company limited by guarantee and governed under its Memorandum and Articles of Association. The liability of the members is limited to a sum not exceeding £1 in the event of the company being wound up.

Recruitment and Appointment of Trustees

All directors of the company are also trustees of the charity and there are no other trustees. All of the trustees serving during the year are listed on page 2. Elections to the Executive Committee take place at each AGM when one third retire but are eligible for re-election. The Board has power to appoint directors or trustees if it considers it necessary so to do.

Potential trustees are nominated by and from within the membership.

Trustee Induction and Training

Trustees are already familiar with the work of the charity having come from within the voluntary sector.

All new trustees attend an induction session facilitated by the Chairman and Chief Officer, covering the obligations of trustees, key documents relating to the operation of the charity, funding and future plans and objectives.

Organisational Structure

The charity is organised so that the 15 directors/trustees, who include 3 Honorary officers, meet regularly to manage its affairs and formulate the policy of the charity. The Chief Officer/Company Secretary manages the day to day administration of the charity assisted by 16 full time staff. CVS is grateful, also, to a number of volunteers who assist in various capacities.

In addition, each Board member is assigned to either the Finance and General Purpose or Staffing Sub-Committee. These committees also meet quarterly and report to the next Board meeting.

The company holds three annual 'Away Days' for (1) trustees, (2) staff and (3) trustees and staff combined.

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2009

Risk Management

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to mitigate those risks. Internally there are nominated senior staff responsible for Health and Safety compliance, qualified first aiders, regular staff meetings and a staff led I.T. sub-group. Formal policies e.g. Data Protection, Lone Working, Financial Procedures are regularly reviewed and updated where necessary.

Objectives and Activities

The charity's object and its principal activity continues to be that of promoting any charitable purpose for the benefit of the community within the Metropolitan Borough of Dudley and, in particular, the advancement of education, the furtherance of health and the relief of poverty, distress and sickness, to promote and organise co-operation in the achievement of such purposes and, to that end, to bring together in Council representatives of the statutory and voluntary organisations engaged in the furtherance of such purposes within the area of benefit.

Achievements and Performance

Working in partnership with others continues to be a cornerstone of the company's work.

During the year the company played a major role in the following initiatives, to name but a few:

- Safer and Stronger Communities – administering grants of nearly £70,000 funded by DCP
- Local Public Service Agreements – volunteering stretch targets
- Volunteering conference
- Wrote a successful bid to specifically assist voluntary sports groups

Work progressed during the year on the three year contract with Childrens' Workforce Development Council to develop a workforce quality mark, with the designated milestones being achieved.

Our five year Building Blocks project, funded by BIG Lottery, commenced on 1st April 2008. Staff were recruited, the Toolkit commissioned and produced, with a successful launch event in January 2009.

The company maintained its representative role in the strategic engagement arena.

Dudley's Compact continued to develop, overseen by the multi-agency steering group chaired by Dudley CVS.

Relationships with local voluntary and community organisations were maintained and strengthened through the continued facilitation of several local networks.

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2009

Achievements and Performance (continued)

The Chief Officer undertook a number of roles within the Dudley Community Partnership, giving an opportunity to raise significant issues on behalf of the sector with key stakeholders in the Borough.

The company continued its role as the accountable body for Dosti, Dudley's Community Empowerment Network.

Grants Payable

Grants from various funds are shown in Note 12. In respect of grants authorised by Dosti, it should be noted that CVS acts as the responsible body in respect of funding and is the named contract holder. However, as explained in this report, Dosti has its own elected Executive Committee and the Board of Dudley CVS have no direct day to day control over the funds or operation of the project. Grant applications are made to, and approved by, a Dosti grant panel and subsequently its own Executive committee.

Financial Review

The company is grateful for the continued support of Dudley MBC.

This year sees the final year of our current Big Lottery Fund grant which has provided a small groups development officer and an information officer. The Board have decided to continue both posts, funded from its reserves, from 1st April 2009 and mid 2009 respectively.

The company continues to work within its financial constraints and figures for the year are again the result of efforts from management and staff alike. The company strives for best possible value for money in the current economic climate whilst continuing to support local businesses, whether commercial or charitable, wherever possible.

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2009

Principal Funding Sources

The majority of CVS funding is by way of service level agreements with the local authority and the local Primary Care Trust. The charity also occupies offices courtesy of the local authority at a peppercorn rent. In accordance with SORP 2005, this is reflected in the Statement of Financial Activities as grant income at a value of £25,000.

Our accounts again include income and expenditure in respect of "Dosti" – a body created to deal with Government Office monies for the Single Community Programme (formerly Community Empowerment Fund and Community Chest). As Dosti is not a legal entity, Dudley CVS has taken the role of responsible body and also employs the staff engaged on this project. To comply with the Statement of Recommended Practice, "Accounting and Reporting by Charities", published in March 2005, the company is obliged to include income and expenditure in respect of Dosti within the body of our accounts, albeit shown as restricted funds. It should be noted, however, that Dosti has its own elected Executive Committee and that the Board of Dudley CVS have no direct day to day control over the funds or operation of that project, providing decisions remain within the scope of the contract with Government Office.

Investments

Under the Memorandum and Articles of Association, the charity has the power to make any investment which the trustees see fit.

Reserves Policy

The trustees have designated £Nil (2008:£10,000) to an accommodation fund. This represents the remaining liability of a five year lease should no assignment or sub-let occur. This will be discharged at the rate of £10,000 per annum commencing 1 April 2006.

The trustees have established a policy whereby the unrestricted funds, not designated for the next 12 months or invested in fixed assets, should be maintained at 2 months of the resources expended on core services. This level has been chosen because the grant funding for core activities is received on a quarterly basis and this level of reserves means that core activities can be maintained until receipt of the next instalment of the grant.

On this basis the required level of free reserves at 31st March 2009 was £62,000 and the actual level of free reserves was £73,000.

Plans for Future Periods

The charity plans to continue its activities outlined above subject to adequate funding being secured.

The trustees are constantly aware of the need to support any voluntary organisation within the Borough and in so doing make full use of the company's expertise and utilisation of its financial assets to that end. CVS remains firmly committed to its members and also to its continuing involvement in the ever increasing strategic agenda.

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2009

Auditors

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

Statement of trustees' responsibilities

The trustees (who are also directors of Dudley Council for Voluntary Service) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2009

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

By order of the board

.....

M. V. Abrahams

Chairman

8th July 2009

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF DUDLEY COUNCIL FOR VOLUNTARY SERVICE

We have audited the financial statements of Dudley Council for Voluntary Service for the year ended 31st March 2009 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

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 charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees' and auditors

The trustees' (who are also the directors of Dudley Council for Voluntary Service for the purposes of company law) responsibilities for preparing the Directors' and Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

The trustees have elected for the financial statements not to be audited in accordance with Part VII of the Companies Act 1985. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit the financial statements 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 financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the information given in the Directors' and Trustees' Annual Report is not consistent with the financial statements, if the company has not kept proper accounting records, the financial statements do not accord with those records or if we have not received all the information and explanations we require for our audit.

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

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DUDLEY COUNCIL FOR VOLUNTARY SERVICE

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF DUDLEY COUNCIL FOR VOLUNTARY SERVICE (CONTINUED)

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 financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements 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 financial statements 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 financial statements.

Opinion

In our opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities (effective January 2007), of the state of the charity's affairs as at 31 March 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- comply with section 229 of the Companies Act 1985;

Worton Rock Limited
Chartered Accountants
Registered Auditor

Churchfield House
36 Vicar Street
Dudley
West Midlands
DY2 8RG

8th July 2009

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2009

		2009	2008
	Notes	£	£
Income		830,421	665,751
Administrative Expenses		764,093	581,637
		<hr/>	<hr/>
Operating surplus/(deficit)	9	66,328	84,114
Interest Receivable	5	10,232	8,770
		<hr/>	<hr/>
Surplus/(deficit) on ordinary activities		76,560	92,884
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 15 to 29 form part of these accounts.

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2009

	Notes	Restricted Funds £	Unrestricted Funds £	Total 2009 £	Total 2008 £
<u>INCOMING RESOURCES</u>					
Incoming resources from generated funds:					
Voluntary income	3	-	312,017	312,017	269,832
Activities for generating funds	3	7,000	-	7,000	5,000
Investment income	5	-	10,232	10,232	8,770
Incoming resources from charitable activities					
Project grant income	3	482,679	-	482,679	371,755
Other incoming resources	4	7,172	21,553	28,725	19,164
Total incoming resources		496,851	343,802	840,653	674,521
<u>RESOURCES EXPENDED</u>					
Charitable activities					
Core services	6	-	250,708	250,708	267,956
Projects	7	496,848	-	496,848	297,453
Governance costs	8	-	16,537	16,537	16,228
Total resources expended		496,848	267,245	764,093	581,637
<u>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</u>		3	76,557	76,560	92,884

.....continued

The notes on pages 15 to 29 form part of these accounts.

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2009

	Notes	Restricted Funds £	Unrestricted Funds £	Total 2009 £	Total 2008 £
Net incoming/(outgoing) resources before transfers		3	76,557	76,560	92,884
Transfers between funds	11	9,896	(9,896)	-	-
<u>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR</u>		<u>9,899</u>	<u>66,661</u>	<u>76,560</u>	<u>92,884</u>
<u>MOVEMENT OF FUNDS</u>					
Net incoming/(outgoing) resources for the year		9,899	66,661	76,560	92,884
Funds brought forward as at 1st April 2008		128,178	174,832	303,010	210,126
Funds carried forward as at 31st March 2009	11	<u>138,077</u>	<u>241,493</u>	<u>379,570</u>	<u>303,010</u>

Unrestricted and Designated Funds

Unrestricted funds carried forward at 31st March 2009 include £167,800 transferred to designated funds for specific purposes (2008: £68,840). See note 17.

The notes on pages 15 to 29 form part of these accounts.

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

BALANCE SHEET AS AT 31ST MARCH 2009

		2009		2008	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	13		33,316		36,016
Current assets					
Debtors	14	38,526		32,493	
Cash at bank and in hand		377,199		303,610	
		415,725		336,103	
Creditors: amounts falling due within one year	15	69,471		69,109	
Net current assets			346,254		266,994
Net assets			379,570		303,010
Funds					
Restricted funds	16	138,077		128,178	
Unrestricted funds:	16				
General		73,693		105,992	
Designated	17	167,800		68,840	
			379,570		303,010

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Board on 8th July 2009.

.....
M. V. Abrahams
Director/Trustee

.....
G. M. Jones
Director/Trustee

8th July 2009

The notes on pages 15 to 29 form part of these accounts.

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

1 Funds of the charity

Restricted funds – income

These are the specific projects that the charity has been requested to operate. Unless otherwise stated these projects are funded by specific grants from Dudley Metropolitan Borough Council (DMBC).

- **Early Years**
This projects objective is voluntary sector involvement and capacity building within the children's centre and childcare agenda.
- **Childrens' officer**
Facilitates effective networking across the voluntary sector child care agencies promoting the development of services and consulting parents and children on the Borough Children's Services Plan.
- **Small grants**
This comprises individual grants of less than £20,000 from sources other than DMBC.
- **Dudley Community Partnership**
This fund is specifically to administer payment of grants awarded by DCP under its Safer Communities scheme. Grants are awarded by a panel independent to Dudley CVS.
- **Toy appeal**
Funded by Dudley Hope, this project ensures that children, who would otherwise receive nothing at Christmas are given a gift or enjoy a trip to the pantomime.
- **Information/Small Groups Development**
Funded by a three year grant from Big Lottery Fund, this project provides two full time officers. One to provide support to small groups, the other to disseminate relevant information to the sector.
- **Childrens' Services Organisations Grants**
Funded by Dudley MBC, Children's Services a 3 year allocation totalling £90,000 for the provision of small grants to voluntary sector organisations providing children's services which contribute to the Children's Plan and preventative strategy priorities. Administered by Dudley CVS.
- **Building Blocks**
Funded by a five year grant from Big Lottery Fund, this project provides two full time officers. One to assist groups to access available funding, the other to assist groups to be sustainable and qualify for available statutory funding under current set criteria.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 ST MARCH 2009

1 Funds of the charity (continued)

- **Projects where Dudley CVS acts as the accountable body:**

- **Dosti**

Funded by the Government Office for the West Midlands this comprises:

- **Community Chest**
Provides support for local community and voluntary sector groups in Dudley under the Business Plan. This includes the Community Learning Chests programme.
- **Community Empowerment Fund**
Aims to increase the level of community and voluntary sector involvement in the Local Strategic Partnership in Dudley.

On 1st April 2004 this funding was combined under the Single Community Programme.

Unrestricted funds – income

- **Core services**

This is the general fund of the charity funded by DMBC and used to provide capacity building to voluntary and charitable groups throughout the Borough. This Service Level Agreement also includes the Volunteer Bureau and Community Care projects as part of Dudley CVS core activities.

Transfers are made from this fund to make good any shortfall in funding for the specific projects of the charity.

Unrestricted funds – designated

- **Accommodation fund**
This designated fund specifically relates to the company's liabilities for the remainder of a property rental lease initially over a five year term.
- **Local Public Service Agreement (LPSA)**
This designated fund represents a proportion of funding received for activities spanning two financial years.
- **Staff Costs**
This fund is a provision for two posts which the Board have decided to fund directly from reserves and a proposed annual designation to enable certain externally funded projects to continue.
- **Information Technology**
This fund is in respect of anticipated costs to update the company's website.

Unrestricted funds – capital

- **Garage**

This fund represents the garage purchased with a grant from DMBC.

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

2 Accounting policies

2.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), the Companies Act 1985 and the Statement of Recommended Practice, "Accounting and Reporting by Charities" published in March 2005.

2.2 Grant income

Voluntary income

Voluntary income represents grants receivable from Dudley Metropolitan Borough Council and the primary care trust to provide core funding for the charity's activities.

Project grant income

Project grant income represents grants receivable for the specific projects operated by the charity. Project grant income received for projects which have not commenced is deferred and carried forward in creditors in a Deferred Grant Account where the terms of the grant state that the charity is not entitled to the income until the project commences.

Individual projects receiving grants of less than £20,000 are aggregated in the Small Grants restricted fund for the purposes of these accounts but are separately recorded within the accounting records.

2.3 Donated facilities

Donated facilities are included in the accounts at a notional figure where the trustees are able to estimate the value of the facilities received.

2.4 Other income

Other income is accounted for on a receivable basis.

2.5 Resources expended

Resources expended are accounted for as they are incurred and include irrecoverable VAT.

Expenses are allocated to projects or core services as they are incurred and categorised between:

- charitable activities and
- governance costs.

Where expenses are incurred which relate to more than one of the charity's activities these are allocated between projects and core services on the following bases:

Staff costs	Percentage of time spent on each activity
Premises costs	Number of rooms occupied
Other expenses	Percentage usage

Expenses allocated to projects are divided between the individual projects on the basis of the size of the project as measured by the amount of grant income except for the Dosti project where specific recharges are made.

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

2. Accounting policies (continued)

2.6 Grant making

Dudley Council for Voluntary Service is the accountable body for Dosti which has its own elected Executive Committee. This committee is solely responsible for the grant making policy of Dosti.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as follows:

Buildings	4% p.a.	straight line basis
Fixtures and fittings	25% p.a.	straight line basis
Office equipment	25% p.a.	straight line basis
Computer equipment	33 1/3% p.a.	straight line basis

Expenditure of less than £1,000 per item is not capitalised but is written off in the year in which it is incurred.

2.8 Capital grants

Specific grants in connection with capital expenditure are credited to a restricted fund if the asset purchased is subject to restrictions as to its use.

A designated fixed asset fund has been created for other fixed assets funded by grants.

Depreciation on fixed assets funded by grants is charged against the corresponding restricted or designated fund.

2.9 Leasing commitments

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

2.10 Pensions

The pension costs charged in the financial statements represent the contributions payable to a group personal, defined contribution, pension scheme by the company during the year.

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

3 Incoming resources	Restricted funds 2009 £	Unrestricted funds 2009 £	Total 2009 £	Total 2008 £
Voluntary income				
Core grant	-	287,017	287,017	244,832
Donated facilities	-	25,000	25,000	25,000
	-	312,017	312,017	269,832
Activities for generating funds				
Toy Appeal	7,000	-	7,000	5,000
Incoming resources from charitable activities				
Information/Small Groups Develop.	74,294	-	74,294	72,155
Childrens Officer	47,260	-	47,260	46,333
Dosti	120,000	-	120,000	122,000
Small Grants	6,000	-	6,000	16,267
Dudley Community Partnership	-	-	-	80,000
Early Years	30,000	-	30,000	35,000
Building Blocks	115,125	-	115,125	-
Childrens Services Org. Grants	90,000	-	90,000	-
	482,679	-	482,679	371,755

Donated facilities represent notional rent for the charity's offices. These are provided rent free by DMBC. A corresponding notional rent expense is included in charitable expenditure.

4 Other income	Restricted funds 2009 £	Unrestricted funds 2009 £	Total 2009 £	Total 2008 £
Other income	7,172	20,091	27,263	17,873
Photocopying, postage and printing	-	1,462	1,462	1,291
	7,172	21,553	28,725	19,164

5 Interest receivable	Restricted funds 2009 £	Unrestricted funds 2009 £	Total 2009 £	Total 2008 £
Bank and Building Society interest	-	10,232	10,232	8,770

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

6 Charitable activities	Restricted funds	Unrestricted funds	Total	Total
Core services	2009	2009	2009	2008
	£	£	£	£
Staff costs	-	160,432	160,432	185,088
Volunteers' expenses	-	887	887	584
Telephone and postage	-	6,868	6,868	9,086
Printing, stationery and advertising	-	17,010	17,010	5,034
Motor and travelling expenses	-	4,791	4,791	5,097
Lease of equipment	-	2,909	2,909	2,313
Resources	-	151	151	70
Consultation	-	12,823	12,823	8,665
	-	205,871	205,871	215,937
	£	£	£	£
Support costs				
Rent, rates and insurances	-	19,078	19,078	22,193
Lighting and heating	-	3,422	3,422	4,187
Repairs and renewals	-	4,132	4,132	8,858
Bank and professional fees	-	2,741	2,741	646
Accountancy charges	-	6,539	6,539	5,105
Sundry trade expenses	-	5,613	5,613	6,013
Subscriptions	-	951	951	1,758
Training	-	195	195	145
Depreciation	-	2,166	2,166	3,114
	-	44,837	44,837	52,019
	-	250,708	250,708	267,956

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

7 Charitable activities	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total 2009 £	Total 2008 £
Projects				
Staff costs	274,870	-	274,870	200,604
Volunteers' expenses	142	-	142	293
Toy Appeal expenses	5,143	-	5,143	4,938
Telephone and postage	7,181	-	7,181	7,246
Printing, stationery and advertising	31,558	-	31,558	11,253
Motor and travelling expenses	3,145	-	3,145	1,906
Lease of equipment	2,909	-	2,909	1,544
Resources	530	-	530	418
Consultation/Events etc.	31,829	-	31,829	27,706
Grants paid (see note 12)	75,759	-	75,759	-
Network support costs (see note 12)	6,573	-	6,573	3,773
	439,639	-	439,639	259,681
	£	£	£	£
Support costs				
Rent, rates and insurances	18,186	-	18,186	17,057
Lighting and heating	1,663	-	1,663	1,046
Repairs and renewals	9,116	-	9,116	5,037
Bank and professional fees	13,070	-	13,070	881
Payroll charges	400	-	400	200
Accountancy	6,271	-	6,271	5,385
Sundry expenses	5,261	-	5,261	3,711
Subscriptions	823	-	823	386
Training	1,885	-	1,885	3,535
Depreciation	534	-	534	534
	57,209	-	57,209	37,772
	496,848	-	496,848	297,453

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

8 Governance costs	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total 2009 £	Total 2008 £
Core services				
Staff costs	-	7,648	7,648	7,478
Printing, stationery & advertising	-	2,650	2,650	2,596
Accountancy	-	2,100	2,100	2,100
Audit fees	-	4,139	4,139	4,054
	-	16,537	16,537	16,228
	£	£	£	£
Projects				
Bank and professional fees	-	-	-	-
	-	-	-	-
Total	-	16,537	16,537	16,228

9 Operating surplus	2009 £	2008 £
Operating surplus is stated after charging or crediting:		
Depreciation of tangible assets	2,700	3,648
Operating lease rentals	30,818	28,857
Auditors' remuneration - audit	5,002	4,935
	2,700	3,648

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

10 Employees	2009	2008
The average number of employees during the year was:	16	14
	<u>£</u>	<u>£</u>
The total emoluments (including monetary and non-monetary benefits-in-kind) of employees during the year were:		
Emoluments	390,864	342,942
Employers' National Insurance contributions	39,207	34,432
Pension contributions	12,289	12,840
Healthcare	590	239
	<u>442,950</u>	<u>390,453</u>

No employees earned more than £60,000 p.a.

Transactions with and on behalf of trustees

None of the trustees, nor any persons connected with them, received any remuneration during the year.

Travel expenses were reimbursed to Mr. M. V. Abrahams, chairman, totalling £186 (2008:£194).

Mr. G. Jones, treasurer, received £15,310 for accountancy and administration services (2008: £12,790).

As part of a combined insurance policy, the charity has purchased insurance cover for trustee liabilities. It is not possible to distinguish the separate cost of this cover.

11 Movement of funds	Balance at 1st April 2008	Net surplus/ (deficit) for the year £	Transfer from unrestricted funds £	Balance at 31st March 2009 £
Restricted funds				
The movements of the restricted funds during the year were:	£			£
Income funds:				
Toy Appeal	209	1,857	-	2,066
Information/Small Groups Develop.	-	(2,032)	2,032	-
Childrens Officer	-	3,266	-	3,266
Small Grants	22,109	(14,134)	-	7,975
Dosti	22,046	1,641	-	23,687
Early Years	3,814	(7,703)	3,889	-
Dudley Community Partnership	80,000	(68,917)	-	11,083
Building Blocks	-	(3,975)	3,975	-
Childrens Services Org Grants	-	90,000	-	90,000
	<u>128,178</u>	<u>3</u>	<u>9,896</u>	<u>138,077</u>

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

11 Movement of funds – continued	Balance at 1st April 2008 £	Net surplus/ (deficit) for the year £	Transfers between funds £	Transfer to restricted funds £	Balance at 31st March 2009 £
Unrestricted funds					
The movements of the unrestricted funds during the year were:					
Income funds:					
Core services	146,432	77,157	-	(9,896)	213,693
Capital funds:					
Garage	28,400	(600)	-	-	27,800
	<u>174,832</u>	<u>76,557</u>	<u>-</u>	<u>(9,896)</u>	<u>241,493</u>

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

12 Grants paid

Dosti

No material payments were made to organisations for support (referred to as Network support costs) during the year (2008: £3,773).

	£
Other smaller grants totalling	6,573

The following grants were paid during the year (2008:
Nil)

Small Grants Account

Wollescote Primary School	1,000
Home-Start Dudley	1,850
SODA Club	1,000
Phoenix Toy Library	1,000
Other smaller grants totalling	1,992

Dudley Community Partnership

Pocklington Trust	10,000
Bowling Green TRA	9,650
Kickz Project	8,320
Jasmine Road	6,265
Barnardo's	5,000
Brierley Hill Community Forum	5,000
Churches Housing Association Dudley & District	5,000
Church of God of Prophecy	5,000
Caslon Primary School	3,100
Dudley Voices for Choice	2,735
Jessons PTA	2,200
Dudley Carribean & Friends Assoc.	1,800
Hob Green Primary School	1,092
ETWA	1,000
Other smaller grants totalling	2,755

75,759

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

13 Tangible fixed assets	As at 1st April 2008	Additions	Disposals	As at 31st March 2009
Cost	£	£	£	£
Freehold land and buildings	44,163	-	-	44,163
Fixtures and fittings	12,013	-	-	12,013
Office equipment	12,673	-	(8,328)	4,345
Computer equipment	37,915	-	-	37,915
	<u>106,764</u>	<u>-</u>	<u>(8,328)</u>	<u>98,436</u>
	<u>106,764</u>	<u>-</u>	<u>(8,328)</u>	<u>98,436</u>
Depreciation	As at 1st April 2008	Charge for the year	Disposal adjustment	As at 31st March 2009
	£	£	£	£
Freehold land and buildings	10,637	967	-	11,604
Fixtures and fittings	12,013	-	-	12,013
Office equipment	12,228	445	(8,328)	4,345
Computer equipment	35,870	1,288	-	37,158
	<u>70,748</u>	<u>2,700</u>	<u>(8,328)</u>	<u>65,120</u>
	<u>70,748</u>	<u>2,700</u>	<u>(8,328)</u>	<u>65,120</u>
Net book values	£			
At 31st March 2009	<u>33,316</u>			
At 31st March 2008	<u>36,016</u>			

The land and buildings shown above include land at an estimated original cost of £20,000.

The net book value shown above represents fixed assets used as follows:

	Restricted Funds £	Unrestricted Funds £	Total 2009 £	Total 2008 £
Land and buildings	-	32,559	32,559	33,526
Fixtures and fittings	-	-	-	-
Office equipment	-	-	-	445
Computer equipment	-	757	757	2,045
	<u>-</u>	<u>33,316</u>	<u>33,316</u>	<u>36,016</u>
	<u>-</u>	<u>33,316</u>	<u>33,316</u>	<u>36,016</u>

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

14	Debtors: amounts falling due within one year	2009	2008
		£	£
	Other debtors	27,832	24,406
	Prepayments and accrued income	10,694	8,087
		<hr/>	<hr/>
		38,526	32,493
		<hr/> <hr/>	<hr/> <hr/>
15	Creditors: amounts falling due within one year	2009	2008
		£	£
	Other taxes and social security costs	18,645	16,818
	Other creditors	35,250	29,971
	Accruals	15,576	22,320
		<hr/>	<hr/>
		69,471	69,109
		<hr/> <hr/>	<hr/> <hr/>

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

16 Analysis of fund balances	Restricted funds £	Unrestricted funds £	Total £
Fund balances at 31st March 2009 are represented by:			
Tangible fixed assets	-	33,316	33,316
Debtors	12,655	25,871	38,526
Cash at bank and in hand	136,986	240,213	377,199
	-----	-----	-----
	149,641	299,400	449,041
Creditors: due within one year	(11,564)	(57,907)	(69,471)
	-----	-----	-----
	138,077	241,493	379,570
	=====	=====	=====
	Tangible fixed assets £	Net current assets £	Total £
The restricted funds at 31st March 2009 are represented by:			
Income funds			
Childrens Officer	-	3,266	3,266
Toy Appeal	-	2,066	2,066
Small Grants	-	7,975	7,975
Dosti	-	23,687	23,687
Dudley Community Partnership	-	11,083	11,083
Childrens Services Org Grants	-	90,000	90,000
	-----	-----	-----
	-	138,077	138,077
	=====	=====	=====

DUDLEY COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

17 Designated funds	Balance at 1st April 2008 £	Designated/ (released) during the year £	Expenditure incurred £	Balance at 31st March 2009 £
The trustees undertake an annual review of their future plans and designate amounts out of unrestricted funds accordingly. The position at 31st March 2009 is:				
Income				
Accommodation fund	10,000	(10,000)	-	-
Core LPSA work	30,440	24,904	(25,344)	30,000
Staff Costs	-	100,000	-	100,000
Information Technology	-	10,000	-	10,000
Capital				
Garage	28,400	-	(600)	27,800
	68,840	124,904	(25,944)	167,800
	68,840	124,904	(25,944)	167,800

18 Financial commitments

Capital commitments

Capital commitments contracted for at the balance sheet date amounted to £Nil (2008: £Nil).

Operating leases

The company has annual operating lease commitments for equipment expiring within two to five years of £6,436 per annum (2008: £3,857) and for property rental expiring within one year of £Nil per annum (2008: £4,406).

19 Contingent liabilities

There were no significant contingent liabilities at the balance sheet date (2008: £Nil).

20 Limited liability

The company is a registered charity and has been granted the power to dispense with the word "Limited" from its name.

The liability of the members is limited by guarantee to a sum not exceeding £1 in the event of the company being wound up.

21 Taxation

As a charity the company is exempt from tax on income and capital gains falling within section 505 of the Taxes Act 1988 or section 256 of the Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.