

Charity Registration No. 1068104  
Company Registration No. 3357999

# **Volunteer Centre Hackney**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS**

**for the year ended**

***31 March 2011***

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TRUSTEES

Eric Smart (Chair)  
Mark Kass  
Mandeep Hothi  
Kathryn Packer  
Dr Mayank Bhalla  
David Gow (appointed 30 April 2010)  
Samuel Bedford (appointed 30 April 2010)  
Amma Owusu-Atuahene (appointed 22 June 2010)  
Chris Gurney (appointer 10 May 2011)  
Stephen Frost (appointer 10 May 2011)  
Mark Sessanga (appointer 10 May 2011)  
Mashfiqul Alam (resigned 18 April 2010)  
Heather Watkins (appointed 12 August 2010, resigned 22 September 2010)

COMPANY REGISTERED NUMBER

3357999

CHARITY REGISTERED NUMBER

1068104

REGISTERED OFFICE

12-13 Springfield House, 5 Tyssen Street, London E8 2LY

COMPANY SECRETARY

Olabisi Ojuri (resigned 28 February 2011)  
Celosia Mendes (appointed 28 February 2011)

PRINCIPAL OFFICER (MANAGING DIRECTOR)

Olabisi Ojuri (resigned 28 February 2011)  
Celosia Mendes (appointed 28 February 2011)

INDEPENDENT EXAMINER

Moore Stephens LLP, 150 Aldersgate Street, London EC1A 4AB

BANKERS

HSBC, 283 Mare Street, London E8 1PJ  
CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements of Volunteer Centre Hackney (the company) for the year ended 31 March 2011. The trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

#### ***METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES***

The management of the company is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

The number of trustees shall not be subject to any maximum but shall not be less than two. All trustees retire from office at the first Annual General Meeting subsequent to their appointment. One third of trustees are subject to retirement by rotation at the Annual General Meeting. In both instances retiring trustees, presuming they are eligible, will put themselves forward for re-appointment. Additionally, the Board may make appointments from time to time to fill vacancies. The Board meets six times per year. Additional meetings are held when the need arise.

#### ***CONSTITUTION, POLICIES AND OBJECTIVES***

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 23 July 1997. The company registered as a charity on 12 February 1998 as Hackney Agency for Volunteering and operated as Hackney Voluntary Action until 3 February 2010 when its name was changed to Volunteer Centre Hackney (VCH).

VCH is a local development agency governed by its Memorandum and Articles of Association. VCH's objects are "to promote the benefit of the community in the London Borough of Hackney by the promotion, support and development of voluntary services in the advancement of education, the protection of health and the relief of poverty, distress and sickness."

The Board's investment powers are subject to such conditions and consents as may for the time being be imposed by law. The Managing Director is responsible for making day to day decisions on operation matters of the organisations. Other matters are discussed and decided on by the Board.

#### ***INDUCTION AND TRAINING OF TRUSTEES***

Joiners to the Board are provided, as part of their starter pack, with: background information on the charity including the last set of audited accounts; the Charity's Commission's own publication on the legal responsibilities of charity trustees; and a Code of Governance that is used as part of the Change Up programme. As a provider of related training to external groups, the charity's trustees have access to a variety of sources of information to ensure that they are kept up to date on the changing regulations surrounding charities and trustees' responsibilities.

The directors, who are listed on page 1, act as trustees for the charitable activities of the company and exercise the powers of the company. The trustees may by power of attorney or otherwise appoint any person to be the agent of the company for such purposes and on such condition as they determine. They also may delegate any of their powers to any committee consisting of one or more trustees or other person.

#### ***REVIEW OF ACTIVITIES***

2010-11 saw us move to new premises and change our name from Hackney Voluntary Action to Volunteer Centre Hackney. This strategic decision to change our name has enabled us adopt the national branding so that people recognise us as a Volunteer Centre.

On 1 June 2010, the start of Volunteers Week, the Hackney mayor opened our new premises. We finished the week with the successful VCH Volunteer Achievement Awards acknowledging and rewarding volunteering in the borough. We continue to look for ways to continue to develop volunteering in partnership with other organisations and promote volunteering across the borough to all groups.

Our services and projects have expanded following surveys on the needs of our beneficiaries and research on gaps in provision. In the past 8 years, 9,921 volunteers have registered and been referred for volunteering by VCH; of these, 3,379 were aged 25 and under. During 2010-11, 1,571 volunteers were registered and referred and 256 volunteers came along for a second interview, often to find an additional placement. More volunteers interviewed at VCH have support needs and increasingly occupational therapists, support workers and employment coaches are relying heavily on our service. Follow up surveys with these found that 287 started volunteering during the year.

Throughout the year we worked to add new organisations and opportunities to the database, giving people a wider range of volunteer roles from which to choose. There are now 440 organisations on the database that access VCH to recruit volunteers and receive support in volunteer management. In the last year 109 Hackney organisations advertised 165 different volunteering opportunities through VCH. We have about 400 opportunities 'live' at any one time for people to choose from. We also successfully ran 20 courses involving 117 attendees from 80 organisations. VCH is a sector partner on the Hackney Strategic Partnership Board, where it actively participates in the 10-year strategic planning process for the sustainable borough, striving to keep volunteering high on the agenda and influencing the process with hands-on knowledge of volunteering issues.

### **VOLUNTEER CENTRE**

Funding from the London Borough of Hackney and the City Bridge Trust provides VCH with the staff and resources to run Hackney's Volunteer Centre. Tanya Turner and Janice Ferris continued to administer the volunteer programme in 2010-11, along with help from our other staff and our committed volunteers:

Will Willock  
Jackie Browne  
Murani Olotu  
Laura Volpe  
David Richardson  
Alan Rees  
Abiola Yesufu  
Thomas Primus  
Trish Disbrey  
Martha Boadi  
Tricia Davies  
Nikki Tyner  
Gloria Burke  
Christina Sanderson  
Sam Bedford  
Susan Charles  
Andy Jervis  
Alyson Hayward  
Michael Hug  
Sylvie Onka  
Mark Fizman

This funding supports the management of the brokerage service, promotion of volunteering to the local community, the development of new volunteer roles, the quarterly Volunteer Managers Forum, training and development for volunteer managers and the day-to-day operations of the Volunteer Centre. This year the Volunteer Managers Forum met 4 times, with over 30 volunteer managers attending. Topics covered included "Selecting and Screening Volunteers" and "Supporting Volunteers with a Learning Difficulty" with a presentation by Hackney Recruitment Partnership.

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## OUR PROJECTS

### PROPS PROJECT– PROVIDING OPPORTUNITIES & SUPPORT IN VOLUNTEERING

2010-11 saw the second year of the PROPS project which supports people with mental health issues and ex-offenders in their efforts to rebuild their lives through volunteering. The success of the first year paved the way for the expansion and growth of the project in its second year and hence it continued to be worthwhile and beneficial in all its endeavours.

#### PROPS Mental Health project funded by the Hackney PCT

The PROPS Mental Health project continued to work well in its second year as the initial development stages and marketing had been achieved the previous year. VCH continued to build on our existing links with City and Hackney Mind and Lee House and was also able to forge new partnerships with the John Howard Ward at the Homerton Hospital as well as the North and South Hackney Mental Health Teams. This allowed us to concentrate on the quality of delivery and to build on our expertise, and enabled us to work with harder-to-reach mental health sufferers and those with more severe and enduring mental health issues. VCH managed to bridge the gap between such people and the wider community by securing voluntary placements for our clients as well as educating employers regarding the stigmas that surround mental health.

At a new level of capability VCH was able to have inpatients from the Homerton Hospital apply for unescorted leave with their ward in order to volunteer at local community/voluntary organisations, who recognised the valuable skills and abilities that people with mental health issues have to offer the community. Volunteers found volunteering to be therapeutic (studies by the Institute of Volunteering (IVR) on mental health and volunteering has proven that an array of volunteering activities can prove to be beneficial). Volunteers also experienced increased levels of self-esteem and discovered skills they never knew they had; this also gave them the opportunity to value themselves more highly through their volunteering, newly formed relationships and contributions.

In the second year of the PROPS Mental Health programme, VCH continued its aim of the project: to promote, support, train and offer advice on volunteering for people with mental health issues in Hackney. VCH have proven to be a pivotal point of reference for many mental health-based organisations and have forged strong links with their support workers and occupational therapist. Even though the funding for the programme has come to an end, VCH looks forward to maintaining and developing the project in various aspects of support to the residents of Hackney.

‘The PROPS program really got things moving for me in terms of referring me for CBT, liaising with my GP and helping me move forward and having a real sense of self worth. I have been referred to so many people in the past who were not proactive in making things happen and I just felt like I was another client or a burden. Celosia really took the time to listen and she cared about me and my problems and made me feel important even though I am sure some days she was busy and had lots of clients. I have called her at short notice crying on the phone and she has always made the time to talk to me and has even seen me on very short notice. VCH got the ball rolling on many things for me and I am grateful.’ **Jasmine Jackson**

#### PROPS Ex-offenders project funded by Lloyds TSB

The PROPS Ex-offenders project saw its final year and looked back on 2010-11 as a successful year for this project which clearly made a difference. The project offers Opportunity and Access for All – by engaging with disadvantaged people in the criminal justice system and offering them pathways out of crime, through volunteering with accredited training. Ongoing support and mentoring will improve their chances in life – with better access to training and through development of their skills, both soft and basic. Volunteers gained work-related skills such as ICT and administration and mentoring. We also aimed to recruit volunteers who are former/current service users to help other beneficiaries and created a ‘buddy program’.

We created partnerships with the Hackney Police Diamond Initiative Programme and the Hackney Probation Service to ensure we accessed the client groups needing the most help. We also continued to develop volunteering opportunities specifically for ex-offenders. By finding employers willing to work with these client groups, we were able to get rid of the initial hurdle that most ex-offender faced when trying to access any opportunities... their criminal record. We created roles with employers such as the LAARC, Lea Valley and East London Food Access allowing ex-offenders to turn over a new leaf and discover a newly found confidence.

VCH fulfilled the ongoing aims of the project which were to improve the quality of life for people who have served both custodial and non-custodial sentences; to help them build a life without crime; to encourage them to play a more productive role by engaging positively with community organisations and therefore to integrate back into their local society. In the past year the project has transformed from an idea to a fully-fledged project with great potential for the future. Even though the project's funding from Lloyds TSB has come to an end VCH will still continue to offer volunteering opportunities to ex-offenders in the community and look at ways to continue to forge ties with new and existing partners. Having proved proficiency VCH believes we have developed and established the expertise to run a project like this again.

'I am a qualified chef and since serving my sentence it has been difficult finding a job. I have since found volunteering opportunities in DIY and Maintenance. I felt I was treated like a person and the help was valuable. I am now looking for a new volunteering role.' **Raymond Brewster**

### ***BEST PRACTICE PROJECT***

This programme was funded by Team Hackney, as part of their commitment to volunteering in the Local Area Agreement. The initial funding in 2009 identified 30 groups who wanted to improve their volunteer programmes and paid for their registration with Investing in Volunteers, the quality standard for volunteer management. As many of the groups needed on-going support, subsequent funding was received in August 2009. This further funding enabled us to continue to offer training and one-to-one support, to develop sample volunteering documents to go on the website and to help groups with the process of completing Investing in Volunteers. In addition, this project supported 10 small groups to begin the journey towards implementing good volunteer management. Funding for this scheme ended in January 2011 and was not renewed, partly because groups had now completed Investing in Volunteers and partly because Local Area Agreements have come to an end. Nineteen of the groups achieved the Investing in Volunteers standard, and a further twenty received support that enabled them to improve their volunteer programme. This support included one-to-one consultations, policy reviews, groups training and mentoring by more experienced volunteer managers. A total of ten training sessions were held as part of this programme; topics were chosen to cover the whole volunteer journey from recruitment through to dealing with a difficult volunteer.

Further training was funded by Experts in Volunteering, a pan-London project run by Greater London Volunteering. Three training sessions were delivered as part of this programme including a session delivered by our Props manager called "Supporting Volunteers with Extra Needs".

### **EMPLOYABILITY PATHWAYS PROJECT**

The Pathways project was a new initiative provided by VCH, funded by Team Hackney. The project aimed at promoting volunteering to Hackney residents who have been unemployed for at least 3 months as a route towards employment by enhancing and developing their skills.

Despite staff turnover the project managed to work with unemployed people living in the borough to address a deficit of practical work experience and soft/hard skills, using volunteering placements as the vehicle. Sustainable links were developed with the Job centre and the Learning Trust Personal Best Programme. Referrals were supported to become 'job ready' by receiving the opportunity to develop soft skills/work related skills whilst on a voluntary placement. Candidates also had one to one support where they were given advice, information and guidance sessions after registration. They also identified their individual goals, aspirations and skills all of which was encompassed in an action plan for their pathways journey.

As part of the programme each Pathways Volunteer was supported and monitored. If extra needs were identified, a 'Pathways Mentor' was allocated to enhance and support their learning needs. The success of the programme was not only due to proactively working with the unemployed but in creating links with Volunteer Involving Organizations (VIOs) who provided the clients with much needed opportunities and experience. VCH, as part of their six core functions, also ensured support was given to the Volunteers Managers at the VIOs as support and training was provided in identifying placements and developing best practice in volunteer management.

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### **HACKNEY HOMES WAYS INTO WORK**

The programme was set up as a pilot scheme to place volunteers with Ways into Work advisers as support for outreach activities. It worked by recruiting Hackney Homes residents that had an interest in volunteering and then supporting the Ways Into Work advisers to create volunteering opportunities and then matching them for a period of 3 months. Each volunteer was fully inducted and supported through the programme by monthly supervisions; their progress was monitored by recording anything new that they had learned with the use of a personal learning record. This enhanced the volunteer's CV's and helped them gain valuable work related skills which made them more employable. The end result was that: 25 volunteers registered onto the programme, 17 were placed, 3 became employed either directly through their placement or by networking whilst in their placement and 1 gained a 6 month work placement.

'My volunteer experience was very rewarding. Having been a full time mother and carer for a long time, I lacked the necessary experience needed to get back into work. I found out about the Ways into Work Programme through my local neighbourhood office. I registered with them and discussed with my adviser the types of jobs that I was interested in. I was referred to Volunteer Centre Hackney as a way of gaining hands on experience through volunteering. A three month placement was offered to me which I accepted (outreach and admin role). The experience was invaluable as I was able to build on my existing skills and learn about the services that are available to unemployed people in Hackney and inform them through the outreach activities.

Throughout my placement I was fully supervised and supported by my volunteer coordinator and Ways into Work Advisers who were always willing to advise me on anything I was unsure of no matter how small. As well as gaining work experience, an up to date CV and references, I was able to make a valuable contribution to my local community, all of which has helped me to regain my confidence with my job applications and interviews.

Since completing my volunteer placement I have successfully gained employment and am enjoying my new job immensely. I would recommend volunteering to anyone who is unemployed and looking for ways to improve their chances of getting a job.

I would like to thank Trish Disbrey (volunteer coordinator), Ruel Reid and Gary Joyce (Ways into Work Advisers) for your support. I might still be unemployed if you hadn't given me the opportunity to volunteer.'

**Jean Etienne**

### ***CONTINUED GROWTH***

VCH has proven they not only have the skills, expertise and the know-how regarding volunteering in the borough, but are also able to adapt, attract and develop new partnership and projects. One of the ventures embarked upon this year was the exciting new project with Ways into Work and Hackney Homes. We demonstrated the ability to attract new funding and develop new partnerships which involved creating volunteering opportunities with Ways into Work advisors and placing Hackney Homes Residents into these newly developed opportunities. The program was an immense success as volunteers found the placement to be an asset to their learning and some were even offered extended volunteering and employment. VCH continues to successfully demonstrate their ability to complete projects, as well as meet or exceed targets.

### ***RISK MANAGEMENT***

VCH's Board of Trustees has identified the major risks to which VCH is exposed and these have been reviewed and systems established to manage those risks. One of the principal risks for VCH, as well as other VCS organisations, is keeping up with funders' changing trends and ensuring that opportunities are fully utilised. In order to address this risk, the Board has taken a proactive approach and reviews this regularly with senior staff.

The financial year 2010-11 was a mixture of projects funded from the previous year and the start of a new funding cycle. Some of the work is due to continue through 2011-12 through either two or three year funding. Fundraising is also taking place to secure further income to continue much of this work.

VCH's current cash flow situation is sound.

### ***RESERVES POLICY***

VCH's policy on reserves states: "The financial reserves that we have set aside since the formation of Volunteer Centre Hackney (VCH) provide financial stability and the means for the development of our principal activity. We intend to build our unrestricted reserves and a reasonable balance of designated and undesignated funds. For undesignated funds we have set an upper limit of 25% of our overall income for the year. Undesignated funds will be used for the following: cash flow purposes to compensate for retrospective funding and late invoice payments, and to cover necessary and unexpected one-off central or project costs".

The remaining undesignated reserves will be placed in a designated funds account which will be allocated, as the need arises, to cover such costs as the following: staff benefits (to cover any new regulations regarding legislative changes for staff benefits – such as pension contributions); to bring current staff salaries in line with equivalent London pay scales; disciplinary procedures (to cover the exceptional future costs of investigations and disciplinary hearing); cash flow (to provide the organisation with stability during periods awaiting retrospective funding payments); new premises (to provide for the cost of relocating services to new premises if the organisation outgrows its current premises).

The Board of Trustees regularly reviews the amount of funds VCH requires to ensure that they are adequate to fulfil VCH's continuing obligations. It takes a cautious approach towards investment adopting a short-term low risk policy."

### ***ACCOUNTING AND REPORTING RESPONSIBILITIES***

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the profit or loss of the charitable company for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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 2006. 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.

### ***HVA VOLUNTEERS***

The VCH team is one of its greatest assets, consisting of both paid staff and committed volunteers, working on our Board and supporting VCH on a daily basis. The contribution made by the volunteers alone translates to a wage-equivalent value of approximately £63,000 during the 2010-11 financial year (calculated on the approximate average salary for paid staff for the time our volunteers give freely to VCH).

***OUR FUTURE***

2011 is the European Year of the Volunteer and at VCH we are excited that this is another way for VCH to become involved in volunteering at an international level. The Volunteering bus that will be touring Europe will arrive in London for Volunteer Week (1-7 June) and we are looking forward to putting our own stamp on things.

In addition, the 2012 Olympic and Paralympic Games which provide a unique opportunity for the UK and Hackney to again get involved in volunteering at a national level and make an impact and contribution to a once in a lifetime opportunity. As Hackney is one of the five host boroughs, VCH has already been involved in London Ambassadors looking for ways to help recruit volunteering for the games.

VCH also wants to do different things in different ways. With volunteering on the government agenda and ongoing debates about the Big Society, volunteering has been catapulted into the limelight. VCH welcomes this as it has recently got the Local Authority to endorse a Volunteering Strategy for the borough. With words like Active Citizenship and Timebanking and Mutuals it sums up where VCH will be heading in the future. Big Society or not, it is already evident in our work.....it defines who we are and where we are going. We would also like to maintain our PROPS and Employability projects through partnership as well as develop (once again) Youth, Sport and Family Volunteering as well as extending the supported Volunteering to include people with Learning Difficulties and other other groups in the community needing extra support.

***PUBLIC BENEFIT***

The trustees acknowledge the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's published general and relevant sub-sector guidance on public benefit.

All activities undertaken by VCH are for the public benefit. With a focus on providing volunteering services, the organisation's operation is very much geared to providing benefit to the local community as is highlighted by the activities reported herein. This will also continue to be central to its future plans.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and was approved by the trustees on 12 August 2011 and signed on their behalf by:

Chair, Eric Smart

Company Secretary, Celosia Mendes

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS OF VOLUNTEER CENTRE HACKNEY

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I report on the accounts for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

This report is made solely to the charitable company's members, as a body, in accordance with Section 43(3) of the Charities Act 1993. My work has been undertaken so that I might state to the charitable company's members those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for my examination, for this report, or for the opinions I have formed.

**Respective responsibilities of trustees and reporting accountants**

The trustees (who are also the directors of the company for purposes of company law) are responsible for preparing the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general directions given by the Charities Commission under section 43(7)(b) of the 1993 Act: and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes a consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

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

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

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

Stuart Markley FCA  
Moore Stephens LLP  
Chartered Accountants  
150 Aldersgate Street  
London  
EC1A 4AB

Volunteer Centre Hackney  
 STATEMENT OF FINANCIAL ACTIVITIES  
 For the year ended 31 March 2011

Company No 3357999

|   | <i>Notes</i> | <i>Unrestricted<br/>Funds<br/>£</i> | <i>Restricted<br/>Funds<br/>£</i> | <i>Total<br/>2011<br/>£</i> | <i>Total<br/>2010<br/>£</i> |
|---|--------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| <b>Incoming resources</b>                             |              |                                     |                                   |                             |                             |
| <i>Incoming resources from generated funds:</i>       |              |                                     |                                   |                             |                             |
| Investment income                                     | 2            | 91                                  | -                                 | 91                          | 1,330                       |
|   |              | 91                                  | -                                 | 91                          | 1,330                       |
| <i>Incoming resources from charitable activities:</i> |              |                                     |                                   |                             |                             |
| Grants receivable                                     | 3            | -                                   | 282,063                           | 282,063                     | 288,261                     |
| Training course fees                                  |              | -                                   | -                                 | -                           | 645                         |
| Other income  |              | 3,231                               | -                                 | 3,231                       | 1,862                       |
| <b>Total incoming resources</b>                       |              | <b>3,322</b>                        | <b>282,063</b>                    | <b>285,385</b>              | <b>292,098</b>              |
| <b>Resources expended</b>                             |              |                                     |                                   |                             |                             |
| Charitable activities                                 |              | 143                                 | 286,847                           | 286,990                     | 280,667                     |
| Governance costs                                      |              | -                                   | 4,297                             | 4,297                       | 7,435                       |
| <b>Total resources expended</b>                       | 5            | 143                                 | 291,144                           | 291,287                     | 288,102                     |
| <b>Net (resources expended)/incoming resources</b>    | 6            | 3,179                               | (9,081)                           | (5,902)                     | 3,996                       |
| <b>Total Funds at 1 April 2010</b>                    |              | 135,417                             | 9,081                             | 144,498                     | 140,502                     |
| <b>Total Funds at 31 March 2011</b>                   | 12           | 138,596                             | -                                 | 138,596                     | 144,498                     |

The Statement of Financial Activities includes all gains and losses recognised in the year.

The net incoming resources for the year arise from the Charity's continuing operations.

Volunteer Centre Hackney  
BALANCE SHEET  
at 31 March 2011

Company No 3357999

|   | <i>Notes</i> | <i>2011</i><br>£ | <i>2010</i><br>£ |
|---|--------------|------------------|------------------|
| <b>Fixed Assets</b>                                   |              |                  |                  |
| Tangible assets                                       | 9            | 6,085            | 8,040            |
| <b>Current Assets</b>                                 |              |                  |                  |
| Debtors   | 10           | 31,882           | 35,426           |
| Cash at bank and in hand                              |              | 150,796          | 160,063          |
|   |              | <u>182,678</u>   | <u>195,489</u>   |
| <b>Creditors: Amounts falling due within one year</b> | 11           | (50,167)         | (59,031)         |
|   |              | <u>132,511</u>   | <u>136,458</u>   |
| <b>Net Current Assets</b>                             |              | <u>132,511</u>   | <u>136,458</u>   |
| <b>Total Assets Less Current Liabilities</b>          | 13           | <u>138,596</u>   | <u>144,498</u>   |
| <b>Funds</b>  |              |                  |                  |
| Unrestricted funds                                    | 12           | 138,596          | 135,417          |
| Restricted funds                                      | 12           | -                | 9,081            |
|   |              | <u>138,596</u>   | <u>144,498</u>   |
| <b>Total Funds</b>                                    |              | <u>138,596</u>   | <u>144,498</u>   |

For the year ended 31 March 2011 the company was entitled to exemption from audit under S477 of the Companies Act 2006 (the Act) relating to small companies. The members have not required the company to obtain an audit of its accounts for the year under S476. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the trustees and authorised for issue on 12 August 2011.

Chair, Eric Smart

The notes on pages 12 to 19 form part of these financial statements.

# Volunteer Centre Hackney

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2011

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### 1 ACCOUNTING POLICIES

#### 1.1 BASIS OF PREPARATION

These financial statements have been prepared under the historic cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice on Accounting and Reporting by Charities (SORP 2005) and the Companies Act 2006.

#### 1.2 COMPANY STATUS

The company is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

#### 1.3 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Investment income, gains and losses are allocated to the appropriate fund.

#### 1.4 INCOMING RESOURCES

All incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Grants received prior to the year end but not recognised as income are carried forward within accruals and deferred income.

#### 1.5 RESOURCES EXPENDED

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities, they have been allocated on a basis consistent with the use of the resources.

Grants payable are payments made to third parties in the furtherance of the charitable objectives of the company. Grants are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a contingent liability, but not accrued as expenditure.

1 ACCOUNTING POLICIES *(continued)*1.5 RESOURCES EXPENDED *(continued)*

Costs of charitable activities include grants made and an appropriate proportion of overhead and support costs as shown in note 5. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination/statutory audit.

## 1.6 TANGIBLE FIXED ASSETS

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the costs of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

|                                    |   |                            |
|------------------------------------|---|----------------------------|
| Fixtures, fittings and equipment   | - | 33.3% straight line        |
| Improvements to leasehold property | - | Over the life of the lease |

Assets greater than £500 are capitalised.

## 1.7 OPERATING LEASES

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the lease term.

## 2 INVESTMENT INCOME

|                     | <i>Unrestr-<br/>icted<br/>Funds</i> | <i>Restricted<br/>Funds</i> | <i>Total<br/>2011</i> | <i>Total<br/>2010</i> |
|---------------------|-------------------------------------|-----------------------------|-----------------------|-----------------------|
|                     | £                                   | £                           | £                     | £                     |
| Interest receivable | 91                                  | -                           | 91                    | 1,330                 |

| 3 | GRANTS RECEIVABLE                      | <i>Unrestr-<br/>icted<br/>Funds<br/>£</i> | <i>Restricted<br/>Funds<br/>£</i> | <i>Total<br/>2011<br/>£</i> | <i>Total<br/>2010<br/>£</i> |
|---|--|---|-----------------------------------|-----------------------------|-----------------------------|
|   | Team Hackney                           | -   | -                                 | -                           | 1,182                       |
|   | Total grants for grant making purposes | -   | -                                 | -                           | 1,182                       |
|   | Other grants                           | -   | 282,063                           | 282,063                     | 287,079                     |
|   | Total grants receivable                | -   | 282,063                           | 282,063                     | 288,261                     |

| 4 | GRANTS PAYABLE                            | <i>2011<br/>£</i> | <i>2010<br/>£</i> |
|---|---|-------------------|-------------------|
|   | The amount payable in the year comprises: |                   |                   |
|   | <b>Team Hackney</b>                       |                   |                   |
|   | Amounts awarded to community groups       | -                 | 1,182             |
|   | Total institutional grants                | -                 | 1,182             |
|   | Reconciliation of grants payable:         |                   |                   |
|   | Grants payable for the year               | -                 | 1,182             |
|   | Grants paid during the year               | -                 | (1,182)           |
|   | Payable at 31 March                       | -                 | -                 |

**Contingent Liabilities**

In addition to the amounts committed and accrued noted above, the trustees may also authorise certain grants which are subject to the recipient fulfilling certain conditions. The total amount authorised but not accrued as expenditure at 31 March 2011 is £Nil (2010 £Nil).

Grants payable in the year greater than or equal to £1,000 comprise:

| <b>Team Hackney – LAA Best Practice</b> | <i>2011<br/>£</i> | <i>2010<br/>£</i> |
|---|-------------------|-------------------|
| Home Start Hackney (refunded)           | -                 | (1,763)           |
| Bikkur D'Satmar                         | -                 | 2,000             |
| Other < £1,000                          | -                 | 945               |
|   | -                 | 1,182             |



## 5 TOTAL RESOURCES EXPENDED

|                       | <i>Staff Costs</i> | <i>Depreciation</i> | <i>Other costs</i> | <i>Total<br/>2011</i> | <i>Total<br/>2010</i> |
|-----------------------|--------------------|---------------------|--------------------|-----------------------|-----------------------|
|                       | £                  | £                   | £                  | £                     | £                     |
| Charitable activities | 207,816            | 1,955               | 77,219             | 286,990               | 280,667               |
| Governance costs      | -                  | -                   | 4,297              | 4,297                 | 7,435                 |
|                       | 207,816            | 1,955               | 81,516             | 291,287               | 288,102               |

|                                   | <i>Support<br/>Costs</i> | <i>Govern-<br/>ance</i> | <i>Total<br/>2011</i> | <i>Total<br/>2010</i> |
|-----------------------------------|--------------------------|-------------------------|-----------------------|-----------------------|
|                                   | £                        | £                       | £                     | £                     |
| Salaries & wages                  | 206,136                  | -                       | 206,136               | 198,096               |
| Redundancies                      | 1,200                    | -                       | 1,200                 | 5,075                 |
| Other staff costs                 | 1,680                    | -                       | 1,680                 | 1,710                 |
| Staff training & travel           | 317                      | -                       | 317                   | 1,584                 |
| Occupancy costs                   | 24,181                   | -                       | 24,181                | 13,852                |
| Move to new premises              | 4,304                    | -                       | 4,304                 | 5,663                 |
| Insurance                         | 983                      | -                       | 983                   | 989                   |
| Printing, postage & stationery    | 3,374                    | -                       | 3,374                 | 3,404                 |
| Telephone                         | 4,328                    | -                       | 4,328                 | 3,968                 |
| Bank charges                      | 162                      | -                       | 162                   | 334                   |
| Membership & subscription costs   | 1,308                    | -                       | 1,308                 | 1,179                 |
| Volunteer expenses                | 2,975                    | -                       | 2,975                 | 2,602                 |
| Bookkeeping & other consulting    | 16,250                   | -                       | 16,250                | 16,053                |
| Accountants/auditors remuneration | -                        | 4,297                   | 4,297                 | 7,435                 |
| Meetings                          | 96                       | -                       | 96                    | 501                   |
| Direct project costs              | 9,098                    | -                       | 9,098                 | 16,387                |
| Grants paid                       | -                        | -                       | -                     | 1,182                 |
| Depreciation                      | 1,955                    | -                       | 1,955                 | 676                   |
| Trustees' expenses                | 697                      | -                       | 697                   | 453                   |
| Marketing and Publicity           | 960                      | -                       | 960                   | -                     |
| IT                                | 3,566                    | -                       | 3,566                 | 6,752                 |
| Volunteer Week Awards             | 2,632                    | -                       | 2,632                 | -                     |
| Consultancy                       | 530                      | -                       | 530                   | -                     |
| Miscellaneous                     | 258                      | -                       | 207                   | 207                   |
|                                   | 286,990                  | 4,297                   | 291,287               | 288,102               |

| 6 | NET (RESOURCES EXPENDED)/ INCOMING RESOURCES | <i>2011</i> | <i>2010</i> |
|---|--|-------------|-------------|
|   |  | £           | £           |
|   | This is stated after charging:               |             |             |
|   | Depreciation of tangible fixed assets:       |             |             |
|   | - owned by the charity                       | 1,955       | 676         |
|   | Auditors' remuneration                       | 97          | 7,435       |
|   | Independent examiner's fee                   | 4,200       | -           |
|   | Operating lease rentals – land and buildings | 19,000      | 13,809      |
|   | Operating lease rentals – other              | 2,274       | 1,729       |

#### 7 TRUSTEES' REMUNERATION

During the year, no Trustees received any remuneration (2010 £Nil).

During the year, no Trustees received any benefits in kind (2010 £Nil).

During the year, Trustees received £697 of reimbursement of expenses (2010 £453).

#### 8 STAFF COSTS

|                       | <i>2011</i> | <i>2010</i> |
|-----------------------|-------------|-------------|
|                       | £           | £           |
| Wages and salaries    | 187,699     | 176,558     |
| Social security costs | 18,437      | 17,520      |
| Pension costs         | 1,680       | 4,018       |
|                       | 207,816     | 198,096     |

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

|                                 | <i>2011</i> | <i>2010</i> |
|---------------------------------|-------------|-------------|
|                                 | <i>No</i>   | <i>No</i>   |
| Management and central services | 8           | 7           |

No employee received remuneration amounting to more than £60,000 in either year.

Volunteer Centre Hackney  
 DETAILED INCOME AND EXPENDITURE ACCOUNT  
 for the year ended 31 March 2011

Company No 3357999

| 9 TANGIBLE FIXED ASSETS   | <i>Improvements to<br/>Leasehold<br/>Property</i><br>£ | <i>Furniture,<br/>fittings and<br/>equipment</i><br>£ | <i>Total</i><br>£ |
|---------------------------|--|---|-------------------|
| Cost:                     |  |   |                   |
| At 31 March 2010 and 2011 | <u>6,900</u>   | <u>197,361</u>  | <u>204,261</u>    |
| Depreciation:             |  |   |                   |
| At 1 April 2010           | 230  | 195,991   | 196,221           |
| Charge for the year       | 1,380  | 575   | 1,955             |
| At 31 March 2011          | <u>1,610</u>   | <u>196,566</u>  | <u>198,176</u>    |
| Net book value:           |  |   |                   |
| At 31 March 2011          | <u>5,290</u>   | <u>795</u>  | <u>6,085</u>      |
| At 31 March 2010          | <u>6,670</u>   | <u>1,370</u>  | <u>8,040</u>      |

| 10 DEBTORS     | <i>2011</i><br>£ | <i>2010</i><br>£ |
|----------------|------------------|------------------|
| Trade debtors  | 21,121           | 2,892            |
| Prepayments    | 5,951            | 1,724            |
| Accrued income | 0                | 26,060           |
| Other debtors  | 4,810            | 4,750            |
|                | <u>31,882</u>    | <u>35,426</u>    |

| 11 CREDITORS: Amounts falling due within one year | <i>2011</i><br>£ | <i>2010</i><br>£ |
|---|------------------|------------------|
| Trade creditors                                   | 3,635            | 2,103            |
| Social security and other taxes                   | 3,885            | 5,786            |
| Other creditors                                   | 3,065            | 14,532           |
| Accruals and deferred income                      | 39,582           | 36,610           |
|   | <u>50,167</u>    | <u>59,031</u>    |

Volunteer Centre Hackney  
 DETAILED INCOME AND EXPENDITURE ACCOUNT  
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12 STATEMENT OF FUNDS

|                                 | <i>At 1 April</i><br>2010<br>£ | <i>Income</i><br>£ | <i>Expenses</i><br>£ | <i>At 31</i><br><i>March</i><br>2011<br>£ |
|---------------------------------|--------------------------------|--------------------|----------------------|---|
| Unrestricted Funds:             |                                |                    |                      |   |
| General funds                   | 135,417                        | 3,322              | 143                  | 138,596                                   |
| <b>Total Unrestricted funds</b> | <b>135,417</b>                 | <b>3,322</b>       | <b>143</b>           | <b>138,596</b>                            |
| Restricted Funds:               |                                |                    |                      |   |
| BBC Children in Need            | -                              | 5,622              | 5,622                | -   |
| LBH VB Funding                  | -                              | 55,000             | 55,000               | -   |
| Hackney Homes                   | -                              | 12,133             | 12,133               | -   |
| City Bridge Trust               | -                              | 41,625             | 41,625               | -   |
| LAA Best Practice               | -                              | 42,899             | 42,899               | -   |
| Supported Volunteering          | -                              | 67,034             | 67,034               | -   |
| Employability                   | -                              | 57,750             | 57,750               | -   |
| Other                           | 9,081                          | -                  | 9,081                | -   |
| <b>Total Restricted Funds</b>   | <b>9,081</b>                   | <b>282,063</b>     | <b>291,144</b>       | <b>-</b>                                  |
| <b>Total Funds</b>              | <b>144,498</b>                 | <b>285,385</b>     | <b>291,287</b>       | <b>138,596</b>                            |

**Description, nature and purpose of the restricted funds**

*BBC Children in Need, LBH VB Funding, City Bridge Trust, LAA Best Practice, Supported Volunteering, Employability, Hackney Homes*

Grants and sponsorships to promote, support, and encourage the use and involvement of volunteers in the London Borough of Hackney.

13 ANALYSIS OF NET ASSETS BETWEEN FUNDS

|                       | <i>Restricted</i><br><i>Funds</i><br>£ | <i>Un-<br/>restricted</i><br><i>Funds</i><br>£ | <i>Total</i><br>2011<br>£ | <i>Total</i><br>2010<br>£ |
|-----------------------|--|--|---------------------------|---------------------------|
| Tangible fixed assets | -                                      | 6,085  | 6,085                     | 8,040                     |
| Current assets        | -                                      | 182,678  | 182,678                   | 195,489                   |
| Current liabilities   | -                                      | (50,167)                                       | (50,167)                  | (59,031)                  |
|                       | -                                      | 138,596  | 138,596                   | 144,498                   |

Volunteer Centre Hackney  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
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| 14 | COMMITMENTS UNDER OPERATING LEASES   | 2011                                 |              | 2010                                 |              |
|----|--|--------------------------------------|--------------|--------------------------------------|--------------|
|    |  | <i>Land &amp;<br/>Buildings</i><br>£ | Other<br>£   | <i>Land &amp;<br/>Buildings</i><br>£ | Other<br>£   |
|    | At 31 March the charity was committed to making the following payments during the next year under non-cancellable operating leases as follows: |                                      |              |                                      |              |
|    | Expiring between 2 and 5 years   | 19,000                               | 2,353        | 19,000                               | 1,776        |
|    |  | <u>19,000</u>                        | <u>2,353</u> | <u>19,000</u>                        | <u>1,776</u> |

15 CAPITAL COMMITMENTS

Amounts contracted for, but not provided in the accounts, amount to £nil (2010: £nil).

16 RELATED PARTY TRANSACTIONS

During the year, the charity engaged the services of a contract cleaning company connected to Olabisi Ojuri, the managing director, and paid £393 (2010: £Nil) for these. All amounts had been paid by the year end.