

Charity Registration No. 1061373

Company Registration No. 3332555 (England and Wales)

BRACKNELL FOREST VOLUNTARY ACTION
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014

BRACKNELL FOREST VOLUNTARY ACTION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	S Drew (Chair) D Birch (Vice Chair) E Sawbridge (Treasurer) G Barnard P Lander G Hallett N Parish P Redford
Charity number	1061373
Company number	3332555
Principal address	Ground Floor, Amber House Market Street Bracknell Berkshire RG12 1JB
Registered office	Ground Floor, Amber House Market Street Bracknell Berkshire RG12 1JB
Independent examiner	Andrew Beet FCA Rice Associates Limited Market Chambers 3-4 Market Place Wokingham Berkshire RG40 1AL
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling ME19 4JQ

BRACKNELL FOREST VOLUNTARY ACTION

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BRACKNELL FOREST VOLUNTARY ACTION

FOR THE YEAR ENDED 31 MARCH 2014

TRUSTEES' REPORT

The Trustees present their report and accounts for the year ended 31 March 2014.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

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

S Drew (appointed Chair 3rd September 2013)
E Sawbridge (Treasurer)
Dr G Barnard: appointed 11 April 2013
D Birch: appointed 11 April 2013
G Hallet: appointed 24 October 2013
P Redford: appointed 29 October 2013
N Parish: appointed 29 October 2013
P Lander: appointed 29 November 2013
J Dean (Chair): resigned 3rd September 2013
K Long: resigned 22 October 2013
M Parsons: resigned 22 October 2013
W Neen: resigned 22 October 2013
P Bestley: resigned 22 October 2013
G Cunningham: appointed 29 October 2013, resigned 10 December 2013

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

The Charity's purpose as set out in the objects clause of the company's memorandum of association are to:

- Promote any charitable purpose for the benefit of the community in the local government area of Bracknell Forest, in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness.
- Promote and organise co-operation in the achievement of this objective and bring together in council representatives of voluntary organisations and statutory authorities within the area of benefit.
- Promote effective community service and activity in the Bracknell Forest area, to strengthen voluntary organisations by offering a range of vital services and to provide opportunities to draw them together within the voluntary sector and to act as a strategic partner with local statutory agencies.

During the reporting year the Trustees reviewed and agreed that the focus of Bracknell Forest Voluntary Action should continue with its four core functions. The four functions are infrastructure, volunteering, funding and training support. This review looks at what has been achieved and the results of Bracknell Forest Voluntary Action's work in the previous 12 months. The review helps to ensure our aims and

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

objectives remain focused on Bracknell Forest Voluntary Action's stated purpose. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit and the trustees consider how planned activities will contribute to the aims and objectives set.

Governance

All policies and procedures are reviewed on at least an annual basis or when it is legally necessary and these include training and induction of trustees, governance and health and safety.

The Chief Officer is responsible for the day to day decisions, including expenditure on items up to £500, with the exception of the Payroll. The Trustees agree Policies and Procedures and any substantial financial decisions affecting the long term aims of the organisation.

New Trustees are normally recruited by the Trustees, although there are arrangements in place for members to nominate a person to be a Trustee. Trustees are appointed by an ordinary resolution of the Charity. In identifying potential new trustees, the Trustees are mindful of any identified shortfalls in the skill set of the current Trustees. Appropriate training will be offered to new trustees in the light of their existing skills and experience.

A statement of the major risks to which the charity is exposed, as identified by the Trustees or the Chief Executive, is attached to the Strategic Business Plan and covers financial, physical and operational risks. These are reviewed annually by the Board of Trustees and systems or procedures are put in place to manage these identified risks.

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

Review of Activities

2013 - 2014 has been a challenging year for Bracknell Forest Voluntary Action. Following the receipt in March 2013 from Bracknell Forest Council of a grant of £60,000 from its Transformation Fund, the majority of activities have focused on ensuring that the core activities of Bracknell Forest Voluntary Action could be put on a more sustainable footing within the parameters of the current level of core grant.

The Trustees would like to extend their warmest thanks to Martin Gilman and Chris Cowap who until June 2013 were Chief Executive and Development Manager respectively and who over the years made significant contributions to the Voluntary Community and Faith Sector in Bracknell. The Trustees would also like to extend their warmest thanks to Carole Allen, Lynette Robertson and Judy English for their significant contribution to Bracknell Forest Voluntary Action prior to leaving this year. The Trustees would also like to thank the continuing and new staff for their support and outstanding efforts through what has been a year of change and challenge.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

This year also saw changes on the Board of Trustees.

Four longstanding Trustees, Kate Long, Mike Parsons, William Neen and Peter Bestley retired and their wisdom and experience will be hard to replace.

The Board welcomed six new Trustees, Dr Gareth Barnard, Dale Birch, Geoff Hallett, Peter Redford, Nick Parish and Penny Lander, who bring with them a wealth of knowledge, skills and experience.

The Trustees would also like to extend a warm thank you to the volunteers who have greatly contributed to Bracknell Forest Voluntary Action through this year: Gill (membership record updating), Georgina (graphics), Malcolm (new website development), Helen (marketing), Kim (reception and administration support), Nina (administration), and Janet & Nico (community project support).

The Trustees reiterate their thanks to BFC for its commitment to maintaining a vibrant VCFS in Bracknell and its continued support in helping the organisation achieve the changes needed.

Funding

Bracknell Forest Voluntary Action budgets for a core level of services close to indicative guidance on the levels of funding available, and this year, whilst it has proved challenging, the majority of these targets have been met.

The organisation has continued to look for additional sources of funds and seek the benefits of cooperation and co-production in order to ensure that good value is delivered to funders. Whilst the environment remains challenging, taking into account the level of unrestricted reserves and assuming a continuing level of core funding the Trustees believe that Bracknell Forest Voluntary Action will be able to continue supporting the VCFS in the coming years. The funding status of each activity is given in the following sections of this report.

Achievements and performance

At year end Bracknell Forest Voluntary Action had 621 groups and organisations on its database. Bracknell Forest Voluntary Action is extremely proud that its support can have an impact on such a diverse spectrum of the population. The feedback received continues to show that the efforts, services and resources of Bracknell Forest Voluntary Action continue to be highly appreciated and valued by a vibrant Voluntary Community and Faith Sector that has been facing many of the same challenges that have faced Bracknell Forest Voluntary Action.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

Partnerships

Bracknell Forest Voluntary Action has reestablished itself as an integral part of an increasing range of partnerships and this activity is funded both from within in the core grant and through support of partners. For example, this year Bracknell Forest Voluntary Action has worked in partnership with the Local Safeguarding Children and Young People team to deliver safeguarding support and advice to members.

Development

A key part of Bracknell Forest Voluntary Action's role is acting as a conduit for local, regional and national information within the sector and from partner agencies, ensuring that groups are kept up to date with legislation, consultations, training, funding opportunities and events. During this year Bracknell Forest Voluntary Action has worked on updating the information in its membership database to ensure that it continues to reach the VCFS effectively. As part of the continued effort to establish financial stability, a competitive Conference room hire charge was introduced. Despite this, the Conference room and smaller meeting rooms have been used 670 times: at £15 per hour, this represents a £10,050 saving to the sector.

Funding Advice

The very successful East Berkshire Funding Project finished on 26 July 2013. Across the East Berkshire Area over £7 million of grants were awarded and the total for the Bracknell Forest area was £1 million for the four years of the project. Following the end of this project, Bracknell Forest Voluntary Action continued to offer this service as part of the restructured core services and continues to work closely with Berkshire Community Foundation, the Big Lottery and a number of other local and national funders.

Volunteering

Volunteer numbers remained stable in the period with 737 applications and 662 referrals. Networks continued to be consolidated and marketing events were held at local libraries, colleges and sports centres. Volunteers from the business community increased and the number of private organisations expressing an interest continues to expand. Funding for this activity is secured within the core grant.

Training

A bespoke Volunteer Recruitment and Management Training programme, developed by Bracknell Forest Voluntary Action for any member, was successfully completed in June 2013.

A further application for funding to provide training for the academic year 2013-14 was successful. Once again, this project proved popular and the sector engaged well. 25 courses were run during the year attended by 207 people from a wide range of organisations. Topics included Adult Safeguarding, Health and Safety, First Aid, Food Hygiene, Charity Law and Makaton. Feedback indicated that these courses continued to help to improve the operation of the sector.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

Carers Services

A project funded by the Big Lottery to provide information and advice to Carers, continued to go from strength to strength and had 466 registered Carers with Bracknell Forest Voluntary Action. The funding for this project ended in April 2014. Further funded partnership work to strengthen Bracknell Forest's carer's support infrastructure has been secured for 2014.

Befriending

The Befriending Scheme secured further funding until March 2014 and handled a further 50 referrals from the Health and Adult Social care services and other sources. Finding, matching and training new volunteer befrienders was the main focus of this project and the number of volunteers rose to 80.

A project started in July 2013 with Bracknell Forest Homes proved successful and will continue into 2014/15. Further funded partnership work to develop befriending and community choices is in place for 2014.

Achievements against aims

Aim 1

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

Through this challenging year, Bracknell Forest Voluntary Action has continued to provide development and support to existing and new groups. The organisation continued to deliver capacity building training for the local groups and further strengthened the funding support and advice provision. The appointment of a Community Project Co-ordinator further strengthened Bracknell Forest Voluntary Action capacity to provide this support.

Information and communication is crucial to supporting groups, especially the smaller ones: photocopying, printing and meeting room support have continued.

Aim 2

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

Bracknell Forest Voluntary Action has continued to work with agencies and across sectors and link grass roots projects and development with the strategic priorities of our partners. It has supported members through its communications database and at events.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

Aim 3

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

Bracknell Forest Voluntary Action has continued to offer support to local Forums and has elected representation on themed partnership boards and various working groups.

Aim 4

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

This continues to be achieved through representation on the various forums, partnership themed boards and working groups of Bracknell Forest Voluntary Action's statutory partners.

Bracknell Forest Voluntary Action has continued efforts to establish a structured and mutual relationship with the private sector and plans are underway to re-establish the Partnership Compact in 2014.

Aim 5

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

Bracknell Forest Voluntary Action's policies and procedures have been reviewed and where appropriate have been updated during the year by the staff and trustees and all external funders' requirements have been met.

Aim 6

Improve communications, consultation process and information sharing.

Bracknell Forest Voluntary Action continues to improve its methods of communication and information sharing. Bracknell Forest Voluntary Action works with the Partnership Communications' Group, has developed an updated website for 2014, and the events that Bracknell Forest Voluntary Action held have maintained attendance.

Weekly e-Bulletins were continued and latterly Funding Bulletins were introduced. More frequent and themed Community Lunch events are planned for 2014/15.

BRACKNELL FOREST VOLUNTARY ACTION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

Financial review

At the start of the period BFVA received one-off funding of £60,000 from the BFC Transformation Fund, payable through the period based on the achievement of certain milestones, culminating in the presentation of a sustainable business plan. Core income remained largely unchanged £141,010 (2013: £143,325), unrestricted reserves saw a rise of £34,033 (2013: fall of £19,745). While many of the actions required by the restructuring plans were completed by the period end, a number of premises related actions remain to be taken, which are likely to draw on reserves in the current period. Income for restricted funds and projects fell dramatically to £94,733 (2013: £215,661). Only £18,522 of restricted funding carried forward into the following period. Further funding has been obtained in the current period.

Support and Governance costs decreased by £126,131 (2013: decrease £17,219). The methodology for calculating governance costs £10,594 (2013: £13,341) has been revised to bring it more in line with other similar organisations. Hours worked declined 47% between the beginning and the end of the period reflecting the reduction in activity levels.

It has been Bracknell Forest Voluntary Action's policy to maintain reserves of a minimum of 5 months core expenditure because of the nature of future funding to allow the Charity to wind down its services and cover its costs effectively. At period end and subsequently this test continues to be met.

The Cash Balance of £122,542 (2013: £97,858) is sufficient to cover our outstanding restricted fund commitments.

Asset cover for funds

Notes 14 & 15 set out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

Independent Examiners

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

On behalf of the Board of Trustees


BURCH
Trustee

Dated: 3 September 2014

BRACKNELL FOREST VOLUNTARY ACTION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRACKNELL FOREST VOLUNTARY ACTION

I report on the accounts of the charity for the year ended 31 March 2014, which are set out on pages 8 to 17.

Respective responsibilities of Trustees and examiner

The Trustees, who are also the directors of Bracknell Forest Voluntary Action for the purposes of company law, are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of the ICAEW.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) 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 consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as 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.

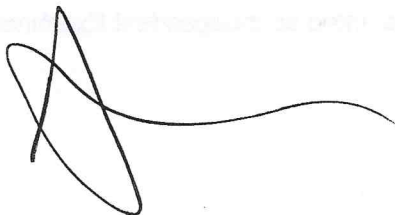
Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) 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 (revised 2005); have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew Beet FCA

Chartered Accountant
Rice Associates Limited
Market Chambers
3-4 Market Place
Wokingham
Berkshire
RG40 1AL



Dated: 6 September 2014

BRACKNELL FOREST VOLUNTARY ACTION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2014

	Notes	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
<u>Incoming resources from generated funds</u>					
Core funding	2	201,010	-	201,010	143,325
Investment income	3	542	-	542	1,210
		201,552	-	201,552	144,535
Incoming resources for charitable activities.	4	21,643	94,733	116,376	251,690
Other incoming resources		-	-	-	-
Total incoming resources		223,195	94,733	317,928	396,225
<u>Resources expended</u>					
5					
Charitable activities					
Grants payable		-	-	-	34,356
Charitable expenditure		181,270	108,106	289,376	412,760
Total charitable expenditure		181,270	108,106	289,376	447,116
Governance costs		10,594	-	10,594	13,341
Total resources expended		191,864	108,106	299,970	460,457
Net outgoing resources before transfers		31,331	(13,373)	17,958	(64,232)
Gross transfers between funds		2,702	(2,702)	-	-
Net expenditure for the year/ Net movement in funds		34,033	(16,075)	17,958	(64,232)
Fund balances at 1 April 2013		73,490	34,597	108,087	172,319
Fund balances at 31 March 2014		107,523	18,522	126,045	108,087

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

BRACKNELL FOREST VOLUNTARY ACTION

BALANCE SHEET

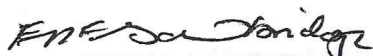
AS AT 31 MARCH 2014

	Notes	2014		2013	
		£	£	£	£
Fixed assets					
Tangible assets	10		-		7,285
Current assets					
Debtors	11	12,388		11,081	
Cash at bank and in hand		<u>122,543</u>		<u>97,858</u>	
		134,931		108,939	
Creditors: amounts falling due within one year	12	<u>(8,886)</u>		<u>(8,137)</u>	
Net current assets		<u>126,045</u>		<u>100,802</u>	
Total assets less current liabilities		<u>126,045</u>		<u>108,087</u>	
Income funds					
Restricted funds	14	18,522		34,597	
Unrestricted funds		<u>107,523</u>		<u>73,490</u>	
		<u>126,045</u>		<u>108,087</u>	

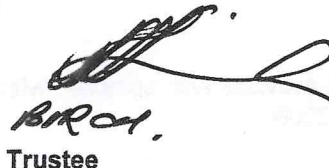
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2014. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 3rd September 2014



E Sawbridge (Treasurer)
Trustee



B. R. O. M.
Trustee

Company Registration No. 3332555

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

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

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

1.3 Resources expended

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

Expenditure falling directly within one activity is allocated only to that activity. Central costs have been apportioned and allocated between support costs and governance costs of the Charity on the basis of time spent on each activity. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

1.4 Tangible fixed assets and depreciation

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

Freehold land is not depreciated	
Freehold buildings	20% straight line
Equipment	33% straight line
Office equipment	33% straight line
Motor vehicles	20% straight line

1.5 Pensions

The charity's contribution to employee personal pension plans are charged on a monthly basis within salaries.

1.6 Accumulated funds

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

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

2 Core funding

	2014	2013
	£	£
Grants receivable from BFC for core activities	141,010	143,525
Grant receivable from BFC Transformation Fund	60,000	-
	<u>201,010</u>	<u>143,525</u>

3 Investment income

	2014	2013
	£	£
Interest receivable	542	1,210

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

4 Incoming resources for charitable activities.

	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Grants receivable for charitable activities	-	94,672	94,672	223,909
Other services	21,643	61	21,704	27,781
	<u>21,643</u>	<u>94,733</u>	<u>116,376</u>	<u>251,690</u>

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

BFC - Carer Grants Administration	-	4,157
BFC - Carer Grants	-	32,769
Domestic Support	-	22,693
Adult Carers	-	20,032
Big Lottery Fund Grant	27,713	38,587
Funding Advisor	8,325	24,817
Care Service Manager	-	20,114
Befriending	26,050	27,590
BFH Befriending	19,584	-
Training Co-ordinator (volunteers)	8,000	-
Training Co-ordinator	-	33,150
Nepalese Capacity Building	3,000	-
LSCB	2,000	-
	<u>94,672</u>	<u>223,909</u>

Income received for Other services of £21,643 (2013: £27,781) includes amounts received from management fees of £7,955 (2013: £16,078), Rent income £13,288 (2013: £8,203), and miscellaneous income of £461 (2013: £3,500).

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

5 Total resources expended

	Staff costs	Depreciation	Other costs	Total 2014	Total 2013
	£	£	£	£	£
Charitable activities					
<u>Grants payable</u>					
Grant funding of activities	-	-	-	-	34,356
<u>Charitable Expenditure</u>					
Activities undertaken directly	65,449	-	42,657	108,106	203,127
Support costs	<u>139,618</u>	<u>7,285</u>	<u>34,367</u>	<u>181,270</u>	<u>209,633</u>
Total	<u>205,067</u>	<u>7,285</u>	<u>77,024</u>	<u>289,376</u>	<u>412,760</u>
Total charitable activities	<u>205,067</u>	<u>7,285</u>	<u>77,024</u>	<u>289,376</u>	<u>447,116</u>
Governance Costs	<u>7,798</u>	<u>-</u>	<u>2,796</u>	<u>10,594</u>	<u>13,341</u>
Include accountancy and independent examiners fees of £2,400.(2013 £6,497)					
	<u>212,865</u>	<u>7,285</u>	<u>79,820</u>	<u>299,970</u>	<u>460,457</u>

6 Grants payable

	Total 2014	Total 2013
	£	£
Charitable expenditure	-	34,456

7 Support costs

	2014	2013
	£	£
Other costs	34,367	50,298
Staff costs	139,618	150,962
Depreciation	7,285	8,373
	<u>181,270</u>	<u>209,633</u>

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

8 Trustees

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

9 Employees

Number of employees

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

	2014	2013
	Number	Number
Management	0.5	1.0
Administration	1.0	1.0
Charity support	6.3	7.6
	<u>7.8</u>	<u>9.6</u>

Employment costs

	2014	2013
	£	£
Wages and salaries	197,143	280,428
Social security and pension costs	15,722	24,440
	<u>212,865</u>	<u>304,868</u>

The average monthly number of employees for actual head count during the year are 7.8 (2013:13.3).

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

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

10 Tangible fixed assets

	Improvements to property	Equipment	Total
	£	£	£
At 31 March 2013			
Cost			
At 1 April 2013 and at 31 March 2014	<u>17,480</u>	<u>37,325</u>	<u>54,805</u>
Depreciation			
At 1 April 2013	13,984	33,356	47,520
Charge for the year	<u>3,496</u>	<u>3,789</u>	<u>7,285</u>
At 31 March 2013	<u>17,480</u>	<u>37,325</u>	<u>54,805</u>
Net book value			
At 31 March 2014	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2013	<u>3,496</u>	<u>3,789</u>	<u>7,285</u>

11 Debtors

	2014 £	2013 £
Trade debtors	4,964	498
Prepayments and accrued income	7,424	10,583
	<u>12,388</u>	<u>11,081</u>

12 Creditors: amounts falling due within one year

	2014 £	2013 £
Trade creditors	2,126	1,389
Accruals	6,760	6,748
	<u>8,886</u>	<u>8,137</u>

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

13 Share capital

The company is incorporated as limited by guarantee and therefore has no share capital. Every member undertakes to contribute such amount as may be required (not exceeding £1). The number of members at 31 March 2014 was 565 (2013: 621).

14 Restricted funds

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

	Movement in funds				
	Balance at 1 April 2013	Incoming resources	Resources expended	Transfers	Balance at 31 March 2014
	£	£	£	£	£
Big Lottery Fund Grant	7,472	27,713	(35,065)	-	120
Adult Carers	340	-	-	(342)	-
Funding Advisor	3,415	8,325	(11,741)	-	-
Domestic Support Income	545	-	-	(545)	-
Befriending(BFC)	11,090	26,111	(33,659)	-	3,541
Training Co-ordinator	11,735	8,000	(13,932)	(1,817)	3,986
Befriending (BFH)	-	19,584	(13,130)	-	6,454
Nepalese Capacity Building	-	3,000	(579)	-	2,421
Local Safeguarding Children's Board	-	2,000	-	-	2,000
	34,597	94,733	(108,106)	(2,702)	18,522

14 Restricted funds

Each of these funds is the result of a grant to the company for a specific purpose. The uses to which these funds may be applied is set out in the company's bid or the grant-making bodies' letter of grant. The company is subject to differing accountability requirements from the grant making bodies. Details of the grant making bodies and purposes of Restricted Funds are set out in the following table.

Name	Grant making body	Purposes
Carers Information & Advice Worker	Big Lottery Fund Grant	Advice & Information support for adult Carers in Bracknell Forest.
Befriending	Bracknell Forest Council	Coordinate and support volunteers and clients through training and recruitment and matching service.
Funding Advisor	Big Lottery	Providing advice and support to local community groups on raising funds.
Befriending	Bracknell Forest Homes	Volunteer recruitment to provide activities in sheltered housing.
Volunteer Training	Bracknell Forest Council	To arrange and deliver training events for the voluntary and community groups and individuals in Bracknell Forest.
Nepalese Capacity Building	Bracknell Forest Council	Assist Nepalese Community to strengthen their project management processes.
Local Safeguarding Children's Board	Bracknell Forest Council	Developing children's safeguarding practice in Bracknell Forest.

BRACKNELL FOREST VOLUNTARY ACTION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

15 Analysis of net assets between funds

	Unrestricted	Restricted	Total funds
	£	£	£
Fund balances at 31 March 2014 are represented by:			
Tangible fixed assets	-	-	-
Current assets	116,410	18,521	134,931
Creditors: amounts falling due within one year	(8,886)	-	(8,886)
	<u>107,524</u>	<u>18,521</u>	<u>108,087</u>