

**THE VOLUNTEER NETWORK CENTRE
(FOREST GATE AND PLAISTOW)**

**A Company Limited by Guarantee
(Number: 4310486)**

and

**A registered Charity
(Number 1099298)**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2014**

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DIRECTORS' REPORT

The Directors present their Report and Financial Statements for the year ended 31 March 2014. They comply with charity Statutory and regulatory requirement, including the Statement of Recommended Practice: Accounting and Reporting by Charities and the Memorandum and Articles of Association.

Reference and Administrative Details

Company Registration Number
4310486

Charity Registration Number
10992298

Registered Office
Emmanuel Church, Romford Road, Forest Gate, London E7 8BD

Directors and Trustees

The Directors of the Charitable Company are also its Trustees for the Purpose of Charity Law, and throughout this Report are referred to as Directors

The Directors who held office during the year or/and up to the date of this Report were as follows;

Israel Massey (until 01.06.14)
Bernadette Lynch
Samir Barot Treasurer
Noma Khabo
Adrain Peacorarai
Jalila Shrestha (appointed 20.10.14)
Jean Heidi Marie (appointed 20.10.14)
Etim Ikpedighe (until 01.06.14)

Principal Officer and Company Secretary

Gurdial Bhamra (Chief Officer)

Independent Examiner

Shahbaz Hussain
Accountancy Advantage

Bankers

Triodos Bank NV Brunel House
11 The Promenade Bristol BS8 3NN

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Structure, Governance Management

Governing Document

The Organisation was incorporated on 24 October 2001 as a Company Limited by Guarantee without a share Capital. The Company was then registered as a Charity on 6 September 2003. It is governed by its Articles of Association under which each Member is required to contribute an amount not exceeding £1 towards the liabilities of the Company in the event of it being wound up whilst they are Members, or within one year of their ceasing to be Members.

Directors and their Responsibilities

The Directors who held office during the year or/and up to the date of this Report are set out on page 2

Company Law requires the Directors to prepare Financial Statements for each financial year that give a true and fair view of the state of affairs of the charitable Company and of the surplus or deficit of the charitable Company for that year. In preparing those Financial Statements the Directors are required to:

- make suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial Statements on the going concern basis unless it is inappropriate to presume that the charitable Company will continue to operate

The Directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable Company and to 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 prevention and detection of fraud and other irregularities.

Recruitment and Appointment of Directors

In accordance with the Articles of Association of the charitable Company, one half of the Directors are required to retire at each Annual General Meeting (AGM) Those retiring shall be the longest serving and shall be eligible for re-election if they have not already served continuously for four years. The total number of Directors serving at any one time shall not be less than three or greater than twelve.

Induction and Training of Directors

Policies and procedures for the induction and training of Directors have been developed and have been agreed by the Directors and are being implemented.

Risk Management

The Directors and Chief Officer are reviewing the charitable Company's activities and identifying the risks to which it is exposed, in order those related to operations and finances. This process involves identifying the risks and prioritising them in terms of potential impact and likelihood of occurrence. Controls to prevent or minimize the risks are being identified, together with deadlines for their implementation.

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Objects and Activities

The objects of the charitable Company, as set out in its Memorandum of Association, is the relief of poverty and need, the advancement of public education, the promotion of facilities for leisure time occupation in the interests of social welfare, and such other purposes as are charitable in law, in particular by encouraging and facilitating members of the public to offer their time and efforts voluntarily to organisations engaged in the pursuit of charitable purposes.

To achieve these objects, the charitable Company's Company has been focusing on the following six core functions:

- 1) Brokerage Service
- 2) Marketing Volunteering
- 3) Good Practice Development, which included Training/Capacity building and networking facilitation
- 4) Developing Volunteering Opportunities
- 5) Policy Response and Campaigning
- 6) Policy Response and Campaigning

Activities

Lack of adequate funding has been a major problem for VNC for the past few years. So the organisation focussed on lesser activities which are described below.

1. Enabling organisations to build their capacity

The focus of the project was to target Black, Asian minority ethnic organisations (BAME) to enable them to achieve sustainability and to enable them to grow. Although the funding for this project finished the worker worked in volunteering capacity to enable organisations to build their capacity, providing 1-1 advice, training, help in raising funds. A total of 30 organisations spread over a number of boroughs were helped and we continued to help until the volunteer found paid employment elsewhere. This assistance is still being provided although on a lesser scale. The help includes enabling them to seek information on funding sources, and referring them to relevant training courses to gain additional skills and expertise in fund raising. On going support was provided through regular training, one-to-one sessions, telephone and electronic media. This support is continuing.

2. Volunteering Brokerage

We continued to have 2 drop-in sessions on Mondays and Wednesdays where we enrol volunteers, register them and find suitable placements for them. The work is mainly undertaken by office volunteers, who themselves are given training to do the work effectively, supporting volunteers and encouraging them to take active part in opportunities being offered to them.

Although our funding is reduced considerably demand for volunteering work has almost doubled. On average we get 80-100 volunteers through drop-ins each month.

Additionally we get, on average 100 applications on line through Do-IT website. These applications too have to be processed. Volunteers again do this work.

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Although demand for our services is increasing yet organisations willing to take volunteers is on the decrease. Around 10% of Newham organisations have either closed or are not taking any more volunteers. This is causing us serious problems. To engage volunteers in the running of the organisations is not entirely free and many organisations have already informed us that they cannot afford to pay them for travel and refreshments. The organisation is continuing to recruit and place volunteers with the help of office volunteers. Do-It has also changed its procedures and some larger organisations can register their own volunteers without referring them to VNC.

3. Developing Opportunities

Volunteers have been assisting the VNC to contact local organisations to encourage them to create volunteering opportunities. VNC has a number of volunteers who carry out research and contact local organisations to encourage them to develop opportunities for volunteers. There are other organisations that are desperate for volunteers. VNC also provides support, guidance and 1-1 help to enable organisations to develop opportunities. A guide has been produced and is available on line to organisations and volunteers. We have built a database of all our charitable organisations and our volunteers are in contact with them regularly to keep our opportunities up to date. Unfortunately there is no funding for this work at present. Our volunteers have been encouraging more organisations to register their opportunities and currently we have over 300 opportunities.

Volunteers

The volunteers have continued to be the backbone of the charity work. They have been promoting the benefits of volunteering and recruiting and registering volunteers from the general public in Newham and surrounding areas. Additionally they have carried out administration roles, accounting, outreach activities, reception work in the office, taking minutes, typing reports, collating documents, data inputting, emailing to potential volunteers, assisting in placing volunteers and helping at functions held by the organisation. The volunteers have enabled the charitable Company to provide comprehensive service to its clients and other organisations. Without their help this charity will struggle to operate.

Achievements and Performance

In the financial year a total of 2250 volunteers applied either through DO-IT website or directly. As has been mentioned above we are attracting more and more volunteers but our opportunities, are not increasing as many of our regular organisations with opportunities are facing financial difficulties and are not recruiting any more volunteers.

Similarly training in good practice was offered to organisations, together with feedback session, hosting issues and discussion on issues relating to the borough. We held 4 training sessions and many were on 1-1 basis. During the year VNC took part in 4 events where we set up stalls and staff and volunteers were at hand to give advice, recruit volunteers and promote the benefits of volunteering to people of all ages etc. This included schools, colleges, and local events. During the summer months we set up stalls at various locations in the shopping centres by giving out leaflets, posters and giving general information about volunteering and other services that we offer. This attracted just over 400 local people.

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Future Plans

What was written a year ago has not changed that much. The emphasis now is towards employment through volunteering. We have been exploring these possibilities but have not been successful.

Austerity measures by the government are having a huge effect on other funding organisations. Local authorities are unable to give grants as before and both trusts and foundations are inundated with applications. To find funding is becoming a struggle. Two sources of funding we had before were both from government departments, Capacitybuilders and department of health. Both these funding streams are no longer available. The current government has released funding but majority of the funding are on loan basis and for others it requires much bigger reserve than we have.

For the future we have to raise funds from trusts and foundations and we have been preparing applications and making regular contacts to increase our chances of success.

We have also been exploring partnership work with other organisations. Majority of the organisations are just surviving. Currently we are also exploring the possibilities of sharing our offices with other organisations. We had a number of enquiries but nothing concrete yet.

The VNC has also been contacting other volunteer centres so that we could merge with others. The obstacle appears to be funding from local authorities. Each local authority wants to keep the centres within their boundaries. The Greater London Volunteering too lost majority of its funding. So the situation for volunteer centres is not rosy at all.

The VNC also explored possibilities of getting funding for employment projects based around volunteering experiences. Commercial organisations are keen to send volunteers to us to enable their clients to move into paid employment. We tried to negotiate some sort of financial arrangements but to date have not been offered any funding by any commercial organisation.

For the volunteers, VNC is providing them with relevant experience and knowledge, which is enabling a good percentage of them to move into paid employment.

The future is uncertain at present. The VNC will be making a huge effort to secure funding and for us to survive the directors are narrowing the options and have settled for the following:

1. Partnerships with other organisations for general benefits.
2. To seek a wider funding base and explore ways of working with local, sub regional, and London wide bodies to raise additional funds for our core activities.
3. Offering the VNC base for other organisations to share, thus reducing our core costs
4. Mergers with other organisations to ensure that services do not suffer.
5. Paid staff are totally reduced
6. Consider closing the charity.

Financial review

The charitable Company operated satisfactorily during the year. Its results are shown in the Statement of Financial Activities (Page 08) and its financial position at 31 March 2014 is shown in the Balance Sheet (Page 09)

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Reserves Policy and Funds

Following a number of discussions and after seeking advice, the Board decided that the charitable Company should build its General Reserve to a level equivalent to between 13 to 26 weeks of annual expenditure excluding depreciation. The balance in the General Reserve at the end of the year was (£81,211).


A total balance of £11,768 was carried forward under Restricted Funds for various purposes, details of which are shown on page. The individual fund balances under Restricted Funds are considered sufficient to fulfil the specified purpose of each fund.

Audit Exemption

The Directors have decided to take advantage of the audit exemption provisions of the Companies Act 2006. Under the provisions of the Act

Approved by the trustees on the following date and signed on their behalf:

Date 23/12/14


Samir Barot
(Trustee)

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE VOLUNTEER NETWORK CENTRE (FOREST GATE AND PLAISTOW)**

I report on the accounts of the charity for the year ended 31 March 2014, which are set out on pages 8 to 12.

Respective Responsibilities of Trustees and The Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5) of the 2011 Act); and
- state whether particular matters have come to my attention.

Basis of Independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 seeking 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 I do not express an audit opinion on the view given by the accounts.

Examiner's Statement

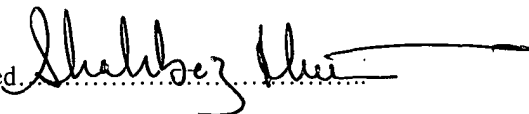
In connection with my examination, no matter has come to my attention.

(1) which gives me reasonable cause to believe that in any material respect that 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 and to comply with the accounting requirements of section 396 of the Companies Act 2006

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.

Signed 

Date 23/12/14

**Shahbaz Hussain,
707 High Road,
London, N12 0BT**

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2014

		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		General £	£	2014 £	2013 £
Grants & Donations	2			-	30,000
Other Income				-	3,339
		-	-	-	33,339
Staff Cost	3	903		903	23,771
Payroll Charges & Book keeping				-	724
Staff Expenses				-	72
Volunteering Expenses				-	160
Rent & Room Hire		10,836		10,836	10,955
Telephone & Fax		2,278		2,278	2,122
Printing, Postage & Stationery		1,472		1,472	1,501
Insurance		460		460	457
Publications & Subscriptions				-	114
Bank Charges		14		14	28
Independent Examiners' Fees		500		500	500
Grant Paid back				-	1,100
Total Resources Expended		16,463	-	16,463	41,504
Net Incoming Resources	5	(16,463)		(16,463)	(8,163)
Transfers		-	-	-	-
Total Funds at Strat of Year		97,675	11,768	109,443	117,608
Total Funds at Endof Year		81,212	11,768	92,979	109,444

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BALANCE SHEET AS AT 31 MARCH 2014

	Notes	2014 £	2013 £
Fixed Assets	6	-	-
Current Assets			
Cash at Bank and in hand		93,779	111,134
Debtors	7	-	784
		<u>93,779</u>	<u>111,918</u>
Creditors:	8	800	2,476
Net Current Assets		<u>92,979</u>	<u>109,442</u>
Net Total Assets	9	<u>92,979</u>	<u>109,442</u>
<u>Funds and Reserves</u>			
General Reserve		81,211	97,674
Restricted Funds		11,768	11,768
Total Funds		<u>92,979</u>	<u>109,442</u>

Audit Exemption Statement

For the year ended 31 March 2014 the Company was entitled to exemption from audit under section 477 of Companies Act 2006 relating to small companies

Directors responsibilities:

- * the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- * the directors acknowledge their responsibilities 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 provisions applicable to companies subject to the small companies' regime

Approved by the Directors on the following date and signed on their behalf by:


Samir Barot (Trustee)

23/12/14
Date:

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1. Accounting Policies

The Charity has adopted the following accounting policies which should be read in conjunction with the Financial Statements set out on pages 8 and 9.

(a) Basis of accounting

The Financial Statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985, the Financial Reporting Standard for Smaller Entities (effective January 2005) and the Statement of Recommended Practice: Accounting and Reporting by Charities (updated June 2008), as modified for smaller charities.

(b) Fund accounting

Unrestricted Funds are incoming resources receivable or generated for the objects of the Company without further specified purpose and are available as general funds.

Restricted Funds are subjected to restrictions on their expenditure imposed by the donor.

(c) Incoming resources

Incoming resources are included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Incoming resources from grants and donations are recognised in full when receivable and the Company has unconditional entitlement.

Incoming resources from contracts are recognised when the related services have been provided.

Incoming resources from fundraising and bank interest are recognised when receivable.

(d) Resources expended

Resources expended are recognised in the Statement of Financial Activities when the liability is incurred.

Governance costs represents the direct and indirect costs associated with the governance infrastructure of the charity, including planning process that contribute to the future development. Expenditure includes VAT that cannot be recovered, and is reported as part of the expenditure to which it relates.

(e) Volunteers

The value of services provided by volunteers has not been included in the Financial Statements.

(f) Tangible Fixed Assets and Depreciation

Purchase of equipment and other tangible fixed assets are capitalised where the cost is £250 or more. These capitalised assets are depreciated so as to write off their cost in equal instalments over their useful lives, which is estimated at 3 years in all cases.

Donated assets too are being capitalised and depreciated in the same manner.

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2. Grants & Donations

	<u>2014</u>	<u>2013</u>
	£	£
Bridge Trust	-	20,000
Home Office	-	10,000
	-	30,000

3. Staff cost

	<u>2014</u>	<u>2013</u>
	£	£
Salaries and wages	784	22,200
Social security costs		1,571
	784	23,771
External staff		651
	784	24,422

No employee received more than £60,000 per annum in this or the previous year.

	<u>2014</u>	<u>2013</u>
	No	No.
Based on full-time equivalents, the average weekly number of staff was:	1.0	1.0

4. Directors' Remuneration and Expenses

None of the directors received any remuneration or reimbursement of expenses during this or the previous year.

5. Net Incoming/(Outgoing) Resources for the Year

	<u>2014</u>	<u>2013</u>
	£	£
This is stated after charging:		
Independent Examiners fee		500
		-

6. Tangible Fixed Assets

	Total 2014	Total 2013
Cost		£
At start of year	27,323	27,323
Additions in year	-	-
At end of year	27,323	27,323
Depreciation		
At start of year	27,323	27,071
Charge for the year	-	252
At end of year	27,323	27,323
Net Book Value	-	-

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7. Debtors

	2014	2013
	£	£
Prepaid expenses		784
	-	784

8. Creditors: Amounts falling due within one year

	2014	2013
	£	£
Accrued expenses	800	2,476

8. Analysis of Net Assets between Funds

	Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£	£
Tangible fixed assets		-	-	-
Current assets	81,211	12,568	93,779	111,918
Current liabilities		800	800	2,476
	81,211	11,768	92,979	109,442

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9. Movements in Funds

	At start of year	Incoming resources	Resources expended	Transfers for year	Balance at end of Year
	£	£	£	£	
Restricted Funds:					
Community Chest					-
Connexion	9,384				9,384
LBN	2,384				2,384
Total Restricted Funds	11,768	-	-	-	11,768
Unrestricted Funds:					
Grants- Unrestricted	42,565		16,463		26,102
General Reserve	55,110		-		55,110
Total Unrestricted Funds	97,674	-	16,463	-	81,211
Total Funds	109,442	-	16,463		92,979