3336421

VOLUNTARY ACTION CARDIFF
(A company limited by guarantee)

YEAR ENDED 31 MARCH 2002

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VOLUNTARY ACTION CARDIFF
(A company limited by guarantee)

COMPANY INFORMATION

Directors/Trustees	Jaswant Singh Sana Batros Jeong Bae Andrew Price (appointed 25 March 2002) Shelley Horwood (appointed 25 March 2002) Jean Hare (appointed 25 March 2002) Paul Warren (appointed 25 March 2002) Alex Bird (appointed 25 March 2002) Layton Jones (appointed 25 March 2002) Gloria Jenkins (appointed 25 March 2002) Elizabeth Fahy (appointed 25 March 2002) Mary Newman (resigned 8 December 2001) Irene John (resigned 8 Decemeber 2001) Allan Hopkins (resigned 25 March 2002) Byron Hughes (resigned 25 March 2002) Claire Norman (resigned 25 March 2002) June Burke (resigned 25 March 2002) Suzanne Smith (resigned 19 September 2001) Percy Smith (resigned 8 December 2001) Dennis Daymond-John (resigned 22 November 2001) Caron Jennings (resigned 11 April 2001) Alfred Willis (resigned 25 March 2002) Gary Reade (resigned 25 March 2002) Gareth Thomas (resigned 25 March 2002)
Secretary	Elaine Moore
Company Number	3336421
Charity Number	1068623
Registered Office	3rd Floor Shand House 2 Fitzalan Place Cardiff CF24 0BE
Auditors	PKF 18 Park Place Cardiff CF10 3PD
Bankers	Unity Trust Bank Plc Nine Brindleyplace 4 Oozells Square Birmingham B1 2HB

VOLUNTARY ACTION CARDIFF
(A company limited by guarantee)
TRUSTEES' REPORT
YEAR ENDED 31 MARCH 2002

The trustees submit their report and the financial statements for the year ended 31 March 2002.

Results

The total income for the year was £394,090 (2001 -£466,377), was spent on direct charitable expenditure of £365,523 (2001 -£422,964), on fund raising activities £4,684 (2001 - £6,888) and administration costs £29,904 (2001 - £62,721). This has resulted in net outgoing resources of £6,021 (2001 - £26,196)

Principal activity

The principal activity of the charity is to provide advice and support to voluntary organisations in the Cardiff area.

Review of activities

The Board are satisfied that the organisation continues to provide key support and development services to members and potential members. The demands placed upon the Charity are again increasing at a greater pace than its resources. Whilst the Board will continue to strive to meet these needs, they will be realistic about what is achievable in supporting the voluntary sector in Cardiff and continue to be heavily dependent on the organising support of the various funders, whose support is gratefully appreciated.

Organisational Structure

The charity is managed by the Board of Trustees which meet on a regular basis and employs a team of staff to manage the organisation on a day to day basis. The Trustees who served during the year are listed on page 1.

Rules relating to the election of Directors

The company is required to have at least three and no more than twenty Directors. One third of the Directors must retire by rotation at each Annual General Meeting. Directors must be appointed in accordance with the Articles of Association.

Governing document

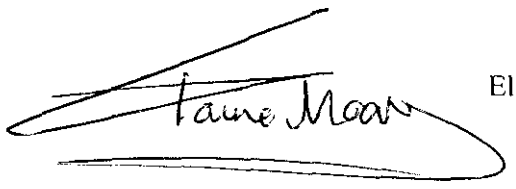
The rules and regulations by which the charitable company is governed is contained in the Memorandum and Articles of Association.

The objects for which the charity was established was to promote any charitable purposes for the benefit of the communities in the City and County of Cardiff, and in particular the advancement of education, the furtherance of health, the relief of poverty, distress and sickness.

Auditors

The auditors PKF, were appointed during the year and will be proposed for reappointment in accordance with section 385 of the Companies Act 1985.

By order of the board



Elaine Moore

Secretary
20 September 2002

VOLUNTARY ACTION CARDIFF
(A company limited by guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law, regulations and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF VOLUNTARY ACTION CARDIFF
(A company limited by guarantee)

We have audited the financial statements of Voluntary Action Cardiff for the year ended 31 March 2002 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

Respective responsibilities of trustees and auditors

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

Our responsibility is to audit the financial statements in accordance with the relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Trustees' Annual Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2002 and of its incoming resources and application of resources for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Cardiff, UK

20 September 2002

PKF

Registered Auditors

VOLUNTARY ACTION CARDIFF
(A company limited by guarantee)
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2002

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2002 £	Total Funds 2001 £
Incoming Resources:					
Charitable activities					
Grants receivable	2	260,514	112,288	372,802	423,771
Other Income	3	15,082	-	15,082	32,416
Investment Income	4	5,112	1,094	6,206	10,190
Total Incoming Resources		280,708	113,382	394,090	466,377
Resources Expended:					
Cost of generating funds:					
Fundraising costs	5	4,264	420	4,684	6,888
Net incoming resources available for charitable application		276,444	112,962	389,406	459,489
Charitable Expenditure:					
Costs in furtherance of charity's objects	6	273,718	91,805	365,523	422,964
Management and administration of the Charity	6	28,076	1,828	29,904	62,721
Total Resources Expended		301,794	93,633	395,427	485,685
Movement in Funds		(25,350)	19,329	(6,021)	(26,196)
Balances brought forward		183,791	(3,403)	180,388	206,584
Balances carried forward		158,441	15,926	174,367	180,388

All amounts relate to continuing operations.

There were no recognised gains or losses for the year or movements in members' funds other than those included in the statement of financial activities.

VOLUNTARY ACTION CARDIFF
(A company limited by guarantee)
BALANCE SHEET
31 MARCH 2002

	Notes		2002 £		2001 £
FIXED ASSETS					
Tangible	11		85,115		13,466
CURRENT ASSETS					
Debtors	12	82,943		90,085	
Cash at bank		67,574		148,027	
Cash in hand		348		295	
		150,865		238,407	
CREDITORS: amounts falling due within one year	13	(61,613)		(71,485)	
NET CURRENT ASSETS			89,252		166,922
TOTAL ASSETS LESS CURRENT LIABILITIES			174,367		180,388
RESERVES					
Restricted Funds	15		81,414		51,549
Restricted Funds - deficit balance	15		(65,488)		(54,952)
	15		15,926		(3,403)
Unrestricted Funds	15		158,441		183,791
MEMBERS' FUNDS			174,367		180,388

The financial statements were approved by the board on 20 September 2002

Signed on behalf of the board

Gloria Jenkins

Gloria Jenkins Chair

1 ACCOUNTING POLICIES

(a) Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the statement of recommended practice "Accounting and Reporting by Charities (revised 2000)".

(b) Income

Income comprises the value of grants receivable and services supplied by the charity.

(c) Tangible fixed assets and depreciation

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

Fixtures, fittings and equipment	25 % straight line

(d) Grants

Grants for immediate expenditure are accounted for when they become receivable. Grants received for specific purposes are treated as restricted funds. Grants restricted to future accounting periods are deferred and recognised in those periods.

(e) Pensions

The company makes payments to defined contribution schemes for the benefit of certain employees. The assets of such schemes are held separately from those of the company in independently administered funds. The pension cost charge represents contributions payable by the company to the scheme during the year.

(f) Allocation of costs

Costs are allocated between direct charitable expenditure and other expenditure according to the nature of the cost. Where items relate to more than category they are apportioned between the categories according to the nature of the cost.

(g) Donations

Donations are included in the accounts when they are received.

2 GRANTS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2002 £	Total Funds 2001 £
Cardiff City Council	116,701	34,744	151,445	149,646
Lloyds TSB	-	-	-	20,190
National Lottery Charities Board	-	-	-	4,800
Wales Council for Voluntary Action	126,818	-	126,818	145,173
Bro Taf Health Authority	16,995	-	16,995	85,821
Elwa	-	18,047	18,047	-
ESF	-	36,666	36,666	-
Vale of Glamorgan County Council	-	22,831	22,831	11,441
Other small grants	-	-	-	6,700
	260,514	112,288	372,802	423,771

3 OTHER INCOME

	£	£	£	£
Management fees	6,012	-	6,012	11,470
Other sundry income	9,070	-	9,070	20,946
	15,082	-	15,082	32,416

4 INTEREST RECEIVED AND OTHER INVESTMENT INCOME

	£	£	£	£
Bank Deposit Interest	5,112	1,094	6,206	10,190

5 COSTS OF GENERATING FUNDS:

FUNDRAISING AND PUBLICITY EXPENDITURE

	£	£	£	£
Salaries, National Insurance and Pensions	3,853	-	3,853	6,261
Printing, Stationery and Photocopying	-	-	-	423
Staff Travel, Subsistence and Accommodation	-	-	-	84
Publicity	267	420	687	120
Translation Costs	144	-	144	-
	4,264	420	4,684	6,888

6 CHARITABLE EXPENDITURE:

DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2002 £	Total Funds 2001 £
Salaries, National Insurance and Pensions	191,802	66,768	258,570	269,831
Publications and Subscriptions	2,435	(8)	2,427	4,015
Membership Fees	695	25	720	306
Staff Travel, Subsistence and Accommodation	3,697	1,530	5,227	3,116
Catering	-	563	563	825
Venues	-	1,867	1,867	707
Training	5,993	156	6,149	4,442
Postage	5,058	282	5,340	6,587
Printing, Stationery and Photocopying	11,335	415	11,750	16,028
Telephones and Fax	5,145	318	5,463	4,940
Rent, Rates, Heat and Light	17,817	600	18,417	24,452
Recruitment	4,737	-	4,737	7,011
Group Training	5,646	6,534	12,180	7,392
Translation Costs	144	301	445	964
Carers/Volunteers Expenses	-	(1,000)	(1,000)	645
Carers Event	-	-	-	2,753
Cleaning	1,422	100	1,522	1,378
Depreciation	7,558	5,068	12,626	6,379
Insurance	-	-	-	337
Repairs, Renewals and Maintenance	6,732	76	6,808	715
Sundry Expenses	3,152	726	3,878	3,041
Millennium Grant	-	-	-	5,810
World Aids Day Grant	350	-	350	-
Small grants	-	-	-	22,290
Transfer to Substance Misuse Project (Now: Newlink)	-	7,484	7,484	29,000
	273,718	91,805	365,523	422,964

6 CHARITABLE EXPENDITURE (continued):

MANAGEMENT AND ADMINISTRATION EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2002 £	Total Funds 2001 £
Salaries, National Insurance and Pensions	8,992	-	8,992	34,133
Audit fees	3,621	-	3,621	2,200
Bank charges	-	22	22	40
Management fees	-	1,150	1,150	11,189
Staff Travel, Subsistence and Accommodation	411	-	411	167
Repairs, renewals and maintenance	354	-	354	6,779
Postage	-	-	-	326
Insurance	-	-	-	448
Printing, stationery and photocopying	597	-	597	423
Cleaning	75	-	75	73
Telephone and fax	271	-	271	166
Rent, rates, heat and light	938	-	938	1,071
Board expenses	-	-	-	424
Sundry	485	656	1,141	569
Legal and professional fees	11,492	-	11,492	3,569
Office subsistence	-	-	-	653
Depreciation	840	-	840	491
	28,076	1,828	29,904	62,721

7 NET MOVEMENT IN FUNDS

The net movement in funds is stated after charging:

	2002 £	2001 £
Depreciation of tangible fixed assets:		
- owned by the company	5,445	6,871
Audit fees	3,000	2,200

8 DIRECTORS' EMOLUMENTS AND BENEFITS

	2002 £	2001 £
Directors' emoluments	13,757	27,462

No directors (2001 - none) were members of company pension schemes.

The above emoluments relate to the charity's former Executive Director. No other members of the executive committee receive any emoluments from the council (2001 - £nil).

9 STAFF COSTS

Staff costs, including directors' emoluments, were as follows:

	2002 £	2001 £
Wages and salaries	242,337	276,719
Social security costs	14,644	22,138
Other pension costs	14,334	11,368
	271,315	310,225

The average monthly number of employees,including the executive director, during the year was:

	No	No
Charitable activities	11	12
Administration	2	2
	13	14

10 TAXATION

The company is a registered charity and has no tax liability on the results for the year.

11 TANGIBLE FIXED ASSETS

	Fixtures, fittings and equipment £
Cost	
At 1 April 2001	28,053
Additions	85,115
Disposals	(28,053)
At 31 March 2002	85,115
Depreciation	
At 1 April 2001	14,587
Charge for year	5,445
On disposals	(20,032)
At 31 March 2002	-
Net book amount	
At 31 March 2002	85,115
At 31 March 2001	13,466

11 TANGIBLE FIXED ASSETS

The net book value of tangible fixed assets at 31 March 2002 represents the following:

	2002 £	2001 £
Direct Charitable purposes	76,604	12,626
Management and administration of charity	8,511	840
Net book amount	85,115	13,466

12 DEBTORS

	2002 £	2001 £
Due within one year		
Grants receivable	16,994	61,742
Other debtors	65,949	28,343
	82,943	90,085

13 CREDITORS

	2002 £	2001 £
Amounts falling due within one year		
Other creditors and accruals	61,613	71,485

14 SHARE CAPITAL

The company was incorporated as a company limited by guarantee. The liability of each member is limited to £1

15 RETAINED FUNDS

	Opening balance £	Income £	Expenditure £	Closing balance £
BVSN	-	-	-	-
Anti-proverty Network	55	-	-	55
Cardiff Youth	745	-	-	745
Children & Families	19	-	-	19
Community Development	619	-	-	619
Disability Forum	1,693	-	-	1,693
HIV/AIDS Core	-	-	-	-
HIV/AIDS Deaf	2,298	-	-	2,298
Learning Difficulties	9,246	-	(120)	9,126
Male Rape Group	480	-	-	480
Volunteers	367	-	(890)	(523)
Voices for Change	(1,594)	-	-	(1,594)
SHARPS	(4,175)	-	-	(4,175)
ESF	(32,408)	36,666	(33,134)	(28,876)
Funworks	(5,064)	-	-	(5,064)
Elwa	-	18,047	(4,000)	14,047
Access	100	-	-	100
H&SC	-	-	(1,388)	(1,388)
Scope	(300)	-	-	(300)
Awetu	(674)	-	-	(674)
Young Disabled	(2,262)	-	-	(2,262)
Butetown/Grangetown	(1,600)	-	(100)	(1,700)
Steps	-	-	-	-
Rainbow	404	-	(553)	(149)
Afro Celtic Education	-	-	-	-
Youth Housing Conference	168	-	-	168
Carers Project	16,808	58,494	(41,568)	33,734
Housing Access Project	7,322	87	(7,495)	(86)
Yemeni	(6,875)	-	-	(6,875)
Substance Misuse Project	11,225	88	(4,805)	6,508
	(3,403)	113,382	(94,053)	15,926
Core (Unrestricted)	183,791	280,708	(306,058)	158,441
	180,388	394,090	(400,111)	174,367

UNRESTRICTED FUNDS

The closing balance on unrestricted funds has been ring-fenced for the following: redundancy liabilities, maternity leave pay and capital replacement.

It is also the intention of the charity to build up a three month operating reserve.

The unrestricted funds are also funding the deficit balances on the restricted funds.