

**Huntingdonshire Volunteer Centre**

**Registered Charity 1126811**

**Company Number 6726114**

**Accounts for the Period Ended**

**31st March 2015**

## Huntingdonshire Volunteer Centre

### Trustees and Management Committee

Mike Baker  
Ann Beevor  
Jean Duke  
David Furniss  
David Harty  
Ian Penfold  
Mike Simpson  
Debbie Townsend  
Richard West

**N.B The above are appointed as Directors of the company and Trustees of the charity. In this document and in the organisation's papers the word Trustees is used to cover both meanings.**

#### **Bankers**

CAF Bank Ltd.  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

#### **Registered Company Number**

6726114

#### **Registered Charity Number**

1126811

#### **Principal Address**

Huntingdon Methodist Church  
High Street  
Huntingdon  
Cambridgeshire  
PE29 3TE

#### **Independent Examiner**

Cambridgeshire ACRE  
32 Main Street  
Littleport  
Ely  
CB6 1PJ

**Huntingdonshire Volunteer Centre**  
**Statement of the Management Committee's Responsibilities**

Charity Law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the profit or loss of the Charity for the year. In preparing those financial statements, the Committee is required to:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- d) 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
- c) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

In so far as trustees are aware:

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

**Huntingdonshire Volunteer Centre**

**Independent Examiner's Report to the Trustees of the Huntingdonshire Volunteer Centre**

I report on the accounts of the Charity for the period ended 31 March 2015 which are set out on pages 4 to 9 which have been prepared under the historic cost convention and the accounting policies as set out on page 6.

**Respective responsibilities of trustees and independent examiner**

As the charity's trustees you are responsible for the preparation of the Accounts. You consider that the audit requirement of section 144(2) of the Charities Act 2011 (the Act) does not apply.

It is my responsibility to:

- examine the accounts (under section 145 of the Act)
- to follow the procedures specified in the General Directions given by the Charity Commission under section 145(5)(b) of the Act, and
- 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 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.

**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 130 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act 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.

Mr M Handley  
Cambridgeshire ACRE  
32 Main Street  
Littleport  
Ely  
CB6 1PJ

.....Date

**HUNTINGDONSHIRE VOLUNTEER CENTRE  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD ENDED 31ST MARCH 2015**

	Notes	Unrestricted Funds	2015 Total Funds	2014 Total Funds
<b>Incoming resources</b>				
<b>Incoming resources from generated funds</b>				
Voluntary Income from Donations	3	558	558	1551
Income from investment	4	65	65	63
		<u>623</u>	<u>623</u>	<u>1614</u>
<b>Incoming resources from charitable activities</b>				
Charitable purpose	5	66436	66436	63868
Total Incoming Resources		<u><b>67059</b></u>	<u><b>67059</b></u>	<u><b>65482</b></u>
<b>Resources expended</b>				
<b>Charitable activities</b>				
Direct charitable purposes	6	53771	53771	50314
<b>Governance Costs</b>				
Office Administration	7	22249	22249	18173
Marketing & Promotion		0	0	0
		<u>22249</u>	<u>22249</u>	<u>18173</u>
Total expenditure		<u><b>76020</b></u>	<u><b>76020</b></u>	<u><b>68487</b></u>
<b>Net incoming resources before transfers</b>		-8961	-8961	-3005
Gross transfer between funds				
Net incoming resources before revaluation & investment asset disposals				
		-8961	-8961	-3005
Realised gains on disposal of investment assets				
		0	0	0
Unrealised gains on revaluation of investment assets				
		0	0	0
Net movement on funds		<u>-8961</u>	<u>-8961</u>	<u>-3005</u>
Funds Brought Forward			51648	54653
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><b>-8961</b></u>	<u><b>42687</b></u>	<u><b>51648</b></u>

The notes on pages 6 to 9 form part of these accounts

**HUNTINGDONSHIRE VOLUNTEER CENTRE  
BALANCE SHEET  
AS AT 31ST MARCH 2015**

	Note	2015		2014	
		£	£	£	£
<u>Fixed Assets</u>					
Tangible Assets	8		374		3302
<u>Current Assets</u>					
Cash at Bank and in Hand		42493		48526	
<u>Current Liabilities</u>					
Creditors: amounts falling due within one year	9	180		180	
<b>NET CURRENT ASSETS</b>			42313		48346
<b>NET ASSETS</b>			<u>42687</u>		<u>51648</u>
<u>Capital &amp; Reserves</u>					
Unrestricted Funds					
Income Account	10		42687		51648
			<u>42687</u>		<u>51648</u>

Approved on behalf of the Trustees

Chairman:

M.G Baker

Treasurer:

P.D.Furniss

Date:

The notes on pages 6 to 9 form part of these accounts

## ACCOUNTING POLICIES

### a) ACCOUNTING CONVENTION

The accounts have been prepared under the historic cost convention. The accounts are in accordance with applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 2011.

### b) INCOMING RESOURCES

Income is shown within three main categories in the Statement of Financial Activities

- Voluntary income
- Investment income
- Incoming resources from charitable activities

Voluntary income are donations and are accounted for at the time of arising.

Gifts in Kind are accounted for by recognising as an incoming resource at a reasonable estimate of their value.

Incoming resources from charitable activities include grants and contributions received relating to the volunteer services provided by the charity.

### c) RESOURCES EXPENDED

Expenditure is recognised on an accruals basis as a liability is incurred.

The Statement of Financial Activities defines costs in two specific categories:

- Charitable activities
- Governance costs

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity, as well as administrative and establishment costs of the charity which cannot be fairly allocated to any of the charity's activities.

### d) FIXED ASSETS

Fixed assets costing more than £500 are included at actual cost, i.e inclusive of irrecoverable VAT.

Donated assets are shown at a reasonable estimate of their value at the time of the gift.

Depreciation is provided on the tangible fixed assets in use at a rate calculated to write off the cost of each asset at a rate of 25% per annum straight line.

### e) CASH FLOW STATEMENT

The Society has taken advantage of the exemption afforded under FRS1 on the grounds that it meets the small company criteria.

## TURNOVER

Turnover is made up of grants and donations received in the furtherance of the charity's objectives.

## NOTES TO THE ACCOUNTS

### 3 VOLUNTARY INCOME

	Unrestricted Funds £	2015 Total Funds £	2014 Total Funds £
Donations	558	558	1551

### 4 INVESTMENT INCOME

	Unrestricted Funds £	2015 Total Funds £	2014 Total Funds £
Bank Interest Received	65	65	63

### 5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	2015 Total Funds £	2014 Total Funds £
Huntingdonshire District Council Grant	37000	37000	37000
Cambridgeshire County Council Grant	11857	11857	12845
St Neots Town Council	3118	3118	3200
St. Ives Town Council	1000	1000	1000
Hemingford Grey PC	120	120	100
Contribution towards Car Schemes	8001	8001	7686
Car Scheme Users Payments	2655	2655	0
Services Provided Income	2630	2630	0
Other Income	55	55	2037
	<b>66436</b>	<b>66436</b>	<b>63868</b>

### 6 CHARITABLE EXPENDITURE

	Unrestricted Funds £	2015 Total Funds £	2014 Total Funds £
Wage Costs	49083	49083	46611
Insurance	812	812	809
Travel Expenses	1596	1596	2744
Volunteer's Expenses	250	250	150
Car Scheme Direct Payments	2030	2030	0
	<b>53771</b>	<b>53771</b>	<b>50314</b>

## NOTES TO THE ACCOUNTS

### 7 GOVERNANCE COSTS

	Unrestricted Funds £	2015 Total Funds £	2014 Total Funds £
Office Administration			
Telephone, Postage, Printing & Stationery	3,814	3,814	3,968
Professional Fees	424	424	309
Rent	3,845	3,845	4,633
IT Costs	3,912	3,912	5,019
Sundries	7,327	7,327	1,316
Depreciation	2,928	2,928	2,928
	<u>22,249</u>	<u>22,249</u>	<u>18,173</u>

### 8 FIXED ASSETS

	Office Equipment £	Total £
Cost		
Brought Forward	11,712	11,712
Additions	-	-
As at 31st March 2015	<u>11,712</u>	<u>11,712</u>
Depreciation		
Brought Forward	8,410	8,410
Provided in Year	2,928	2,928
As at 31st March 2015	<u>11,338</u>	<u>11,338</u>
Net Book Value at 31st March 2015	<u>374</u>	<u>374</u>
Net Book Value at 31st March 2014	<u>3,302</u>	<u>3,302</u>

## NOTES TO THE ACCOUNTS

### 9 CREDITORS

Amounts falling due within one year

	2015	2014
	£	£
Sundry Creditors & Accruals	<u>180</u>	<u>180</u>

### 10 INCOME ACCOUNT

Movements in the Income Account during the year have been as follows:-

	2015	2014
	£	£
Balance Brought Forward	51,648	54,653
Transfer from Income & Expenditure Account	<u>- 8,961</u>	<u>- 3,005</u>
Balance as at 31st March 2015	<u>42,687</u>	<u>51,648</u>

### 11 TRANSACTIONS WITH TRUSTEES

No remuneration is paid to Trustees. The Secretary is paid an honorarium of £200 per annum in respect of stationery, postage and other costs. In the current period, the nine Trustees claimed a total of £58 in travel expenses.

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