



*Providing services and a
voice to voluntary
organisations & community
groups to support and enhance
their development*

www.developecs.org.uk

Annual Report
and Full Financial Statements
for the Year Ended 31st March 2010

DEVELOP Enhancing Community Support Limited
Registered company (limited by guarantee) number 01986363
Registered charity number 1096008

Chippenham: 3-4 New Road, Chippenham, Wiltshire, SN15 1EJ. Tel: 01249 654089

Bath: South Vaults, Green Park Station, Bath, BA1 1JB. Tel: 01225 330090

enquiries@developecs.org.uk

Develop Enhancing Community Support Limited is a Company Limited By Guarantee registered in England and Wales 01986363. Registered Office is the Chippenham address above. Registered Charity 1096008.

Develop Enhancing Community Support is a member of the National Association for Voluntary and Community Action (NAVCA).

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Report of the Directors for the Year Ended 31st March 2010

The trustees, who are also directors of the charity for the purposes of the Companies Act 1985, present their report with the financial statements of the charity for the year ended 31st March 2010. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

Reference and Administrative Details

Company Name

DEVELOP Enhancing Community Support Limited

Registered Company number

01986363 (England and Wales)

Registered Charity number

1096008

Registered office

3-4 New Road
Chippenham
Wiltshire
SN15 1EJ

Trustees

L Bennett
M Nicholls
R Bell
B Davies-Robertson
J Moody
P Newton
I Maunders
S O'Sullivan

Company Secretary

J M Fortune

Bankers

Natwest	CAFCASH Ltd
30 High Street	PO Box 289
Chippenham	West Malling
SN15 3ZB	Kent
	ME19 4TA

Auditors

Carter Dutton LLP
Chartered Accountants & Registered
Auditors
65 St Mary Street
Chippenham
Wiltshire
SN15 3JF

Staff (*including changes since year end*)

Chief Executive Officer

Janice Fortune

Core Employees (North Wilts Team)

Finance Officer

Emily Tsang

Office Manager / PA to Chief Officer

Beth Wilson

Training & Development Officer

Mark Castle-Woodhams

WIC Co-ordinator

Vanessa Wells

DEVELOP - Bath & North East Somerset

Community Development Officer

Meryl Hecquet

Groups Development Worker

Katherine Tanko

Development Worker (Networks)

Paula Cannings

Office Administrator

Sue Evans

Doorway

Project Manager

Lisa Lewis

Project Assistant

Siobhan Chisholm

Structure, Governance and Management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company limited by guarantee, as defined by the Companies Act 1985.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Appointment of Trustees

As set out in the Articles of Association, directors (trustees) are appointed by the members at the AGM. Members also elect the Chair and Treasurer at the AGM. All members are invited to nominate directors prior to the AGM, advising them of the retiring directors and requesting nominations for the AGM.

Trustee Induction and Training

Potential trustees attend a meeting of the Board of Directors. New directors attend an induction meeting with the Chief Officer and are given a pack containing details of the responsibilities of a trustee. Directors are invited to attend training events to facilitate their understanding of their role.

Organisation

The Board of Directors administers the charity. The board meets bi-monthly and there are two sub-committees, the General Purposes Committee and the PQASSO Steering Group, which meet more regularly. The Chief Officer is appointed by the directors to manage the day to day operations of the charity. To facilitate effective operations the Chief Officer has delegated authority, within the terms of delegation approved by the directors, for operational matters.

Related Parties

DEVELOP Enhancing Community Support is a member of the National Association for Voluntary and Community Action (NAVCA), the National Council for Voluntary Organisations (NCVO) and the South West Forum.

Close links are maintained with our funding organisations: Wiltshire Council, NHS Wiltshire, Bath and North East Somerset Council, The Wiltshire Infrastructure Consortium, The West of England ChangeUp Consortium and The Community Foundation for Swindon and Wiltshire.

During 2009 – 2010 we have worked closely with Voluntary Action Kennet to prepare a bid for the new infrastructure service for Wiltshire.

DEVELOP Enhancing Community Support Volunteers

We rely heavily on the assistance given by our team of volunteers: Bob Gaywood, Mike Tucker and Catherine Beale and Jane Milligan; they gave us a total of 327 volunteering hours during this year! We estimate that without this volunteer help an additional two staff members would be required to undertake administration, database and Volunteer Centre duties. We wish to thank our trustees, also volunteers, for their hard work and dedication to DEVELOP.

Objectives and Activities

Objects of the Charity

To promote any charitable purposes for the benefit of the community in South West England and surrounding area and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness, and in the furtherance of the said purposes, but not further or otherwise, to promote and organise co-operation in the achievement of the same and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

Mission Statement

DEVELOP Enhancing Community Support is here “**to support, inform, develop and represent voluntary and community action**”. Since 1980 the charity has been providing a support and development service to the voluntary and community sector. The organisation is a registered charity and limited company limited by guarantee and delivers the five core functions of a Council for Voluntary Service as a member of the National Association for Voluntary and Community Action (NAVCA).

These functions are:

Support Services to Voluntary and Community Groups

DEVELOP can provide support on any issue relating to the smooth running of a voluntary organisation from staff/volunteers/trustees, governance, legal or financial issues. We support voluntary groups in selecting and implementing quality, management and IT systems. We can also provide practical support for example hire of equipment, printing services and a lending library of books.

Providing up to date and accurate information is at the heart of the organisation’s support to the wider Voluntary and Community Sector (VCS). This is done through regular newsletters, fortnightly e-bulletins and keeping an up to date website. DEVELOP runs a scheduled programme for one-day training courses and bespoke specialist training.

We work in partnership with the Charities Information Bureau to provide individual advice and support on applying for funding. Throughout the year we have worked closely with Voluntary Action Kennet to bid for the new infrastructure support service for Wiltshire.

Development of New Initiatives in the Community

DEVELOP supports and develops new initiatives assisting individuals to set up groups to bridge gaps and meet needs. We continue to run the DEVELOP service in Bath & North East Somerset; we also continue to manage Doorway, a drop-in centre to help people move on from homelessness.

Liaison between Groups, Organisations and Agencies

DEVELOP provides opportunities to bring the sector together through a regular programme of Community Lunches, Hot Topic Lunches and Voluntary Sector Fora, which feed into the local strategic partnerships. DEVELOP has played a major part in developing the Wiltshire & Swindon Infrastructure Consortium and this year has line managed the Wiltshire Infrastructure Consortium Coordinator on behalf of the Consortium.

Representation

Promoting the best interests of the VCS is a key role for DEVELOP. This is done by enabling

local organisations' voice to be heard and empowering local groups to take part in partnerships with statutory and other agencies.

Strategic Partnerships

DEVELOP is an active member of several partnerships, making us well placed to ensure that the sectors best interests are at the forefront in strategic development and in particular the Local Area Agreement planning process. These include: Wiltshire Assembly, Wiltshire Compact Board, BANES Compact Board, Wiltshire Infrastructure Consortium, and West of England Consortium.

Achievements and Performance

DEVELOP - North Wiltshire

DEVELOP working in North Wiltshire has had an exciting year! With One Council for Wiltshire being implemented we were under pressure to work towards a changing future. In August 2009 Wiltshire Council started a tendering process for a single new infrastructure support service to cover the entire county. DEVELOP together with our partners Voluntary Action Kennet were successful in our bid, find out more about the future plans on page 11.

Group Support – Throughout the year we have continued to offer group support and development to voluntary groups on a one-to-one basis on a range of development issues. Support can range from a simple phone call where we give out information to a meeting with the group to discuss their needs in more detail.

Community Lunches – We ran two Community Lunch events this year; speakers included Carers Support North Wiltshire, Inner Flame and representatives from the Community Area Partnerships.

“Made contact or discussed issues with three useful people!”
Community Lunch Attendee

“Just a quick note to say how much I appreciate these (e)bulletins – they are always focussed and really useful”

Information – Our ebulletins increased so much in popularity during 2009 that our subscriptions for North Wiltshire rose from approx. 300 to 683 during the year. This has given us the opportunity to more widely disseminate useful

information and updates to the voluntary and community sector than ever before.

“Great days training, thank you!”
Training course delegate

Training - We ran 26 training courses this year, courses included: Full Cost Recovery, Basic Website Design, CRB / Vetting & Barring, Personal Safety for Lone Workers, First Aid, Food Safety, Getting to Grips with Commissioning and Collaborating for Success, and many more!

“Excellent course, great speaker and gave me food for thought”

Training course delegate

We taught a total of 276 delegates over the year with lots of very positive feedback.

Funding Advice - Through our partnership with Charities Information Bureau South & West we have continued to provide a funding advice service to groups in North Wiltshire. Julie Allen, Funding Advice worker for the CIB, brought in a known amount of £84,070 for North Wiltshire, we say known amount as often groups don't let us know when they have been successful!

Wellbeing Centre and Meeting Room

The Wellbeing Centre was developed both to offer a unique complementary therapy service to the VCS and generate some income from room hire for DEVELOP. At the end of its second year there were two working practitioners using the room and we managed to increase the number of voluntary and community sector bookings for the room, with groups hiring it for meetings and small events. Unfortunately this was the final year of the Wellbeing Centre and as at the end of April 2010 we closed the centre; this is due to our expanding organisation, which you can find out more about in our Future Plans section.

Volunteer Centre

During this financial year we received no actual funding for the Volunteer Centre, however, with a dedicated small team of volunteers we managed to provide a basic volunteering brokerage service to our groups throughout North Wiltshire.

From April 2009 to March 2010:

- 565 volunteers contacted the Volunteer Centre, a 4% increase on the previous year.

DEVELOP - Bath & North East Somerset

This year saw a change in our funding in the Bath & North East Somerset area; the B&NES CVS Project became the Third Sector Development project known as DEVELOP.

“Every time I ask you something, you deliver – and promptly! Very many thanks”

Group Support Client

Reaching Out Linking In - The West of England Consortium obtained two year funding from the Big Lottery Fund to provide Reaching Out: Linking In (equalities) projects across Bath & North East Somerset, North Somerset and South Gloucestershire. In Bath & North East Somerset, DEVELOP secured delivery of this project in partnership with Community Action. In our area this work is focussed particularly on supporting BME, disability and rural VCS groups where there is overlap between all three. However the project also lends additional support to the full range of equalities groups. This project seeks to work closely with other equalities specialist organisations such as Bath Racial Equality Council and Bath People First to maximise support for equalities groups in this area.

“This is a very important network to make our community centre work effectively and reach out to local people”

Community Centre Network Member

See our website

www.equalitiesengagebanes.org.uk.

Voluntary Sector Forum - The B&NES

Voluntary Sector Forum is the formally structured body and meeting which allows all Voluntary and Community Sector/Third Sector Groups delivering services within Bath and North East Somerset to come together to address issues affecting the sector. It is the formal voting body for the sector in Bath & North East Somerset. This Forum has been brought together by funding received from the ChangeUp programme and delivered through West of England Consortium member organisations.

Networks - Our Chief Officer and Trustee networks funded by Capacity Builders continued to develop and were regarded as very successful. The funding for these networks has now ceased (March 2010) however a project legacy in the form of a highly informative website (www.trusteesinbanes.org.uk) has been left in it's place. We are continuing to seek small amounts of funding to support the networks to continue in some way.

“This is amazingly helpful, thank you very very much. I will recommend you to others”

Group Support Client

Community Lunches - These popular lunchtime meetings give groups the chance to meet and share information about their work or project and hear speakers addressing current issues or trends. This year we held 3 lunches which were attended by 71 guests.

Community Centre Network - This support network for

www.developecs.org.uk

“A very good group. People readily share experiences; pass on advice from their personal experience. As a new member our centre has found it invaluable and we appreciate we are not operating in isolation”

Community Centre Network Member

Community Centres and Halls in B&NES is open to volunteers, trustees and centre managers. Members exchange information, problem solve and offer peer support. There are currently 20 members of this network.

Add-On Services - Our funding advice and Legal Advice Surgeries (in association with Stone King Sewell Solicitors) have proved successful this year. 10 groups accessed the Legal Advice service and, responding to need, our team have now switched this service from a clinic to an email service to make it more responsive and accessible. 28 groups accessed the funding advice service.

Doorway

Doorway is a partnership between DEVELOP and The Salvation Army, Chippenham Corps. The project offers a **Drop-in** for homeless and marginalised adults. Our aim is to reduce local prejudice and fear of homeless and marginalised people and thus to reduce the amount of unprovoked aggression against these people.

Between 1st April 2009 and 31st March 2010 we:

- Won an award for 'Action to prevent alcohol and drug abuse' at the Wiltshire Health and Wellbeing Partnership Awards.
- Organised an exclusive dinner and a local bands night for the general public, including the first live public performance by the Doorway Band
- Gave 5 radio interviews on BBC Radio Wiltshire and Heart FM on the effects of the recession and reactions to the budget, volunteering at Doorway and issues surrounding homelessness, drugs, alcohol and mental health
- Issued press releases, achieved regular positive media coverage and gave talks to 35 groups and organisations
- Organised two Stakeholder Days for supporters of Doorway in order to discuss both the vision, and future plans, for the project.
- Organised the annual sponsored Doorway SleepOut in January 2010 at Chippenham Rugby Club.
- Contributed statistics and information on local homelessness and our services to a number of organisations
- Worked very closely with Bournemouth Churches Housing Association in the initial stages of the opening of the new hostel in Chippenham
- Worked in partnership with Wiltshire Fire and Rescue Service to provide Street Survival bags to rough sleepers.
- Attended multi-agency meetings to ensure that guests were accessing local services effectively
- Displayed a Christmas tree at the Chippenham Methodist Circuit 'Festival of Christmas Trees'. The theme this year was entitled "The Benefits of Befriending" and we decided to celebrate and highlight the experiences of our volunteers during drop-in sessions.

Our full Annual Review will be available on our website: www.doorwayproject.org.uk.

Plans for the Future

After Wiltshire became a unitary council in April 2009 the new Council asked for tenders to produce a “one stop shop” to deliver support services to the voluntary and community sector over the whole of the County. DEVELOP Enhancing Community Support and Voluntary Action Kennet (VAK) working in partnership were successful with this tender and will now run the service which is called GROW Enhancing Community Support and starts on 1st April 2010 for an initial period of three years. DEVELOP and VAK will continue to work closely together for the delivery of GROW.

DEVELOP is a committed member of the Wiltshire Infrastructure Consortium and will continue to working in partnership with other support organisations in Wiltshire and in particular Charities Information Bureau South & West who are commissioned to provide funding advice and charity law registration for the sector.

DEVELOP is exploring external funding streams to enable the development of volunteering in Wiltshire and gain the accreditation for a Volunteer Centre.

Bath & North East Somerset

Whilst funding is being kept under review and opportunities to enhance the service are constantly monitored, the service is growing and developing. Two funding streams will come to an end in March 2011. Capacity Builders funding for the Chief Officers and Trustees Networks came to end in March 2010, the Chief Officers have agreed to continue to meet and DEVELOP have secured £400 and the use of a free meeting room from Clydesdale Bank to support this.

Doorway

To ensure the future of the homelessness project the Salvation Army and DEVELOP have agreed to Doorway becoming an independent charity in its own right. Charity registration is imminent and in future will be known as Doorway Wiltshire Limited. DEVELOP wish Doorway Wiltshire Limited the best of luck for the future and will continue to support them as a member of DEVELOP.

Equal Chances Better Lives

Under the commission for GROW, DEVELOP are managing the Equal Chances Better Lives (ECBL) equalities service which started on 1st April 2010 for an initial period of three years.

There is a difficult time facing DEVELOP and other voluntary sector groups with the threat of cuts in funding, however it is also an exciting time setting up a new service for Wiltshire and the opportunities this will present.

Financial Review

The total incoming resources to DEVELOP for this financial year amounted to £366,371 (2009: £372,419) comprising incoming resources from generated funds of £66,628 (2009: £54,996), incoming resources from charitable activities of £272,586 (2009: £284,424). Resources expended amounted in total to £350,492 (2009: £360,430), disclosing net incoming resources of £15,879 (2009: £11,989). The surplus for the year of £15,879 is a welcome achievement following a predicted deficit budget.

Reserves Policy

The Trustees have established the level of reserves (i.e. those funds that are freely available) that the charity ought to have. The free reserves are needed to ensure that in the event of ceasing to operate, the organisation would be able to meet its statutory obligations to its staff and provide a safeguard against a significant drop in funding. The policy of the charity is to accumulate, where possible, free reserves equivalent to approximately 25% of annual charitable expenses. DEVELOP will continue to carry out an annual reassessment of its reserves policy to ensure that it remains relevant to its current and future position.

Investment Policy

The charity receives income on an annual basis through grants and other sources. It plans activities over a one to three year time span and budgets to expend all the anticipated income. The only funds of the charity that are not expendable with 12 months of receipt are reserves and any grants or contracts for activities over a longer period. Its policy for investment is to retain funds as cash and place them on bank deposit at the best rate obtainable.

Report of the Trustees
for the Year Ended 31 March 2010

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of DEVELOP Enhancing Community Support Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees 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 the prevention and detection of fraud and other irregularities.

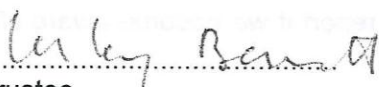
STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

AUDITORS

The auditors, Carter Dutton, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD:


.....
Trustee

Date: 30 Sept 2010

**Report of the Independent Auditors to the Members of
DEVELOP Enhancing Community Support
Limited**

We have audited the financial statements of DEVELOP Enhancing Community Support Limited for the year ended 31 March 2010 on pages fifteen to twenty-nine. The financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of the charitable company for the purposes of company law) responsibilities for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out on page twelve.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, are properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and are prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion the information given in the Report of the Trustees is consistent with those financial statements.

In addition, we report to you if, in our opinion, the charitable company has not kept adequate accounting records, if the charitable company's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

Report of the Independent Auditors to the Members of
DEVELOP Enhancing Community Support
Limited

Basis of audit opinion

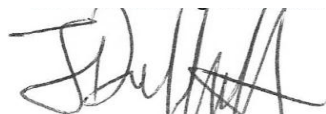
We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company'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 charitable company's affairs as at 31 March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities;
- the financial statements have been prepared in accordance with the Companies Act 2006; and
- the information given in the Report of the Trustees is consistent with the financial statements.



J M Duffill (Senior Statutory Auditor)
for and on behalf of Carter Dutton
Chartered Accountants & Registered Auditors
65 St Mary Street
Chippenham
Wiltshire
SN15 3JF

Date: 30/9/2010

Statement of Financial Activities for the Year Ended 31 March 2010

	Notes	Unrestricted funds £	Restricted funds £	31.3.10 Total funds £	31.3.09 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	61	26,852	26,913	28,825
Activities for generating funds	3	58,899	7,729	66,628	54,996
Investment income	4	244	-	244	4,174
Incoming resources from charitable activities					
B&NES CVS	5	-	24,100	24,100	104,016
Doorway Project		-	21,306	21,306	46,201
Trustees Network		-	43,708	43,708	44,458
Develop General		67,754	-	67,754	68,817
Volunteers Work		-	-	-	4,265
Evaluation officer		-	3,333	3,333	16,667
B&NES VSF		-	6,542	6,542	-
Equalities		-	24,093	24,093	-
Third Sector		-	56,250	56,250	-
ECBL		-	5,500	5,500	-
Grow - Set up		-	20,000	20,000	-
Total incoming resources		126,958	239,413	366,371	372,419
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs	6	22,284	539	22,823	20,188
Charitable activities					
B&NES CVS	7	-	24,933	24,933	105,145
B&NES Compact		-	106	106	74
B&NES Set-Up		-	-	-	2,538
CW Capacity Builders		-	210	210	210
CVSNW IT		-	-	-	1,005
Doorway Project		-	63,855	63,855	68,118
Trustees Network		-	43,827	43,827	44,575
Develop General		100,819	-	100,819	95,094
Volunteers Work		-	-	-	4,265
Evaluation officer		-	4,868	4,868	15,115
B&NES VSF		-	6,473	6,473	-
Equalities		-	23,044	23,044	-
Third Sector		-	50,179	50,179	-
ECBL		-	3,243	3,243	-
Grow - Set up		-	2,350	2,350	-
Governance costs	9	3,762	-	3,762	4,103
Total resources expended		126,865	223,627	350,492	360,430

**Statement of Financial Activities
for the Year Ended 31 March 2010**

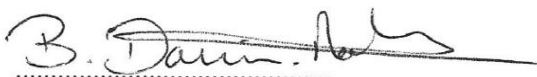
	Notes	Unrestricted funds £	Restricted funds £	31.3.10 Total funds £	31.3.09 Total funds £
NET INCOMING RESOURCES before transfers		93	15,786	15,879	11,989
Gross transfers between funds	16	<u>7,000</u>	<u>(7,000)</u>	-	-
Net incoming/(outgoing) resources		7,093	8,786	15,879	11,989
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>71,568</u>	<u>75,171</u>	<u>146,739</u>	<u>134,750</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>78,661</u></u>	<u><u>83,957</u></u>	<u><u>162,618</u></u>	<u><u>146,739</u></u>

Balance Sheet At 31 March 2010

	Notes	Unrestricted funds £	Restricted funds £	31.3.10 Total funds £	31.3.09 Total funds £
FIXED ASSETS					
Tangible assets	13	4,661	2,225	6,886	2,778
CURRENT ASSETS					
Debtors: amounts falling due within one year	14	12,860	41	12,901	16,073
Cash at bank		<u>68,425</u>	<u>89,431</u>	<u>157,856</u>	<u>151,605</u>
		81,285	89,472	170,757	167,678
CREDITORS					
Amounts falling due within one year	15	(7,285)	(7,740)	(15,025)	(23,717)
NET CURRENT ASSETS					
		<u>74,000</u>	<u>81,732</u>	<u>155,732</u>	<u>143,961</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>78,661</u>	<u>83,957</u>	<u>162,618</u>	<u>146,739</u>
NET ASSETS					
		<u><u>78,661</u></u>	<u><u>83,957</u></u>	<u><u>162,618</u></u>	<u><u>146,739</u></u>
FUNDS					
	16			78,661	71,568
Unrestricted funds				<u>83,957</u>	<u>75,171</u>
Restricted funds					
TOTAL FUNDS					
				<u><u>162,618</u></u>	<u><u>146,739</u></u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 30th SEPT 2010 and were signed on its behalf by:


.....
Trustee

Notes to the Financial Statements for the Year Ended 31 March 2010

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

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

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the management of the charity.

Allocation and apportionment of costs

Support costs have been allocated to activity cost categories on a basis consistent with the use of the resources.

Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Assets with a cost above £200 intended to be of ongoing use to the charity in carrying out its activities are capitalised as fixed assets.

Depreciation is calculated to write down the costs of fixed assets over their estimated useful lives on a straight line basis. Assets are currently being written down over periods varying between 1 and 10 years.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. The Closing Down fund is unrestricted funds, held to cover the costs that would be incurred in the event of complete closure.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2010

Pension costs and other post-retirement benefits

The company makes pension contributions of 6% of gross pay into the group/stakeholder pension scheme for some of its employees. These contributions are charged to SOFA in the period in which the liability arises.

2. VOLUNTARY INCOME

	31.3.10	31.3.09
	£	£
Donations	<u>26,913</u>	<u>28,825</u>

3. ACTIVITIES FOR GENERATING FUNDS

	31.3.10	31.3.09
	£	£
Training, equipment hire, directories and photocopying	19,835	22,111
Use of accommodation	8,839	9,409
Management services	23,588	12,000
Other receipts	6,937	5,786
Fundraising events	<u>7,429</u>	<u>5,690</u>
	<u>66,628</u>	<u>54,996</u>

4. INVESTMENT INCOME

	31.3.10	31.3.09
	£	£
Deposit account interest	<u>244</u>	<u>4,174</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2010

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

		31.3.10	31.3.09
	Activity	£	£
Bath & NE Somerset Council	B&NES CVS	24,100	96,398
Care Forum - Capacity			
Builders	B&NES CVS	-	7,618
North Wilts District Council	Doorway Project	-	3,000
The Community Foundation for Wilts & Swindon	Doorway Project	1,256	2,513
Chippenham Borough Land	Doorway Project	-	16,936
Zurich Community Trust	Doorway Project	4,000	-
Westlea Housing	Doorway Project	10,000	10,000
Jack Lane Foundation	Doorway Project	1,000	1,000
Community First	Doorway Project	300	-
Alchemy	Doorway Project	-	500
TSB Foundation	Doorway Project	-	10,764
Coutts Charities Trust	Doorway Project	-	500
North Wilts District Council Area 3	Doorway Project	-	488
Harris Charitable Trust	Doorway Project	-	500
John Laing Charitable Trust	Doorway Project	2,500	-
The Leonard Laity Stoate Charitable Trust	Doorway Project	500	-
The Austin and Hope			
Pilkington Trust	Doorway Project	1,000	-
David Fogwill Trust	Doorway Project	750	-
Care Forum - Capacity			
Builders	Trustees Network	43,708	44,458
Wiltshire County Council	Develop General	60,551	43,971
North Wilts District Council	Develop General	-	17,643
NHS Wiltshire	Develop General	7,203	7,203
Volunteer Centre	Volunteers Work	-	4,265
Wiltshire County Council	Evaluation officer	3,333	16,667
Care Forum - Capacity			
Builders	B&NES VSF	6,542	-
CVS South Gloucester - Big Lottery	Equalities	24,093	-
Bath & NE Somerset Council	Third Sector	56,250	-
Wiltshire County Council	ECBL	4,000	-
West Wiltshire Citizens Advice Bureau	ECBL	1,500	-
Wiltshire County Council	Grow - Set up	20,000	-
Wiltshire County Council	Grow - Set up	20,000	-
		<hr/>	<hr/>
		<u>272,586</u>	<u>-</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2010**

6. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	31.3.10	31.3.09
	£	£
Staff costs	9,242	9,692
Travel	166	108
Venues and refreshments	1,601	1,286
Premises	603	1,154
Operational staff	1,141	358
Trainers and instructors	9,665	7,590
Bad debts	405	-
	<u>22,823</u>	<u>20,188</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 8)	Totals
	£	£	£
B&NES CVS	21,806	3,127	24,933
B&NES Compact	106	-	106
Doorway Project	51,088	12,767	63,855
Trustees Network	29,145	14,682	43,827
Develop General	55,763	45,056	100,819
Evaluation officer	2,395	2,473	4,868
B&NES VSF	3,978	2,495	6,473
Equalities	14,883	8,161	23,044
Third Sector	28,195	21,984	50,179
ECBL	2,096	1,147	3,243
Grow - Set up	2,350	-	2,350
CW Capacity Builders	-	210	210
	<u>211,805</u>	<u>112,102</u>	<u>323,907</u>

8. SUPPORT COSTS

	Management	Information technology	Human resources	Totals
	£	£	£	£
B&NES CVS	2,022	1,007	98	3,127
CW Capacity Builders	210	-	-	210
Doorway Project	9,944	1,354	1,469	12,767
Trustees Network	14,107	327	248	14,682
Develop General	40,361	3,725	970	45,056
Evaluation officer	2,467	-	6	2,473
B&NES VSF	2,495	-	-	2,495
Equalities	7,265	511	385	8,161
Third Sector	19,964	1,752	268	21,984
ECBL	1,002	145	-	1,147
	<u>99,837</u>	<u>8,821</u>	<u>3,444</u>	<u>112,102</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2010**

9. GOVERNANCE COSTS

	31.3.10	31.3.09
	£	£
Travel	292	216
AGM	355	267
Operational	89	183
Training	-	95
Consultancy fees	1,040	1,962
Auditors' remuneration	<u>1,986</u>	<u>1,380</u>
	<u>3,762</u>	<u>4,103</u>

10. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.10	31.3.09
	£	£
Auditors' remuneration	1,986	1,380
Depreciation - owned assets	<u>3,222</u>	<u>4,614</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2010 nor for the year ended 31 March 2009.

Trustees' Expenses

Expenses of £292 for travel was paid to three trustees during the year (2009: £216 to three trustees).

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2010**

12. STAFF COSTS

	31.3.10	31.3.09
	£	£
Wages and salaries	205,112	217,888
Social security costs	18,102	18,834
Other pension costs	<u>10,027</u>	<u>10,667</u>
	<u><u>233,241</u></u>	<u><u>247,389</u></u>

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

	31.3.10	31.3.09
Chief Officer	1	1
Develop	4	4
Doorway Project	3	3
B&NES CVS	3	3
Third Sector	3	-
Equalities	1	-
Networks	1	1
Volunteer centre	-	1
Evaluation project	<u>-</u>	<u>1</u>
	<u><u>16</u></u>	<u><u>14</u></u>

No employee received emoluments of more than £60,000.

13. TANGIBLE FIXED ASSETS

	Office and computer equipment £
COST	
At 1 April 2009	47,951
Additions	<u>7,330</u>
At 31 March 2010	<u><u>55,281</u></u>
DEPRECIATION	
At 1 April 2009	45,173
Charge for year	<u>3,222</u>
At 31 March 2010	<u><u>48,395</u></u>
NET BOOK VALUE	
At 31 March 2010	<u><u>6,886</u></u>
At 31 March 2009	<u><u>2,778</u></u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2010**

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.10	31.3.09
	£	£
Other debtors	5,248	8,338
Prepayments	<u>7,653</u>	<u>7,735</u>
	<u>12,901</u>	<u>16,073</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.10	31.3.09
	£	£
Social security and other taxes	5,773	5,057
Other creditors	5,258	9,911
Deferred income	<u>3,994</u>	<u>8,749</u>
	<u>15,025</u>	<u>23,717</u>

16. MOVEMENT IN FUNDS

	At 1.4.09	Net movement in funds	Transfers between funds	At 31.3.10
	£	£	£	£
Unrestricted funds				
General fund	44,334	93	-	44,427
Closing Down fund	<u>27,234</u>	<u>-</u>	<u>7,000</u>	<u>34,234</u>
	71,568	93	7,000	78,661
Restricted funds				
Doorway Project	50,301	(8,825)	-	41,476
B&NES CVS	14,524	(705)	-	13,819
B&NES CVS Designated	7,000	-	(7,000)	-
B&NES Set Up	4	-	-	4
B&NES Compact	539	(106)	-	433
CVSNW IT	596	-	-	596
Consortium Development Work	421	(210)	-	211
Trustees Network	234	(118)	-	116
Evaluation project	1,552	(1,534)	-	18
ECBL	-	2,294	-	2,294
Third Sector	-	6,223	-	6,223
Equalities	-	1,048	-	1,048
B&NES VSF	-	69	-	69
Grow - Set up	<u>-</u>	<u>17,650</u>	<u>-</u>	<u>17,650</u>
	75,171	15,786	(7,000)	83,957
	<u>146,739</u>	<u>15,879</u>	<u>-</u>	<u>162,618</u>
TOTAL FUNDS				

Notes to the Financial Statements - continued
for the Year Ended 31 March 2010

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	126,958	(126,865)	93
Restricted funds			
Doorway Project	55,572	(64,397)	(8,825)
B&NES CVS	24,227	(24,932)	(705)
Third Sector	56,401	(50,178)	6,223
ECBL	5,537	(3,243)	2,294
Trustees Network	43,708	(43,826)	(118)
Evaluation project	3,333	(4,867)	(1,534)
Equalities	24,093	(23,045)	1,048
B&NES VSF	6,542	(6,473)	69
Grow - Set up	20,000	(2,350)	17,650
B&NES Compact	-	(106)	(106)
Consortium Development Work	-	(210)	(210)
	<hr/>	<hr/>	<hr/>
	239,413	(223,627)	15,786
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>366,371</u>	<u>(350,492)</u>	<u>15,879</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2010

16. MOVEMENT IN FUNDS - continued

Purposes of Restricted Funds

Doorway Project: The fund is for the running of a drop-in day centre for homeless single people. The balance arose as most of the funding was received during the year and the funds will be utilised in forthcoming months.

B&NES CVS: The fund was established in 2004 for running a CVS in Bath. The project ended in June 2009. The balance is to be used to enhance any further activities in Bath & North East Somerset

B&NES CVS Designated: The Trustees have a designated fund for the costs that would be incurred in the event of complete closure of BNES CVS. As the project ended in June 2009 and staff were re-employed by Develop, the Trustees agreed that the fund should be transferred to the Develop designated fund to pay for any future redundancy payments.

B&NES Set-up: The fund was established in 2004 by a grant from Bath & North East Somerset Council for setting up B&NES CVS.

B&NES Compact: The fund was for a three year project established in 2004 by a grant from Bath & North East Somerset Council to set up B&NES Compact and the funding was received during that year.

CVSNW IT: The fund was for grants received for computer equipment and IT support.

Consortium Development Work: The fund was for a two year project established in November 2006. The project was to support the capacity building of voluntary and community groups. The project ended in 2008. The remaining balance is to be used to cover depreciation.

Networks: The fund is for a project which provides a means of linking together the trustees and chief officers of voluntary organisations for mutual support and sharing of good practice. It started in April 2007 and finished at the end of March 2010. The remaining balance is to be used to cover the depreciation.

Volunteer Centre: The fund is for a project to promote and develop volunteering. The project was completed at the end of March 2009.

Evaluation Project: The fund is for a project commissioned by the Wiltshire County Council to carry out evaluation work among local voluntary groups. The project was started in June 2008 and ended in May 2009.

Equalities: This is a two year project funded by the Big Lottery Fund. It started in July 2009. The project is to provide support to the equalities groups in Bath & North East Somerset area.

B&NES VSF: This is funded by Capacity Builders. The forum organises meetings for the voluntary and community groups which deliver services to Bath & North East Somerset where they come together and address the issues affecting the sector.

Third Sector: This is a 3 year project commissioned by the Bath & North East Somerset Council to support the development of the third sector organisations in Bath & North East Somerset area.

Grow set up: This fund is provided by the Wiltshire Council for setting up the Grow project.

ECBL: This fund is provided by the Wiltshire Council and West Wiltshire Citizen Advice Bureau for ECBL preparation work.

Closing Down Fund: The fund is held to cover the costs that would be incurred in the event of complete closure.