

# **VOLUNTARY ACTION WESTMINSTER**

Charity Registration Number: 1068824  
Company Registration Number: 03518124 (England and Wales)

## **TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

For the year ended 31 March 2009

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## Legal and administrative information

COMMITTEE MEMBERS		SC FSC & HRC FSC	Appointed	Resigned
	Eddy Aroda (Chair)	HRC		
	Ahmed Abdalla Ahmed	FSC		
	Olga Bastable		11/12/2008	
	Lena Choudary-Salter	HRC		
	Jacqueline Crooks		11/12/2008	
	Aderonke Jomo-Coco	HRC		
	Beugie Jacques Ndouba	FSC		
	Christine Kenny			30/03/2009
	Irene Kohler	HRC		10/11/2008
	David Lewis	HRC		
	Julia Lloyd	HRC		
	Mohibur Rahman		11/12/2008	
	Shilan Shahin	FSC		10/11/2008
	Guy Swales	FSC		
	Mesbah Uddin			27/03/2008
	Edmond Yeo JP	FSC		

NOTE: (SUB-COMMITTEES "SC")

HRC Member of Human Resource Sub Committee  
 FSC Member of the Finance Sub Committee

SECRETARY AND CHIEF EXECUTIVE

B Collier

CHARITY NUMBER

1068824

COMPANY NUMBER

3518124

PRINCIPAL ADDRESS

37 Chapel Street  
 London  
 NW1 5DP

REGISTERED  
OFFICE

37 Chapel Street  
London  
NW1 5DP

AUDITORS

Derek Rothera & Company  
Units 15 & 16  
7 Wenlock Road  
London  
N1 7SL

BANKERS

The Royal Bank of Scotland  
2 Elgin Avenue  
Harrow Road  
London  
W9 3QR

CCLA Investment  
Management Ltd  
COIF Charity Funds  
80 Cheapside,  
London  
EC2V 6DZ

SOLICITORS

Russel-Cooke Solicitors  
2 Putney Hill  
London  
SW15 6AB

## Introduction from the Chair

I am pleased to introduce this report on the activities and achievements of Voluntary Action Westminster during 2008/09.

The report itself gives full details of the organisation's work during the year, but I would like to mention three areas of particular note.

In September 2008, Voluntary Action Westminster began its work to support the Westminster Local Involvement Network (LINK), the new way for local people and organisations to influence health and social care. Since then, the LINK team has recruited 250 members, facilitated the election of a steering group and supported the steering group to develop a work plan for the months ahead. You can read more about our work on enabling voice on page 9.

Uncertainty over funding meant that organisational development services were constrained during the year. However, the successful bid for Big Lottery funding in April 2009 will allow the organisation to offer a wider range of capacity building services for 2009/10. You can read more about organisational development on page 12.

Work to involve local families in influencing services delivered through Children's Centres in south and central Westminster continued during 2008/09, with over 400 parents attending regular parents forums during the year, and an additional 50 attending a Westminster-wide conference. Find out more about our services in the community on page 15.

I would like to thank Guy Swales, my predecessor, who stepped down as Chair in 2009, Guy continues to share his knowledge and expertise as an ordinary member of the Board of Trustees. Thanks also go to Irene Kohler, a long-standing and valued Trustee, who stepped down in October 2008.

It remains for me to thank the Voluntary Action Westminster staff team and Board of Trustees, for their dedication and enthusiasm over the year, and to welcome Olga Bastable, Jacqueline Crooks and Mohibur Rahman who joined the Board of Trustees in December 2008.

Eddy Aroda  
Chair, VAW Board of Trustees

## Trustees' report

### GOVERNING DOCUMENT

Voluntary Action Westminster (VAW) was registered as a charity in 1965.

In 1998 VAW became a charitable company limited by guarantee. The charity was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association. In the event of the charity being wound up, members are required to contribute an amount not exceeding £1.

The current VAW Memorandum and Articles of Association were adopted on 24 March 1998 and amended on 25 September 2003 and 28 September 2005.

### ORGANISATIONAL STRUCTURE

Voluntary Action Westminster has a Board of Trustees of up to 15 members who meet four times a year. Trustees come from a variety of backgrounds, and reflect the diversity of Westminster's voluntary and community sector. All trustees are directors, and there is no director who is not a trustee.

The Board of Trustees is responsible for setting the strategic direction of VAW and for ensuring that VAW resources are expended in pursuit of its charitable objects. The Board of Trustees delegate responsibility for the day to day management of the charity to the Chief Executive and the Strategic Leadership Team.

### STANDING COMMITTEES

The Board of Trustees is supported by two standing committees:

- The Finance Sub-Committee oversees the finances and administration of VAW. Its membership comprises the Chair of the Board of Trustees, the Chief Executive of VAW, two ordinary members of the Board of Trustees, and the Head of Finance and Central Services.
- The Human Resources Sub-Committee oversees staff development and VAW internal policy issues. Its membership comprises the Chief Executive of VAW, the Deputy Chief Executive of VAW, and four ordinary members of the Board of Trustees.

### RECRUITMENT AND APPOINTMENT OF THE BOARD OF TRUSTEES

The directors of the charity are also charity Trustees for the purposes of charity law. The directors of the charity are referred to in this report as Trustees.

Under the requirements of the Memorandum and Articles of Association, at least two Trustees are required to stand down annually. Members of the Board of Trustees may stand for re-election, provided that they do not hold office for more than six consecutive years.

The board of Trustees may also appoint any member of the charity to be a Trustee, either to fill a vacancy, or to increase their number.

## INDUCTION OF NEW TRUSTEES

New Trustees have a formal induction with the Chair of the Board of Trustees and the Chief Executive, during which their role and legal responsibilities are explained, and at which they are asked to sign a formal code of practice. New Trustees are also provided with a handbook containing VAW policies and procedures, the protocols governing the administration of the Board of Trustees, and the VAW governing document and financial accounts. All Trustees take part in a skills audit as a part of their induction. Where appropriate, VAW offers training or peer support to build the skills and knowledge of newly recruited Trustees. Established members of the Board of Trustees are offered collective and individual training throughout their term of office.

## OBJECTS

The objects of VAW are:

- To promote any charitable purpose primarily but not exclusively for the benefit of the community in the City of Westminster and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness
- To promote and organise co-operation in the achievement of the above purposes and to that end to bring together, in council, representatives of the voluntary organisations and statutory authorities within the area of benefit; provided that in carrying out these charitable purposes, Voluntary Action Westminster will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic, political and social disadvantage.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the charity's state of affairs at the end of the year and of its income and expenditure for that period.

In preparing those accounts, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- make judgements 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 accounts on the going concern basis unless it is inappropriate to presume that the charity 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 charity and to enable them to ensure that accounts comply with the Companies Act 1985. 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 accordance with company law, the charity's Trustees certify that, so far as they are aware, there is no relevant audit information of which the charity's auditors are unaware, they have taken all steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of the information.

The Trustees' Report has been prepared in accordance with the special provisions of part VII of the Companies Act 1985 applicable to small companies.

#### MEMBERSHIP OF NATIONAL ORGANISATIONS

Voluntary Action Westminster is a Council for Voluntary Service, and is a member of the National Association for Voluntary and Community Action (NAVCA). VAW subscribes to the NAVCA Code of Conduct, and was awarded the NAVCA quality standard mark.

#### RELATED PARTIES

Partnership working is key to the work of Voluntary Action Westminster. Many of our projects are delivered collaboratively, and much of our work is directed towards creating and facilitating new partnerships within Westminster, and at regional and national levels.

Westminster City Council and Westminster Primary Care Trust (PCT) are generous supporters of our work. A summary of transactions with all our partner organisations is set out in note 2 to the financial statements.

#### PUBLIC BENEFIT

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

#### RISK ASSESSMENT

The Board of Trustees regularly reviews the risks that VAW may face, and the systems in place to mitigate those risks. The results of any review are passed on to the Strategic Leadership Team, which is responsible for establishing systems and procedures to reduce the risk to VAW. The Finance Sub-Committee monitors the financial risk of the organisation, and sets the policy on reserves. The Strategic Leadership Team oversees day to day financial management of funds, and runs a risk assessment on all funded areas.

#### RESERVES AND INVESTMENTS

During 2006/07, the VAW Board of Trustees agreed on a policy to build up general reserves to a level equivalent to three months of turnover, up to a maximum of £300,000. These general reserves will be used to accommodate unforeseen circumstances, and to respond to emerging and unmet needs in Westminster's voluntary and community sector. In 2008/09, no funds were transferred to designated funds.

## GRANT-MAKING POLICIES

The Community Renewal and Engagement Awards (CREA) scheme is funded through Westminster's Local Area Agreement, and must be used to fund projects that support LAA outcomes. Within this framework, specific funding criteria and award-making policies for the scheme are decided by members of the Westminster Community Network (WCN), which reflects the diversity of Westminster's voluntary and community sector.

In 2008/09 the CREA scheme focused on building community cohesion in Westminster, by bringing together groups and communities that might not normally mix. Applications were assessed by a panel of four members of the WCN, using a standard marking system.

## AUDITORS

The auditors, Derek Rothera & Co, will be proposed for reappointment in accordance with Section 385 of the Companies Act 1985.

## VISION

We want to create a London full of healthy thriving communities served by innovative and sustainable voluntary organisations; a city where all Londoners engage and contribute to improve our civic society.

## MISSION

We will tirelessly and passionately share our expertise and connections with people, voluntary organisations, community groups, companies and funders across Westminster and the Capital.

## VALUES

### **Innovation**

We believe that the skills, creativity, ambition and innovation found in local voluntary organisations and community groups make a unique contribution to meeting the needs of Londoners.

### **Collaboration**

London's communities are more likely to thrive when people work together for the benefit of all. We will invest in partnerships that are ambitious on behalf of communities.

### **Inclusivity**

We are dedicated to ensuring that organisations, communities and individuals have the knowledge, confidence and strength of voice required to influence the decisions and policies that affect their lives.

### **Learning**

We are a learning organisation and welcome the views of others. We seek to learn from the experience of those we work with and are committed to sharing our understanding as widely and accessibly as possible.

### **Inspiration**

We aim to inspire others to achieve their potential by delivering dynamic, specialised services that positively impact on the work of voluntary organisations and the lives of local people.

### VAW'S STRATEGIC OBJECTIVES FOR 2008–11

- Increase the influence of the voluntary sector and communities in planning that affects them
- Realise an interactive information exchange with our partners
- Assist the sector in diversifying its funding base
- Boost partnership working communication and collaboration between voluntary organisations and community groups
- Enable the voluntary and community sector to deliver more effectively to communities
- Engage directly with communities to increase social inclusion
- Strengthen our ability to deliver by creating a modern working environment.

The VAW Board of Trustees approved this report on 22 July 2009.

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Eddy Aroda  
Chair, VAW Board of Trustees

## **Enabling voice Activities in 2008/09**

### **Develop systems to accurately profile the local voluntary and community sector**

Our knowledge of the local voluntary sector and its interests lies at the heart of our work. During 2008/09 we began an ongoing project to develop our ability to accurately profile and communicate with Westminster's voluntary and community sector.

During 2008/09 we:

- Developed a new database to allow better segmentation of Westminster's voluntary and community sector. The new database allows us to profile the sector by geographical focus – including at ward level - and offers more flexible reporting facilities.
- Conducted an extensive survey of voluntary and community organisations, by post, online and telephone, receiving 270 responses. The survey includes basic information about the income, staffing and confidence of local voluntary organisations, as well as information about organisations' confidence in Westminster as a good place for the VCS to work. The results from the survey will help to establish a baseline for a local strategic indicator on developing a thriving third sector.

### **Ensure wide community and voluntary sector involvement in health and social care in Westminster and the City of London**

Local Involvement Networks (LINKs) are the new way for communities and voluntary organisations to have a say in local health and social care. We successfully bid to support the Westminster and City of London Local Involvement Networks (LINKs), which were launched during the year.

During 2008/09 we:

- Built a strong foundation for the Westminster and City of London LINKs. For each LINK we set up an advisory group to inform how the LINK develops
- Hosted three public events to ensure wide public involvement in deciding how the LINK should work
- Collected over 60 health and social care issues for the LINKs to address – and are now in the process of working with the LINK to prioritise these issues
- Carried out intensive outreach work, making contact with over 300 voluntary and community organisations

- Published a bi-monthly newsletter to keep our stakeholders and the public informed about the work of the LINK
- Supported the Westminster LINK to hold elections for their Steering Group, with 15 people elected to broadly reflect Westminster's communities.

**Facilitate voluntary and community sector involvement in strategy, planning and partnerships in Westminster and the City of London, so that a wide range of views and perspectives can input into strategy and planning**

In Westminster, we have supported voluntary sector involvement in strategic decision-making through facilitating the Westminster Community Network and nine of its sub-networks. In the City of London, we continue to advocate for the voluntary sector through strategic partnerships and decision-making bodies.

During 2008/09 we:

- Facilitated the Westminster Community Network and nine voluntary sector sub-networks until December 2008
- Subsequently, carried out a consultation on the future of the voluntary sector, involving over 80 organisations through a series of 11 seminars and discussion events, and a survey on different options
- Submitted to Westminster City Council a proposed model for the future structure and working practices of the Network
- In the City of London, the Director of CITY.COMM attended 105 strategic meetings to help facilitate a voluntary and community sector voice in the City of London's policy, planning and partnerships.

**Ensure that the voice and needs of under-represented communities in Westminster are supported and championed**

Faith community organisations continue to be the primary focus of our work to support under-represented communities.

During the year we:

- Appointed a full time member of staff to work specifically with faith communities
- Provided 103 sessions of free training to 39 faith community organisations
- Provided 115 capacity building sessions to faith community organisations
- Hosted a seminar on funding for faith organisations at our annual funding conference
- Involved a range of voluntary and community organisations in the consultation on the future of the Westminster Community Network, including small organisations and those who had not previously taken part in Network meetings.

## **Plans for 2009/10**

- Develop ongoing systems to collect and securely store data on Westminster's voluntary and community sector
- To continue to improve the quality of data stored on the VAW database
- Support the LINKs to develop work plans that are responsive to the needs identified from the community and support working groups to take forward work of the LINK.
- Continue LINK outreach to all sectors of the community, working with community champions to strengthen our reach.
- To continue to facilitate voluntary and community sector involvement in strategy, planning and partnerships in Westminster and the City of London, so that a wide range of views and perspectives can input into strategy and planning
- To ensure that the needs of faith community organisations, and in particular, Muslim faith community organisations are supported and championed

## **Developing organisational capacity Activities in 2008/09**

### **Develop the ability of the voluntary and community sector to monitor and evaluate their work**

We were successful in securing funding from City Bridge Trust to provide support for voluntary and community organisations to monitor and evaluate the outcomes of their activities.

During 2008/09 we:

- Delivered two outcomes training courses to 13 participants from 11 local voluntary and community organisations.
- Recruited a new organisational development officer with expertise in evaluation and outcomes monitoring, to provide ongoing support in monitoring and evaluation.

### **Provide organisational support services that meet the varied needs of the voluntary and community sector in Westminster and the City of London**

Our organisational support services over the year were constrained by a lack of funding and by the departure of key members of the organisational development team. Despite this, we were able to continue to offer one-to-one support sessions throughout the year, in addition to our ongoing training programme. We begin 2009/10 with confirmed Big Lottery funding for organisational support for three years, so are confident that we will be able to offer an extended level of support in the future.

During 2008/09 we:

- Delivered 31 training courses on governance, finance, fundraising and strategic planning to 225 participants from local voluntary and community organisations
- Delivered 111 sessions of capacity building support
- Launched the Going Green project of eco-auditing and training for voluntary sector organisations, which will provide 15 voluntary organisations with advice on reducing their environmental footprint
- Hosted and funded a small groups resource room, providing office facilities and internet access to 20 organisations
- Secured funding to renovate and refurbish a second resource space in Pimlico, which will provide a modern and welcoming working environment to 15 organisations in the south of the Borough
- Provided 109.5 hours of capacity building support to frontline organisations in the City of London, despite only having funding for a part-time Capacity Building Officer for three months of the year (a significant drop from 277 hours during 2007/08).

**Build a cohesive, independent and informed voluntary and community sector in the City of London and Westminster, which is able to work effectively together to provide effective and efficient services which complement and add value to existing statutory service provision.**

During 2008/09 we:

- Hosted the north Westminster community fair, bringing together organisations to network and develop new partnerships
- Provided networking opportunities in the City of London, attended by 132 delegates over the year
- Hosted the first CITY.COMMunity Fair, where voluntary organisations in the City of London were able to meet and learn about one another, as well as key public sector partners, in the setting of the City's newest social enterprise restaurant, Beyond Boyle, which itself received CITY.COMM support

**Promote awareness of sources of information, advice and support for voluntary and community organisations.**

During 2008/09 we:

- Researched the training courses offered by Councils for Voluntary Service across central London
- Facilitated the Westminster ChangeUp Consortium, which co-ordinates the work of infrastructure organisations in the borough, and enables providers to share information and sign-post effectively
- Posted 309 news articles on the Voluntary Action Westminster website, featuring local news, policy developments, and funding resources
- Distributed 26 email newsletters to a mailing list of over 750 local voluntary and community sector workers and volunteers.

## **Plans for 2009/10**

- To develop the ability of the voluntary and community sector to monitor and evaluate the outcomes of their activities.
- To strengthen local infrastructure organisation support for voluntary organisations bidding for public service contracts
- To strengthen voluntary sector resilience during the financial recession
- To support voluntary organisations to reduce their carbon footprint
- To develop organisational support services to meet the needs of medium and larger voluntary organisations
- To provide organisations with access to tools for quality assurance
- To continue to provide support for small and emerging voluntary organisations
- To support voluntary organisations to diversify their income

- To work with other Westminster infrastructure organisations to provide co-ordinated support services
- To provide an extended level of organisational support services to meet the varied needs of the voluntary and community sector in the City of London

## **Services in the community**

### **Activities in 2008/09**

#### **To roll out the Active Kids project across the central Westminster cluster**

- Outreach workers facilitated or co-facilitated Active Kids sessions at three different venues in Westminster, with 40 participants attending.

#### **To facilitate a Westminster-wide Parents Forum conference**

- 442 parents attended regular Parents Forums during the year. The first Westminster-wide Parent's Forum Conference was held in October 2008 at the Amadeus Centre. In total, 53 parents and 52 children attended. A similar event is planned for 2009/10.

#### **To look at strategies for increasing new birth and support referrals**

- New birth and support referrals systems were strengthened and streamlined across Westminster. Outreach services now all have the same systems for recording and inputting information into the database. Information flow charts for referrals are now used and understood by all referrers to outreach. There is still much to do to keep the networks working together to ensure that all families are given the choice of a first visit from the outreach service.

#### **To explore rotating or starting new services for dads across the central cluster**

- Just for Dads at Pimlico Library and Daddy and Me at the Bayswater Families Centre are running successfully. A new Fathers Worker is starting new services with the aim of having different activities for fathers in all of the 12 Westminster Children's Centres.

#### **To promote access to small grants funding for the voluntary and community sector**

During 2008/09 we:

- Secured additional funding from Capital Community Foundation to publicise and provide support to applicants for Grassroots Grants in Westminster, a grants programme for organisations with a small income
- Administered the Community Renewal and Engagement Awards (CREA) programme again, which awarded grants totalling £85,000 to 37 small local organisations. More than 300 local events were funded through the CREA scheme, benefiting 11,485 people
- Hosted three funding workshops, which gave 23 organisations assistance with their CREA applications
- Organised a funding conference, attended by 98 delegates from Westminster's voluntary and community organisations. Focusing on

sustainable fundraising, the conference looked at the economic downturn and its likely impact for the voluntary sector. Westminster City Council, City Bridge Trust and London Funders also made presentations.

## **Plans for 2009/10**

- To continue to attract new members to Parents Forums
- To develop a Parents Forum website
- To focus on training opportunities for parents
- To offer exercise opportunities for parents and children
- To continue to promote access to small grants funding for the voluntary and community sector

## Financial report

During 2008/09, income reduced to £1,422,841 from £1,832,180 (a decrease of 22%). This was due to the end of some large grants in 2007/08, mainly the Patient and Public Involvement project which was worth £268,666 and a BIG Lottery Grant of £69,088. Charitable expenditure for the year decreased from £1,783,908 to £1,437,001 (a decrease of 19%).

The funds held by the charity decreased from £462,316 to £447,893. These funds are divided for accounting purposes into restricted funds, which represent the unexpended balances of grants held on trust for specific purposes, and designated funds that are unrestricted, but allocated for specific purposes.

During the year there was an increase in the total value of the restricted funds from £154,851 to £212,998 (an increase of 38%), and a decrease in designated funds from £240,466 to £218,147 (a decrease of 9%).

Designated funds carried forward as reserves from 2007/08 were expended in the following ways in 2008/09:

- £4,491 spent on branding and promotion.
- £9,512 on enterprise development.
- £8,216 spent on Information and Communication Technology (ICT) review.

The ICT review is ongoing, and the revamped database will enable VAW to provide targeted and tailored services.

Designated funds will be carried forward into 2009/10 for the following purposes:

- £27,000 on further ICT review
- £70,000 on enterprise development

The principal funding sources for VAW still remains grants and contracts from a wide range of statutory service providers. These grants are primarily subject to specific conditions by funders about how they may be used.

VAW's charitable expenditure is broken down into the following three categories:

1. Enabling voice
2. Organisational development
3. Services in the community

In 2008/09, £462,715 (2008 £659,710) was expended on **enabling voice**, representing 33% (2008, 39%) of the total charitable expenditure for the year. The following areas of work accounted for the major part of this expenditure:

- Facilitating the Westminster Community Network
- Supporting the Local Involvement Network (LINK) across London

In 2008/09, £291,881 (2008 £404,680) was expended on **organisational development**, representing 20% (2008, 24%) of the total charitable expenditure for the year. The following areas of work accounted for the major part of this expenditure:

- Building the capacity of voluntary and community groups in the City of London and Westminster

In 2008/09, £660,470 (2008 £611,805) was expended on **services in the community**, representing 47% (2008, 37%) of the total charitable expenditure for the year. The following areas of work accounted for the major part of this expenditure:

- Surestart Children's Centres across the city
- Commissioned projects and small grants

## FUTURE YEARS

In August 2008, VAW secured a three year funding for the Local Involvement Networks (LINKs) from both the City of London and Westminster. The total contract value of the Westminster LINK is £419k (£310,915 earmarked for 2009/10 and 2010/11), and the total contract value for the City LINK is £143,965 (£104,601 earmarked for 2009/10 and 2010/11).

VAW has also secured a three year funding from 2009/10 of £489,275 from the Big Lottery Fund to run a BASIS project. The project aims to provide a range of information and development services to build knowledge, management capacity and effectiveness of the voluntary and community groups across Westminster and the City of London.

## GENERAL RESERVES

Voluntary Action Westminster reserve policy is to build up the general reserves of the organisation equivalent to the higher of three months turnover and £300,000, which has been met.

The General reserves is reviewed every three years, and will be used for unforeseen events and to respond to emerging and changing needs that meet our charitable objectives as well as providing essential cover for the following:

- Project failure
- Creditors, rent and utilities running cost
- Salary contingency re long term sick etc
- Refurbishment costs

**Joshua Oliech**  
**Head of Finance and Central Services**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE  
VOLUNTARY ACTION WESTMINSTER  
FOR THE YEAR ENDED 31 MARCH 2009**

We have audited the financial statements of Voluntary Action Westminster for the year ended 31 March 2009 which are set out on pages 21-28. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND AUDITORS**

The Trustees, who are also the directors of Voluntary Action Westminster, for the purpose of company law, are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards as set out in the Statement of Trustees' Responsibilities on page 5.

Our responsibility is to audit the financial statements in accordance with the relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). This opinion has been prepared for and only for the charity's members in accordance with Section 235 of the Companies Act 1985 and for no other purpose. We do not, in giving this opinion, accept or assume responsibility for any other purpose or to any other person to whom this report is shown or into whose hands it may come save where expressly agreed by our prior consent in writing.

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 & 2006 and Charities Act 1993 & 2006. We also report to you whether, in our opinion, the Trustees' Report is not consistent with the financial statements. In addition we report to you if, in our opinion, 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 the Trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Annual Reports and consider whether it is consistent with the audited financial statements. This other information comprises the Trustees' Report, Chair's Report, Financial Report and the Performance and Achievement Reports. 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 International Standards of 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 charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all 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 affairs of the charity as at 31 March 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended. They have been properly prepared in accordance with the Charities Act 1993 & 2006 and the Companies Act 1985 & 2006 and the information given in the Trustees' Report is consistent with these financial statements.

**Derek Rothera & Co**

Chartered Accountants & Registered Auditors  
Units 15 & 16  
7 Wenlock Road  
London  
N1 7SL

**Date**

## Statement of Financial Activities

		Unrestricted			Total	Total
	Notes	General Funds	Designated Funds	Restricted Funds	2009	2008
		£	£	£	£	£
<b>Incoming Resources</b>						
<i>Incoming resources from charitable activities</i>						
Grants and donations receivable	2	98,312	-	1,269,507	1,367,819	1,740,325
<i>Incoming resources from generated funds</i>						
Interest receivable		18,804	-	-	18,804	28,855
Other income		36,218	-	-	36,218	63,000
<b>Total Incoming Resources</b>		<u>153,334</u>	<u>-</u>	<u>1,269,507</u>	<u>1,422,841</u>	<u>1,832,180</u>
<b>Resources Expended</b>						
Charitable activities		178,350	22,319	1,214,397	1,415,066	1,760,878
Governance costs		22,198	-	-	22,198	23,030
<b>Total Resources Expended</b>	4	<u>200,547</u>	<u>22,319</u>	<u>1,214,397</u>	<u>1,437,263</u>	<u>1,783,908</u>
<b>Net Incoming/(Outgoing) Resources before Transfers</b>		(47,213)	(22,319)	55,110	(14,422)	48,272
Transfers between funds	11, 12	<u>(3,038)</u>	<u>-</u>	<u>3,038</u>	<u>-</u>	<u>-</u>
<b>Net Movement in Funds</b>		(50,251)	(22,319)	58,148	(14,422)	48,272
Fund balances at 1 April 2008		<u>66,999</u>	<u>240,466</u>	<u>154,850</u>	<u>462,315</u>	<u>414,043</u>
<b>Fund Balances at 31 March 2009</b>		<u>16,748</u>	<u>218,147</u>	<u>212,998</u>	<u>447,892</u>	<u>462,315</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

## Balance Sheet as at 31 March 2009

	Notes	2009 £	2009 £	2008 £	2008 £
<b>Fixed Assets</b>					
Tangible assets	8	-			-
<b>Current Assets</b>					
Debtors	9	101,982		54,396	
Cash at bank and in hand		<u>489,439</u>		<u>564,968</u>	
		591,421		619,364	
<b>Creditors: Amounts falling due within one year</b>					
	10	<u>(143,528)</u>		<u>(157,048)</u>	
<b>Net Current Assets</b>			<u>447,893</u>		<u>462,316</u>
<b>Net Assets</b>			<u><u>447,893</u></u>		<u><u>462,316</u></u>
<b>Income Funds</b>					
Restricted funds	11		212,998		154,851
Designated funds	12		218,147		240,466
General funds			<u>16,748</u>		<u>66,999</u>
	13		<u><u>447,893</u></u>		<u><u>462,316</u></u>

The Charity has prepared the accounts in accordance with the Special provisions of part VII of the Companies Act 1985 applicable to small companies and the Financial Reporting Standard for Smaller Entities (effective January 2007)

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These accounts were approved by the Board of Trustees on 22nd July 2009 and signed on their behalf by

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Eddy Aroda  
VAW Chair

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Beugie Jacques Ndouba  
Trustee

## Notes to the accounts

### 1 Accounting Policies

#### 1.1 Basis of Preparation

The financial statements are prepared under the historical cost convention.

The charity has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

The financial statements have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005 except as noted in 1.4 below.

#### 1.2 Incoming Resources

Grants and material donations are recognised in the period in which they are receivable. Small donations and interest received are recognised on receipt.

Income which is specifically for the performance of the main service of the society is analysed as incoming resources from charitable activities.

#### 1.3 Resources Expended

Expenditure is recognised on the accruals basis and on the basis that consideration has been received for the expenditure

Salaries and other costs expended in directly providing the main service of the organisation are analysed to charitable activities.

Other salaries are allocated to support and governance costs on the basis of the estimated staff time spent on each area

#### 1.4 Tangible Fixed Assets and Depreciation

Moveable assets over £1,000 are capitalised except in the case of capital items purchased via grants from certain funders. These funders do not allow depreciation to be charged against their grants and therefore the capital item is written off fully in the year of purchase. Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life,

Furniture, equipment etc	3 years - straight line
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#### 1.5 Pensions

The pension costs charged in the accounts represent the contributions payable by the charity during the year in accordance with SSAP 24.

#### 1.6 Accumulated Funds

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

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

# Voluntary Action Westminster Trustees' Report and Financial Statements for the year ended 31 March 2009

<b>2 Unrestricted Grants Receivable</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
City of Westminster	95,497	92,716
Volunteer Centre Westminster	1,800	1,821
Edward Harvist Trust	1,015	-
	<u>98,312</u>	<u>94,537</u>

<b>Restricted Grants Receivable</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Local Area Agreement	351,605	417,380
Westminster PCI	2,835	95,676
Surestart	445,928	410,589
City of Westminster	212,293	74,054
Commission for Patient and Public Involvement	-	268,666
Corporation of London	18,600	33,415
London Central LSC	-	52,807
City of London	39,366	-
Change Up	70,278	77,704
LINKs	43,945	1,017
Islington Voluntary Action Council (IVAC)	3,000	20,977
Big Lottery	-	69,088
City Bridge Trust	59,575	61,825
South Westminster Renewal Partnership	9,000	8,750
ECAF CWD	10,000	-
St Catherine Shadwell Trust	82	-
Sobell Foundation	3,000	3,000
WPRE-faith	-	10,400
Volunteer Centre Westminster	-	2,252
Neighbourhood Renewal Fund	-	38,100
	<u>1,269,507</u>	<u>1,645,699</u>

<b>3 Grants Payable</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Local Area Agreement	87,700	96,605
LOTS	-	34,417
PPI Forum grants	-	101,830
	<u>87,700</u>	<u>232,852</u>

<b>4 Total Resources Expended</b>	<b>Direct</b>	<b>Grant</b>	<b>Support</b>	<b>Total</b>	<b>Total</b>
	<b>Activities</b>	<b>Funding</b>	<b>Costs</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Charitable activities	1,162,625	87,700	164,740	1,415,066	1,760,878
Governance costs	-	-	22,198	22,198	23,030
	<u>1,162,625</u>	<u>87,700</u>	<u>186,938</u>	<u>1,437,263</u>	<u>1,783,908</u>

<b>Governance Cost</b>	<b>Governance</b>	<b>Total</b>	<b>Total</b>
	<b>Costs</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Management committee expenses	590	590	470
Staff Costs	10,000	10,000	9,000
AGM and annual report	5,571	5,571	6,421
Audit fees	6,038	6,038	7,139
	<u>22,198</u>	<u>22,198</u>	<u>23,030</u>

## 5 Committee Members

None of the Committee Members (or any persons connected with them) received any remuneration during the year (2008 - £Nil). Two trustees were reimbursed travel costs of £374 (2008, One Trustee, £122)

<b>6 Employees</b>	<b>2009</b>	<b>2008</b>
	<b>Number</b>	<b>Number</b>
<b>Number of Employees</b>		
The average monthly number of employees during the year was:		
Learning & Sustainability	3	3
Community involvement	21	22
Management, administration and fundraising	4	5
	<u>28</u>	<u>30</u>

<b>Employment Costs</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Wages and salaries	826,932	961,754
Social security costs	83,248	93,789
Other pension costs	35,948	49,327
Agency/freelance	71,635	22,195
	<u>1,017,763</u>	<u>1,127,066</u>

There was 1 employee whose annual emolument was £60,000 or more (2007, one).

**7 Taxation**

As the charity operates on a non profit making basis, it is not anticipated that it will be subject to corporation tax.

<b>8 Tangible Fixed Assets</b>	<b>Fixtures, Equipment etc.</b>
<b>Cost</b>	<b>£</b>
At 1 April 2008 and at 31 March 2009	<u>32,624</u>
<b>Depreciation</b>	
At 1 April 2008	32,624
Charge for the year	-
At 31 March 2009	<u>32,624</u>
<b>Net Book Value</b>	
At 31 March 2008	<u>-</u>
At 31 March 2009	<u>-</u>

<b>9 Debtors</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Grants debtors	99,470	52,567
Other debtors	949	1,151
Prepayments and accrued income	1,563	678
	<u>101,982</u>	<u>54,396</u>

# Voluntary Action Westminster Trustees' Report and Financial Statements for the year ended 31 March 2009

<b>10 Creditors: Amounts falling due within one year</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Grants received in advance	13,125	2,125
Taxes and social security costs	24,298	29,174
Accruals	106,106	125,749
	<u>143,528</u>	<u>157,048</u>

## 11 Restricted Funds

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

	Movement in Funds			Transfers between Funds £	Balance at 31 March 2009 £
	Balance at 1 April 2008 £	Incoming Resources £	Outgoing Resources £		
a IVAC (Training Mapping)	-	3,000	3,000		-
b Partners in Health	15,368	-	1,013		14,355
c U.I.P.	14,712	-	-		14,712
d W.C.C. - training	10,056	-	-		10,056
e Children's Centre Central	25,165	256,873	246,921		35,117
e Children's Centre South	14,949	189,055	176,734		27,270
e Surestart information Worker	226	-	-	-	226
f Learning and Sustainability	27,726	178,227	154,443	2,626	54,136
g Local Area Agreement	7,786	351,605	359,215		176
h PPI Forums	920	-	-		920
i Tolerance & Turps	8,557	3,000	5,214		6,343
j Resource Centre	8,811	2,225	8,717		2,319
k Enterprising Initiatives	0	2,835	2,175		660
l Links project	0	43,945	40,450		3,496
l LINK Westminster	0	99,066	82,913		16,153
l LINK City	0	39,366	24,959		14,407
m City.Comm	20,575	71,032	78,953		12,654
South Westminster Renewal Partnership	0	9,000	9,000		-
Pimlico Resource Centre	0	20,278	20,690	412	0
	<u>154,851</u>	<u>1,269,507</u>	<u>1,214,397</u>	<u>3,038</u>	<u>212,998</u>

a) **IVAC** funded the Training Mapping project to identify good practice among the Central London CVS  
b) Partners in Health (PiH) funded by Westminster PCT to involve five VCS in the Health and Social Care Policy Agenda.  
c) **User Involvement Project:** The overall project aim was to encourage a culture of user involvement in voluntary and community organisations, and the statutory sector.

d) **WCC - Training** is funded by Westminster City Council to support training in the voluntary and community sector.  
e) **Children's Centre Central and Children's Centre South** are funded by the Sure Start to provide parents and carers involvement teams  
f) **Learning & Sustainability:** Projects that develop the skills knowledge and structure of local voluntary and community organisations to enable them deliver effective quality services  
g) **Local Area Agreement:** funding to support the Community Network and commissioning projects that prevent violent extremism.

h) **The PPI forums.** The Commission for Patient and Public Involvement in Health (CPPIH) contracted VAW to support several Patient and Public Involvement (PPI) Forums from 2003 until March 2008. The PPI forums were a statutory mechanism to involve the public in monitoring and developing the health services. The forums were funded by Westminster city council.

i) **Tolerance & Turps:** Training volunteers to paint and decorate homes of isolated people in south Westminster. The project is taking longer than anticipated to complete its work.

j) **Resource Centre:** Money from the City Bridge Trust financing (a partnership between CAB, Volunteer Centre and VAW) to strategically develop Westminster's premises assets for the voluntary sector

k) **Enterprise Initiatives,** a Westminster Goes Green initiative funded by Westminster City Council to help VAW reduce its carbon footprint and roll it out to other VCSs in the City of Westminster.

l) **LINKs:** Local Involvement Networks are a new way for individuals and organisations to shape local health and social care services. They have statutory powers to enable them to conduct their work and improve services. There is one LINK per local authority area. VAW supports the LINKs in Westminster and the City of London.

m) **City.Comm:** CITY.COMM was launched in July 2006 to act as an umbrella organisation for the City of London's Third Sector. The project provides practical support to frontline voluntary and community organisations, such as information, training and development advice. It enables these organisations to work together and interact more effectively with other service providers, including the City of London Corporation. CITY.COMM also aims to facilitate the Third Sector's involvement in the City's policy planning.

## 12 Designated Funds

Unrestricted funds are the free reserves of the charity which are expendable at the discretion of the Trustees out of which certain amounts have been specifically designated by the Trustees see note below

	Movement in Funds				Balance at 31 March 2009 £
	Balance at 1 April 2008 £	Incoming Resources £	Outgoing Resources £	Transfers between Funds £	
Salary contingency	103,687				103,687
Small groups training room	544	-	100		444
Strategic planning	2,452	-	-		2,452
ICT review	36,000	-	8,216	-	27,784
Legal fees	1,300	-			1,300
Children's Research	-	-			-
Entrance improvements	-	-	-		-
Enterprise Development	82,896	-	9,512	-	73,384
Branding/Promotional	13,587	-	4,491		9,096
	<u>240,466</u>	<u>-</u>	<u>22,319</u>	<u>-</u>	<u>218,147</u>

## 13 Analysis of Net Assets between Funds

	General Funds £	Restricted Funds £	Designated Funds £	Total £
Fund balances at 31 March 2009 are represented by:				
Current assets	160,276	212,998	218,147	591,421
Creditors: amounts falling due within one year	<u>(143,528)</u>	<u>-</u>	<u>-</u>	<u>(143,528)</u>
	<u>16,748</u>	<u>212,998</u>	<u>218,147</u>	<u>447,893</u>

<b>Analysis of Charitable Expenditure by Categories</b>				
	<b>Enabling Voice</b>	<b>Organisational Development</b>	<b>Services in the Community</b>	<b>Total Spend</b>
Projects (Restricted & Designated & CORE)				
IVAC (Training Mapping)		3,000		3,000
PIH	1,013			1,013
CCC			246,921	246,921
CCS			176,734	176,734
L&S	22,893	131,550		154,443
LAA	227,362		131,853	359,215
T&T			5,214	5,214
Resource Centre			8,717	8,717
Pimlico Centre			20,690	20,690
Enterprising Initiatives		2,175		2,175
LINKs Project	40,450			40,450
LINK Westminster	82,913			82,913
LINK City	24,959			24,959
City.Comm		78,953		78,953
South Westminster Renewal Partnership			9,000	9,000
Designated	4,269	13,781	4,269	22,319
CORE*	58,855	62,422	57,072	178,350
<b>Total</b>	<b>462,715</b>	<b>291,881</b>	<b>660,470</b>	<b>1,415,066</b>
	33%	20%	47%	100%
* The CORE figure excludes Governance costs of £22,197				
<b>Enabling Voice:</b> Project and Services that involve local people and communities in local strategic policy development				
Service planning and delivery and in monitoring and evaluation of local; health services				
<b>Developing organisational capacity:</b> Project and services that develop the skills, knowledge and structure of local voluntary and community organisations, to enable them to deliver effective quality services				
<b>Services in the Community:</b> Project and services rooted in community action, community learning and community engagement.				
Where there is a funding deficit, Transfers are made from General funds. This indicates the Trustee Board's commitment to support specific projects				