

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 2011

Legal and administrative information

COMMITTEE MEMBERS	SC	Appointed	Resigned
Eddy Aroda (Chair)	HRC/FSC		
Olga Bastable	FSC		
Ahmed Bedri	FSC		
Lena Choudary-Salter			30/09/10
Jacqueline Crooks	HRC		
Aderonke Jomo-Coco	HRC		
Beugre Jacques Ndouba	FSC		
Julia Lloyd			22/07/10
Mohibur Rahman	HRC		
Hodma Salad	FSC		
Guy Swales	FSC		
Edmond Yeo JP	FSC		
Dr Fadil Shibeika	HRC	30/09/10	
Shirley Springer	HRC	30/09/10	

NOTE: (SUB-COMMITTEES "SC")

HRC Member of Human Resource Sub Committee

FSC Members 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 Russell-Cooke Solicitors
2 Putney Hill
London
SW15 6AB

INTRODUCTION FROM THE CHAIR

For Voluntary Action Westminster, and for the wider voluntary and community sector, these are uncertain times. Cuts to public spending, changes in national policy, and the move in Westminster from grants to commissioning present particular challenges to the local voluntary sector. This annual report outlines the impact of the cuts on Voluntary Action Westminster – but also draws attention to our continuing successes, and the overall resilience of the organisation.

During the year we began to supplement our free services with paid-consultancy on fundraising, financial management, and strategic management. We believe that these new services offer real benefit to the organisations we work with, providing access to specialised management expertise as and when it's needed. Our aim is that income from paid-for services becomes a more significant part of our overall funding mix during 2011-12.

The much-discussed funding cuts began to impact upon Voluntary Action Westminster during the latter half of the year. Central government cuts prompted a surprise withdrawal of funding from the WCN mid-way through the contract. We were delighted to receive last-minute funding from NHS Westminster to allow us to continue with the contract until its natural end in March 2011. Funding for our specialist work with supplementary schools and faith communities ended on 31 March 2011, with funding for the Westminster Community Network, the Westminster LINK and the City of London LINK continuing, but at a reduced level. We expect the total reduction in our income for 2011 to be around a third, a cut that will inevitably have an impact on our frontline services during the year ahead.

I would like to thank my fellow trustees for their time and enthusiasm during the year. Special thanks go to Lena Choudary-Salter and Julia Lloyd, who resigned during the year, and to Dr Fadil Shibeika and Shirley Springer, who joined the Board of Trustees in 2010.

Lastly, I would like to thank the Voluntary Action Westminster staff team for its patience and positive attitude during the last few months, which I know have been marked by considerable uncertainty and disruption.

Eddy Aroda
Chair, Voluntary Action Westminster

TRUSTEES' REPORT

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2011. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

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 and is a company limited by guarantee, as defined by the Companies Act 2006. 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 Head of Finance & Central Services, 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

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.

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. 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

Voluntary Action Westminster has a policy to build up general reserves to a level equivalent to three months of turnover, up to a maximum of £300,000. The general reserves are reviewed every three years, and will be used for unforeseen events and to respond to emerging and changing needs in the voluntary and community sector as well as providing essential cover for the following: project failure; creditors, rent and utilities running costs; salary contingency for long-term sick leave; and refurbishment costs. In 2010-11, £50,000 was transferred to designated funds to meet this policy target.

GRANT-MAKING POLICIES

The Westminster Small Grants (WSG) scheme is funded through Westminster's Local Area Agreement, and must be used to fund projects that support LAA outcomes. Within this framework, the awards are made based on decisions made by a panel drawn from the Westminster Community Network (WCN), which reflects the diversity of Westminster's voluntary and community sector. In 2010-11 the priorities for the Westminster Small Grants scheme were: tackling unemployment; developing your social enterprise; reducing health inequalities by promoting healthy living, physical or mental well being; and supporting the most socially excluded families. Projects were more likely to be awarded funding if they also created new volunteering opportunities or increased community involvement and engagement of faith based communities.

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.

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.

AUDITORS

The auditors, Derek Rothera & Company, will be proposed for re-appointment at the forthcoming Annual General Meeting.

The VAW Board of Trustees approved this report on 28 July 2011.



Eddy Aroda

Chair, Voluntary Action Westminster Board of Trustees

HOW WE WORK

Our intention is that our work be user-led as far as possible, to ensure it meets the needs of the organisations and communities we work with. We look to our Board of Trustees, whose membership is drawn from local voluntary and community groups, to ensure that user perspectives are represented at a strategic level. In planning our work for the year, we look to our annual survey of needs, to feedback on events, as well as to published or local research. Our work to support the local involvement networks for Westminster and the City of London is primarily facilitative, allowing members to set a work plan themselves.

As an organisation, we take our commitment to diversity and equality seriously. We are proud of the fact that our trustee board, staff team and our beneficiaries are representative of Westminster's diverse communities. As an organisation, we have considerable experience of engaging excluded communities, through our faith communities outreach, children's centre outreach, and work with newly established voluntary organisations.

We are committed to creating a progressive working environment for our staff. Flexible working is offered to all staff, with options for home-working and flexible hours. We were pleased that in our annual staff survey, 90% of respondents agreed or strongly agreed that Voluntary Action Westminster was a "good employer", with no respondents disagreeing.

ACTIVITIES AND PERFORMANCE

We divide our work into three main areas of activity: enabling voice, organisational development and services in the community.

ENABLING VOICE

We work to give voluntary and community groups, and local people, a say in decision-making in Westminster. In total, £547,067 was expended on enabling voice.

Our work to support the **Westminster Community Network** focused on improving the ability of voluntary and community groups to influence local strategic decision making. During the year we did this by organising events to bring the voluntary sector together to share experiences, discuss emerging issues, and to input into local and national decision-making. As a part of the work of the WCN, we brought over 321 representatives from 184 organisations at four large "assemblies", each event focusing on a major theme (for example, housing benefit changes; the big society agenda; and the Westminster review of funding for voluntary and community groups). Overall, the assemblies were highly rated by attendees, with an average of 93% saying that they were "good" or "very good". In partnership with the Westminster Local Involvement Network we hosted a series of events on community involvement in commissioning, the recommendations from which

were presented at the Health and Wellbeing Board. Through our elected Representatives, we supported voluntary sector involvement in more than 40 strategic partnerships. The contract for supporting the Westminster Community Network came to an end on 31 March 2011, and while work in this area will continue into 2011-2012, it will be at a reduced level and in a different form.

We have continued to support the **Local Involvement Networks** for Westminster and the City of London, to strengthen the voice of service-users in local health and social care services.

The **Westminster LINK** has over 650 members. This year they have focused on: older people; mental health; social care and access to GPs. Their work has included: consulting with over 120 social care service users whose care was being reduced due to the change in eligibility criteria; conducting enter and view visits to both older people's wards at St Mary's hospital and in residential care homes to observe how people were being treated; conducting a mystery shopping exercise to explore the barriers to registering with a GP; and working with Central and North West London NHS Foundation Trust on PEAT inspections, service user surveys and informing the public about changes to services.

The **City of London LINK** has worked on engaging with residents in the east of the City through holding a fun day with them. Over 40 people joined the LINK to discuss local services whilst enjoying a game of bingo and local food. The LINK has also been involved in mapping out the provision and take-up of mental health services in the City. The LINK conducted a piece of work examining the challenges people face when being discharged from hospital – particularly with regard to the follow care received from social care. As the national and local health and social care landscape changes, both LINKs are facing additional challenges over the next year. From 2012 LINKs will evolve into HealthWatch– the new system for service user involvement. VAW will continue to support both LINKs through this transition until March 2012.

ORGANISATIONAL DEVELOPMENT

Our approach to organisational development is to equip voluntary and community groups with the knowledge, skills and governance structures they need to achieve their aims. In total, £338,836 was expended on enabling voice.

At the heart of this work is our **one-to-one support**, which we continue to offer to Westminster-based voluntary and community groups. In 2010-11, we were able to offer 231 support sessions to 98 organisations based in Westminster, and 48 support sessions to 14 organisations based in the City of London. Demand for one-to-one support continues to be high, and outstrips available funding.

We have offered a full programme of free **training courses and workshops** on topics including: fundraising for small charities; financial management; and

roles and responsibilities of trustees. In total, 255 people attended 27 training events during the year. Participant satisfaction with our courses remains high, with 89% of participants rating course content as “excellent” or “very good”.

Our 2011 **funding conference** moved away from its previous format, with fewer information stalls and more time for workshops and questions. In total, 143 people from 113 organisations attended the event – the highest number to date.

We worked with a number of **supplementary schools** during the year, providing ongoing support for those working towards a national quality mark, and facilitating the development of a local consortium of supplementary schools. During the year, five supplementary schools achieved the bronze quality mark, and are going on to work towards their silver.

We have continued to develop staff expertise in **monitoring and evaluation**, allowing us to provide intensive and ongoing support for 9 organisations in developing their ability to plan and monitor their work more effectively, and demonstrate the impact of their activities to funders and other stakeholders.

The launch of an **online grants directory**, a quick and easy-to-use listing of grants open to local organisations, has been well received. To date, the grants directory has been viewed by 1,214 unique visitors.

SERVICES IN THE COMMUNITY

In total, £778,887 was expended on services in the community.

Voluntary Action Westminster manages children’s centre outreach teams in the north-east, north-west and south Westminster. The outreach teams work with local families with children under five years, to make sure that they have access to the services they need, and to give them a say in what services are offered at children’s centres in the area. In 2010-11, the outreach team made contact with 6,872 parents and children across the three localities.

In each locality, outreach teams have sought to build strong partnerships with key partners in the voluntary and statutory sector. These partnerships have led to new activities for families (including yoga classes for children; family-friendly IT classes; and a “fun tots” programme for families at a women’s Refuge) and to better referral pathways to and from local services. In total, the outreach teams developed 76 partnerships with health visitors, locality teams and health and parenting practitioners from the statutory and voluntary sectors.

Many Westminster families were anxious about how Housing Benefit changes would affect them. Outreach workers took part in a training workshop to develop their understanding of the changes, and of local sources of support, in order to be able to advise families of the potential impact, and of where to get help. Children and parents also participated in a digital media project which allowed them to express how they felt about where they lived.

Work with fathers continued during the year, and included a family fun day hosted in partnership with London Central Mosque. The outreach team provided activities for the under-fives: a bouncy castle, arts and crafts, puppet show, assault course, and an information stand. As well as being a lot of fun, the event helped the team to understand the barriers some fathers face in accessing services in traditional early years settings.

FINANCIAL REVIEW

During 2010-11, income increased to £1,692,256 from £1,672,395 in 2009/10 (1% increase). This was due in part to selling of some services to other organisations and members. Charitable expenditure for the year increased from £1,556,936 to £1,687,923 (7% increase)

The funds held by the charity increased from £541,317 to £545,650 (1% increase). 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 a decrease in the total value of the restricted funds at year end from £226,982 to £177,138 in 2010-11 (21% decrease), mainly due to the delivery of some activities that were paid for in 2009/10. There was also an increase in designated funds from £276,825 in 2009/10 to £300,427 (8% increase).

Designated funds carried forward as reserves were expended in the following ways in 2010-11:

- £2,665 spent on branding and promotion
- £18,773 on enterprise development
- £4,961 spent on information and communication technology (ICT) review.

Designated funds will be carried forward into 2011-12 for the following purposes:

- £17,000 on further ICT review
- £80,000 on enterprise development
- £50,000 for office refurbishment of additional office space at Chapel Street
- £20,000 on branding and promotion

During 2010-11, an additional £50,000 was designated from general funds to renovate the additional space leased in the main Chapel Street office, and a further £20,000 earmarked for branding and promotion from enterprise development.

The principal funding sources for VAW still remain 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: enabling voice; organisational development; and services in the community.

In 2010-11, £547,067 (£464,518 in 2010) was expended on enabling voice, representing 33% (2010, 30%) 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 Cities of London and Westminster

In 2010-11, £338,836 (£356,730 in 2010) was expended on organisational development, representing 20% (2009, 23%) 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 2010-11, £778,887 (£735,669 in 2010) was expended on services in the community, representing 47% (2010, 47%) of the total charitable expenditure for the year. A grant of £46,000 to deliver the Children and Young People Extended Services ended in 2010-11. The following areas of work accounted for the major part of this expenditure:

- Children's centre outreach teams in north-east, north-west and south Westminster
- Westminster small grants.

VAW had a general funds operational surplus of £80,575 in 2010-11, achieved through streamlining operations, and selling some services.

PLANS FOR THE FUTURE

The current financial and political environment presents a number of challenges to Westminster's voluntary and community organisations, and our aim is to support the local sector in meeting these challenges. Locally, the move by Westminster City Council from grants to commissioning, and from borough-based to cross-borough commissioning will present particular difficulties to smaller and medium-sized organisations.

We expect our income for 2011-12 to be reduced by 30% on the previous year's total. This reduction is principally due to the end of the contract for the Westminster Community Network, and a cut of £200,000 in the budget for children's centre outreach.

In the year ahead, we will be looking increasingly to trading as a means of generating additional income, as well as extending our offer to local voluntary

organisations. Initially, our focus will be on management and fundraising consultancy, accounting services, and web and print design services. A total of £60,000 has been allocated to the development of our paid-for services.

Funding for faith communities outreach and children's sector development was withdrawn during the year, and both these services ceased in March 2011. Funding for the current Westminster Equality Partnership contract ends in June 2011, although we are hopeful that some funding will be available to continue this work until March 2012.

We continue to support the Westminster and City of London Local Involvement Networks, with a slight reduction in staff hours in light of reduced funding levels (a 20% cut for the Westminster LINK and a 10% cut for the City of London LINK). The Westminster Community Network also continues into 2011-2012, although its activities will be significantly reduced because of funding cuts. Family outreach work will continue in some form, although the detailed arrangements are not yet clear.

Our free one-to-one support and training programme continues into 2011-2012, as does our work around monitoring and evaluation. A number of new projects begin in 2011, including: support for voluntary organisations wishing to form consortia to make joint funding bids, or to tender for public service contracts; training on using the CompeteFor website to search and bid for contract opportunities; and a new project focusing on helping voluntary organisations to evidence and publicise their successes, and to communicate these to funders.

Phase one of the expansion of office and meeting space at the main Voluntary Action Westminster begins in 2011, allowing us to offer additional desk space to rent to voluntary organisations, and additional meeting and training facilities. A total of £50,000 has been allocated to refurbishment work in 2011-12.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF VOLUNTARY ACTION WESTMINSTER

We have audited the financial statements of Voluntary Action Westminster for the year ended 31st March 2011 on pages 17 to 26 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 trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under Section 44 of that Act. 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 the next page.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 1993 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under Section 43 of the Charities Act 1993 and report in accordance with Section 44 of that Act. 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 and are prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the information given in the Report of the Trustees is not consistent with those financial statements, if 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, or if we have not received all the information and explanations we require for our audit.

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

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.

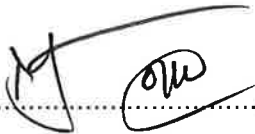
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity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

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF VOLUNTARY ACTION WESTMINSTER

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31st March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- the financial statements have been prepared in accordance with the Companies Act 2006.



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

Date: 28/07/11

STATEMENT OF FINANCIAL ACTIVITIES

Unrestricted

	Notes	General Funds £	Designated Funds £	Restricted Funds £	Total 2011 £	Total 2010 £
Incoming Resources						
<i>Incoming resources from charitable activities</i>						
Grants and donations receivable	2	66,423	-	1,545,848	1,612,271	1,601,477
<i>Incoming resources from generated funds</i>						
Interest receivable		2,229	-	-	2,229	2,951
Other income		77,756	-	-	77,756	67,967
Total Incoming Resources		<u>146,408</u>	<u>-</u>	<u>1,545,848</u>	<u>1,692,256</u>	<u>1,672,395</u>
Resources Expended						
Charitable activities		42,699	8,728	1,613,362	1,664,789	1,556,908
Governance costs		23,134	-	-	23,134	22,063
Total Resources Expended	4	<u>65,833</u>	<u>8,728</u>	<u>1,613,362</u>	<u>1,687,923</u>	<u>1,578,971</u>
Net Incoming/(Outgoing) Resources before Transfers		80,575	(8,728)	(67,514)	4,333	93,424
Transfers between funds	11, 12	<u>(50,000)</u>	<u>32,330</u>	<u>17,670</u>	<u>-</u>	<u>-</u>
Net Movement in Funds		<u>30,575</u>	<u>23,602</u>	<u>(49,844)</u>	<u>4,333</u>	<u>93,424</u>
Fund balances at 1 April 2010		<u>37,510</u>	<u>276,825</u>	<u>226,982</u>	<u>541,317</u>	<u>447,893</u>
Fund Balances at 31 March 2011		<u><u>68,085</u></u>	<u><u>300,427</u></u>	<u><u>177,138</u></u>	<u><u>545,650</u></u>	<u><u>541,317</u></u>

BALANCE SHEET AS AT 31 MARCH 2011

	Notes	2011 £	2011 £	2010 £	2010 £
Fixed Assets					
Tangible assets	8	-	-	-	-
Current Assets					
Debtors	9	65,039		25,867	
Cash at bank and in hand		<u>658,416</u>		<u>620,154</u>	
		723,455		646,020	
Creditors: Amounts falling due within one year					
	10	<u>(177,805)</u>		<u>(104,703)</u>	
Net Current Assets			<u>545,650</u>		<u>541,317</u>
Net Assets			<u>545,650</u>		<u>541,317</u>
Income Funds					
Restricted funds	11		177,138		226,982
Designated funds	12		300,427		276,825
General funds			<u>68,085</u>		<u>37,510</u>
	13		<u>545,650</u>		<u>541,317</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2010.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 43 of the Charities Act 1993.

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)

These accounts were approved by the Board of Trustees on 28th July 2011 and signed on their behalf by:



Eddy Aroda
VAW Chair



Edmond Yeo
Trustee

NOTES TO THE ACCOUNTS

1 Accounting Policies

1.1 Basis of Preparation

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

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, as follows:

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.

2 Unrestricted Grants Receivable	2011	2010
	£	£
City of Westminster	54,205	98,362
Volunteer Centre Westminster	9,972	5,886
Sundry Grants	2,246	2,166
	<u>66,423</u>	<u>106,414</u>

Restricted Grants Receivable	2011	2010
	£	£
Westminster Community Network & Local Area Agreement	280,199	366,839
Westminster PCT	50,000	13,125
Surestart	526,381	503,625
City of Westminster *	247,349	224,984
City of Westminster (Children's Workforce Development Council)	17,231	14,785
Corporation of London	50,857	54,339
City Parochial	20,000	20,000
City of London **	62,073	51,528
Capacity Builders Consortia	38,000	43,000
Portsoken Community Centre	8,334	-
Big Lottery	149,902	130,349
City Bridge Trust	31,700	33,000
St Catherine Shadwell Trust	46	89
Volunteer Centre Westminster	-	1,479
City of Westminster (WEP)	63,775	37,921
	<u>1,545,848</u>	<u>1,495,063</u>

*Includes funding for LINKs, Faith Worker and Extended Services

** Funding for City of London LINK project

3 Grants Payable	2011	2010
	£	£
Westminster Small Grants	85,999	89,000
	-	-
	<u>85,999</u>	<u>89,000</u>

4 Total Resources Expended	Direct	Grant	Support	Total	Total
	Activities	Funding	Costs	2011	2010
	£	£	£	£	£
Charitable activities	1,434,638	85,999	144,153	1,664,789	1,556,908
Governance costs	-	-	23,134	23,134	22,063
	<u>1,434,638</u>	<u>85,999</u>	<u>167,286</u>	<u>1,687,923</u>	<u>1,578,971</u>

Governance Cost

	Governance Costs	Total 2011	Total 2010
	£	£	£
Management committee expenses	672	672	723
Staff costs	10,000	10,000	10,000
AGM and annual report	5,999	5,999	4,877
Audit fees	6,463	6,463	6,463
	<u>23,134</u>	<u>23,134</u>	<u>22,063</u>

5 Committee Members

None of the Committee Members (or any persons connected with them) received any remuneration during the year (2010 - £Nil). No trustee received any reimbursement for expenses (2010, £Nil)

6 Employees**Number of Employees**

The average monthly number of employees during the year was:

	2011 Number	2010 Number
Organisational development	4	4
Community involvement	21	22
Management, administration and fundraising	4	4
	<u>29</u>	<u>30</u>

Employment Costs

	2011 £	2010 £
Wages and salaries	1,097,233	1,004,786
Social security costs	111,760	101,903
Other pension costs	59,786	46,453
Agency/freelance	9,782	6,737
	<u>1,278,562</u>	<u>1,159,879</u>

There was one employee whose annual emolument was £60,000 or more (2010, 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.

8 Tangible Fixed Assets

Cost	Fixtures, Equipment etc. £
At 1 April 2010 and at 31 March 2011	<u>32,624</u>
Depreciation	
At 1 April 2010	32,624
Charge for the year	<u>-</u>
At 31 March 2011	<u>32,624</u>
Net Book Value	
At 31 March 2010	<u>-</u>
At 31 March 2011	<u>-</u>

9 Debtors

	2011 £	2010 £
Grants debtors	54,401	12,626
Other debtors	784	784
Prepayments and accrued income	9,854	12,457
	<u>65,039</u>	<u>25,867</u>

10 Creditors: Amounts falling due within one year	2011 £	2010 £
Grants received in advance	47,009	15,991
Taxes and social security costs	36,201	-
Accruals	94,595	88,712
	<u>177,805</u>	<u>104,703</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 2011 £
	Balance at 1 April 2010 £	Incoming Resources £	Outgoing Resources £		
a BIG Lottery Fund Grant - Firm Foundations	33,196	149,902	145,599		37,499
b Partners in Health	14,355	-	-		14,355
c U.I.P.	14,712	-	-		14,712
d Children's Centre (NW)	-	142,388	142,388		-
e Children's Centre Central (NE)	43,458	184,267	176,516		51,208
e Children's Centre South	25,907	199,726	212,486		13,147
e Surestart Information Worker	226	-	-		226
f Organisational Development	21,325	102,231	109,714		13,841
g Westminster Community Network and LAA	6,768	354,899	361,667		-
h PPI Forums	920	-	920		-
i Tolerance & Turps	2,143	-	2,143		-
j Resource Centre	2,581	-	1,800		781
k Enterprising Initiatives & Energy Audits	-	22,965	39,782	17,670	853
l Links project	3,496	-	3,496		-
l LINK Westminster	28,164	153,684	177,329		4,519
l LINK City	9,408	62,073	61,556		9,925
m CITY, COMM	19,817	109,937	113,682		16,073
n Westminster Equalities Partnerships	507	63,775	64,283		-
	<u>226,982</u>	<u>1,545,848</u>	<u>1,613,362</u>	<u>17,670</u>	<u>177,138</u>

a) **BIG Lottery Fund Grant - Firm Foundations** is a three-year project funded by the Big Lottery and is led by VAW, with participation from other partners including Volunteer Centre Westminster and Community Accountancy and Self-Help. It began in August 2009 and will span three years. The project provides advanced organisational development support, neighbourhood level workshops across Westminster, a guide entitled "Welcome to Westminster" and an organisational development service in the City of London.

b) **Partners in Health (PiH)** funded by Westminster PCT to involve five Voluntary and Community Organisations 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.

e) **Children's Centre Central and Children's Centre South** are funded by the Sure Start to provide parents and carers involvement teams.

f) **Organisational Development:** Projects that develop the skills knowledge and structure of local voluntary and community organisations to enable them to deliver effective quality services

g) **Westminster Community Network and Local Area Agreement:** funding to support the Westminster 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 has now ended.

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 and Energy Audits:** 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** was launched in July 2006 to act as an umbrella organisation for the City of London's charities and voluntary organisations. 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 voluntary organisations involvement in the City's policy planning.

n) **Westminster Equalities Partnership** is a partnership of the Council, NHS, Metropolitan Police and voluntary and community sector which works within the Local Strategic Partnership (LSP) structure to improve equality outcomes in Westminster. This is a two-year grant worth £140k and ends in June 2011.

12 Designated Funds

Designated 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 2011 £
	Balance at 1 April 2010 £	Incoming Resources £	Outgoing Resources £	Transfers between Funds £	
Salary contingency	143,687				143,687
Small groups training room	444				444
Strategic planning	2,452				2,452
ICT review	22,222		4,961		17,261
Legal fees	1,300				1,300
Enterprise development	99,467		1,103	(37,670)	60,694
Branding/promotional	7,254		2,665	20,000	24,589
Office Improvements				50,000	50,000
	<u>276,825</u>	<u>0</u>	<u>8,728</u>	<u>32,330</u>	<u>300,427</u>

13 Analysis of Net Assets between Funds

	General Funds £	Restricted Funds £	Designated Funds £	Total £
Fund balances at 31 March 2011 are represented by:				
Current assets	245,889	177,138	300,427	723,455
Creditors: amounts falling due within one year	<u>(177,805)</u>	<u>0</u>	<u>0</u>	<u>(177,805)</u>
	<u>68,085</u>	<u>177,138</u>	<u>300,427</u>	<u>545,650</u>

Analysis of Charitable Expenditure by Categories

	Enabling Voice	Organisational Development	Services in the Community	Total Spend
Projects (Restricted & Designated & CORE)				
BIG Lottery Fund Grant - Firm Foundations		145,599		145,599
Children Centres - North West			142,388	142,388
Children Centres - North East			176,516	176,516
Children Centres - South			212,486	212,486
Organisational Development	44,266	21,183	44,266	109,714
LAA	242,867		118,800	361,667
Tolerance & Turps			2,143	2,143
Resource Centre			1,800	1,800
Enterprising Initiatives		23,617		23,617
PPI	920			920
LINKs	3,496			3,496
LINK Westminster	177,329			177,329
LINK City	61,556			61,556
CITY.COMM		113,682		113,682
Westminster Equalities Partnerships			64,283	64,283
Energy Audits		16,165		16,165
Designated	2,542	3,645	2,542	8,728
CORE*	14,091	14,945	13,664	42,699
Total	547,067	338,836	778,887	1,664,789
	33%	20%	47%	100%

* The CORE figure excludes Governance costs of £23,134.

Enabling Voice: Projects 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.

Developing organisational capacity: Projects and services that develop the skills, knowledge and structure of local voluntary and community organisations, to enable them to deliver effective quality services.

Services in the Community: Projects 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

