



# Centre for Voluntary Service for St Albans City & District

## Annual Review



**Making a difference  
in  
2006 / 2007**

*Promoting, supporting & developing the voluntary sector*





Annual Report 06/07  
 CVS for St Albans City & District  
 31 Catherine Street  
 St Albans  
 Hertfordshire  
 AL3 5BJ



# Table of Contents

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 Wendy Henrys  
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Articles compiled by CVS staff, trustees  
 and members.

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## CVS Facts

The Centre for Voluntary Service for St Albans City & District offers the following services to its members and the community:

- Advice, Information and Guidance
- Representation and Consultation
- Training and Transport Services
- Volunteer Centre
- Development of Community Projects

If you require any information, please contact us. We look forward to hearing from you.

Registered Charity No. 1064774,  
 A Company Limited by Guarantee,  
 Registered in England under  
 No. 3440626

Centre for Voluntary Service is the  
 working name for the Council for  
 Voluntary Service for St Albans City &  
 District.



INVESTOR IN PEOPLE





We are aware, as trustees, of our duty to our membership, and are delighted that our membership numbers continue to grow. We recognise that a healthy relationship with other partners and agencies is critical to our success and we are pleased to report that the voice of the sector is better represented with increased engagement across a range of local partnerships. The healthy state of local voluntary and community groups is in part due to the tireless activity of our Volunteer Centre, making volunteering accessible to increasing numbers of residents.



Our very successful funding advice service has made a huge difference, helping groups to identify funding and supporting applications for more than £850,000. As funding for this is coming to an end, we are glad that we've received confirmation of on-going support for a modified service from St Albans City & District Council.

Keeping up with technology, legislation and demands for greater professionalism has led to a growing demand for work force development and we have had a very positive response to our training programme, running more than 20 workshops in essential skills.

We've found more efficient ways to keep you up to date, sending fortnightly e-bulletins to complement our newsletters, information guides, website, focus groups and networking events. We now also support your communication needs with an equipment hire service, supplying and supporting you to use new technologies and maximising available resources.

Our Volunteer Centre goes from strength to strength; this year extending its opening hours into the afternoon and evening and launching a new service offering support to those with a learning disability wishing to volunteer, and to the groups that receive them. It has also achieved top marks in Volunteering England's accreditation process.

We have offered leadership and support on a range of community projects including, work in our more disadvantaged neighbourhoods, supporting transport solutions in outlying villages and development work with our business communities.

The year had its share of challenges, not least managing the significant cut in resources when the PCT withdrew its funding half way through the year. Staff and trustees have worked hard to identify new funds and develop more cost efficient practices and we are relieved that we have not had to cut any of our essential support services. The next few years will be precarious for us so we are more grateful than ever to our principal funders, St Albans City & District Council and the Adult Care Services Department of Herts County Council, whose ongoing support ensures our survival.

On behalf of the Board of Directors I would like to thank the following staff and volunteers who have left or retired from the CVS in the past year: Portia Harris, Charles Trinder, Diana Brimblecombe, Chris Songer, Ann Banks, Anne Frisch, Eileen Davies, Michael Rose, Janet Smart, Lynwen Barkham, Madeleine Hopkins and Stuart Conlon. I congratulate the CVS staff and volunteers on another successful year.

**William Craig**  
Chairman



Strange though it sounds I look forward to sitting down and pulling together the detail of the previous year and giving a platform to the new or different in the year to come. It always leaves me feeling incredibly proud of what has been achieved; too often we are just too busy doing the day job to take the time out for reflection or recognition of effort.



My focus next year will again be on finance, ensuring we have the right mix of earned income and funding to preserve both our independence and level of services. Working with our key supporters, St Albans City and District Council and Herts County Council Adult Care Services, we will be delivering value for money services that support and develop a sustainable voluntary sector. We will be receptive to opportunities made available through commissioning and the new direct payments scheme. We will be exploring new partnerships with Oaklands College and the University of Hertfordshire that could result in more young people choosing to work and volunteer in the third sector, as well as working alongside local businesses that want to be more effective in the way they engage with their local communities, including how they shape their services to better support our needs.

Over the next 12 months we hope to extend our supported volunteering project, focus on young volunteers and groups wanting to engage with them, pilot a business brokerage programme, roll out another round of demand led training, support the Council's new grant programme, host a voluntary sector conference and speed volunteering event, introduce a CRB service and update a number of our useful directories. All this on top of our everyday commitment to find you volunteers, offer best practice advice and guidance, provide information on funding and transport issues, support your business needs, run networking and consultation events and raise awareness of the needs of the sector on a whole host of partnerships.

We will continue to support the work of the Local Strategic Partnership in its delivery of the Community Plan and Local Area Agreement targets, be an active participant in the cross-agency work on a number of local partnerships, in particular the Health, Housing and Social Care Partnership and the District Children's Trust Partnership. If resourced we hope to remain involved in the community development work in our more disadvantaged neighbourhoods. We will be looking to maximise available resources by working in close collaboration with other CVS agencies across Hertfordshire on the County Council's Strategic Leadership contract and on the Hertfordshire Infrastructure Consortium.

My thanks go to a wonderful team of loyal and supportive staff and volunteers, Board members who give vital help and much appreciated expertise on a range of issues and you, our members, who provide a range of rich and diverse benefits to those most in need in our community. Please help us to provide services that help you by telling us what you need to develop or just manage in these challenging times.

A handwritten signature in black ink that reads "Laura Cronshaw". The signature is written in a cursive style.

**Laura Cronshaw**  
Chief Executive



**1015** new volunteers approached the Volunteer Centre  
this year via **500** interviews and **442** internet contacts

**33%** increase in Volunteer Centre activity from last year

we placed **253** volunteers which is above the UK average

**10%** more groups joined us to use our services

**57** member organisations featured in Review Newspaper

Over 3 years, our Funding and Development service

has helped **45** local groups raise **£850,000**

**20** supported volunteers placed to meet our first year target

**30** local organisations have welcomed supported volunteers

**77** groups helped to build their fundraising and organisational capacity

**18** e-bulletins sent to members **50%** more issues than last year

**67** members hired CVS equipment from **£4,700** worth available

**250** groups received funding information

**16** groups undertook IT and organisational development training

**10** groups supported to participate in **8** local planning groups

**80** groups took part in **3** community lunch networking events

**397** CVS members and associates . . . . and not **1** complaint!



How was 2006/07 for us?



Our biggest achievement was Quality Accreditation as a Volunteer Centre.

We beat the national average in the number of volunteer placements we had and came very close to beating the national average in the number of enquires we received.



17% of our enquiries came from people with a non-white background.

Also of note was that 8% of our enquirers were disabled, 33% were from people who were employed, 40% came from people aged under 30 and, regarding gender, almost a third of our enquiries came from men.

We welcomed new team members Michelle Hart, Supported Volunteer Worker (see picture above and detail on page 7), volunteer advisors Sue McClinton, Patti Marsden and Connie Bunker and, during her gap year, Leah Kraithman, who took on a variety of volunteering tasks.

To promote volunteering our opening hours were extended to include a rota of Saturday a.m. and Wednesday evenings. Talks took place at Ridgeview, the University of Hertfordshire, Radio Verulam and Turning Point. Pan Autos in Harpenden scoured their customer base for volunteer drivers. With our Herts volunteer centre colleagues we spent 3 weeks on a big red bus raising the profile of volunteering across Hertfordshire.

We helped set up a county wide group to encourage more young people to volunteer and for more organisations to welcome them.

Our ties with (LAA) Local Area Agreements have strengthened which will enable us and the statutory sector to join resources to meet shared targets.

We set up a Volunteer Co-ordinators Forum to share information and best practice to provide volunteers and organisations with the best volunteering experience we can.



Karen Filsell  
Volunteer Centre  
Manager



# Supported Volunteers

**Why did you want to be a volunteer?**  
*“Health and social services have really helped me and I’d like to help people.”*

**Tell us about yourself?**  
*“My name is Donna I’m 21 and I live in St Albans.”*

**What would you say to someone thinking of volunteering through this project?**  
*“Everyone is so friendly and helpful and I am really enjoying being a volunteer.”*

**How were you supported?**  
*“Michelle came with me and made sure I was happy to do what I was asked to do. She also made sure the people understood my needs.”*

This project supports people with a learning disability to become a volunteer. The picture on page 6 shows some of our volunteers receiving their certificates in recognition of their work and dedication. We were very proud to have reached our first year targets of supported volunteers placed. To date we have placed 20 volunteers and 30 local organisations are involved in the project, including the CVS!

Our volunteers are supported to take on a variety of tasks, depending on their interests, ranging from cat grooming to office duties. Volunteers receive help with travelling to their volunteer post, support to learn their new tasks and ongoing mentoring to ensure they continue to enjoy their experience. Organisations also have ongoing mentoring and advice on how to ensure the supported volunteers meet their objectives.

There is no time limit to the support from this project as our aim is to make sure all parties have a positive enjoyable time.

**Michelle Hart**  
 Supported Volunteer Worker

# Communications

The Time Capsule commemorating our 30th Anniversary engaged many of our member organisations, resulting in an interesting collection of information for unearthing in 2026.

Closer media relationships have been forged with local radio stations and newspapers to promote our work. The CVS web has been developing in line with our strategic direction and the requests and needs of our members. One addition is a noticeboard for members with no website to enable them to promote themselves and their activities.

Networking events attracted representatives from 80 organisations. We received positive feedback for the topics we covered and the opportunity to meet other members. to share best practice, air common concerns and work together on solutions.

Our monthly e-bulletin, emailed news has been increased to a fortnightly distribution as more CVS members send their information for circulation to some 400 members & associates. We continue to provide a printed newsletter with a focus on information

‘to keep’ like new or changing legislation, funding opportunities and resource sharing to provide good value for the sector.

**Wendy Henrys**  
 Communications,  
 PR & Events Officer



# Training

This year we delivered 18 training courses with an average of 10 delegates on each. We covered a range of topics from four key areas: People Skills, Information Communication Technology, Health & Safety and Business Skills.

*“CVS Training is fantastic value.”*

Our members could choose from Writing Funding Applications, Basic Food & Hygiene, ICT Powerpoint, Publisher, Word, Outlook, Excel, Access, Emergency First Aid, Getting the Best from the Press, Web Development, Digital Photography, QuickBooks Accountancy, Performance Management and more.

These courses were designed in response to a survey of our members' training needs attached to their annual membership renewal forms. All delegates were given the opportunity to provide feedback through an evaluation process and we were delighted to receive positive comments on all courses. They confirmed that our training programme enabled them to build their capacity, confidence and skills.

Attending our training courses also proved to be an opportunity for members to share ideas and good practice.

Sally Bauer  
Training  
Officer

Last year's courses represented high quality training at a realistic price and we are aiming to continue to provide this service. Please continue to support it.

# Equip & Office Services

*“It's great to hire a laptop and projector and to use the CVS colour copier. It would use all our funding if we had to buy our own.”*

Awards for All funding, won by the CVS, enabled the purchase of equipment which was made available to our members to save them the expense of buying it themselves.

The CVS bought laptops, a projector, screen, over-head projector and a digital camera and made them all available at a weekly hire rate.

In addition, it was recognised that many organisations did not have ready access to office services like photocopying (colour and black & white), laminating, typing and printing address labels and scanning. These services were also offered to our members.

We are pleased that we have saved the voluntary sector nearly £5,000 by buying the equipment, maintaining it and making it readily available with a dedicated volunteer who also provides training on the various pieces of equipment prior to their hire.

Wendy Henrys



The Funding and Development Project is supported by the Community Fund and has continued in its third year to offer help, advice and training to local groups to help them build their organisational and fundraising capacity.

*"We're a new organisation. This project has saved us time and money so we can get on and do what we set up to do."*

By March 2007 the project had helped 45 groups raise £850,000 in 69 separate grants from 16 different sources. 13% of grants were from statutory funds but by far the majority, 87%, were from 13 charitable trusts, including 4 lottery funds. The size awarded ranged from £500 per year to cover the running costs of small groups to £50,000p.a. for a 5 year counselling service for young adults.

By the end of March 2007 the project had also delivered 14 training courses and provided 1:1 funding and development support to 77 groups.

A funding information service provided to 250 groups consisted of 16 CVS newsletters including fundraising information, 10 funding updates, 8 funding e-newsletters, 45 funding searches and 25 alerts.

23 groups took part in a Get Going with Grantnet session, run in partnership with SADC, to promote the link on the CVS website to the SADC Grantnet link. The Project also supported 10 groups to participate in 8 local planning groups.

Other achievements have included access for 250 groups to 9 networking events and a resource library.

An evaluation of the impact of the project confirmed the need for the service, highlighting the benefit to groups in the range and independence of the support provided.

With the end of the current project funding in sight, the St Albans City & District Council has recognised the value of the service.

The continuation of the Funding Advice Service with support from the District Council has become first possible, now probable.

This was a very welcome development



CVS FUNDOMETER  
£850,000

Stella Merryweather  
Funding and  
Development Officer



# Partnership Work

The voluntary sector is an essential partner when it comes to ensuring a healthy, engaged and sustainable community and as a result we are often asked to attend multiple meetings, conferences and focus groups.

Keeping up-to-date on the work of local and county partnerships is a full time job in itself and small voluntary organisations often find it very difficult to find the time and resources to engage.

The CVS recognises this dilemma and provides a representative voice on more than 20 partnerships, raising awareness and understanding of voluntary sector issues, campaigning for additional or more specialised representation, gathering information to disseminate to the sector or just providing an interpretation service for those confused by the jargon and rhetoric!

Just a few of the partnerships we have been busy representing our membership on this year are: the Local Strategic Partnership; the Sopwell Community Partnership; the District Children's Trust Partnership; the Health, Housing and Social Care Partnership; the Herts Infrastructure Consortium and Hertfordshire Sports Partnership.

Even we can't be all things to all people so we provide a 'notice board' on our website to encourage groups and networks to share important information with us and our readers.

*"Some meetings are quite intimidating so just having someone friendly to sit next to really helps. Knowing they won't mind if I ask them to explain the agenda helps too!"*

# Transport

*"I volunteer myself and my car for two hours per week. I enjoy it and the time I give is appreciated."*

This year has seen a series of firsts for the work the CVS is involved with, in partnership, to improve access to transport for local people.

Pan Autos of Harpenden canvassed their customer base as part of our search for more volunteer drivers. We hope to extend this to other local garages and car dealerships

London Connect transport watched closely as a local group, including wheelchair users, travelled from St Albans to Brighton to report on access for disabled people.

The London Metropolitan University and University College London were involved in a London Colney study to resolve a gap in transport provision to shopping facilities.

Leaflets listing available transport have been developed for people who are less able and a guide to hiring mini-buses is available to voluntary sector groups.

This work has shown that sharing resources, both man-power and horse-power, really relieves transport gaps.

Keith Stammers  
Transport  
Co-ordinator



**COUNCIL FOR VOLUNTARY SERVICE  
FOR ST ALBANS DISTRICT**  
**(A Company Limited by Guarantee)**  
**Summary Report and Financial Statements**  
**Year ended 31 March 2007**  
  
**Charity No: 1064774**  
**Company No: 3440626**

## **Structure, governance and management**

### *Governing Document*

The charitable company has a Memorandum and Articles of Association which set out the rules under which it is governed.

### *Company Status/Constitution*

The Charity was incorporated on 26 September 1997 as a company limited by guarantee and has no share capital. The Company registration number is 3440626. The Charity is entered on the Central Register of Charities under registration number 1064774.

### *Recruitment, Induction and Training of Trustees*

The charitable Company has a Trustee Induction Policy that covers all stages from initial introduction through to full ratification. New trustees are appointed on a skills need basis and are always co-opted in the first instance. Training is offered and information on the following is provided in a Trustee Starter Kit:

- Responsibilities of Trustees, Charity Commission publication CC3;
- Role description and person specification;
- Trustee Code of Conduct;
- Memorandum and Articles of Association;
- All policies including Equalities and Diversity and Health and Safety policies;
- Latest annual report; and
- Roles and responsibilities within CVS including information about existing Trustees.



COUNCIL FOR VOLUNTARY SERVICE  
FOR ST ALBANS DISTRICT  
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*Organisational Structure*

The organisational structure and delegation of duties are laid down in our Delegation of Duties Guidelines. These guidelines state that the Board of Trustees is responsible for:

- ensuring financial control and accountability
- acting in the best interests of the Charitable Company and in the furtherance of its objectives
- acting as a responsible employer, appointing the CEO and supporting and monitoring their performance
- taking professional advice on matters where the Board lacks competence
- approving and monitoring the organisation's policies, programmes and services
- determining and safeguarding the vision and purpose of the Charitable Company, providing leadership and direction.

The CEO is responsible for:-

- operations;
- the paid staff and volunteers, making arrangements for recruitment, supervision, professional support, appraisal and training and working to resolve inter-personal issues
- implementing the decisions taken by the Board
- deploying resources in the best interests of the Charitable Company
- keeping the Board informed and briefing the Board to enable it to take decisions
- working to the vision and mission as set by the Board
- developing, implementing and evaluating the Business Plan
- generating income and working within the agreed budget
- developing, facilitating and representing the Charity in external relationships and partnerships
- the role of Company Secretary
- promoting the services of the Charity

The guidelines also give recommendations for the scope of the officer roles of Chair, Vice-Chair and Treasurer.

The Charity is a membership organisation with approximately 200 paying members and up to 300 non-paying affiliates.

*Related Parties*

The Charity is affiliated to the National Association for Voluntary and Community Action (NAVCA). NAVCA expect delivery of five core functions to qualify for membership.

The Charity operates under licence to Volunteering England with regards to the operation of its Volunteer Centre. Volunteering England expects delivery of six core functions and operates an accreditation system that impacts on the Charity every three years.

The Charity is a member of the National Association of Community and Voluntary Organisations (NCVO)

The CEO is a member of the Association of Chief Executives of Voluntary Organisation (ACEVO)

The Charity is a member of an informal, unconstituted network, the Herts CVS, comprising nine county-wide CVS groups that collaborate where possible to maximise opportunity for funding and service delivery.

The charity is a member of an informal, unconstituted network, the Herts Infrastructure Consortium, comprising twenty-seven county-wide Infrastructure organisations that collaborate where possible to maximise opportunities available through Govt Office East ChangeUp and Capacity Builders funding.



## Objectives and activities

### Objectives

The objectives of the Charity, as set out in its Governing document, are:

- (a) the promotion of any charitable purposes for the benefit of the community in the District of St Albans and its environs (hereinafter called the area of benefit) and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness; and
- (b) the promotion and organisation of co-operation in the achievement of the above purposes and to that end to bring together representatives of the statutory authorities and voluntary organisations engaged in the furtherance of the above purposes within the area of benefit

### Aims

- to develop and improve the sustainability of the voluntary sector in St Albans City & District
- to promote and support a more influential, informed voluntary sector in the community's strategic and operational planning processes
- to develop and support inclusive, quality volunteering opportunities in St Albans City & District
- to encourage the development and growth of community projects in St Albans City & District
- to ensure that the charity is a well managed, accessible and accountable organisation

## Main objectives for the year

### Strategic Aim 1

- Developing and strengthening funding intelligence and fundraising skills
- Increasing the confidence and skills base of the sector with appropriate local training
- Enabling collaborative working to meet local needs

### Strategic Aim 2

- Maintaining and supporting effective representation of strategic partnerships
- Producing high quality, informative publications and research documents
- Ensuring regular communication and consultation through appropriate and accessible channels
- Promoting and supporting the development of communication skills in the sector
- Reaching harder to access groups

### Strategic Aim 3

- Expanding service to accommodate those with additional support or access needs
- Supporting VCOs in the management of volunteers
- Developing and sharing good practice through training, resources and partnerships
- Identifying and developing volunteering projects with the local business sector

### Strategic Aim 4

- Identifying gaps in current provision and encouraging targeted community projects

### Strategic Aim 5

- Strengthening funding profile including income generation capacity
- Improving internal governance
- Embedding, monitoring, evaluation and consultative processes
- Developing staff, Board and volunteers
- Improving technology to ensure effective management and communication systems
- Increasing membership and widening access to services

## Achievements and performance

### Strategic Aim 1

- Funding and Development Support Service attracts £850,000 external funding for local groups over 3-year project term
- Intensive 1:1 development support for 40 groups and information disseminated to 410 groups
- 20 demand led training workshops delivered
- Office equipment hire service operating as micro social enterprise demonstrating principles of income generation
- Funding advisors network established



## COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT (A Company Limited by Guarantee)

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### Strategic Aim 2

- Representation on 15 local partnerships
- Leadership role on Local Strategic Partnership and delivery of Community Strategy
- Promotion and support for Local Area Agreement stretch targets
- Maintenance and up-dates to award winning website [www.cvsstalbens.org.uk](http://www.cvsstalbens.org.uk)
- Fortnightly electronic newsletter used as best practice model across county infrastructure groups
- Regular sharing of good practice through peer networks
- 6 well advertised networking events to aid consultation
- Range of easy to access information leaflets and newsletters

### Strategic Aim 3

- Regular evening opening hours
- Supported Volunteering Project achieves first year targets working with people with learning difficulties
- Well attended volunteer management training courses
- Launch of volunteer managers' network
- Volunteering England Accreditation
- 350 volunteering opportunities maintained on database
- 1000 enquiries from the public regarding volunteering

### Strategic Aim 4

- Leadership and facilitation of Community Cohesion Project
- Partnership work to maximise local voluntary transport resources resulting in the co-ordination of a rural shopper scheme
- Stakeholders more aware of issues of deprivation and amend priorities accordingly
- Development of business brokerage resources

### Strategic Aim 5

- Improved budgeting and costing processes
- Management information database used to reach new groups & simplify administration processes
- In-house skills development to support ICT systems
- Achievement of PQASSO Level 1
- Review and update of charity policies;
- Staff, volunteers and trustees engage in away-day and regular meetings
- Performance management processes in place
- All Trustees engaged in an area of service delivery through sub group activity
- ICT administrators' network established

### Plans for future periods

- Implement funding strategy with focus on fundraising for training, supported volunteering and funding advice services
- Develop advice skills to support social enterprises
- Establish core training programme
- Facilitate representation workshops and support new representatives
- Produce up to date directory of local voluntary and community groups
- Host a Voluntary Sector Annual Conference
- Build on relationship with University of Herts and local FE college to promote volunteering to younger people, raise awareness of career options in VCS and develop CSR projects
- Establish project groups to oversee delivery against Community Strategy/LAA targets
- Support infrastructure development in equalities especially in areas relating to race and faith
- PQASSO Level 2
- Offer professional and back office services



## Reserves Policy

In accordance with guidance issued by the Charity Commission, the Trustees have reviewed the Council for Voluntary Service's policy and practice in respect of financial reserves.

### *Policy*

The Trustees believe that unrestricted funds should be kept available:

- for short-term security of operation: to cover any interruption of our funding or short term cashflow difficulties whilst maintaining our services to users
- for development purposes: to provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice
- for longer-term security of operation in the event of withdrawal of funding which proves not to be reliable

### *Practice*

Our Capital Account represents approximately six months' expenditure, and is the minimum the Trustees consider prudent to meet the above requirements.

This policy and the levels of reserves held are subject to regular review by the Board of Trustees to ensure they continue to reflect the charity's current operations.

As a separate item, the trustees have allocated £39,154 in respect of commitments, both contingent and actual. Funds of £4,903 are held in respect of externally financed projects.

The level of reserves held at 31 March 2007 is shown on the Balance Sheet.

## Investment Powers

Under the Memorandum and Articles of Association the Charity has the power to make any investment that the Trustees see fit.

## Directors and Trustees

The directors of the charitable company ('The Charity') are its Trustees for the purpose of charity law and throughout this report are referred to as the Trustees. A list of the Trustees who served during the year is available on request. The Board of Trustees has the power to appoint additional Trustees as it sees fit. Those Trustees appointed during the period plus one third of the existing Trustees must retire by rotation at the next Annual General Meeting. All retiring Trustees are eligible for re-election.

## Remuneration

No remuneration is payable to the Trustees.

## Risk review

Internal risks are minimised by the implementation of procedures for the authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the Charity. These procedures will be periodically reviewed to ensure that they still meet the needs of the Charity. The Trustees have conducted their own review of the major risks to which the Charity is exposed and have established systems to mitigate those risks. These risks include damage to reputation, criminal acts, data loss, health and safety and change to funding sources.

## Statement of Trustees responsibilities

The Trustees are responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (UK GAAP).



COUNCIL FOR VOLUNTARY SERVICE  
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Company law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the Charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Charity will continue its operations

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware, there is no relevant accounting information (information needed by the Charity's Accountants in connection with preparing their report) of which the Charity's Accountants are unaware, and each Trustee has taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant accounting information and to establish that the Charity's Accountants are aware of that information.

#### **Employee involvement and employment of the disabled**

The Trustees wish to record thanks to all the staff who have contributed to the success of the Charity during the year under review.

The Trustees are not aware of any staff who are registered as disabled but have the necessary facilities to enable disabled people with the appropriate skills to work for the Charity.

#### **Volunteers**

The Trustees also wish to record their heartfelt thanks to the many volunteers, without whom the Charity would be unable to maintain the quality of service at the level of expenditure that is currently enjoyed. The charity operates with the support of 37 volunteers, most working for half a day per week, with some working on specific projects as required. Their support is particularly crucial to the Volunteer Centre, which dealt with 1000 public enquiries in the course of the year. Volunteers provide the collective support equivalent of 3 full-time posts.

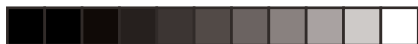
#### **Reporting Accountants**

A resolution will be proposed at the forthcoming Annual General Meeting that Howard Wilson, Chartered Accountants, be re-appointed as reporting accountants for the ensuing year.

By order of the Trustees



Date: 10th July 2007



**STATEMENT OF FINANCIAL ACTIVITIES**  
(Incorporating an Income and Expenditure Account)  
**FOR THE YEAR ENDED 31 MARCH 2007**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2007 Total Funds £	2006 Total Funds £
<b>Incoming Resources</b>					
Incoming resources from generated funds					
Voluntary income	3,340	-	-	3,340	2,025
Activities for generating funds	2,529	-	-	2,529	5,645
Investment income	6,073	-	-	6,073	2,252
Incoming resources from charitable activities	124,229	-	81,723	205,952	230,340
Other incoming resources	7,213	20,000	-	27,213	1,873
<b>Total incoming resources</b>	<b>143,384</b>	<b>20,000</b>	<b>81,723</b>	<b>245,107</b>	<b>242,135</b>
<b>Resources expended</b>					
Costs of generating funds					
Costs of generating voluntary income	2,184	-	2,797	4,981	5,945
Charitable activities	138,106	-	111,615	249,721	207,575
Governance costs	1,509	-	568	2,077	1,293
<b>Total resources expended</b>	<b>141,799</b>	<b>-</b>	<b>114,980</b>	<b>256,779</b>	<b>214,813</b>
Net incoming/(outgoing) resources before transfers	1,585	20,000	(33,257)	(11,672)	27,322
Gross transfers between funds	(543)	-	543	-	-
<b>Net movement in funds</b>	<b>1,042</b>	<b>20,000</b>	<b>(32,714)</b>	<b>(11,672)</b>	<b>27,322</b>
<b>Reconciliation of Funds</b>					
Total funds brought forward	80,123	19,154	37,617	136,894	109,572
<b>Total funds carried forward</b>	<b>81,165</b>	<b>39,154</b>	<b>4,903</b>	<b>125,222</b>	<b>136,894</b>

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.



COUNCIL FOR VOLUNTARY SERVICE  
FOR ST ALBANS DISTRICT  
(A Company Limited by Guarantee)

## BALANCE SHEET AT 31 MARCH 2007

	2007	2006
<b>Fixed Assets</b>		
Tangible assets	-	-
<b>Total fixed assets</b>	-	-
<b>Current Assets</b>		
Debtors	21,612	23,358
Cash at bank and in hand	164,452	165,501
<b>Total current assets</b>	<b>186,064</b>	<b>188,859</b>
<b>Liabilities</b>		
Creditors: Amounts falling due within one year	60,842	51,965
<b>Net current assets</b>	<b>125,222</b>	<b>136,894</b>
<b>Net assets</b>	<b>£125,222</b>	<b>£136,894</b>
<b>FUNDS</b>		
Restricted income funds	4,903	37,617
Unrestricted income funds	120,319	99,277
General funds	81,165	80,123
Designated funds	39,154	19,154
<b>Total charity funds</b>	<b>£125,222</b>	<b>£136,894</b>

**Trustees statement**

The above summarised financial statements are a summary of information extracted from the annual financial statements and certain information relating to the statement of financial activities.

These summarised financial statements may not contain sufficient information to allow for a full understanding of the financial affairs of the Charity. For further information, the full financial statements, which have been subject to an independent examination, and the Trustees' Annual Report should be consulted: copies can be obtained from the registered office of the Charity.

The financial statements were approved by the Trustees on 10th July 2007 and have been submitted to the Charity Commission.



**William Craig**  
For and on behalf of the trustees



Abbey Theatre Trust (St Albans) Ltd  
 Abbeyfield Society  
 Abbeyfield St Albans Community Care Society Ltd  
 Age Concern Hertfordshire  
 Age Concern St Albans  
 Aldwyck Housing Charity Ltd  
 Alzheimer's Society  
 Anchor Staying Put  
 Armoral Hill Day Centre  
 Arthritis Care St Albans Branch  
 A-T Society  
 Bethany Christian Fellowship  
 Break- Away for Carers  
 British Red Cross - Harpenden  
 CAB - St Albans District  
 Cancer Research UK  
 Carers in Hertfordshire  
 Carers UK St Albans Branch  
 Cathedral & Abbey Church of St Alban  
 Cell Barnes Youth Project  
 Centre 33  
 CHAMPS  
 Child Death Helpline  
 Childwickbury Arts Fair  
 City of St Albans Tour Guides  
 Community Development Agency for Hertfordshire  
 Community Meeting Point Harpenden  
 Computer Friendly  
 Courage Club  
 Credit Union - St Albans District  
 Crescent Support Group  
 Crossroads Caring for Carers (N & N.W. Herts)  
 Cruse Bereavement Care - Hertfordshire  
 Daylight Club  
 Diabetes UK - St Albans & District Voluntary Group  
 DISH  
 Earthworks  
 Everyman  
 Gaddesden Place Riding for the Disabled  
 Girl Guiding St Albans  
 Good Neighbour Scheme St Albans  
 Groundwork Hertfordshire  
 Grove House  
 HACRO  
 HAPAS  
 Harpenden Day Centre  
 Harpenden Helping Hand  
 Harpenden Phoenix Holidays  
 Harpenden Village Rotary Club  
 Hatfield Road Day Care Group  
 Hearing Dogs For Deaf People  
 HERTBEATS  
 Hertfordshire Community Foundation  
 Hertfordshire Hearing Advisory Service  
 Herts & Middlesex Wildlife Trust  
 Herts Family Mediation Service  
 Herts Society for the Blind  
 Highfield Park Trust  
 Hightown Praetorian & Churches Housing Association  
 Home-Start St Albans City & District  
 Hospice of St Francis  
 Islamic Centre  
 Jersey Farm Day Care Centre  
 Keech Cottage Children's Hospice  
 Kent House (HPCHA)  
 Kidney Research UK  
 LIFE  
 London Colney Community Association  
 London Colney Youth Project: The Base

Macmillan Cancer Support  
 Marlborough Road Methodist Church  
 Marshalswick Horticultural Society  
 Mediation Hertfordshire  
 MENCAP Friendship Scheme  
 MENCAP Harpenden Society  
 MENCAP SNAP  
 MENCAP St Albans  
 Millennium Volunteers  
 Milligan House Society  
 MIND in St Albans  
 Motor Neurone Disease Association  
 National Assn for Colitis and Crohns Disease  
 National Council for the Cons of Plants and Gardens  
 NatureKids  
 Open Door (HPCHA)  
 ParentlinePlus Herts  
 Parkinson's Disease Society - West Herts Branch  
 Passport to Leisure  
 Prince's Trust  
 Redbourn Care Group  
 Redbourn Youth Centre  
 Relate Herts Central  
 Retired and Senior Volunteer Programme  
 Riding for the Disabled Harpenden  
 RNL (Harpenden Branch)  
 Rotary Club of St Albans Priory  
 Royal British Legion  
 Salvation Army  
 Samaritans  
 Sandridge Silver Threads  
 SCOPE - St Albans and Region  
 Shelter Hertfordshire  
 Shore Society  
 SOVA  
 SSAFA Forces Help St Albans  
 St Albans & District Schizophrenia Fellowship Group  
 St Albans Centurions RLFC  
 St Albans City & District Bereavement Network  
 St Albans City Hospital  
 St Albans Civic Society  
 St Albans District Access Group  
 St Albans District Shopmobility  
 St Albans District Woodcraft Folk  
 St Albans Festival for the Performing Arts  
 St Albans Salmon Swimming Club for the Handicapped  
 St Albans Special Olympics  
 St Bartholomews RC Church  
 St John's Guild for the Blind - St Raphael's  
 St Paul's Church  
 StAAD - St Albans Association for the Disabled  
 STARTS  
 Stroke Association for St Albans  
 Talking Newspaper St Albans & District  
 The Activity Café  
 Toy Library - St Albans  
 Trestle Arts Base  
 Trinity Community Project  
 Trinity United Reformed Church  
 UK Asian Women's Conference  
 Verulamium Museum Trust  
 Victims Support  
 Wheathampstead Playgroup  
 Wheathampstead Thursday Club for the Disabled  
 Wheathampstead Welfare Group  
 Witness Service  
 Workers Educational Association (WEA)  
 Youth Talk



# Key Relationships

The Board of Directors and Staff are indebted to our volunteers and trustees for their time and expertise. We are all grateful to those who have supported our work, financially and in kind, and helped us achieve our aims. We look forward to your continued support.



The Right Worshipful Mayor of the City & District of St Albans

Age Concern, St Albans

Austin Trueman Associates

Awards for All

Barclays Bank

Business Link

ChangeUp

Community Action Dacorum

Community Development Agency for Herts

Community Fund

CVS volunteers and trustees

Esperto, Ltd.

Exemplas

Express Printing

Garfield Weston Foundation

Herts Advertiser

Herts Community Foundation

Herts County Council Adult Care Services

Herts County Council Economic Development Unit

Herts County Council Passenger Transport Unit

Herts CVS Group

Herts Infrastructure Consortium

Herts Partnership NHS Trust

Hightown Praetorian and Churches Housing Association

Homewood Road United Reform Church

Key Fund

Learning Skills Council

Library Service

Local Network Fund

Marlborough Road Methodist Church

Neighbourly Charitable Trust

Nothing Too Small Catering

North Herts College, Professional Development Centre

Oaklands College

Parish of St Mary, Marshalswick

Raising the Ceiling

Rotary Club of St Albans Priory

Rotary Club of St Albans Verulamium

St Albans City Centre Manager

St Albans City and District Council and Local Strategic Partnership

St Albans & Harpenden Primary Care Trust (6 months only)

St Albans Review and Observer

St Paul's Church

Trinity United Reformed Church

University of Hertfordshire

Volunteering England and Volunteering Herts

WENTA