

Charity Registration No. 1064774

Company Registration No. 3440626 (England and Wales)

COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT

(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

**COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees	John Peters Cllr Geoffrey Harrison Karin Williams Mary Coyne Elizabeth Goodman Penelope Mortimer Caroline Cook Roger Barnes Lesley Culley Naveed Raja Karl Wilding
Chair	John Peters
Chief Executive Officer & Secretary	Laura Cronshaw
Charity number	1064774
Company number	3440626
Principal address and registered office	31 Catherine Street St Albans AL3 5BJ
Independent Examiner	Gary Howard FCA Howard Wilson Chartered Accountants 36 Crown Rise Watford Herts WD25 0NE
Bankers	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Solicitors	Interchange Legal Advisory Service The Hampstead Town Hall Centre 213 Haverstock Hill London NW3 4QP

COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT (A COMPANY LIMITED BY GUARANTEE) CONTENTS

	Page
Trustees' report	1 - 4
Statement of trustees' responsibilities	5
Independent accountants' report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 - 16

COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT (A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2009

The trustees present their report and accounts for the year ended 31 March 2009.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Companies Act 1985 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

Governing Document, Company Status and Constitution

The charitable company has a memorandum and articles of association which set out the rules under which it is governed.

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.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

John Peters

Cllr Geoffrey Harrison

Karin Williams

Mary Coyne

Elizabeth Goodman

Penelope Mortimer

Caroline Cook

Roger Barnes

Lesley Culley

Naveed Raja

(Appointed 30 September 2008)

Karl Wilding

(Appointed 30 September 2008)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

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 always 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 (A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

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 Government Office East ChangeUp and Capacity Builders funding.

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.

COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT (A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

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.

Vision

An environment in which local charities and community groups can grow, thrive and be heard.

Aim

To support local charities and the communities they serve with information, advice, training and volunteers

- to maintain and develop services for member groups;
- to provide representation, information and communication channels across all sectors;
- to promote volunteering opportunities and support the management of volunteers in member groups;
- to provide information and advice on volunteering to the public;
- to ensure that SACVS is a well managed, responsive and independent organisation.

Achievements and performance

- Funding and Development Support Service attracts c£250,000 external funding for local groups in 12-month period;
- Intensive 1:1 development support for 40 groups and information disseminated to 410 groups;
- 20 demand led training workshops delivered working in collaboration with neighbouring CVS agencies;
- Office equipment hire service operating as micro social enterprise demonstrating principles of income generation;
- County wide funding advisors network maintained.;
- Representation on 15 local partnerships;
- Leadership role on Local Strategic Partnership and delivery of Community Strategy;
- Maintenance and up-dates to award winning website www.cvsstalbans.org.uk;
- Fortnightly electronic newsletter used as best practice model across county infrastructure groups;
- Regular sharing of good practice through CVS peer networks in communications, IT administration, training and funding advice;
- 10 well advertised networking events to aid consultation;
- Range of easy to access information leaflets and newsletters;
- Development of multi agency cross-sector communications network;
- Regular evening opening hours;
- Supported Volunteering Project achieves 3rd year targets working with people with learning difficulties
- Well supported volunteer management network;
- 350 volunteering opportunities maintained on database;
- 1300 enquiries from the public regarding volunteering;
- Network meetings, information and training for volunteer drivers;
- Business brokerage service attracts EU funding and hits first year targets;
- Further improvements to budgeting and costing processes with significant savings;
- Management information database used to reach new groups and simplify administration processes;
- In house skills development and CVS peer network to support ICT systems and knowledge;
- Part completion of PQASSO Level 2;
- 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;
- Successfully re-accredited for Investors in People status.

COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT (A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

Financial review

Reserves Policy

SACVS allocates unspent money to three different types of fund in the accounts at the end of the financial year.

Restricted funds : This relates to unspent money from restricted grants. The grant-provider has specified what the money must be spent on and the trustees do not have the power to spend the money on anything else.

Unrestricted funds : This is money that can be spent on anything which furthers the objectives of the charity.

Designated funds : This is the part of unrestricted funds which is earmarked for specific activities. Examples include redundancy, refurbishing office accommodation, developing projects. The trustees reserve the right to change the allocations in order to reflect changes in circumstances.

The funds listed above can also be called a reserve.

The Trustees will from time to time (and at least annually coincidental with the budget) agree a target level of free reserves (i.e. unrestricted and designated funds as defined above) below which free reserves should not fall.

In arriving at this target Trustees will take account of the relative reliability of future income streams and the vulnerability of the charity to unforeseen and unplanned expenditure. In the light of this analysis the level set should be such as enable the charity to absorb unforeseen financial shocks for a sufficient period of time to permit the charity to develop a measured response to the new situation, that level is normally likely to be in the region of six months average expenditure.

In the event that free reserves fall below the agreed target, Trustees will expect to set budgets in the subsequent years which will have the effect of restoring free reserves to the target level that they then consider appropriate.

Investment Policy

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

Plans for the future

- Implement funding strategy with focus on fundraising for training, core support services and volunteer centre
- Expand training programme to include a development programme for existing and prospective trustees
- Produce up to date directory of local voluntary and community groups
- Host annual voluntary sector conference and expand our capacity to organise events
- Develop relationships with the local business sector through brokerage services
- Build on relationship with University of Herts and local FE college to provide appropriate work experience, promote volunteering to younger people, raise awareness of career options in VCS and develop CSR projects
- Develop proposals that ensure VCS infrastructure services are supported through LAA rewards money
- Support infrastructure development in equalities especially in areas relating to race and faith
- Achieve PQASSO Level 2
- Develop professional and back office services

On behalf of the board of trustees

John Peters

Trustee

Dated: 14 July 2009

COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT (A COMPANY LIMITED BY GUARANTEE) STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS
DISTRICT**

I report on the accounts of the charity for the year ended 31 March 2009, which are set out on pages 7 to 16.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Council for Voluntary Service for St Albans District for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43 of the Charities Act 1993, the 1993 Act, and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a Chartered Accountant.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 43 of the 1993 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Gary Howard FCA

Chartered Accountant
Howard Wilson Chartered Accountants
36 Crown Rise
Watford
Herts
WD25 0NE

Dated: 20 July 2009

COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2009

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2009 £	Total 2008 £
<u>Incoming resources from generated funds</u>						
Voluntary income	2	5,191	-	-	5,191	5,795
Activities for generating funds		5,773	-	-	5,773	5,761
Investment income	3	4,192	-	-	4,192	6,596
		15,156	-	-	15,156	18,152
Incoming resources from charitable activities	4	141,650	-	91,530	233,180	171,871
Total incoming resources		156,806	-	91,530	248,336	190,023
<u>Resources expended</u>						
Costs of generating funds						
Costs of generating voluntary income	5	2,614	-	-	2,614	2,566
Net incoming resources available		154,192	-	91,530	245,722	187,457
Charitable activities						
Core activities		175,833	-	86,258	262,091	236,849
Governance costs		1,290	-	-	1,290	1,498
Total resources expended		179,737	-	86,258	265,995	240,913
Net (outgoing)/incoming resources before transfers		(22,931)	-	5,272	(17,659)	(50,890)
Gross transfers between funds		21,601	(10,154)	(11,447)	-	-
Net expenditure for the year/ Net movement in funds		(1,330)	(10,154)	(6,175)	(17,659)	(50,890)
Fund balances at 1 April 2008		39,631	19,154	15,547	74,332	125,222
Fund balances at 31 March 2009		38,301	9,000	9,372	56,673	74,332

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

**COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET**

AS AT 31 MARCH 2009

	Notes	2009 £	£	2008 £	£
Current assets					
Debtors	12	14,206		23,258	
Cash at bank and in hand		91,759		107,301	
		105,965		130,559	
Creditors: amounts falling due within one year					
	13	(49,292)		(56,227)	
Total assets less current liabilities					
			56,673		74,332
Income funds					
Restricted funds	15		9,372		15,547
Unrestricted funds:					
Designated funds	16		9,000		19,154
Other charitable funds			38,301		39,631
			56,673		74,332

The company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985, for the year ended 31 March 2009. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with section 221 of the Act; and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2009 and of its profit for the year then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 14 July 2009

John Peters
Trustee

Roger Barnes
Trustee

COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

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

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 1985. The charitable company has followed the Financial Reporting Standard for Smaller Entities (effective January 2007).

The charitable company has availed itself of paragraph 3(3) of Schedule 4 of the Companies Act 1985 and adapted the Companies Act formats to reflect the special nature of the charitable company's activities.

1.2 Incoming resources

The charitable company's policy is to recognise all incoming resources on a receivable basis.

Donations are recognised in the financial statements when the charity becomes beneficially entitled to the income.

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year for which they are received. Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

1.3 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of VAT.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. The Trustees have a policy of charging individual items costing less than £1,000 directly to the Statement of Financial Activities in the year of purchase. 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:

Fixtures, fittings & equipment	over 1 year
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1.5 Leasing and hire purchase commitments

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the SOFA on a straight line basis over the period of the lease.

1.6 Pensions

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

**COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2009

1 Accounting Policies **(continued)**

1.7 Company status and members liability

The company is a private company limited by guarantee and not having any share capital. The extent of the liability of the members of the company on a winding up is limited to a maximum of one pound each. The company is also a registered charity and accordingly no liability to corporation tax arises on the financial statements.

The charitable company has an exemption under section 30(5) of the Companies Act 1985 from using 'Limited' in the title.

1.8 Taxation

The activities of the charitable company are exempt from Corporation Tax under Section 505 of the Income and Corporation Taxes Act 1988 to the extent that they are applied to the organisation's charitable objects.

2 Voluntary income

	2009	2008
	£	£
Voluntary income	5,191	5,795
	<u>5,191</u>	<u>5,795</u>
Voluntary income		
Unrestricted funds:		
Donations	631	365
Affiliation fees	2,940	1,520
Sponsorship income	50	260
Voluntary sector events	1,570	3,650
	<u>5,191</u>	<u>5,795</u>

3 Investment income

	2009	2008
	£	£
Interest receivable	4,192	6,596
	<u>4,192</u>	<u>6,596</u>

COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Core activities income	<u>141,650</u>	<u>91,530</u>	<u>233,180</u>	<u>171,871</u>

Included within income relating to core activities income are the following grants

Unrestricted funds:

HCVS	26,927	24,675
Hertfordshire Community Foundation	3,348	218
Hertfordshire County Council	58,393	47,210
St Albans DC	32,730	34,900
Other grant income	4,229	-

Restricted funds:

Big Lottery Fund	-	7,425
Hertfordshire Community Foundation	-	9,000
St Albans DC	40,000	20,000
Oaklands College	5,000	2,500
Exemplas	-	4,100
Bailey Thomas Fund	-	5,000
Chelsea Charitable Foundation	-	500
Graham Rowlandson Foundation	10,000	-
Hertfordshire County Council	12,000	-
IYSS	7,000	-
HMRC	17,530	-
	<u>217,157</u>	<u>155,528</u>

5 Total resources expended

	Staff costs £	Other costs £	Total 2009 £	Total 2008 £
Costs of generating funds				
Costs of generating voluntary income	-	2,614	2,614	2,566
Charitable activities				
<u>Core activities</u>				
Activities undertaken directly	175,626	86,465	262,091	236,849
Governance costs	-	1,290	1,290	1,498
	<u>175,626</u>	<u>90,369</u>	<u>265,995</u>	<u>240,913</u>

COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

6 Costs of generating voluntary income

	2009	2008
	£	£
Other costs comprise:		
Publicity and advertising	2,614	2,566
	<u>2,614</u>	<u>2,566</u>

7 Activities undertaken directly

	2009	2008
	£	£
Other costs relating to core activities comprise:		
Unrestricted funds		
Other staff costs	1,848	4,356
Direct activity costs	20,073	11,576
Premises costs	13,326	12,386
Insurance	1,395	1,554
Office costs	7,873	3,150
Computer costs	8,513	5,121
Travel and subsistence	2,763	3,268
General expenses	1,552	876
Other finance costs	14	32
Restricted funds		
Other staff costs	-	1,558
Direct activity costs	23,594	628
Premises costs	5,514	7,259
Office costs	-	3,693
Travel and subsistence	-	292
General expenses	-	516
	<u>86,465</u>	<u>56,265</u>

8 Governance costs

	2009	2008
	£	£
Other governance costs comprise:		
Accountancy	1,290	1,498
	<u>1,290</u>	<u>1,498</u>

**COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2009

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or were reimbursed expenses during the year (2008: £nil).

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2009	2008
	Number	Number
Direct charitable work	7	7
Administrative	2	2
	<u>9</u>	<u>9</u>

Employment costs

	2009	2008
	£	£
Wages and salaries	156,270	156,314
Social security costs	14,279	13,976
Other pension costs	5,077	10,294
	<u>175,626</u>	<u>180,584</u>

There were no employees whose annual emoluments were £60,000 or more.

COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

11 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2008	18,396
Disposals	(18,396)
	<hr/>
At 31 March 2009	-
	<hr/>
Depreciation	
At 1 April 2008	18,396
On disposals	(18,396)
	<hr/>
At 31 March 2009	-
	<hr/>
Net book value	
At 31 March 2009	-
	<hr/> <hr/>

12 Debtors	2009 £	2008 £
Trade debtors	13,206	20,070
Other debtors	1,000	-
Prepayments and accrued income	-	3,188
	<hr/>	<hr/>
	14,206	23,258
	<hr/> <hr/>	<hr/> <hr/>

13 Creditors: amounts falling due within one year	2009 £	2008 £
Other creditors	46,504	49,051
Accruals	2,788	1,176
Deferred income	-	6,000
	<hr/>	<hr/>
	49,292	56,227
	<hr/> <hr/>	<hr/> <hr/>

**COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2009

14 Pension costs

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £5,077 (2008: £10,294).

15 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				
	Balance at 1 April 2008	Incoming resources	Resources expended	Transfers	Balance at 31 March 2009
	£	£	£	£	£
Key Fund	156	-	-	(156)	-
Community Grants Programme	11,291	40,000	(40,000)	(11,291)	-
Exemplas	4,100	-	-	-	4,100
Oaklands College	-	5,000	(5,000)	-	-
Supported Volunteering	-	10,000	(10,000)	-	-
FAN/HERN	-	12,000	(10,870)	-	1,130
HMRC	-	17,530	(17,530)	-	-
IYSS	-	7,000	(2,858)	-	4,142
	<u>15,547</u>	<u>91,530</u>	<u>(86,258)</u>	<u>(11,447)</u>	<u>9,372</u>

Key Fund - to contribute towards the costs of a project to improve the employability of people with a learning disability.

Community Grants Programme - represents funding from St Albans City and District Council to provide advice and support services for their Community Grants Programme.

Exemplas - represents funding from Exemplas to produce information and research resources to enable voluntary sector engagement in the delivery of public services through commissioning.

Oaklands College - to contribute towards the overhead costs associated with supporting work experience students.

Supported Volunteering - includes funding from Bailey Thomas and Chelsea Charitable Foundation to contribute to the revenue costs of a project to improve the employability of people with a learning disability.

FAN/HERN represents funds for the Funding Advice Network and Hertfordshire External Resources Network.

HMRC represents training programmes funded by HM Revenue & Customs.

IYSS represents funding from the Integrated Youth Support Services in respect of future development of Children and Young People.

**COUNCIL FOR VOLUNTARY SERVICE FOR ST ALBANS DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2009

16 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				Balance at 31 March 2009
	Balance at 1 April 2008	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Equipment Reserve	3,654	-	-	(3,654)	-
Maintenance Reserve	6,500	-	-	(6,500)	-
Special Reserve	9,000	-	-	-	9,000
	<u>19,154</u>	<u>-</u>	<u>-</u>	<u>(10,154)</u>	<u>9,000</u>

These funds represent specific reserves set aside by the Trustees for projects and expenditure items not previously restricted.

17 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2009 are represented by:				
Current assets	87,593	9,000	9,372	105,965
Creditors: amounts falling due within one year	(49,292)	-	-	(49,292)
	<u>38,301</u>	<u>9,000</u>	<u>9,372</u>	<u>56,673</u>

18 Commitments under operating leases

At 31 March 2009 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2009	2008
	£	£
Expiry date:		
Between two and five years	12,750	12,750
	<u>12,750</u>	<u>12,750</u>