

Company Registered number: 4024662
Charity number: 1081381

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE
ANNUAL REPORT AND FINANCIAL STATEMENTS
31 MARCH 2011

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

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Boscombe Link
3-5 Palmerston Road
Boscombe
Bournemouth
BH1 4HN

Sovereign Centre Car Park
Boscombe
Bournemouth
BH1 4SX

Shopmobility
Castle Point
Castle Lane West
Bournemouth
BH8 9UZ

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BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

COMPANY INFORMATION FOR THE YEAR ENDED 31 MARCH 2011

**Charity trustees:
(Directors)**

Martin Broad
Colin Feltham - Chair
Bev Hepting - Creative Associates
Paul Payne - Blandford Forum Financial Services Limited
Keith Popple - Faculty of Health & Social Care, London South Bank
University
Angela Ross
Hazel Walker – Deputy Chair
Tria Whitney – (resigned 10 June 2010)
Richard Erven – (appointed 20 January 2011)

Secretary Vivienne Aird

Company number 4024662

Registered office Boscombe Link
3 Palmerston Road
Bournemouth
Dorset
BH1 4HN

Auditors Saffery Champness
Midland House
2 Poole Road
Bournemouth
Dorset
BH2 5QY

Solicitors Dutton Gregory
Trussel House
23 St Peter Street
Winchester
SO23 8BT

Bankers Cooperative Bank
Charities Aid Foundation

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

LEGAL AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2011

Staff Vivienne Aird (Chief Executive)
 Penny Turner (Finance Officer)

We are, of course, indebted to the many volunteers (especially those who have been involved for a number of years) who give their time so willingly to enable the many projects of Bournemouth Council for Voluntary Service to operate successfully.

Our sincere thanks are expressed to all who have been involved with Bournemouth Council for Voluntary Service.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2011

The Trustees present their Report, together with the Audited Accounts for the year to 31 March 2011.

Structure, Governance and Management

The organisation was established in 1972 as Bournemouth Helping Services and registered as a charity. It became a charitable company limited by guarantee on 30th June 2000 and changed its name to Bournemouth Council for Voluntary Service. It was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company winding up, members may be required to contribute an amount not exceeding £10.

The organisation became an accredited Council for Voluntary Service in 2000 and is a full member of the National Association for Voluntary and Community Action (formerly National Association of Councils for Voluntary Service).

Membership status is open to all local voluntary and community organisations providing a service in Bournemouth. Members of the Board are nominated and elected by the membership at the Annual General Meeting. Currently, one third of the directors retires each year by rotation and is eligible for re-election.

Five places on the Board are retained for co-opted members who are recruited for specific skills. Those who are interested in becoming co-opted members of the Board are invited to visit the charity and to learn about its work. They are then interviewed to ensure their suitability for office. If successful they are issued with a handbook and invited to observe a Board meeting before being formally nominated and voted on to the Board.

The local authority, which provides some core funding, has nominated an officer and an elected representative to serve as standing observers to the Board. Interested individuals, private and public sector bodies are eligible to become 'Friends of Bournemouth CVS'.

The full Board which currently has eight members meets at least four times a year. It is responsible for all strategic decisions affecting the organisation while the Chief Executive is responsible for day to day operations. A Finance and Personnel Sub-Committee comprising four trustees meets between board meetings to ensure financial accountability and to enable more detailed discussion to take place on personnel issues. Recommendations are then brought to the Board for ratification. At an independently facilitated away day in November 2007 trustees and staff worked jointly to draw up a strategic plan for 2008/13. The Chief Executive then drew up a detailed Business Plan for 2008/11 in conjunction with the staff team and Board. The Strategic Plan was recently reviewed and updated by staff and trustees at an away day in March 2011. In reviewing the aims and objectives and drawing up the Strategic Plan and the Business Plan the trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit. In particular, the trustees have considered how planned activities will contribute to the aims and objectives they have set.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the accounts.

The trustees have conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate any impact they may have on the charity. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the premises. These procedures are regularly reviewed to ensure that they continue to meet the needs of the charity. This year the organisation was again awarded ISO 9001 quality standard to ensure a consistent quality of delivery for all operational aspects of the charity. The organisation has also achieved level 2 of PQASSO and is fully accredited by Volunteering England.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2011

Charitable Objects

The objects of Bournemouth Council for Voluntary Service, as stated in its Memorandum and Articles of Association are as follows:

'To promote charitable purposes for the community of Bournemouth, in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness and to bring together representatives of local organisations to achieve these objects'.

Public Benefit Statement

In considering its future strategy, aims and objectives, the organisation's trustees have paid due regard to the Charity Commission's guidance on Public Benefit. The trustees are satisfied that through its primary activities, the Charity provides identifiable benefits consistent with its charitable objects. The trustees do not consider that these activities produce any identifiable detriment or harm. The trustees are satisfied that any private benefit is incidental to its public benefit activity.

Mission

The mission of Bournemouth CVS is *'To ensure that Bournemouth is an area with strong, diverse, sustainable and independent voluntary and community organisations, which are equal partners in the development and delivery of policy, leaders in meeting the needs of the area and collaborate and cooperate to achieve their mission.'*

Aims

In order to achieve its mission the organisation pursues the following aims:

- To provide services and support and bring voluntary organisations together to enable them to work more effectively.
- To promote and encourage volunteering
- To enable the voluntary sector to represent their views and influence policy at a local and national level.
- To identify gaps and enable responsive services to be developed.

Achievements and Performance

The achievements and performance of the organisation are now reported in the context of these four key aims.

Aim 1: Providing services and support for voluntary organisations and bringing them together to enable them to work more effectively.

We have developed a range of services and support to local voluntary organisations including:

- Offering individual in-depth advice and guidance in response to 140 requests from over 68 different voluntary and community organisations in the last year. This support improves the standard of governance and management of local front-line service providers and helps them to deliver effective services to the people of Bournemouth.
- Providing a dedicated advice and support service for voluntary sector youth organisations.
- Offering a range of training courses and networking opportunities so promoting education and workforce development within the sector.
- Developing a Tendering Network to provide information and support for organisations wishing to tender for commissioned services. This network is enabling voluntary organisations to learn more about commissioning processes and is intended to help service providers to ensure that they are able to maintain their services for the benefit of local people.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2011

- Maintaining 13 e-forums to improve communications between voluntary and community organisations. Through this we help organisations to exchange information and also bring together representatives of the different sectors to enable effective joint working for the benefit of the community.
- Further developing our website to offer specific information to the sector including advertising 102 local voluntary sector events and advertising 79 voluntary sector jobs free of charge.
- Providing an extensive selection of audio visual resources available for loan; 77 pieces of equipment were lent out on 54 occasions to local organisations
- Compiling a 'Register' listing accurate contact details for 376 voluntary organisations in the Borough. The Register is aimed principally at support workers who work with local people and enables them to know what support services are available. This in turn helps them to gain access to services helping with problems including those relating to health and poverty. We receive numerous enquiries about updates of the Register and distribute over 400 copies of each edition.
- Providing a quarterly newsletter which is widely circulated to voluntary and statutory organisations. The newsletters help to develop the skills of the people delivering front-line services and act as a means of sharing information about issues important to the voluntary sector.

In the year ahead we will develop strategies to reach out and encourage use of our services by even more organisations. Funding bids will be submitted to sustain and further develop all the services listed above.

Aim 2: Promoting and Encouraging Volunteering:

In order to promote volunteering we have developed a number of outreach information points in 12 local libraries, at the Littledown Leisure Centre and in all the community centres in the town. Further promotional work has included high profile publicity events during National Volunteers Week, media interviews, displays in shopping centres and participation in the Mayor of Bournemouth's Annual Volunteer of the Year Award.

The Bournemouth Voluntary Vacancies Bulletin which is updated monthly allows voluntary and statutory organisations to advertise volunteering opportunities. Over 200 copies are now distributed each month. We are registered with the national volunteering website www.do-it.org.uk and regularly post opportunities within Bournemouth to it in recognition that many people now use the internet to gain access to information. Over the last year we received 1,082 volunteering enquiries through this web based contact.

This year the brokerage service has continued to provide a timely and sensitive response to potential volunteers, helping them to clarify what they would like to do and matching them to available opportunities. In the last year, 1530 people approached the Volunteer Centre for assistance. 327 were interviewed by telephone while 216 were interviewed face to face. Of the 216 attending for interview, 72 had additional needs ranging from physical disability, learning disability, mental health conditions, and drug or alcohol dependency to ex-offending. It is clear that the brokerage service provided by the Volunteer Centre plays a significant role in ensuring equitable access to volunteering opportunities with all the benefits that such participation entails. Evaluation of the brokerage service is carried out at the time of the interview. Follow up information is also sought from clients two months after the initial interview.

It is widely recognised that volunteering reduces social isolation, improves health and well-being and helps to develop community cohesion. It is also recognised as a way of helping people who have been excluded from the employment market to increase their skills and confidence and to return to paid employment thus reducing poverty. In the past year 205 of our clients have been directly referred from the Jobcentre and given information about local volunteering opportunities.

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Besides providing information about existing opportunities, an important area of work for the Volunteer Centre is to open up new placements and to promote good practice in the management of volunteers. Regular networking meetings for Volunteer Coordinators are offered which are supported by regular web-based communications. The network currently has a membership of over 545 organisations from the public and voluntary sector across Bournemouth and Poole.

This year we have had a particular focus on assisting ex-offenders by encouraging more organisations to offer placements and to enable the training of more volunteer mentors for ex-offenders. We have organised a small grants programme and disbursed grants to seven local organisations to further this objective.

We have also begun a project which seeks to engage with local business in order to encourage employees with particular expertise to volunteer their assistance. This will be an area for development in the year ahead.

Aim 3: Enabling the Voluntary Sector to represent their views and influence policy at a local and national level.

We organise meetings of the Bournemouth Voluntary Sector Forum three times a year. Meetings are open to all local voluntary organisations and the mailing list has a total of 152 contacts. These regular meetings ensure that the sector is enabled to identify concerns and issues and to develop collective responses. We have also established a sub-sectoral forum for organisations working with children and young people which again has met three times this year. The Children and Young People Forum has 159 contacts on the mailing list. We also run an Equality and Diversity Forum in partnership with Dorset Race Equality Council and Poole Council for Voluntary Service to bring diversity groups together to build capacity and develop a collective voice.

In recent years there has been greater demand for the voluntary sector to be represented at various policy and decision making committees and forums. Democratic procedures for the election and appointment of voluntary sector representatives have been developed through the forums and the voluntary sector now has places on over 24 key decision making committees. Regular meetings provide a mechanism to ensure that the representatives are supported and report back and are accountable to the wider sector. Web-based networks have also been developed to assist with communication between organisations. We administer a fund to ensure that organisations releasing staff to fulfil the role of a voluntary sector representative are paid a modest backfill allocation in recognition of the time spent. The Voluntary Sector Forum, the Children and Young People Forum and the Equality and Diversity Forum play an essential role in enabling the Voluntary and Community Sector to maintain an independent voice and play a full part in the planning and development of services for the local population in Bournemouth. This year, working in partnership with CLINKS the national body which supports voluntary organisations working with offenders, we have launched a fourth forum for organisations working in this field. We now send information to over 120 voluntary sector contacts interested in developing work with ex-offenders.

Through this work and our involvement with various local partnerships including the Local Strategic Partnership, our statutory partners are recognising the value that the voluntary sector brings to the development of new and existing services and are asking for increasing levels of voluntary sector representation. This is helping voluntary organisations to ensure that the needs of service users are at the forefront in policy development.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

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The 'Compact on Relations between Government and the Voluntary Sector' is the key document setting out how partnerships between local statutory organisations and the voluntary sector should function. Bournemouth CVS has been facilitating a partnership which includes the Borough Council, the Primary Healthcare Trust, Jobcentre Plus and Bournemouth Partnership Office which is seeking to ensure local compliance with the Compact. In addition we have established a Third Sector Strategic Partnership which is responsible for driving the Bournemouth Third Sector Strategy and monitoring the implementation of the Compact.

A programme of four meetings, facilitated by the Institute for Voluntary Action and Research (IVAR) brought senior partners from the local authority and the Voluntary and Community Sector together to identify ways in which local partnership working could be improved in accordance with the Compact. We focussed on seeking to improve the sustainability of the local voluntary and community sector in two key ways; firstly, by preventing the public sector cutting funding to local voluntary and community groups and secondly by seeking to improve commissioning processes. We subsequently benefited from further investment by the national Improvement and Development Agency for local government (IDEA) which enabled us to identify ways in which local commissioning processes actively inhibit collaboration between voluntary organisations wishing to collaborate in tendering for work. It also enabled us to highlight the importance of local grants programmes in commissioning services from smaller organisations.

Aim 4: To identify gaps and enable responsive services to be developed.

We systematically gather information and feedback from the sector about areas of unmet need in the local population. In response we may work with others to ensure a service is developed to meet the identified need. Bournemouth CVS also has a history of playing an 'incubator' role where a service is developed under our auspices with the aim that it will eventually become an independent charity. We currently manage Bournemouth Community Transport which offers a range of transport services to the public which are described below.

Bournemouth Accessible Transport (BAT)

The BAT Bus provides accessible transport to those with mobility difficulties who live in the Borough of Bournemouth to encourage independent living and enable social inclusion. Residents who would otherwise be unable to undertake their own shopping by means of conventional public transport are provided with door to door accessible transport to Castlepoint or Boscombe shopping centres on four mornings per week. Door to door transport is also provided on weekday afternoons to Royal Bournemouth & Christchurch hospitals either to visit friends or relatives in hospital or to attend out patient appointments. Trips to places of interest are also provided on one or sometimes two days per week. This year we provided just over 7600 passenger journeys. Since the shopping service began in August 1996, we have enrolled over 1800 clients to the scheme.

Social Car Scheme

The Social Car Scheme provides transport for individual residents with mobility difficulties who are unable to make the journey concerned by use of conventional public transport e.g. to hairdressers, library, nursing and residential homes, Day Centres, various clubs and societies etc. (NB Not shops or hospitals as already served by BAT Bus). The transport is provided by a small team of voluntary drivers using their own vehicles. Drivers are reimbursed on a mileage basis and clients are invoiced at the same rate. In excess of 3700 passenger journeys were made during the last year.

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Boscombe and Castlepoint Shopmobility

Through our Boscombe and Castlepoint Shopmobility Service we assist residents and visitors by providing short term hire of wheelchairs, both powered and manual, and powered scooters. We also provide longer term hire of the equipment for visitors to the area and for our clients wishing to travel away from the area.

Over 880 members have enrolled since Boscombe Shopmobility Unit opened in 1997 and over 6,500 day visitors have used the service during the same period. Over 2,700 loans of equipment were made during the last year. In Castlepoint over 650 members have enrolled since the Unit opened in January 2004 and just under 3,700 day visitors used the service during the same period. In excess of 2150 loans were made in the last year. We are still seeking a suitable site to open a third Shopmobility service in the Town Centre of Bournemouth.

We continue to be actively involved with the local authority and the NHS in a full scale review of community transport across the South East Dorset conurbation. It is envisaged that there will be substantial expansion of community transport services in the future and that Bournemouth Community Transport along with the Shopmobility Schemes will be established as an independent charity.

Use of Volunteers

Full use is made of volunteers in the provision of services. Bournemouth CVS central office has two volunteers who work in an administrative capacity. A number of volunteers assist with the operation of the various services offered by Bournemouth Community Transport. At the time of writing, they assist as follows:-

- A small team of 15 volunteer drivers use their own cars to transport clients on pre-booked journeys. Some give up their time on a regular daily basis while others work a few hours a week. Drivers assist the clients from front door to car when required. They keep records of all journeys undertaken and send in a monthly claim form detailing these.
- Volunteers assist at Boscombe Shopmobility and are on duty for shifts, usually of 2 hours duration, undertaking a variety of tasks including routine clerical and reception duties. There are currently 5 volunteers covering a total of 12 hours per week. A number of these volunteers do, from time to time, stay on longer than their allocated shift to assist with busy periods. At Castlepoint Shopmobility volunteers assist in the same way as at Boscombe. There are currently 4 volunteers covering a total of 14 hours per week. We have also introduced a 'buddy' scheme at Castlepoint to assist some of the clients with their shopping. There are currently two volunteers working 6 hours per week and we hope to build further on this in the coming months.

Ensuring that services remain relevant

In order to ensure that all the services provided by Bournemouth Council for Voluntary Service remain relevant to the needs of local voluntary and community organisations consultation and evaluation are carried out on a regular and on-going basis. This year, in addition, we commissioned the Evaluation Trust to carry out an independent evaluation of our Advice Service. We run regular forums, events and conferences which all provided important feedback and help to shape future provision.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2011

Ensuring that our services are accessible to the public

All of our services are either free at the point of delivery or provided at a relatively low charge in order to ensure that those in need are not excluded. Whilst our transport services are aimed specifically at helping people with restricted mobility we ensure that all of our services are accessible. Examples of the way we achieve this include a regular review of our web site to ensure that it meets current standards in terms of accessibility and delivery of all of our events at accessible premises.

Working in Partnership

We enjoy excellent relationships with many partner organisations which greatly assists us in the achievement of our objectives. We are active members of the Bournemouth Local Strategic Partnership and have been fully involved in a review to consider changes to its future role in the light of recent changes to Government policy. We work closely with NHS Bournemouth and Poole and various departments of Bournemouth Borough Council and assist them in their endeavours to build capacity in the voluntary sector. Over the last two years we have made two joint appointments with Poole CVS and are continuing to collaborate in order to make most efficient and effective use of limited resources. Regular meetings are held between the Chairs and Chief Executives of both organisations in order to discuss priorities and future plans. We are also members of South West Forum of Voluntary Organisations and the National Council of Voluntary Organisations.

Plans for the Future

The Voluntary and Community Sector is growing in influence and with it demand for our service grows. The context in which we are operating is a dynamic one and different forms of association are emerging such as community interest companies and social enterprise. We will be required to develop new skills and areas of expertise in order to respond. We will also be required to build new relationships and partnerships with different agencies. We will be seeking to enter into a dialogue with the new GP Consortium in order to ensure that they are aware of the potential contribution of the VCS in meeting health needs locally. A further area of work will be to engage with local business in order to seek to develop a culture of philanthropy to support VCS activity with local communities.

An increasing number of opportunities present themselves for the sector to influence the development of policies and services. We will seek to put in place at local level the structures which are required to enable this to happen to the greatest effect. We will continue to seek to remove the barriers to commissioning opportunities for the sector through our work with our statutory partners and to review and update the Compact and ensure its implementation at local level.

We will develop strategies to reach out and encourage greater participation in our services by ever more organisations and will explore a range of strategies to attract greater numbers of volunteers. Funding bids will be submitted to sustain and further develop all our services to meet the increased demand. We will continue to work in partnership to avoid duplication and to gain access to additional funding streams to increase and enhance the services we can provide.

Financial Review

Bournemouth Borough Council provides some core funding for the organisation. Within the service level agreement however it is acknowledged that extra funding must be raised in order to deliver all our core services. In addition to this core funding, Bournemouth Borough Council Children's Services has also provided funding for two specific purposes. The first is to enable the voluntary sector to play a greater role in working in partnership with the Children's Trust to develop policies and services. The second is to provide support to volunteer-led youth organisations. A third stream of funding has been provided this year to contribute towards the costs of the Volunteer Centre.

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We also receive funding from NHS Bournemouth and Poole. A four year commitment has been made and this has enabled us to establish the Volunteer Centre on a firmer footing and to increase the level of service we are able to provide to front line organisations. Over the year ahead we will be working closely with the NHS to increase the capacity of the local voluntary sector to provide preventative health services and to ensure closer partnership working between both parties.

Increasingly, in order to gain access to funding from national sources, we are required to collaborate and work in partnership. This year we formed consortia with Poole Council for Voluntary Service, Dorset Race Equality Council, Dorset Community Action and Dorset Volunteer Centre and acted as the lead and accountable body for three government funded programmes. The Targeted Support Fund from the Improvement and Development Agency enabled us to develop local Third Sector commissioning processes while funding from the Home Office enabled the strategic involvement of voluntary organisations in local policy and decision making processes within the criminal justice system. In addition, we received a development grant from Capacitybuilders to maintain the Bournemouth and Poole Consortium. We have also acted as the accountable body in making a joint bid to the Big Lottery BASIS programme which has ensured the continuation of an integrated advice service with our partners.

The overall legal responsibility for BCVS rests with the Board members who are the Trustees of the organisation and Directors of the Company. Elected annually, officers and members discharge their duties chiefly through the quarterly meetings of the Committee and through membership of the Finance and Personnel sub-committee which reports to the full Committee. Trustees are constantly reviewing the use of resources and over the last few years in order to make most efficient use of them we have made two joint appointments with Poole CVS.

Reserves Policy

In line with Charity Commission advice, BCVS has a reserves policy to ensure viability beyond the immediate future and to provide continuity of service over the longer term. Unspent money is allocated to three different types of fund in the accounts at the end of the financial year: restricted, unrestricted and designated.

Bournemouth Council for Voluntary Service is particularly aware of the need to cover contingency liabilities such as gaps in funding streams, cash flow and meeting the cost of redundancy payments to staff in the event that the organisation were forced to close.

The level of reserves has been set by Bournemouth Council for Voluntary Service taking into account the following:

- Core funding is currently only secured from the local authority and the local primary care trust. It would typically take a minimum of a year to make up any shortfall in this funding which is not always received in advance.
- Additional funding has been received at a consistent level for a number of years; however it has all been short term in nature. The organisation needs to safeguard against future changes in funding programmes particularly in the current economic climate. Additionally in-kind support which is currently received may not be available in the future.
- Sufficient funds from reserves should be readily available to provide working capital to enable the organization to bid for additional funding streams which may be paid in arrears.
- Funds should be available in order to build capacity internally and contribute to improved productivity and sustainability of the organization.
- The smooth running of the charity and the provision of certain core services to the voluntary and community sector needs to be maintained by ensuring that redundancies do not have to be made in the event of the sudden loss of funding. Funds should be available to continue to subsidise the provision of core services until alternative sources of funding can be found.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

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- If the charity were to close it could take a minimum of nine months to find alternative sources of support for the voluntary and community groups across Bournemouth.
- Funding should be available to deal with contingencies which might arise in the day to day running of the organization e.g. absence cover, recruitment costs etc.
- A number of costs would be associated with dissolution of the charity.

The target amount for unrestricted reserves given the above is 6 to 9 months of annual expenditure. The unrestricted reserves can be drawn on in an emergency or to take advantage of unexpected opportunities. If funds fall below the required level, the trustees will include a target figure for rebuilding reserves when setting budgets before the outset of each financial year.

The trustees will consider current costs of closure and examine the level of reserves each year when setting the following year's budget. This reserves policy will be reviewed every year.

In accordance with the reserves policy, the restricted funds balances on the Community Transport projects include £79,000 set aside to ensure continuity of service to vulnerable clients and the future replacement of fixed assets.

Funds held as Custodian Trustee on behalf of Others

No cash assets are currently held on behalf of other organisations.

Trustees Responsibilities

We are required under Company Law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements we are required to:

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

We are responsible for:

- keeping proper accounting records;
- safeguarding the company's assets;
- taking reasonable steps for the prevention and detection of fraud

Small Company Exemption

Advantage has been taken in the preparation of this report of special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the Board

C Feltham (Chair)

8 September 2011

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS FOR THE YEAR TO 31 MARCH 2011

We have audited the financial statements on pages 13 to 26. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

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

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS (CONTINUED) FOR THE YEAR TO 31 MARCH 2011

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
 - the financial statements are not in agreement with the accounting records and returns; or
 - certain disclosures of trustees' remuneration specified by law are not made; or
 - we have not received all the information and explanations we require for our audit.
-
- the trustees were not entitled to prepare the financial statements and the Trustees' Annual Report in accordance with the small companies' regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report.

E Brierley
For and on behalf of

Saffery Champness
Chartered Accountants
Statutory Auditors
Midland House
2 Poole Road
Bournemouth
BH2 5QY

8 September 2011

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31 MARCH 2011

	Notes	Unrestricted £	Restricted £	Total 2011 £	Total 2010 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	-	2,992	2,992	3,362
Activities for generating funds	4	-	1,464	1,464	1,574
Investment income	5	1,300	179	1,479	916
Incoming resources from charitable activities					
	3	56,746	388,633	445,379	460,566
Incoming resources from charitable activities relating to project partners.					
	3	-	126,683	126,683	-
Total incoming resources		58,046	519,951	577,997	466,418
Resources expended					
Costs of charitable activities					
	6	13,628	373,246	386,874	459,582
Costs of charitable activities relating to project partners					
	6	-	125,160	125,160	-
Governance costs	7	6,777	416	7,193	6,740
Total resources expended	8	20,405	498,822	519,227	466,322
Net resources expended/expenditure for the year					
Transfer of funds		7,018	(7,018)	-	96
Net Movement in funds		44,659	14,111	58,770	96
Total funds at 1 April 2010		209,781	134,016	343,797	343,701
Total funds at 31 March 2011		254,440	148,127	402,567	343,797

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

BALANCE SHEET AS AT 31 MARCH 2011

	Notes	£	2011	£	£	2010	£
Fixed assets							
Tangible Fixed Assets	11		3,607			427	
Current assets							
Stocks		2,000		2,000			
Debtors and Prepayments	12	16,178		7,448			
Cash at Bank, Building Society and in Hand		422,727		353,797			
		<u>440,905</u>		<u>363,245</u>			
Creditors – amounts falling due with one year							
Creditors and Accruals	13	<u>41,945</u>		<u>19,875</u>			
Net Current Assets			<u>398,960</u>			<u>343,370</u>	
Net Assets			<u>402,567</u>			<u>343,797</u>	
Funds							
Unrestricted	15		254,440			209,781	
Restricted	14		148,127			134,016	
			<u>402,567</u>			<u>343,797</u>	

These Financial Statements have been prepared in accordance with the special provisions for small companies within Part 15 of the Companies Act 2006.

Approved by the Board of Trustees on 8 September 2011 and signed on its behalf by

C Feltham

Company Registration Number: 4024662

The notes on pages 15 to 26 form part of these Financial Statements.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

1 Accounting policies

The accounts are prepared under the fundamental accounting policies on an accruals basis.

a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP2005), and the Companies Act 2006.

b) Cashflow statement

Advantage has been taken of the exemption under Financial Reporting Standard No: 1 not to produce a cashflow statement for 2010 or 2011.

c) Voluntary income

Donations represent voluntary amounts received during the period.

d) Grants receivable

Income from Grants is included in the Accounts in the year of receipt, with adjustments for amounts received in advance being carried forward as deferred funding.

Income and expenditure from multi partner grants, whereby Bournemouth Council for Voluntary Services are the lead accountable body, is recognised gross.

e) Expenditure

All expenditure is classified under the Charity's principal categories of charitable and other expenditure and by the type of expense.

f) Operating leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as incurred.

g) Fund accounting

General unrestricted funds comprise the accumulated surplus or deficit on income and expenditure account. They are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

Restricted funds are funds subject to specific restricted conditions imposed by donors.

Designated funds are funds which have been set aside at the discretion of the Trustees for specific purposes.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

h) **Tangible fixed assets**

Expenditure on fixed assets for use by the Charity are capitalised.

Depreciation is charged at the following rates:

Equipment	straight line over expected period of use
Vehicles	straight line over expected period of use
Leasehold property	over period of the lease

i) **Taxation**

The Charity is not liable to direct taxation (Income Tax) on its income as it falls within the various exemptions available to registered charities.

The Charity is not registered for Value Added Tax (VAT) and is therefore unable to reclaim any input tax it suffers on its purchases. Expenditure in the Accounts is therefore shown inclusive of VAT where appropriate.

j) **Stock**

Stock of stationery is valued at the lower of cost and net realisable value.

k) **Reserves policy**

Sufficient funds must be available in each project in reserve to cover outstanding leases, loans and redundancy costs.

l) **Pension scheme**

Employer contributions to the Bournemouth Council for Voluntary Service Group Personal Pension Plan, employees' personal pensions and other agreed schemes are charged to the Statement of Financial Expenditure as incurred in the accounting year.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

2 Voluntary income

	Unrestricted	Restricted	Total	Total
	£	£	2011	2010
			£	£
Voluntary donations/gifts in kind				
Bournemouth accessible transport	-	2,396	2,396	2,056
Shopmobility	-	478	478	991
Castle Point Shopmobility	-	118	118	315
Social Car Scheme	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	-	2,992	2,992	3,362
	<hr/>	<hr/>	<hr/>	<hr/>

Included within Bournemouth accessible transport, donations of £2,200 were received from BACE.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

3 Incoming Resources from charitable activities

	Unrestricted	Restricted	Total	Total
	£	£	2011	2010
			£	£
BCVS				
Bournemouth Council	-	30,000	30,000	30,000
Bournemouth & Poole PCT	-	12,818	12,818	16,731
Other income	-	134	134	-
Central functions, trustee & governance				
Bournemouth Council	33,000	-	33,000	30,000
Grants received	14,155	-	14,155	-
Bournemouth & Poole PCT	3,849	-	3,849	3,269
Membership fees	2,417	-	2,417	2,245
Training fees	-	-	-	462
Register sales	20	-	20	-
Costs recovered	-	-	-	350
Other income	25	-	25	-
Grassroots	3,280	-	3,280	1,259
Social car scheme				
Bournemouth Council	-	19,571	19,571	19,571
Fees	-	14,376	14,376	13,139
Bournemouth accessible transport				
Bournemouth Council	-	37,791	37,791	37,791
Membership fees	-	2,268	2,268	2,151
Fares	-	16,653	16,653	16,335
Fuel rebate	-	2,201	2,201	2,557
Shopmobility				
Bournemouth Council	-	14,866	14,866	14,866
Membership fees	-	2,489	2,489	2,548
Visitor & longer loan hire	-	5,188	5,188	4,727
Other income	-	2,467	2,467	1,617
Castle Point Shopmobility				
Visitor and longer loan hire	-	4,144	4,144	4,090
Membership	-	1,502	1,502	978
Other income	-	3,479	3,479	3,117
Landlords contribution to costs	-	11,000	11,000	8,437
Tenants	-	8,500	8,500	8,500
Representation				
Bournemouth Council Children's Services	-	10,000	10,000	10,000
Poole Council for Voluntary Service	-	10,000	10,000	10,000
Other income	-	100	100	1,835
Carried forward	56,746	209,547	266,293	246,575

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

3 Incoming Resources from charitable activities (continued)

	Unrestricted £	Restricted £	Total 2011 £	Total 2010 £
Brought forward	56,746	209,547	266,293	246,575
Voluntary Youth Sector				
Bournemouth Council	-	13,500	13,500	11,400
Other income	-	23	23	-
Advisor				
Capacity Builders Grants	-	-	-	50,902
Grassroots Grant	-	-	-	2,022
BCVS Capacity Builders Development				
Grants received	-	23,000	23,000	44,000
Other Income	-	710	710	-
Bournemouth Volunteer Centre				
Bournemouth Council	-	15,000	15,000	15,000
Bournemouth & Poole PCT	-	15,000	15,000	15,000
Other income	-	100	100	-
Bournemouth Volunteer Job Centre				
Grants received	-	-	-	9,405
Voluntary Sector Reps				
Grants received	-	-	-	6,667
Bournemouth & Poole Volunteer Centre				
Capacity Builders	-	-	-	49,274
BASIS – BCVS				
Big Lottery Fund Grant	-	51,760	51,760	9,551
Training income	-	2,455	2,455	770
CLINKS BCVS				
Grants received	-	28,538	28,538	-
TARGETTED SUPPORT FUND – Action 3				
Grants received	-	14,000	14,000	-
TARGETTED SUPPORT FUND – Action 5				
Grants received	-	5,000	5,000	-
CWDC				
Grants received	-	10,000	10,000	-
Carried forward	56,746	388,633	445,379	460,566

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

	Unrestricted £	Total Restricted £	Total 2011 £	Total 2010 £
Brought Forward	56,746	388,633	445,379	460,566
Partner Projects:				
BASIS – Dorset REC				
Big Lottery Fund Grant	-	4,903	4,903	-
BASIS – PCVS				
Big Lottery Fund Grant	-	33,980	33,980	-
CLINKS – DCA				
Grants received	-	11,800	11,800	-
CLINKS – PCVS				
Grants received	-	48,500	48,500	-
CLINKS – Dorset VC				
Grants received	-	6,500	6,500	-
Capacity Builders Development - Dorset REC				
Grants received	-	13,000	13,000	-
Capacity Builders Development - PCVS				
Grants received	-	8,000	8,000	-
	-	126,683	126,683	-
Total	56,746	515,316	572,062	460,566

During the year the company received total funding of £98,531 from the Big Lottery Fund Grant. £40,887 has been distributed to Poole Council for Voluntary Service and £5,884 to Dorset Race Equality Council. Bournemouth Council for Voluntary Service has deferred £9,911, Dorset Race Equality £981 and Poole Council for Voluntary Service £6,907 of its share of the grant funding into the 2011/12 financial year.

4 Incoming Resources from activities for generating funds

	Unrestricted £	Restricted £	Total 2011 £	Total 2010 £
Shopmobility – fundraising	-	545	545	596
Castle Point Shopmobility - fundraising	-	919	919	978
	-	1,464	1,464	1,574

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

5 Investment income

	Unrestricted £	Restricted £	Total 2011 £	Total 2010 £
Bank Interest	1,300	179	1,479	916

6 Costs of charitable activities

By category of cost:

	Unrestricted £	Restricted £	Restricted - Project Partners £	Total 2011 £	Total 2010 £
Staff costs:					
Staff salaries, pensions and expenses	43,041	240,791	70,018	353,850	365,384
Staff training	-	322	1,000	1,322	1,645
Volunteer expenses	1,946	11,860	-	13,806	16,453
Post, stationery and photocopying	471	7,899	1,056	9,426	6,509
Subscriptions and publications	58	4,156	267	4,481	1,624
Telephone	-	5,050	222	5,272	4,618
Insurance	901	3,904	99	4,904	7,089
Advertising	-	1,566	3,400	4,966	2,877
Training	80	4,702	-	4,782	4,583
Vehicle hire	-	6,226	-	6,226	3,730
Vehicle expenses	-	10,848	-	10,848	8,457
Room hire	-	664	500	1,164	1,825
Depreciation	-	1,060	-	1,060	16,880
Office equipment renewals	-	-	93	93	438
Heat and light	-	1,360	113	1,473	1,283
Rent	1,500	5,500	902	7,902	6,000
Consultancy	-	18,725	-	18,725	6,450
Conference costs	1,846	7,708	3,000	12,554	500
Recruitment	34	1,040	-	1,074	3,774
Rates	541	454	-	995	1,002
Refreshments	12	1,058	400	1,470	2,091
Premises expenses	125	783	330	1,238	3,927
Bank charges	70	109	-	179	137
Cleaning	-	29	-	29	50
IT support & financial management	883	-	109	992	835
Costs recovered/management fees	(37,880)	37,432	8,651	8,203	(8,579)
Grants paid	-	-	35,000	35,000	-
	<u>13,628</u>	<u>373,246</u>	<u>125,160</u>	<u>512,034</u>	<u>459,582</u>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

7 Governance costs

	Unrestricted	Restricted	Restricted - Project Partners	Total 2011	Total 2010
	£	£	£	£	£
Accountancy fees	4,557	336	45	4,938	3,933
Trustee expenses	622	-	-	622	103
Trustee training/meetings	177	35	-	212	-
Trustee mailings	191	-	-	191	268
Insurance costs	921	-	-	921	1,073
AGM costs	309	-	-	309	1,363
	<u>6,777</u>	<u>371</u>	<u>45</u>	<u>7,193</u>	<u>6,740</u>

8 Total Resources Expended by Project

	Unrestricted	Restricted	Total 2011	Total 2010
	£	£	£	£
Social car scheme	-	37,456	37,456	35,357
Shopmobility	-	30,446	30,446	27,824
Bournemouth Accessible Transport	-	63,095	63,095	60,442
Castle Point Shopmobility	-	29,305	29,305	27,694
Voluntary Youth Sector	-	13,346	13,346	10,688
Bournemouth Volunteer Centre	-	22,052	22,052	30,000
Bournemouth Volunteer Job Centre	-	-	-	2,387
BCVS	-	44,764	44,764	46,731
Central functions, trustee and governance	20,405	-	20,405	41,384
Bournemouth & Poole Volunteer Centre Advisor	-	-	-	49,274
Representation	-	17,128	17,128	21,830
Voluntary Sector Reps	-	1,700	1,700	3,667
Capacity Builders Development - BCVS	-	23,710	23,710	44,000
BASIS - BCVS	-	46,598	46,598	12,120
CLINKS - BCVS	-	28,517	28,517	-
Targeted Support fund - Action 3	-	10,500	10,500	-
Targeted Support fund - Action 5	-	5,000	5,000	-
Project partners:				
Capacity Builders Development - Dorset REC	-	13,000	13,000	-
Capacity Builders Development - PCVS	-	8,000	8,000	-
BASIS - Dorset REC	-	3,432	3,432	-
BASIS - PCVS	-	33,973	33,973	-
CLINKS - DCA	-	11,800	11,800	-
CLINKS - PCVS	-	48,500	48,500	-
CLINKS - Dorset VC	-	6,500	6,500	-
	<u>20,405</u>	<u>498,822</u>	<u>519,227</u>	<u>466,322</u>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

9 Total resources expended by type of cost

	Grants and Costs of Activities £	Governance Costs £	2011 £	2010 £
Social car scheme	37,456	-	37,456	35,357
Shopmobility	30,446	-	30,446	27,824
Bournemouth accessible transport	63,095	-	63,095	60,442
Castle Point Shopmobility	29,305	-	29,305	27,694
Voluntary Youth Sector	13,346	-	13,346	10,688
Bournemouth Volunteer Centre	22,052	-	22,052	30,000
Bournemouth Volunteer Job Centre	-	-	-	2,387
BCVS	44,764	-	44,764	46,731
Central functions, trustee and governance Advisor	13,628	6,777	20,405	41,384
Bournemouth & Poole Volunteer Centre	-	-	-	49,274
Volunteer Sector Reps	1,700	-	1,700	3,667
Representation	17,093	35	17,128	21,830
Capacity Builders Development - BCVS	23,710	-	23,710	44,000
BASIS - BCVS	46,262	336	46,598	12,120
CLINKS - BCVS	28,517	-	28,517	-
Targetted Support Fund - Action 3	10,500	-	10,500	-
Targetted Support Fund - Action 5	5,000	-	5,000	-
Project partners:				
Capacity Builders Development - Dorset REC	13,000	-	13,000	-
Capacity Builders Development - PCVS	8,000	-	8,000	-
BASIS - Dorset REC	3,432	-	3,432	-
BASIS - PCVS	33,928	45	33,973	-
CLINKS - DCA	11,800	-	11,800	-
CLINKS - PCVS	48,500	-	48,500	-
CLINKS - Dorset VC	6,500	-	6,500	-
	512,034	7,193	519,227	466,322

10 Staff Costs

	2011 £	2010 £
Salaries, NIC and pensions	350,349	362,605
Staff expenses	3,601	2,779
Staff training	1,322	1,645
	355,272	367,029

Included in the above are social security costs of £19,123
The average number of employees during the year was 17.

No employees received emoluments in excess of £60,000 in the period.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

11 Tangible Fixed Assets

	Equipment £	Vehicles £	Property Improvements £	Total £
Cost				
1 April 2010	81,789	15,101	3,085	99,975
Additions	-	4,240	-	4,240
Disposals	-	-	-	-
31 March 2011	81,789	19,341	3,085	104,214
Depreciation				
1 April 2010	81,363	15,100	3,085	99,548
Charge for the period	212	848	-	1,060
On disposals	-	-	-	-
31 March 2011	81,575	15,948	3,085	100,608
Net Book Value				
31 March 2011	214	3,393	-	3,607
31 March 2010	426	1	-	427

12 Debtors and Prepayments

	2011 £	2010 £
Outstanding project income	4,049	3,543
Prepayments and accrued income	12,129	3,905
	16,178	7,448

All debtors are due within one year.

13 Creditors and Accruals

	2011 £	2010 £
Project expenses	6,333	6,333
Trade creditors	370	-
Accruals and deferred income	35,242	13,542
	41,945	19,875

All creditors are due within one year.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

14 Restricted Funds

	Balance 31/3/10 £	Movement in Reserves		Funds Transfer £	Balance 31/3/11 £
		Incoming £	Outgoing £		
Bournemouth Council for Voluntary Service	-	42,952	44,764	-	(1,812)
Social car scheme	21,882	33,992	37,456	-	18,418
Shopmobility	24,984	26,078	30,446	-	20,616
Bournemouth accessible transport	63,016	61,354	63,095	-	61,275
Castlepoint Shopmobility	(1,203)	29,706	29,305	-	(802)
Voluntary youth sector	7,182	13,523	13,346	-	7,359
CWDC	-	10,000	-	-	10,000
Representation	18	20,100	17,128	-	2,990
Bournemouth Volunteer Centre	26	30,100	22,052	-	8,074
Voluntary Sector Reps	11,665	-	1,700	-	9,965
Capacity Builders Development - BCVS	-	23,710	23,710	-	-
BASIS - BCVS	(572)	54,215	46,598	-	7,045
CLINKS - BCVS	-	28,538	28,517	-	21
Bournemouth Volunteer Centre - Job Centre	7,018	-	-	(7,018)	-
Targeted Support Fund - Action 3	-	14,000	10,500	-	3,500
Targeted Support Fund - Action 5	-	5,000	5,000	-	-
Partner Projects:					
Capacity Builders Development - Dorset REC	-	13,000	13,000	-	-
Capacity Builders Development - PCVS	-	8,000	8,000	-	-
BASIS - Dorset REC	-	4,903	3,432	-	1,471
BASIS - PCVS	-	33,980	33,973	-	7
CLINKS - DCA	-	11,800	11,800	-	-
CLINKS - PCVS	-	48,500	48,500	-	-
CLINKS - Dorset VC	-	6,500	6,500	-	-
	<u>134,016</u>	<u>519,951</u>	<u>498,822</u>	<u>(7,018)</u>	<u>148,127</u>

15 Unrestricted funds

	2011 £	2010 £
Designated funds set aside to protect against loss of currently funded projects	92,323	13,781
General unrestricted funds:		
- to cover 6 months running costs/3 months closure costs	<u>162,117</u>	<u>196,000</u>
	<u>254,440</u>	<u>209,781</u>

General Unrestricted reserves are calculated in accordance with the reserves policy as stated on pages 10.

16 Trustees' expenses

During the year £nil remuneration was paid and £622 (2010: £103) expenses were reimbursed to the Trustees.