



REPORT OF THE TRUSTEES FOR THE YEAR ENDED

31 MARCH 2011

Company number: 3802713

Charity registration number: 1077442

BASINGSTOKE VOLUNTARY SERVICES
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The directors are pleased to present their report together with the financial statements of the charitable company for the year ended 31 March 2011.

REFERENCE AND ADMINISTRATIVE DETAILS

Directors:	Mr John Copland (Resigned 15.06.10) Mr Carl Evans Mrs Linda Fox Mr Mahmut Gunaydin (Resigned 24.09.10) Mrs Gilda McIntosh Mr Michael Stockwell Mr Alan Turvey Mrs Pamela Worsfold <u>Co-opted:</u> Mr Donald Komrower Rev Jane Lees
Secretary & Chief Executive Officer	Mrs R Kennelly
Company Number	3802713
Charity registration number	1077442
Registered Office	The Orchard White Hart Lane Basingstoke Hampshire, RG21 4AF
Auditors	C W Fellowes Limited Templars House Lulworth Close Chandlers Ford Hampshire, SO53 3TL
Bankers	National Westminster Bank plc 3 London Street Basingstoke Hampshire, RG21 7NS
Solicitors	Lamb Brooks Solicitors Victoria House 39 Winchester Street Basingstoke Hampshire, RG21 7EQ

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Governing document

Basingstoke Voluntary Services (BVS) is a company limited by guarantee governed by its Memorandum and Articles of Association dated July 1999 and amended April 2005. It is registered as a charity with the Charity Commission. Membership is open to voluntary and community organisations and other stakeholder organisations, each of whom are approved by the board of trustees and whose liability is limited to £1 in the event of the charity winding up.

Appointment of trustees

As set out in the Articles of Association, Trustees (known as Directors) are elected by the members at the AGM. One-third of the trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one-third shall retire. Trustees can be nominated by members, existing Trustees or senior staff members and due regard is paid to their skills and contribution to the voluntary and community sector. The board of trustees has the power to co-opt members to fill specialist roles.

Organisational structure

BVS has established strong management reporting and communication lines with the Chief Executive reporting to the trustees and trustee board at frequent intervals; with managers and project coordinators reporting to the chief executive on activities associated to their work plans and areas of delivery; with staff and volunteers reporting to their managers on their activities associated to their work plans and project delivery areas. All projects and teams have key performance indicators that are reported quarterly to the Chief Executive who then reports them to the board of trustees. Any issues of concern are identified and measures are taken to off-set any issue or risk.

Trustee induction and training

Trustees undergo an induction programme and ongoing training programme to help ensure they understand their legal obligations under charity and company law, the content of the charity's governing document, the committee and decision making processes, the business plan and recent financial performance of the organisation. This has been more formalised this year by linking trustees with project staff to encourage wider participation by the Trustees in the organisation's activities. The charitable company is governed by its trustees with day-to-day management delegated to Mrs. R Kennelly.

Risk management

The trustees have examined the major risks to which the charity is exposed and have implemented a risk management policy and procedure. This policy enables the charity to:

- Identify and respond to significant risks through the risk annual review
- Review ongoing risks within the trustee board meeting

The key areas identified are staff and volunteer losses, grant and contract funding risks, Health and Safety, disaster and recovery planning and sustainable funding. A key element in the management of financial risk is in the setting and implementation of a reserves policy that is reviewed by trustees annually.

Related parties

BVS has established strong partnership and networks of voluntary and community groups to help improve the quality of life for local residents and communities. BVS also have a close relationship with Basingstoke and Deane Borough Council (BDBC) and Hampshire County Council (HCC) as our core funding support organisations.

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OBJECTIVES AND ACTIVITIES

Objectives

a) To promote any charitable purpose for the benefit of the community in the local government district and borough of Basingstoke and Deane and its surrounding districts including all districts of Hampshire (hereinafter called "the area of benefit") and in particular the advancement of education, the protection of health and relief of poverty, distress and sickness.

b) To promote and organise co-operation in the achievement of the above purposes and to that end to bring together representatives of the statutory authorities and voluntary organisation's engaged in the furtherance of the above purposes within the area of benefit, provided that, in carrying these charitable purposes, the charity will seek to challenge all forms of oppression and inequality and give priority to working with people whose full participation in society is limited by economic and social disadvantage.

c) To be so constituted and administered in that it is at no time (for the purposes of the Local Government and Housing Act 1989) under the control or subject to the influence of a local authority.

Summary of our aims

Ensuring our work delivers our aims and objectives:

The aims, objectives and activities that contribute to the development of forward planning and the BVS 4 year Business Plan are reviewed annually. We have paid due regard to the guidance contained in the Charities Commission general guidance on public benefit when reviewing annually these aims, objectives and activities and in planning for future activities.

BVS vision has been developed in partnership with members, staff, volunteers and trustees:

- A strong, vibrant, creative and diverse voluntary and community sector, meeting the needs of Basingstoke and Deane local communities that choose Basingstoke Voluntary Services as its main provider of development and support.
- An excellent development support service that provides robust information, advice and support services, equipment, people, and venues that are fit for purpose and well known within the sector.
- A strong cohesive VCS network that facilitates communication between VCO and partnerships.
- An environment where local service providers engage and recognise the value of the VCS.

The focus of our work is summarised in our strap line 'The professional help and advice service for voluntary and community organisations,' and our role as a umbrella organisation for voluntary groups in the Basingstoke area providing information support, training and advice for voluntary groups that enable them to be more effective and efficient in their delivery of community benefit/services within Basingstoke and Deane. BVS also develops activities within the community meeting identified unmet community need and where appropriate the direct delivery of services. These activities are in furtherance of our objects. The powers of the charitable company are set out in its Memorandum and Articles of Association.

Role and contribution of volunteers

There is a substantial donation of volunteer time and effort with over 100 volunteers engaged with the work of BVS and its projects during the year. It is conservatively estimated that 80 of these volunteers give at least 4 hrs a month to volunteering. The annual monetary value at that point would be £39,437 based on the Office for National Statistics Survey of Hours and Earnings 2009 when the Part-time UK Pay in Basingstoke and Deane = £10.27 per hour.

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ACHIEVEMENTS AND PERFORMANCE TOWARDS PUBLIC BENEFIT

Review of charitable activities to meet charitable aims and purposes of BVS

Our main activities and who we try to help are described in 'Who used and benefited from our services' and our achievements and performance in the year are assessed in the Annual Report available on request or downloadable from our website www.voluntaryservices.com. All our charitable activities are undertaken to further our charitable purposes, as set out in our charities objects, vision and aims for the public benefit.

Who used and benefited from our services

Activities to meet the needs of charitable organisations

Our core activities are set out below with the individuals and groups benefiting from our activities coming from Basingstoke and Deane. Our charitable organisational support is split into two main functions:

- Voluntary and Community Sector Support: Information, training, involving, networking, representing, innovating, resourcing, supporting and promoting voluntary and community sector action.
- Promoting volunteering and voluntary action: Promoting and brokering volunteering and voluntary action to individual's residents and company employees wanting to volunteer.
- Orchard Management: Orchard facilities management on behalf of the community and charitable organisations.

The Voluntary Sector Team has also been delivering generalist advice information and support to voluntary and community groups. This includes supporting 32 organisations with development and review of constitutions, 31 organisations developing and implementing policies and procedures and 43 groups with Human Resources related enquiries. The team has also delivered 7 training sessions to 83 participants of which 100% said they had learnt something new and 98% stating the training would be of benefit to their organisation.

The Voluntary Sector Team has been working to support charitable groups to secure funding in these difficult times financially through the delivery of training and 1-2-1 support to 62 groups and this support helped secure additional funding of £78,822. BVS has also been working proactively with Basingstoke and Deane Borough Council and Hampshire County Council in consultations linked to grant reviews.

We continue to support the voluntary and community sector by arranging events to help them promote their activities to the public, fundraise and recruit volunteers. These include:

- Volunteer Awareness Day in Festival Place with 36 charities attending. A survey of people attending the event found that 63% were not volunteering on arrival but 75% will do after the event (half of these within a month).
- Disability Forum Awareness Event in Festival Place. 27 charities attended, all rating the event as excellent or good.
- International Women's Day held in the Basingstoke College of Technology aimed at promoting cultural inclusivity and awareness in Basingstoke and Deane and celebrating women's achievements. 28 organisations attended with 6 people volunteering their time to offer pampering sessions to women attending. 68% of attendees rated the event as excellent with 90% saying they learnt something new by attending the event.

In order for BVS to effectively deliver services to members we conducted a member's survey. The survey was sent to a sample of 200 members with 52 respondents giving a statistically valid survey return rate of 25%. The highlights from the survey were as follows:

- 98% said our services had been reliable and non judgemental.
- 88% said our services were tailored to individual organisations needs.
- 100% said our staff had been friendly with 98% saying our staff were reliable.
- 86.5% said they had learnt something new through working with BVS.
- 87% said that working with BVS had a positive impact on their group.
- 62% of groups had had help finding volunteers through the Volunteer Centre.
- 87% said our services were excellent or very good.

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The Volunteer Centre during 2010/11 successfully placed 76% of available volunteers into volunteer opportunities. Volunteer opportunities registered with the volunteer centre increased by 33% to 777, with the centre successfully giving 909 people information about volunteering, an increase of 22% on 2009/10 figures. 99% of people placed said they were satisfied with the service they received from the volunteer centre with 97% stating their wellbeing had been increased through volunteering.

The Employee in the Community Network delivered a total of 35 team challenges, using 467 staff delivering a total of 3,269 volunteer hours to the community, as well as 3 individual skills projects. Charitable organisations find the additional support of employee volunteers invaluable.

"Without the support of local companies we would never be able to resource our Christmas party. It was heart-warming to hear parents say that this would be the only present their child would receive at Christmas".
(Philippa King, Home-Start North West Hampshire)

The Basingstoke Community Support Consortia continues to deliver funding support to voluntary and community groups in 2010/11. The consortia purchased equipment to be hired out to community groups holding events and activities. The consortia also launched its rural outreach programme aimed at supporting charitable groups and activities in Rural Communities.

The Orchard continues to be a successful resource for charitable organisations providing office space to 12 charities and providing computer facilities, hot-desks, printing, meeting rooms etc to 93 charitable organisations in 2010/11.

Activities to meet the needs of children and young people

Vinvolved (Youth Volunteering) has been supporting young people aged 16 – 25 to access volunteer placements, with a total of 1203 volunteer placements being achieved by the team in 2010/11. This has helped to support young people in developing their confidence and skills whilst supporting a community organisation to deliver services to people, the environment and the community of benefit. Vinvolved have successfully delivered volunteers to 958 short term volunteer placements, 1144 part time placements and 59 full time placements.

BVS's work with young people has extended in 2010/11 with BVS successfully launching The 'Orchard Youth Suite', a resource centre for young people targeted at young people from marginalized communities. Through this resource we have successfully delivered our first 2 arts award accreditations in Djing and Music Production to 28 young people. 100% of participants said they had learnt something new with 67% stating their confidence and wellbeing had been improved through attending the training. 84 Young people accessed a volunteer drop in held every Tuesday. This delivers volunteer youth led projects and enables young people attending to participate in these projects. The Youth Suite project also delivered a community project with 15 young people creating a video to assist young people with a support/campaign for a youth provision in Bramley that has resulted in a Friday night youth club developing with over 20 regular attendees.

The Basingstoke Young Carers Project has had 98 young carers on project during 2010/11 and has delivered over 100 youth clubs, residential and day activities aimed at giving young carers respite and a chance to be young. Basingstoke young carers has also supported a number of families to access better support and benefits to minimise the role of the young carer within the family. Working with schools has been one of the focus areas in 2010/11 with 7 new schools adopting Young Carers policies and procedures through the work we have delivered with them, helping young carers to have a better educational experience.

Activities to meet the needs of the general community

North Hampshire Mediation's new assessment service continues to go from strength to strength supporting neighbours in dispute and finding agreeable resolutions to their conflicts. In 2010/11 47 assessment cases were delivered within the community leading to 2 full mediation cases. Of these 47 assessment cases 29 required no further action due to a resolution being achieved with a further 7 having to be passed back to the social housing lead for further interventions.

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Activities to meet the needs of people with disabilities, older people and vulnerable people

The Basingstoke and District Disability Forum recruited 2 new Co-chairs who bring with them a extensive history of disability action awareness and understanding. The forum continues to campaign on behalf of local disabled residents and ran a petition in February 2011 against the changes in concessionary fares that had 3,817 signatures. The forum membership continues to increase with a 30% rise on 2009/10 membership figures. Finally the forum has recruited 20 volunteer advocates who champion the activities of the forum and outreach to local disabled residents and groups.

The Community Innovations Project continued to map voluntary and community organisations delivering services to older people, finding an additional 69 community groups in 2010/11 and launching the Chineham and Popley community information signpost leaflet. The team also develops community projects to meet unmet needs and have successfully supported charitable groups to access £31,231 of external funding to continue providing activities to older people.

The team has also been working with the Disability Forum to support organisations providing Community Transport to lobby local authorities to raise the issue of financial losses in token income, with the successful outcome that Basingstoke and Deane Borough Council awarded funds to bridge any loss of token income in 2011/12 by 50%.

The Basingstoke Older Peoples Befriending Project was successfully handed over to NeighbourCare in 2010 with 25 volunteers giving support and friendship to 26 isolated older people.

Main aims and objectives for the coming year

This report covers the second year in our 4 year business plan for 2009-13. However, since the launch of our business plan in 2009 our external environment has changed substantially with public sector funding reductions in an already difficult economic climate. Therefore our emphasis of activities has moved from growth to consolidation. With our aspiration not to stand still but to build from a strong consolidated base. Opportunities to apply for funding and additional work are likely to arise and, where appropriate, BVS will seek out these opportunities.

Our main aims and objectives are set out in detail in our 4 year service plan. In summary they are:

1. Extend our reach into communities to identify and support more charitable organisations
2. Maintain high quality voluntary sector support services within BVS
3. Continue to sustain services and activities to children and young people
4. Work towards achievement of Sustainable Funding

To achieve these aims BVS will maintain the provision of activities detailed above to individuals and groups and apply for funding to maintain activities in the areas of work we currently provide. We will not seek to compete with our member organisations, as this would undermine our work with the sector and damage our reputation.

It is BVS's intention to discontinue the involved project due to government policy to withdraw funding to charities that support youth volunteering and BVS will also transfer North Hampshire Mediation to New Forest Mediation.

Factors relevant to the achievement of objectives

The principal funders for our core activities remain BDBC and HCC. However, the impact of public sector cuts has resulted in HCC reducing their funding by 16% over 2011-13. BDBC has also moved BVS off a 3 year grant funding agreement to annual agreement reducing the security of future funding levels. BVS are also anticipating a reduction in grant funding support from BDBC in 2011-13 and are planning/implementing a programme of efficiencies to reduce our outgoings, enabling us to, as much as possible, maintain current levels of service provision. In this year alone BVS has made efficiency savings in our core activities that total £7,000.

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FINANCIAL REVIEW

Reserves policy

It is the policy of the charity to maintain free reserves at a level that balances our objective to develop and support services with our need to remain financially stable. A minimum level of free reserves equating to at least 5 months of unrestricted expenditure is considered sufficient to cover management, administration and support costs and to respond to emergency needs which arise from time to time. In addition there is also a need to 'designate' certain sums from free reserves for anticipated expenditure in the short to medium term. This would generally be for capital expenditure and will be specified in the notes to the accounts. It is anticipated that total free reserves, including designated funds, would be maintained at a level of 6 months of unrestricted expenditure. At 31/3/11 general reserves equated to 6.72 months of general expenditure, however this does not take account of the identified pension liability at year end (see next paragraph).

Pension reserve

The latest actuarial valuation of the Basingstoke Voluntary Services fund within the Hampshire County Council defined benefits pension scheme shows a deficit at 31 March 2011 of £350,000. This results from a £150,000 improvement in the Actuarial valuation of the fund over the year. This has been mainly influenced by the Government's announcement on 22 June 2010, that future increases in public sector pensions will reflect movements in the Consumer Price Index (CPI) rather than the Retail Price Index (RPI). Proposals outlined last year to set aside an agreed sum each year to offset any pension liability have not been implemented as a Fund plan has been put in place to clear all liabilities over the medium to long term. A sum of £10,000 is however currently 'Designated' within these accounts as a contingency in the event liabilities relating to retirement or redundancy occur.

Investment performance

The main BVS investment strategy is to hold surplus funds in a CCLA COIF deposit account. However, as interest payable on such funds has remained low, a decision was taken by the Trustees to invest £150,000 in three Bank Bonds of £50,000 each with NatWest Bank, Santander and RBS. These are fixed term products of between 12 and 24 months offering a guaranteed annual rate of interest of between 2.5% and 2.7% compared with COIF deposit interest averaging around 0.55%.

Principal sources of funds

The main source of income for core activities and the Volunteer Centre comprises grants received from Basingstoke and Deane Borough Council and Hampshire County Council. Other major grants came from V to vinvolved. Basingstoke Mediation Service's principal source of income was from local social housing providers. Other projects are funded through a mix of statutory sector grants, and trust fund income. Grant income is utilised by the charitable company to support the various projects under administration by the charity. The money held in the bank accounts on the balance sheet at the year end relates to grants held for current projects, core reserves and a contingency for any costs should the charitable company cease to operate.

Funds in deficit

The 'Unrestricted' General Funds showed a net gain on activity for the year of £3,196 before other recognised gains or losses were taken into account. After allowing for the 'Actuarial gain on the defined benefit pension scheme, £150,000, and taking into account the balance of funds brought forward from the previous year, £291,390, the balance at period end was a deficit of £138,194. See note 15 for further information on the pension liability. Vinvolved ended the year with a negative balance of £5,969 however a final payment on closure of this project of £15,511 was received in Q1 2011/12 resulting in a project closure surplus of £9,542.

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Directors' responsibilities

The trustees (directors) are responsible for preparing the Report of the Trustees (directors) and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors are required to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the profit or loss of the charitable company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the charities SORP
- make judgments and estimates that are reasonable and prudent
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are responsible for keeping proper accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure of information to auditors

So far as the directors are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Auditors

Fox & Co resigned as auditors during the period and CW Fellowes Limited were appointed

CW Fellowes Limited will be proposed for reappointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Mrs P Worsfold
Chair



Date: 17 . August 2011

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BASINGSTOKE VOLUNTARY SERVICES

We have audited the financial statements of Basingstoke Voluntary Services for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the charitable 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 charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement [set out on page 8], the trustees (who are also the directors of the charitable 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 (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's 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 applicable to smaller entities; and
- have been prepared in accordance with the requirements of 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.

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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 in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report.



.....
Adam Wilson FCA
Senior Statutory Auditor

For and on behalf of CW Fellowes Limited

Date: 23 August 2011

Chartered Accountants and Statutory Auditor
Templars House
Lulworth Close
Chandlers Ford
Hampshire
SO53 3TL

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED
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	Notes	Restricted Funds 2011 £	General Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income (grants/donations)	5	-	153,334	153,334	152,618
Rent & rates BDBC	16	-	83,161	83,161	85,423
		-	236,495	236,495	238,041
Investment income	3	-	3,202	3,202	4,910
Incoming resources from charitable activities					
Grants and contracts	5	390,236	-	390,236	368,129
Facilities management	17	-	177,333	177,333	169,542
Project management fees	17	-	44,360	44,360	36,464
Total incoming resources	6	390,236	461,390	851,626	817,086
Resources expended					
Charitable activities					
Direct project expenditure	6	433,842	-	433,842	378,183
Facilities management	6	-	366,785	366,785	354,535
Rent & rates BDBC	16	-	83,161	83,161	85,423
Governance costs	18	-	9,006	9,006	11,598
Total resources expended	6	433,842	458,952	892,794	829,739
Net incoming resources before Transfers		(43,606)	2,438	(41,168)	(12,653)
Gross transfers between funds		(758)	758	-	-
Net incoming resources before other recognised gains or losses		(44,364)	3,196	(41,168)	(12,653)
Actuarial gains/(losses) on defined benefit pension scheme	15	-	150,000	150,000	(140,000)
Net movement of funds for the year		(44,364)	153,196	108,832	(152,653)
Total funds brought forward		330,684	(291,390)	39,294	191,947
Total funds carried forward		286,320	(138,194)	148,126	39,294

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BALANCE SHEET AS AT
31 March 2011

	Notes	2011		2010	
		£	£	£	£
Fixed assets					
Tangible assets	10		14,714		6,068
Current assets					
Cash at bank and in hand	7	517,430		574,974	
Debtors	11	13,080		47,122	
Prepayments & accrued income	11	4,636		13,116	
Stationery stock		<u>2,015</u>		<u>1,800</u>	
Total current assets		537,161		637,012	
Current liabilities					
Creditors	12	2,131		3,686	
Accruals and deferred income	12	<u>51,618</u>		<u>60,100</u>	
Total current liabilities	12	53,749		63,786	
Net current assets			<u>483,412</u>		<u>573,226</u>
Total assets less current liabilities					
Creditors: amounts due after more than one year	13		498,126		579,294
Net assets excluding pension liability			<u>498,126</u>		<u>(40,000)</u>
					539,294
Defined benefit pension liability	15		<u>(350,000)</u>		<u>(500,000)</u>
Net assets including pension liability			<u>148,126</u>		<u>39,294</u>
Unrestricted funds					
General			168,806		153,110
Designated	6		<u>43,000</u>		<u>55,500</u>
Unrestricted income funds excluding pension liability	6		211,806		208,610
Pension reserve	15		<u>(350,000)</u>		<u>(500,000)</u>
Total unrestricted funds			<u>(138,194)</u>		<u>(291,390)</u>
Restricted funds	6.1		<u>286,320</u>		<u>330,684</u>
Net funds			<u>148,126</u>		<u>39,294</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime under the Companies Act 2006 and with the Financial Reporting Standard for small entities (effective April 2008).

The financial statements were approved by the Board:

Mrs P Worsfold
Chair

P M Worsfold

Date: *17 August 2011*

Company Number: 3802713

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NOTES TO THE FINANCIAL STATEMENTS

1. Accounting policies

1.1 Accounting conventions

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 (SORP 2005) issued in March 2005, applicable accounting standards FRSSE (effective April 2008) and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are as follows:

1.2 Incoming resources

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions that have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

Intangible income

Intangible income, which comprises donated services, is included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised when there is no financial cost borne by a third party.

Internal cross charges

Included in incoming resources are amounts charged between internal funds for project management and service charges.

1.3 Interest receivable

Interest is included when receivable by the charity.

1.4 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT that cannot be recovered.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

Internal cross charges

Included in resources expended are amounts charged between internal funds for project management and service charges.

BASINGSTOKE VOLUNTARY SERVICES
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

1.5 Tangible fixed assets and depreciation

Individual fixed assets costing £1,000 or more are capitalised at cost except where one hundred percent charge within the financial year is required under the terms of the funding provided.

Tangible fixed assets are stated at cost less depreciation. Depreciation is normally provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Computer and office equipment	33% straight line
Fixtures & fittings	20% straight line

1.5.1 Lease equipment

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

1.5.2 Stock

Stock is included at the lower of cost or net realisable value.

1.8 Fund accounting

Funds held by the charity are either

- Unrestricted general funds – these are funds that can be used in accordance with the charitable objects at the discretion of the directors. A portion of these may be held as designated general funds where a specific call on these funds in the short to medium term is known.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purpose.

1.9 Pensions

Please see note 15 to the financial statements for the accounting policy in respect of pensions.

2 Operating surplus

	2011	2010
	£	£
Operating surplus is stated after charging:		
Depreciation of tangible fixed assets	15,095	7,173
Audit fees	6,000	6,000
Annual Report Costs	1,000	1,000
Operating leases	15,795	15,887

3 Other interest receivable and similar income

	2011	2010
	£	£
COIF Charities Deposit Fund	3,202	3,029
Other Income	-	<u>1,881</u>
Total	<u>3,202</u>	<u>4,910</u>

4 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

BASINGSTOKE VOLUNTARY SERVICES
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

5. Grants/donations received
(i.e. voluntary income)

5.1 Income analysis by activity

	Restricted Funds 2011 £	General Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
<u>BVS core</u>				
Basingstoke & Deane Borough Council	-	110,454	110,454	108,822
Hampshire County Council	-	36,859	36,859	36,111
Sundry income/donations	-	6,021	6,021	7,685
<u>Volunteer centre</u>				
Basingstoke & Deane Borough Council	15,062	-	15,062	14,839
Hampshire County Council	22,756	-	22,756	25,495
<u>Sector development</u>				
Basingstoke & Deane Borough Council	2,600	-	2,600	2,500
Sundry income/donations	10	-	10	483
<u>Disability forum</u>				
Basingstoke & Deane Borough Council	7,500	-	7,500	-
Hampshire County Council	-	-	-	3,868
Sundry income/donations	3,461	-	3,461	848
<u>Basingstoke mediation project</u>				
Sentinel Housing Association	16,724	-	16,724	16,316
Kingfisher Housing Association	11,150	-	11,150	10,877
Downland Housing Association	5,572	-	5,572	5,436
Sovereign Housing	5,600	-	5,600	5,600
Sundry income/donations	2,250	-	2,250	1,346
<u>Employee volunteering</u>				
Basingstoke & Deane Borough Council	5,500	-	5,500	-
Donations	300	-	300	-
Barclays	5,000	-	5,000	5,000
Sundry income/donations	3,400	-	3,400	2,400
<u>Youth MA</u>	27,000	-	27,000	-
<u>Basingstoke user group</u>				
Hampshire County Council	3,000	-	3,000	1,345
<u>Orchard youth suite</u>				
Basingstoke & Deane Borough Council	3,000	-	3,000	1,343
Hampshire County Council	31,500	-	31,500	-
Sundry donations	2,500	-	2,500	-
Sundry income	2,571	-	2,571	2,503
<u>Young carers youth group</u>				
Hampshire County Council	-	-	-	17,260
Sundry income/donations	7,592	-	7,592	1,248
<u>Young carers</u>				
Hampshire County Council	18,790	-	18,790	37,500
Sundry income/donations	1,830	-	1,830	757

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5.1 Income analysis by activity
(Continued)

	Restricted Funds 2011 £	General Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
<u>Vinvolved</u>				
Solent Youth Action	112,227	-	112,227	162,098
Sundry income/donations	-	-	-	100
<u>Unplugged</u>				
Basingstoke & Deane Borough Council	-	-	-	3,500
Hampshire County Council	-	-	-	1,000
Sundry income/donations	-	-	-	618
<u>Events</u>				
Sundry income/donations	1,693	-	1,693	2,406
<u>Youth exchange</u>				
Basingstoke & Deane Borough Council	-	-	-	1,975
<u>Transformation fund</u>				
NIACE	-	-	-	4,630
<u>Community innovations</u>				
Hampshire County Council	40,000	-	40,000	-
<u>Befriending</u>				
Hampshire County Council	-	-	-	16,882
<u>Department of Health carers</u>				
	25,000	-	25,000	-
	383,588	153,334	536,922	502,791
Transfer to Orchard reserves	6,648	-	6,648	17,956
Total	390,236	153,334	543,570	520,747
Rent & Rates Relief - B&DBC	-	83,161	83,161	85,423
Facilities Management	-	177,333	177,333	169,542
Project management	-	44,360	44,360	36,464
Investment Income	-	3,202	3,202	4,910
Total	390,236	461,390	851,626	817,086

5.2 Income analysis by source of funds

Basingstoke & Deane Borough Council	33,662	110,454	144,116	132,979
Hampshire County Council	116,046	36,859	152,905	139,461
Housing Associations	39,046	-	39,046	38,229
Barclays	5,000	-	5,000	5,000
V (Solent Youth Action)	112,227	-	112,227	162,098
Youth MA	27,000	-	27,000	-
Department of Health carers	25,000	-	25,000	-
Sundry donations	2,800	-	2,800	-
Sundry income	22,807	6,021	28,828	20,394
NIACE	-	-	-	4,630
	383,588	153,334	536,922	502,791
Transfer To Orchard Reserves	6,648	-	6,648	17,956
Total	390,236	153,334	543,570	520,747

BASINGSTOKE VOLUNTARY SERVICES
REPORT OF THE TRUSTEES FOR THE YEAR ENDED
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

6. Analysis of reserves and application of resources by fund

	<u>Balance</u>	<u>Income</u>	<u>Expend</u>	<u>Internal Transfers</u>		<u>Balance</u>	<u>Note</u>
	<u>01/4/10</u>			<u>In</u>	<u>Out</u>	<u>31/3/11</u>	
	£	£	£	£	£	£	
<u>Restricted Reserves</u>							
Orchard Reserve	29,620	1,648	-	-	-	31,268	
Orchard Contingency Fund	10,774	2,500	1,419	-	-	11,855	
Orchard Sinking Fund	30,500	2,500	-	-	-	33,000	
Volunteer Centre	17,003	37,818	40,315	-	-	14,506	
Mad Friday Group	4,536	-	903	-	-	3,633	
Sector Development	25,680	2,610	8,151	-	1,000	19,139	(a)
Disability Forum	8,085	10,961	10,430	-	-	8,616	
Mediation	27,142	41,296	62,749	-	-	5,689	
Employee Volunteering	3,171	14,200	13,994	-	-	3,377	
Youth MA	-	27,000	2,575	-	-	24,425	
Basingstoke User Group	27	3,000	2,607	-	-	420	
Orchard Youth Suite	2,623	39,571	12,239	9,814	-	39,769	(b)
Young Carers Youth Group	8,808	7,592	10,387	500	-	6,513	(c)
Young Carers	40,538	20,620	36,279	13,678	-	38,557	(d)
Vinvolved	59,076	112,227	175,522	-	1,750	(5,969)	(e)
Youth Projects	1,965	-	1,965	-	-	-	
Events	2,488	1,693	385	-	-	3,796	
Youth Exchange	150	-	-	-	-	150	
NHDCS	4,319	-	-	-	2,000	2,319	(f)
Community Innovations	30,419	40,000	32,478	-	-	37,941	
Befriending	23,760	-	16,444	-	-	7,316	
Department of Health Carers	-	25,000	5,000	-	20,000	-	(g)
Total restricted reserves:	330,684	390,236	433,842	23,992	24,750	286,320	
General reserves							
Core	126,748	197,794	190,989	2,958	100	136,411	(h)
Orchard (net funds restricted)	-	177,333	177,333	-	-	-	
Core Capital Expenditure	7,334	-	-	-	-	7,334	
Community Development Fund	74,528	3,102	7,469	100	2,200	68,061	(i)
Rent & Rates B&DBC	-	83,161	83,161	-	-	-	
Total unrestricted funds	208,610	461,390	458,952	3,058	2,300	211,806	
Total excluding pension liability	539,294	851,626	892,794	-	-	498,126	
Pension reserve	(500,000)	150,000	-	-	-	(350,000)	
Total funds	39,294	1,001,626	892,794	27,050	27,050	148,126	

The restricted reserves relate to money received and expenses incurred in running a variety of projects for the benefit of Basingstoke and its surrounding areas.

BASINGSTOKE VOLUNTARY SERVICES
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NOTES TO THE FINANCIAL STATEMENT (CONTINUED)

<u>6.1 Analysis of internal transfers</u>	<u>Transfers</u>	<u>Transfers</u>
<u>(Reference from Note 6)</u>	<u>In</u>	<u>Out</u>
	£	£
(a) To BVS Core - Contribution to website development	-	1,000
(b) From Community Development - Contribution to redundancy costs	2,200	-
From vInvolved - Youth Suite development	1,750	-
From NHDCS - Contribution to salary Youth Suite	2,000	-
From D of H Carers - Salaries Line Management	3,864	-
(c) From D of H Carers - Schools activity development	500	-
(d) From D of H Carers - Salaries, School Activities and General costs	13,678	-
(e) To Youth Suite - Youth Suite development	-	1,750
(f) To Youth Suite - Contribution to salary Youth Suite	-	2,000
(g) To Young Carers - Salaries, School Activities and general costs	-	13,678
To Young Carers - D of H Carers Project	-	500
To BVS Core - Project Management costs	-	1,958
To Youth Suite - Salaries Line Management	-	3,864
(h) From Sector Development - Contribution to website development	1,000	-
From D of H Carers - Project Management costs	1,958	-
To Community Development Fund - Contribution to Hampshire CVS	-	100
(i) To Youth Suite - Contribution to redundancy costs	-	2,200
From BVS Core - Contribution to Hampshire CVS	100	-
Totals	<u>27,050</u>	<u>27,050</u>

<u>6.2 Designated reserves</u>	<u>2011</u>	<u>2010</u>
	£	£
From General Reserves the following amounts are designated:		
Capital expenditure reserve	3,000	13,000
Long term lease commitments beyond 6 months	7,500	7,500
Draw on reserves to deliver business plan	7,500	15,000
Cover for staff costs (redundancies and staff leave liabilities)	15,000	10,000
Staff pension liability	<u>10,000</u>	<u>10,000</u>
Total Designated Funds:	<u>43,000</u>	<u>55,500</u>

<u>7 Analysis of net assets between funds</u>	<u>Pension</u>	<u>General</u>	<u>Restricted</u>	<u>Total</u>
	<u>Reserve</u>	<u>Fund</u>	<u>Fund</u>	
	£	£	£	£
Fixed assets	-	14,714	-	14,714
Current assets	-	19,731	-	19,731
Cash at bank and in hand	-	231,110	286,320	517,430
Other net liabilities	-	(53,749)	-	(53,749)
Pension liability	<u>(350,000)</u>			<u>(350,000)</u>
	<u>(350,000)</u>	<u>211,806</u>	<u>286,320</u>	<u>148,126</u>

BASINGSTOKE VOLUNTARY SERVICES
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NOTES TO THE FINANCIAL STATEMENT (CONTINUED)

8	<u>Staff costs and Trustees'/Directors' remuneration</u>	2011 £	2010 £
	Wages and salaries	407,815	386,285
	National Insurance	29,908	28,484
	LGPS	34,461	33,092
	Pension Trust	6,616	6,941
	Staff training	<u>7,967</u>	<u>7,495</u>
		<u>486,767</u>	<u>462,297</u>

Number of employees earning more than £50,000 per annum - Nil (2010 – Nil).
The trustees/ directors were not paid or reimbursed for expenses during the year.

9 **Staff numbers**

The average number of full time equivalent employees (including casual and part-time staff) during the year was made up as follows:

	2011	2010
Full Time Headcount	12 (11.62 WTE)	12 (11.70 WTE)
Part Time Headcount	13 (6.96 WTE)	12 (6.39 WTE)
Casual Worker Headcount	<u>2</u>	<u>4</u>
Total Headcount	<u>27</u>	<u>28</u>

10 **Tangible fixed assets – for charities own use**

	Computer Equipment	Furniture, Fixtures & Fittings	Totals
Cost	£	£	£
At 1 April 2010	55,049	12,481	67,530
Additions in year	<u>7,968</u>	<u>15,773</u>	<u>23,741</u>
At 31 March 2011	63,017	28,254	91,271
Depreciation			
At 1 April 2010	53,399	8,063	61,462
Charge for the year	<u>2,496</u>	<u>12,599</u>	<u>15,095</u>
At 31 March 2011	55,895	20,662	76,557
Net book value			
At 31 March 2011	<u>7,122</u>	<u>7,592</u>	<u>14,714</u>
At 31 March 2010	<u>1,650</u>	<u>4,418</u>	<u>6,068</u>

11	<u>Debtors</u>	2011 £	2010 £
	Debtors	13,080	47,122
	Prepayments	<u>4,636</u>	<u>13,116</u>
		<u>17,716</u>	<u>60,238</u>

BASINGSTOKE VOLUNTARY SERVICES
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NOTES TO THE FINANCIAL STATEMENT (CONTINUED)

12 Creditors: Amounts falling due within one year

	2011		2010	
	£	£	£	£
Creditors	-	2,131	-	3,686
Deferred Income				
Grant BDBC for Disability Forum	2,500	-	2,500	-
Grant Kingfisher Housing for hire Festival Place	1,293	-	-	-
Grant HCC Sector Development income for 2011/12	40,000	-	40,000	-
Mediation income for 2010/11 Q1 & Q2	-	-	5,600	-
Employee Volunteering income 2010/11 Q1 – Q4	-	-	5,000	-
Accruals				
Audit fees 2010/11	6,000	-	6,000	-
Annual report costs 2010/11	1,000	-	1,000	-
Aqualicity rental for Q4 2010/11	<u>825</u>	-	-	-
		<u>51,618</u>		<u>60,100</u>
		<u>53,749</u>		<u>63,786</u>

13 Creditors: Amounts falling due after more than one year

	2011	2010
	£	£
Deferred income		
Sector Development income for 2011/12	<u>-</u>	<u>40,000</u>

14 Operating lease commitments

The amounts payable in respect of operating leases for equipment are shown below, analysed according to the expiry date of the leases.

	2011	2010
	£	£
One year	15,795	14,797
Between two and five years	37,451	29,115
More than five years	-	-
	<u>53,246</u>	<u>43,912</u>

15 Pensions

The charity participates in the Hampshire County Council defined benefit pension scheme, which provides defined benefits based on members' final pensionable salary. The assets of the scheme are held and managed separately from those of the charity.

The requirements of Financial Reporting Standard 17 - Accounting for Retirement Benefits (FRS17) (as modified by the FRSSSE) have been adopted. Actuarial gains and losses, current or past service costs and gains, as determined by the scheme's actuary and pension finance costs or income are included within 'gains and losses' on the statement of financial activities. Prior to this, only the actual contributions paid into the scheme and any associated administration costs were recognised.

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NOTES TO THE FINANCIAL STATEMENT (CONTINUED)

15 Pensions (Continued)

In addition, the deficit on the scheme, representing the shortfall on the value of the scheme assets below the present value of scheme liabilities is recognised as a liability on the balance sheet to the extent that the employer charity is able to recover a surplus or has a legal or constructive obligation for the liability. A corresponding pension reserve is included within total unrestricted funds.

The latest actuarial valuation of the Hampshire scheme took place as at 31 March 2010. Liabilities have been estimated by the independent qualified actuary on an actuarial basis using the projected unit credit method. The principal assumptions used by the actuary in updating the latest valuation of the Fund for FRS17 purposes were:

Principal financial assumptions (% per annum)

	2011	2010
RPI Inflation	3.7	3.9
CPI Inflation	2.8	N/A
Rate of general increase in salaries	5.2	5.4
Rate of increase to pensions in payment	2.8	3.9
Rate of increase to deferred pensions	2.8	3.9
Discount rate	5.5	5.5

Reconciliation of funded status to balance sheet

	2011	2010
	£	£
Fair value of Assets	800,000	820,000
Present value of funded Liabilities	<u>1,150,000</u>	<u>1,320,000</u>
Pension Asset liability recognised on the Balance Sheet	<u>(350,000)</u>	<u>(500,000)</u>

Analysis of movement in deficit during the year

	2011	2010
	£	£
Deficit in scheme brought forward	(500,000)	(360,000)
Contributions	30,000	30,000
Current service costs	(30,000)	(20,000)
Interest cost	(70,000)	(70,000)
Past service gains	160,000	-
Expected return on assets	50,000	30,000
Actuarial gain / (loss)	10,000	(110,000)
	<u>(350,000)</u>	<u>(500,000)</u>

BASINGSTOKE VOLUNTARY SERVICES
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NOTES TO THE FINANCIAL STATEMENT (CONTINUED)

15 Pensions (Continued)

The past service gains have arisen from the Government announcing that future increases in public pensions will reflect movements in CPI rather than RPI.

The overall expected rate of return on Fund assets is a weighted average of the individual expected rates of return on each asset class and is 7.1% at 31 March 2011 (6.7% at 31 March 2010).

The charity also participates in a defined contribution pension scheme.

Contributions in respect of the company's defined contribution pension scheme are charged to the profit and loss account for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

BVS staff in employment prior to 01 June 2007 remain participants in the Hampshire County Council pension scheme. Staff employed after 01 June 2007 participate in the 'Flexible Retirement Plan' operated by The Pensions Trust which is a defined contribution scheme.

The pension cost to the charity over the year (excluding actuarial movements) amounted to £34,462 ('Defined Benefits' scheme Hampshire County Council) and £6,616 ('Defined Contributions' scheme The Pension Trust – Flexible Retirement Plan), a total contribution of £41,077 (2010 - £40,033).

16 Rent and rates

The building BVS occupies, 'The Orchard', is owned by Basingstoke and Deane Borough Council. It is currently provided by the Council free of lease costs and business rates. The Council does not envisage a charge for these costs being made against the Charity in future years. The value of these benefits is:

	2011	2010
	£	£
<u>Non – Domestic Rate</u>		
Reduced to £0 after 80% Mandatory Charity Relief and 20% Discretionary Top Up from Basingstoke and Deane Borough Council	40,661	42,923
<u>Annual Rent</u>		
Reduced to £0 after a 100% subsidy applied by Basingstoke and Deane Borough Council	42,500	42,500
<u>Total value of benefits</u>		
Included under 'Voluntary Income' and 'Facilities Management' in the Statement of Financial Activities on Page 7 of this report	<u>83,161</u>	<u>85,423</u>

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NOTES TO THE FINANCIAL STATEMENT (CONTINUED)

17	<u>Facility management income</u>	2011		2010	
		£	£	£	£
	Service Charges:				
	Internal Departments	51,398		45,556	
	Age Concern	11,306		11,144	
	BRASACC	5,167		5,092	
	Mencap	2,373		2,340	
	Neighbourcare	6,718		6,623	
	Hampshire Dyslexia Association	2,634		2,594	
	Relate	20,139		19,845	
	Reach Out/Next Step	9,230		9,098	
	Young People's Information	4,310		4,248	
	YOU	<u>11,398</u>		<u>11,234</u>	
	Service charge total		124,673		117,774
	Recharge of Expenses		27,216		27,778
	Room Hire, Desk Rental		30,888		33,977
	Sundry Receipts		<u>1,204</u>		<u>2,199</u>
	Totals		183,981		181,728
	Management Fees		44,360		36,464
	Less surplus funds transferred to Orchard Reserves		<u>(6,648)</u>		<u>(12,186)</u>
	Incoming resources for facilities management		<u>221,693</u>		<u>206,006</u>

18 **Governance costs**

The main costs associated with the Governance of BVS were as follows:

	2011	2010
	£	£
Audit fees/costs	5,320	6,032
Annual report costs	964	1,321
AGM/Trustee meeting costs	277	988
Pension fund actuarial assessment	1,028	1,869
HR support and advice	<u>1,417</u>	<u>1,388</u>
Total	<u>9,006</u>	<u>11,598</u>

