

Torbay

Voluntary

Service



Annual Report 2009

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TORBAY VOLUNTARY SERVICE
 11 Castle Road, Torquay. TQ1 3BB.
 Telephone: 01803 212638. Fax: 01803 201763.
 E-mail: rebecca@torbayvs.co.uk
 Web: www.torbayvs.co.uk
 Registered Charity Number 262569
 Member of the NAVCA
 Member of NCVO
 Member of Volunteering England

HONORARY OFFICERS

PRESIDENT	The Chair of Torbay Council
VICE PRESIDENT	Ann Passmore
CHAIR EXECUTIVE COMMITTEE	Belinda Hyland
VICE CHAIR	Judy Punshon
CHAIR COUNCIL	Belinda Hyland
HONORARY TREASURER	John Coatham

The Executive Committee

Members are elected or co-opted at the AGM from and by member organisations. Elected members serve for 3 years (one third retire annually). They determine policy and manage the affairs of TVS. Officers of the Executive Committee are ex officio members of any standing committees. The Executive Committee meets bi monthly to determine policy and manage the affairs of Torbay Voluntary Service. There were 6 full meetings of the Executive Committee within the year.

EXECUTIVE COMMITTEE

(Elected by member organisations)

		Term of office	Attendance
Gordon Jennings	Acorn Centre	2007 - 2010	Retired Jun 2009
John Coatham	Individual member	2005 - 2012	5/6
John Dudley	Job Centre Plus	2007 - 2010	3/6
Judy Punshon	Torbay LINK	2000 - 2011	6/6
Belinda Hyland	Individual member	2001 - 2010	6/6
Sue Smith	Hele Village Community Ass	2007 - 2010	Retired Apr 2009
Romana Mewett	Individual member	2003 - 2010	5/6
Jenny Faulkner	Chill'd Out	2006 - 2009	Retired Jun 2009
Pam Milne	Individual member	2009 - 2012	5/6
Iris Butler	Individual Member	co-opted August 2009	3/3

Standing Committees (Appointed and reviewed annually by Executive Committee, operate within agreed Terms of Reference)

Management

Belinda Hyland	Chair Executive Committee
John Coatham	Honorary Treasurer
Rebecca Pearse	Chief Executive Officer
Rachel Martin	Finance Manager

What is Torbay Voluntary Service?

Torbay Voluntary Service is

- a local registered charity established in 1895 with over 114 years experience in helping local voluntary groups
- an organisation formed and run by local voluntary organisations to promote, support and develop local voluntary activity.
- an independent voluntary organisation receiving support from Torbay Council and Torbay Care Trust
- a member of the National Association of Voluntary and Community Action, National Council for Voluntary Organisations and Volunteering England

Torbay Voluntary Service Council consists of appointed representatives from member organisations.

Membership of Torbay Voluntary Service is open to local voluntary organisations that have:-

Charitable purposes.
A local management committee
Independently audited accounts

Mission Statement

Torbay Voluntary Service helps local groups help local people.

Aim

To promote, develop and support voluntary activity in Torbay.

Objectives

To further the efficiency and effectiveness of local voluntary action.

To support Community development and advocate on issues relevant to VCS in Torbay

To develop and maintain effective communication networks between voluntary organisations and statutory agencies.

To promote and develop partnership working between voluntary and statutory agencies and enable local groups to take part in strategic planning and service delivery.

To provide appropriate information, training and support to local voluntary organisations.

To ensure the sustainability of Torbay Voluntary Service and the voluntary sector.

* * *

The Executive Committee, staff & volunteers are always pleased to offer help and assistance to further the work and effectiveness of the voluntary sector in Torbay.

Core Staff

Chief Executive Officer	Rebecca Pearse
Finance Manager	Rachel Martin
Information Co-ordinator	Rose Sanders

Project staff – Employed by TVS on behalf of ChangeUp consortium

Volunteer Development Officer	Eloise Elson
V Base Officer	Wendy Webb

In addition to the paid staff there have been 4 volunteers actively engaged in the work of TVS.

Volunteer Staff

Volunteer V-Base Assistant	Ron Hall
Volunteer Legal Assistant	Jill Tucker
Volunteer Promotions and Marketing Assistant	Sue Abrahams
Volunteer IT Support (Torcom on Friday)	Wendy Webb

Public Benefit

The summary of activities in this report relate to Torbay Voluntary Service charitable aims as set out in the Constitution:-

‘To promote any charitable purpose for the benefit of the community in the local government district of Torbay and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness, and in the furtherance of the said purposes, but no further or otherwise to promote co-operation in the achievement of the same and to that end bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.’

By promoting, supporting and developing voluntary activity Torbay Voluntary Service has undertaken activities that have benefited voluntary and community groups in Torbay, their volunteers, members and service users and wider Torbay community. The provision of information, promotion of volunteering, provision of meeting rooms, office accommodations, funding advice, piloting accreditation for volunteers, accessing external funding etc has enabled local voluntary groups to continue to provide quality services that meet the needs of Torbay. The services provided by Torbay Voluntary Service have been open and accessible to all voluntary and community groups in Torbay.

Promoting Voluntary Activity

Maintained a weekly column in the Herald Express alerting voluntary/community groups and the public to issues relevant to voluntary activities.

Supported the maintenance of the web portal site (www.torcom.org.uk) as a communication and promotional tool for voluntary and community groups in Torbay.

Updated local entries on the national volunteering site (www.do-it.org.uk)

Supported the Volunteer Development Officer on behalf of TORCOM to ensure the Local Area Agreement stretch targets re: volunteering are achieved which will bring additional resources into the voluntary sector in the future.

Represented the Voluntary sector on Torbay Strategic Partnership to advocate on VCS issues and raise awareness.

Represented the voluntary sector on the Children's Trust Partnership Board and raised issues relevant to groups working with children and young people

Represented the voluntary sector on the Healthier & Stronger Partnership board and raised issues relevant to groups working within the Bay.

Developing Voluntary Activity

Facilitated TORCOM and attracted additional resources into Torbay to build the capacity of voluntary groups.

Acquired funding from Learning Skills Council to refurbish the meeting rooms at TVS.

Acquired further funding from Capacity Builders to refurbish and make more accessible TVS as well as redesign the website.

Acquired 2 year funding to enable a third sector officer role to be created so that they could become the contact point for TORCOM and develop it within Torbay.

Supporting Voluntary Activity

At TVS we provide support at a local level to individual volunteers and volunteer involving organisations. We have five core functions within the Volunteering Department:

Volunteer Assistance - to match both individuals and groups interested in volunteering with appropriate opportunities in the local community. We hold information on a comprehensive range of opportunities. We offer potential volunteers support and help matching their motivation to volunteer with appropriate volunteering opportunities.

Marketing Volunteering - We stimulate and encourage local interest in volunteering and community activity. This can include promoting and marketing volunteering through local, regional and national events and campaigns.

Developing Volunteering Opportunities - We work in close partnership with statutory, voluntary and private sector agencies as well as community groups and faith groups to develop local volunteering opportunities. We understand the potential offered by our local community and work with them to realise this potential. We work with groups which face barriers to volunteering, such as people with learning disabilities and refugees and asylum seekers.

Policy Response and Campaigning - We identify proposals or legislation that may impact on volunteering and participate in campaigns on issues that affect volunteers or volunteering. We campaign proactively for a more volunteer-literate and volunteer-friendly climate.

Strategic Development of Volunteering - As the local experts on volunteering we inform strategic thinking and planning at a regional and national level.

Lead body for TORCOM - the charity consortium for Torbay

Liaison - develop and maintain effective networks of communication and partnerships between voluntary organisations and statutory agencies.

Good Practice Development - We promote good practice in working with volunteers to all volunteer involving organisations.

Support -To provide appropriate information, training, finance and support services to local voluntary organisations via TORCOM and email bulletins

Representation - To grow the channels of communications between statutory agencies and the voluntary sector and provide opportunities to facilitate representation.

Provided meeting rooms and accommodation for various voluntary groups.

2010 Priorities

Corporate Volunteering (Employer supported Volunteering) - We plan to develop this area of the department for 2011 – 2012. This initiative will need funding for the research. The plan is to visit the volunteer centre in Westminster where the scheme is already up and running. We would like to get enough data to enable us to begin the groundwork for this new initiative for Bay. The reason for

Training - we have had the training rooms refurbished at TVS. We plan to begin offering training courses for groups. We have approached TAN to assist us with this as well as a number of other groups in the Bay. We would like to offer a structured programme of courses that assist people within Torbay to fulfill their training requirements for their organisation.

'Volunteer Centre Accreditation' via Volunteering England. We are one of the few volunteer centres in the UK that does not have the widely volunteer centre accreditation.



It is imperative that if we are to raise our game and become more widely recognised, we need to begin the process for becoming an accredited volunteer centre. We will need to find the funding for a member of staff to work towards this for us. We have already begun looking through the criteria such as tracking and monitoring so that we can begin putting the procedures in place. In addition, these procedures will prove to be fruitful for any SLA's and monitoring as they will offer the immediate feedback and data on volunteering within the Bay.

Torbay Volunteer Quality Mark – we would like to have a Torbay specific Volunteer Quality Mark. This would be monitored by TVS and would allow potential volunteers and staff the security of knowing that an organisation had been accredited to ensure it had its' policies and practices in place and that it was an organisation that would make them feel welcomed and secure during their time of volunteering or employment.

This should be an initiative that is not seen as a threat to an organisation but an opportunity to look at itself and ensure that it is running according to charitable legislation etc...

We would look at employing someone to do this role as it would have to have enough 'buy in' from organisations in order to perform it. There would also be the accreditation process that would have to be written but assumed to be around the same lines as Pqasso (the quality assurance accreditation for the third sector). The assumption would be that if organisations passed the Torbay Volunteer Quality Mark, they would be able to easily progress to passing their Pqasso quality accreditation if they hadn't already done so.

Community Fundraiser

We would like to work on this aim as a priority. There have been previous 'community' fundraisers in the past but we want to take the new approach of recruiting someone possibly from outside of the area who we can train to understand how Torbay functions etc... We would look at getting a recruitment agency to find suitable candidates to interview and then select. The aim of the employee would be to encourage more entrepreneurial activities to steer them into more sustainable existence as opposed to living from one grant to another. We would also expect them to be fully versed with the services provided by the TDA and wherever possible direct people their way especially via the entrepreneurial routes of fundraising.

LIST OF AFFILIATED GROUPS

- ACE - Access to Community Education
- Advice Insight Mentoring Service - AIMS
- Age Concern Torbay
- All Saints' Church Torre
- Alzheimers Society South Devon Branch
- Animals In Distress
- British Trust for Conservation Volunteers
- Brixham Baptist Church
- Brixham Does Care
- Brunel Patient Support Group
- Cary Park Junior Tennis Club
- Chelston Community Association
- Cherryaiders
- Chestnut Heights Community Association
- Chilcote Care
- Childrens Society (The) & Take Part Participation Project
- Chill'd Out Youth Project
- Community Care Trust (S Devon) Ltd- Abbey Road Resource Centre
- Cool Recovery Ltd
- Corner Care Patient Support Group
- Cruse Bereavement Care - South Devon
- Dart Sailability Group
- Devon County Association for the Blind
- Devon Spirit Healing
- Diabetes UK (South Devon Voluntary Group)
- Disabled Sailing Association
- Domestic Violence and Abuse Service (South and West Devon)
- DownSouth
- Epilepsy Action (Torbay Branch)
- Forward Living
- Friends of Old Mill
- Friends of The Palace Theatre
- Friends of Torre Abbey
- Grenville House - Outdoor Education Centre
- Groundwork - Torbay Team
- Home Start Torbay
- INDIGO's
- Jatis Trust (The)
- Karing Voluntary Group
- Lions Club of Babbacombe and St Marychurch
- Lupton Trust
- MASH - Mutual Aid & Self Help
- Multiple Sclerosis Society South Devon Branch
- Occombe/Fairwinds Association
- Parkinsons Disease Society (Torbay & District Branch)
- Pilgrim BM 45 Trust Ltd
- Relate South Devon
- Riviera Concert Brass
- Riviera Life Church - Loaded Youth Group
- Rotary Club of Paignton
- Rowcroft Hospice
- Royal National Mission to Deep Sea Fishermen. R.N.M.D.S.F.
- Salvation Army Paignton
- Samaritans of South Devon
- Shopmobility Torquay
- South Devon Carers Consortium
- South Devon Healthcare (Voluntary Services)
- St Anne's Hall (Babbacombe) Ltd
- St Martin's Church
- Stable Friends
- STEPS - Special Toys Educational Postal Service
- Stroke Association (S West Region) (The)
- Torbay and South West of England Festival
- Torbay Citizens Advice Bureau
- Torbay Coast & Countryside Trust
- Torbay Disability Information Service
- Torbay LINK
- Torbay Mencap Society
- Torbay Play Forum
- Torbay Prostate Support Association (TPSA)
- Torbay Quaker Meeting
- Torbay Tapes
- Torch Project (The)
- Victim Support In Devon
- Vocal (Independent Advocacy)
- Whitley Wildlife Conservation Trust (The)
- Willows and New Barton Community Association
- Young at Heart - Torbay
- Youth Enquiry Service
- Youth Matters (SW)

PROFESSIONAL SERVICES

BANKERS:

CafBank Ltd
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

SOLICITORS

Messrs Hooper & Wollen
Carlton House
30 The Terrace
Torquay
TQ1 1BS

INDEPENDENT EXAMINERS:

Messrs Hawes Richards
6 & 7 Victoria Parade
Torquay
TQ1 2AZ

INVESTMENT PORTFOLIO MANAGERS:

Charles Stanley & Co Ltd
Broadwalk House
Southernhay West
Exeter
EX1 1TS

ACKNOWLEDGEMENTS

Torbay Voluntary Service acknowledges financial support from:

Torbay Care Trust



Torbay Council



Learning and Skills Council



Capacity Builders



Big Lottery



Torbay Voluntary Service would also like to thank:

Brixham News

Herald Express

for their support during the year.

TORBAY VOLUNTARY SERVICE

Year ended 31 December 2009

Registered Charity No. 262569

11 CASTLE ROAD
TORQUAY
TQ1 3BB

I N D E X

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TORBAY VOLUNTARY SERVICE

LEGAL AND ADMINISTRATIVE INFORMATION

Year Ended 31 December 2009

Status

Torbay Voluntary Service was established by constitution as an unincorporated association in 1895 and is registered with the Charity Commission – No. 262569.

Organisation

The policy and general management of the affairs of the charity are directed by an Executive Committee whose total membership is determined from time to time by the committee, provided that the total membership shall be 12 or such greater number as is divisible by three. The committee meets not less than four times a year. Elections to the Executive Committee are made at the Annual General meeting for a period of three years. One-third of the elected members retires each year but such members are eligible for re-election. The persons serving on the Executive Committee during the year, and since the year end, are as follows:

J Coatham (Treasurer)	R Mewett
J Dudley	J Punshon
J Faulkner (Resigned 16 th June 2009)	S Smith (Resigned 21 st April 2009)
B Hyland (Chair)	Iris Butler (Co-opted August 2009)
G Jennings (Resigned 16 th June 2009)	

Recruitment of Trustees

The recruitment of new trustees is from representatives from member organisations and they are appointed at the Annual General Meeting.

Address	Torbay Voluntary Service 11 Castle Road Torquay TQ1 3BB
Holding Trustees	Official Custodian for Charities
Accountants	Hawes Richards & Company 6/7 Victoria Parade Torquay TQ1 2AZ
Bankers	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Investment Managers	Charles Stanley Broadwalk House Southernhay West Exeter EX1 1TS
Solicitors	Hooper & Wollen Carlton House 30 The Terrace Torquay TQ1 1BS

TORBAY VOLUNTARY SERVICE

REPORT OF THE TRUSTEES **For the Year Ended 31 December 2009**

The trustees present their report and the financial statements for the year ended 31 December, 2009. The legal and administrative information set out on page one forms part of this report. The financial statements comply with current statutory requirements and the Statement of Recommended Practice - Accounting and Reporting by Charities. (SORP 2005) issued in March 2005.

Objects

The objects of the Charity are “to promote any charitable purposes for the benefit of the community in the local government district of Torbay, and, in particular, the advancement of education, the protection of health and the relief of poverty, disease and sickness, and in the furtherance of the said purposes, but not further or otherwise, to promote and organise co-operation in the achievement of the same and to that end, bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit”.

Chairman's Report

This year has seen a number of changes and developments within Torbay Voluntary Service, not least of which was the appointment in March 2009 of a new Chief Executive Officer, Rebecca Pearse. Rebecca has made a tremendous impact within TVS and has also established herself as a committed and powerful voice for the Voluntary Sector in Torbay and across the South West.

During the year Trevor Sparkes retired as Finance Officer and was replaced by Rachel Martin. Two new project staff members have joined the team and a number of volunteers have worked loyally to support the staff in a variety of roles. To all our staff, the Trustees of TVS would like to register their thanks for their commitment during a challenging year.

The charitable aims of Torbay Voluntary Service remain unchanged and the Trustees consider that, through the activities of supporting, promoting and developing voluntary activity within Torbay, TVS has demonstrated that its aims are for the public benefit.

The volunteering department has provided the core functions of brokerage, marketing and developing volunteering opportunities for both individuals and groups. As the local experts on volunteering we inform strategic thinking both within Torbay and at a regional and national level as well as identifying campaigns and legislation that impact on volunteering and responding and participating appropriately.

The information department has supported the maintenance of the web portal site for TORCOM (the charity consortium for Torbay) as a communications and promotional tool for voluntary and community groups in Torbay. The weekly column in the Herald Express alerts both voluntary groups and the public to issues relevant to voluntary activities.

Through representation on a number of Partnership Boards within Torbay we have been able to grow the channels of communication between statutory agencies and the voluntary sector and raise awareness of VCS issues. The acquisition of funding from a number of sources has enabled the creation of a third sector officer role to develop TORCOM within Torbay, the redesign of the website and the refurbishment at TVS of meeting rooms available for voluntary groups with better disabled access.

Through the hard work of all associated with TVS during 2009 the organisation is in a good position and we can look forward confidently to a year of further development and growth.

TORBAY VOLUNTARY SERVICE

REPORT OF THE TRUSTEES

For the Year Ended 31 December 2009 (continued)

Honorary Treasurer's Report

The independently examined Statement of Financial Activities for the year ended December 2009 relating to the Unrestricted funds Of Torbay Voluntary Services shows that a deficit of £8,567 (before gains and losses on investments), was incurred. In the previous financial year the corresponding loss was £13,177. The budgeted deficit for 2009 was £24,500; the actual deficit of £8,567 may therefore be viewed as a significant improvement against plan.

Whilst total unrestricted fund income has remained much the same as last year, a significant reduction in investment income (c£6,000) has been compensated for by a similar increase in charitable and voluntary income. Revenue expenditure has been tightly controlled and is almost £4,500 less than last year.

The changes in the fortunes of our investment portfolio have a significant impact on the total financial position of TVS. Last year the combination of realised and unrealised losses of almost £79,800 resulted in a net adverse movement of funds of c£93,000. This year a small loss was made on the sale of investments with unrealised gains of almost £19,200, the net movement in funds being a favourable £8,700.

During the course of the financial year a considerable amount of work has been undertaken to reorganise the managerial and financial base of TVS along with modernising the infrastructure in order to provide a strong platform from which to move forward. This includes a new telephone system, new computers new office furniture and a major refurbishment of the training rooms, entrance area and offices. Apart from the purchase of the computer equipment, the actual implementation of the other projects was carried out in the early part of this year. The expenditure and the corresponding income will be reflected in the 2010 accounts.

The Restricted Funds held on behalf of specific projects totalled £58,360 as at 31st December 2009. Details of how these funds have been deployed are set out in note 10 to the Accounts.

TORBAY VOLUNTARY SERVICE

REPORT OF THE TRUSTEES
For the Year Ended 31 December 2009 (continued)

Reserves Policy 2009

The tangible fixed assets of the Charity comprise:

Freehold Property	11 Castle Road, Torquay, TQ1 3BB
Fixtures & Fittings	

The trustees consider these assets are necessary for the current activities of the charity and are to be retained or replaced as required. Provision is made for depreciation on Freehold Property and Fixtures and Fittings.

Investments are shown at Market Value at 31 December 2009 and are represented by equities, unit trusts, government stocks and fixed interest stocks. The charity's investment portfolio managers regularly advise and report on these investments. The value of the investments is subject to market fluctuations. Income produced by the investments is fully utilised to fund the operation of the charity. Unrealised surpluses or deficiencies in valuation are carried forward. The investments were valued at £243,740 at 31 December 2009.

The market valuations can be subject to substantial variations and the trustees consider the current investments should be regularly reviewed as protection, as far as possible, against a fall in the stock market.

Short-term deposits are held to provide working capital and to fund cash flow requirements and expenditure.

The trustees have reviewed the reserves of the charity and consider the current level of reserves necessary to fund the continuation of the charity taking into account the following requirements:

- The charity needs to maintain a general reserve of £170,000 to enable services to continue uninterrupted for approximately two years. This equates to two years of unrestricted fund expenditure and includes a provision for redundancy and other expenses if the organisation ceases to operate.
- The freehold property, because of its age, requires ongoing attention and maintenance. Funds need to be retained to cover the substantial expenses, including external decoration and refurbishment.
- The organisation is upgrading the IT equipment on a regular basis to maintain and increase the efficiency levels, and reserves are necessary to cover this cost.
- Development and training costs will be incurred to ensure the members of staff are kept up to date with current legislation and equipment requirements.

Risk Review

The trustees have reviewed the major risks to which the charity is exposed on a regular basis and systems have been established to mitigate these risks.

Approved by the trustees and signed on their behalf by

.....
 B Hyland
 Chair

**INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF
TORBAY VOLUNTARY SERVICE**

I report on the accounts of the Charity for the year ended 31st December 2009, which are set out on pages 6 to 17.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiners' Report

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

Independent Examiners' Statement

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

- which gives me reasonable cause to believe that, in any material respect, the requirements;
 - (a) to keep accounting records in accordance with s.41 of the 1993 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A.N LEAR FCA
HAWES RICHARDS & CO
CHARTERED ACCOUNTANTS
6&7 VICTORIA PARADE
TORQUAY
TQ1 2AZ

28th April 2010

TORBAY VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 December 2009

	<u>Per</u> <u>Note</u>	<u>Unrestricted</u> <u>Funds</u> <u>2009</u>	<u>Restricted</u> <u>Funds</u> <u>2009</u>	<u>TOTAL</u> <u>2009</u>	<u>TOTAL</u> <u>2008</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>INCOMING RESOURCES</u>					
<u>Incoming Resources from Generated Funds</u>					
Voluntary Income	2	17,189	-	17,189	14,975
Investment Income	9	14,310	25	14,335	20,959
<u>Incoming Resources from Charitable Activities</u>					
	2	38,427	117,336	155,763	103,803
<u>TOTAL INCOMING RESOURCES</u>		<u>69,926</u>	<u>117,361</u>	<u>187,287</u>	<u>139,737</u>
<u>RESOURCES EXPENDED</u>					
<u>Costs of Generating Funds</u>					
Investment Management Costs		1,030	-	1,030	610
		<u>1,030</u>	<u>-</u>	<u>1,030</u>	<u>610</u>
<u>Charitable Activities</u>					
Wages and Salaries		53,579	44,888	98,467	92,943
Training & Development	3	-	25,214	25,214	30,745
Travel & Conference Expenses		377	604	981	1,279
Telephone, Stationery & Sundries		8,683	3,102	11,785	9,609
Property Expenses		12,105	322	12,427	15,824
Management & Administration	3	2,719	19,962	22,681	19,890
		<u>77,463</u>	<u>94,092</u>	<u>171,555</u>	<u>170,290</u>
<u>TOTAL RESOURCES EXPENDED</u>		<u>78,493</u>	<u>94,092</u>	<u>172,585</u>	<u>170,900</u>
<u>NET INCOMING (OUTGOING) RESOURCES</u>		(8,567)	23,269	14,702	(31,163)
Realised Gains (Losses) on Investments		(1,885)	-	(1,885)	(26,916)
Unrealised Gains (Losses) on Investments		<u>19,176</u>	<u>-</u>	<u>19,176</u>	<u>(52,868)</u>
<u>NET MOVEMENT IN FUNDS</u>		8,724	23,269	31,993	(110,947)
Fund Balances as at 1 st January 2009		<u>400,182</u>	<u>35,091</u>	<u>435,273</u>	<u>546,220</u>
Fund Balances as at 31 st December 2009		<u>£408,906</u>	<u>£58,360</u>	<u>£467,266</u>	<u>£435,273</u>

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

All incoming resources and resources expended derive from continuing activities.

TORBAY VOLUNTARY SERVICE**BALANCE SHEET**
as at 31 December 2009

	<u>Per</u>	<u>2009</u>		<u>2008</u>	
	<u>Note</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>FIXED ASSETS</u>					
Tangible Fixed Assets	5		148,129		148,842
Investments	6		<u>243,750</u>		<u>221,024</u>
			391,879		369,866
<u>CURRENT ASSETS</u>					
Stock		1,143		675	
Debtors	7	25,799		3,178	
Short-term deposits		11,988		41,356	
Cash at Bank		51,513		28,416	
Cash in Hand		<u>142</u>		<u>72</u>	
		90,585		73,697	
<u>CREDITORS: Amounts falling due</u>					
<u>within one year</u>	8	<u>15,198</u>		<u>8,289</u>	
<u>NET CURRENT ASSETS</u>			<u>75,387</u>		<u>65,408</u>
<u>NET ASSETS</u>			<u>£467,266</u>		<u>£435,274</u>
<u>Financed by:</u>					
<u>FUNDS</u>					
Restricted Funds	10		58,360		35,092
Unrestricted Funds:	11				
Capital Fund		148,130		148,842	
General Fund		260,776		251,340	
Revaluation Fund		<u>-</u>	<u>408,906</u>	<u>-</u>	<u>400,182</u>
			<u>£467,266</u>		<u>£435,274</u>

These Financial Statements were approved by the Trustees on 28th April 2010
and signed on their behalf by

B Hyland CHAIR

TORBAY VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS
31 December 2009

1. Accounting Policies

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention, as adjusted by the revaluation of investments, and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005.

(b) Fixed Assets

Fixed assets are stated in the balance sheet at their historical cost less depreciation.

(c) Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets over their estimated useful lives at the rates set out below:

Freehold Land	NIL
Freehold Buildings	2% of cost per annum
Fixtures & Fittings	20% reducing balance per annum
Computer Equipment	Straight line over four years

(d) Stock

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

(e) Investments

Investments are stated on the balance sheet at their market value at the balance sheet date. All movements in value arising from investment changes or revaluation are shown in the Statement of Financial Activities.

(f) Income

- (i) Gifts and donations are accounted for as soon as the amounts receivable are determined.
- (ii) Grants receivable are credited to the Statement of Financial Activities in the year in which they are receivable.
- (iii) Investment income is included when receivable.

(g) Fundraising Costs

Fundraising costs are treated as expended when they are incurred.

(h) Resources Expended

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

TORBAY VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS (Cont'd)

31 December 2009

(i) Fund Accounting

Torbay Voluntary Service has various types of funds for which it is responsible, and which require separate disclosure. These are as follows:

(i) Restricted Funds

Income received which is earmarked for specific purposes within the specific objects of the organisation.

(ii) Unrestricted Funds

Funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Part of the unrestricted fund has been designated as a Capital Fund and represents the net book value of tangible fixed assets and is therefore not available for any other purpose.

2. Incoming Resources

	<u>Unrestricted</u> <u>Income</u> <u>2009</u>	<u>Restricted</u> <u>Income</u> <u>2009</u>	<u>Total</u> <u>2009</u>	<u>Total</u> <u>2008</u>
<u>Voluntary Income</u>				
Grants	12,570	-	12,570	12,745
Donations	-	-	-	-
Donations towards equipment	2,550	-	2,550	-
Affiliation Fees	1,620	-	1,620	1,960
Photocopier Income	449	-	449	270
	<u>£17,189</u>	<u>-</u>	<u>£17,189</u>	<u>£14,975</u>
<u>Charitable Activities</u>				
Grants	-	117,336	117,336	69,637
Rents & Room Hire	19,952	-	19,952	18,373
Management Fees	18,475	-	18,475	15,793
	<u>£38,427</u>	<u>£117,336</u>	<u>£155,763</u>	<u>££103,803</u>

3. Outgoing Resources

<u>Training & Development</u> – Restricted Funds	<u>2009</u>	<u>2008</u>
Computer Equipment	2,550	10,348
Advertising & Publicity	5,843	8,206
Sundry – Catering etc	-	1,325
Training	16,821	5,640
Promotion of Awareness	-	5,133
	<u>£25,214</u>	<u>£30,652</u>

TORBAY VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS (Cont'd)

31 December 2009

4. <u>Staff Costs and Trustee Remuneration</u>	<u>2009</u>		<u>2008</u>	
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
Wages and Salaries	48,634	43,224	53,645	32,911
Social Security Costs	4,945	1,664	4,797	1,590
	<u>53,579</u>	<u>44,888</u>	<u>58,442</u>	<u>34,501</u>

The average number of full time equivalent employees during the year was 5 (2008 - 5).

No employee earned more than £60,000 per annum.

The trustees were not paid any remuneration.

No trustee was reimbursed expenses during the year (2008 £Nil).

5. <u>Tangible Fixed Assets</u>	<u>Freehold</u>	<u>Fixtures</u>	<u>Computer</u>	<u>Total</u>
	<u>Property</u>	<u>& Fittings</u>	<u>Equipment</u>	
<u>Cost</u>				
At 1st January 2009	160,522	34,450		194,972
Additions	-	186	2,808	2,994
At 31st December 2009	<u>160,522</u>	<u>34,636</u>	<u>2,808</u>	<u>197,966</u>
<u>Depreciation</u>				
At 1st January 2009	15,470	30,660	-	46,130
Charge in Year	2,210	795	702	3,707
At 31st December 2009	<u>17,680</u>	<u>31,455</u>	<u>702</u>	<u>49,837</u>
<u>Net Book Value</u>				
At 1st January 2009	<u>£145,052</u>	<u>£3,790</u>	-	<u>£148,842</u>
At 31st December 2009	<u>£142,842</u>	<u>£3,181</u>	<u>£2,106</u>	<u>£148,129</u>

Freehold property includes land with a cost of £50,000, which is not depreciated.

6. <u>Investments</u>	<u>2009</u>	<u>2008</u>
Market Values as at 1st January 2009	221,024	306,600
Additions	6,690	61,663
Disposals/Redemptions	(1,265)	(94,371)
Net unrealised investment gains/(losses) this year	<u>17,291</u>	<u>(52,868)</u>
Market Value as at 31st December 2009	<u>£243,740</u>	<u>£221,024</u>
Historical Cost as at 31st December 2009	<u>£267,755</u>	<u>£262,513</u>

TORBAY VOLUNTARY SERVICE**NOTES TO THE ACCOUNTS (Cont'd)**
31 December 2009

7. <u>Debtors & Prepayments</u>	<u>2009</u>	<u>2008</u>
Other Debtors	24,222	1,677
Prepayments	<u>1,577</u>	<u>1,501</u>
	<u>£25,799</u>	<u>£3,178</u>
8. <u>Creditors: Amounts falling due within one year</u>	<u>2009</u>	<u>2008</u>
Other Creditors	283	121
Accruals	2,952	4,969
Grants Received in Advance	<u>11,963</u>	<u>3,199</u>
	<u>£15,198</u>	<u>£8,289</u>

TORBAY VOLUNTARY SERVICE**NOTES TO THE ACCOUNTS (Cont'd)****31 December 2009**

9. <u>Investments Held</u>	<u>Nominal Holding</u> £	<u>Cost</u> £	<u>Market Value 2009</u> £	<u>Income Received</u> £
<u>Government Stock</u>				
4% Treasury Stock (Bought 11.11.08)	4,885	4,976	5,049	195
		<u>4,976</u>	<u>5,049</u>	<u>195</u>
<u>Fixed Interest Stocks</u>				
Bank of Ireland 13.375%				
Perm Int Bearing Shares	10,000	11,743	9,000	1,338
Britannia / Co-operative Bank Perm Int				
Bearing Shares (Taken over 3.8.09)	5,000	5,992	7,450	650
Goldman Sachs Group 5.25%				
SNR MTN 15/12/15	29,000	27,000	29,777	1,523
Marks & Spencer				
6.375% SNR 07/11/11	11,000	10,369	11,656	701
Skipton Building Society 12.875%				
Perm Int Bearing Shares	12,000	19,370	16,080	1,545
		<u>74,474</u>	<u>73,963</u>	<u>5,757</u>
<u>Equity Holdings</u>				
Cable & Wireless (Purchased 21.5.09)	2,150	3,064	3,040	122
Carnival	125	2,965	2,669	-
Diago Ord (Purchased 20.3.09)	250/520	4,439	5,637	150
Glaxo Smithkline Ord	500	9,660	6,598	295
Group 4 Securicor Ord	1,800	3,022	4,691	121
HSBC Holdings(Sold 19.12.08)	-	-	-	73
Land Securities Ord (Bought 25.03.09)	200/325	3,410	2,226	122
Lloyds TSB Group 25p Ord (Sold 17.2.09)	2,500/Nil	-	-	-
Murray International Trust Ord	575	4,020	4,402	143
Prudential Ord	1,100	10,379	7,040	211
Reckitt Benckiser Ord	140	3,051	4,698	127
Reed Elsevier	600	3,907	3,069	122
Rio Tinto Ord	175/266	6,003	9,017	81
Royal & Sun Alliance Ord	2,386	6,431	2,878	188
Royal Bank of Scotland	1,898	8,047	554	-
Royal Dutch	504	9,994	9,130	544
Scottish & Southern Energy	185	2,664	2,148	122
Severn Trent	153	1,267	1,662	103
Smiths Industries Ord	263	2,054	2,667	89
Tesco Ord	780	1,654	3,338	96
Unilever Ord	230	3,930	4,586	148
Vodafone Ord	6,475	19,502	9,305	503
		<u>109,463</u>	<u>89,355</u>	<u>3,360</u>

TORBAY VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS (Cont'd)

31 December 2009

	<u>Nominal</u> <u>Holding</u> <u>£</u>	<u>Cost</u> <u>£</u>	<u>Market</u> <u>Value</u> <u>£</u>	<u>Income</u> <u>Received</u> <u>£</u>
<u>Unit Trusts</u>				
M & G Charibond Units	61,680	78,842	75,373	4,688
		<u>78,842</u>	<u>75,373</u>	4,688
		<u>£267,755</u>	<u>£243,740</u>	£14,000
<u>Bank Interest: Unrestricted Fund</u>				310
: Restricted Fund				<u>25</u>
				<u>£14,335</u>

10. Restricted Funds

	<u>Balance</u> <u>1.1.09</u>	<u>Incoming</u> <u>Resources</u>	<u>Outgoing</u> <u>Resources</u>	<u>Balance</u> <u>31.12.09</u>	<u>Ref</u>
Consortium Development 2008-2011	8,406	23,380	26,424	5,362	A
Torbuy	494	-	494	-	B
Torbay Council LAA Stronger Communities	17,638	25,000	25,008	17,630	C
NLDC Community Learning Centre	6,325	20,000	12,749	13,576	D
Learning & Skills Council Train to Gain	2,228	-	2,228	-	E
Torcom	-	23,025	15,297	7,728	F
Torbay Targeted Support Fund	-	5,559	5,559	-	G
Third Sector Development Worker	-	20,372	6,308	14,064	H
Interest Received	-	25	25	-	
	<u>£35,091</u>	<u>£117,361</u>	<u>£94,092</u>	<u>£58,360</u>	

Description of Funds

A Consortium Development 2008-2011

To continue to support the Consortium in making its contributions to the Change Up Programme.

B Torbuy

A fund held on behalf of CAB and administered by TVS to run a website for buying and selling of goods.

C Local Area Agreement

Torbay Voluntary Service as the accountable body for the Change Up Consortium is managing this fund. This is pump priming to enable successful delivery against the LAA stretch target. The Consortium has authorised use of this funding to employ a worker to

- a) promote volunteering
- b) increase the number of volunteers undertaking formal volunteering
- c) increase the number of trustees

Successful delivery against this stretch target will result in further funding coming into Torbay.

TORBAY VOLUNTARY SERVICE
NOTES TO THE ACCOUNTS (Cont'd)
31 December 2009

- D NLDC Community Learning Centre
 For the provision of neighbourhood learning in deprived communities. A grant has been provided for refurbishment of training rooms of £10,000. The work will be carried out in 2010.
- E Learning and Skills Council – Train to Gain
 To Promote Train to Gain to the Voluntary and Community Sector and to enable these groups to access and participate in the Train to Gain Scheme.
- F Torcom
 Three-year project started in July 2009 which is part of agreed basis funding delivered jointly with Groundwork, TVS and Torbay CAB to save the future of Torcom and Torbuy by providing more funding to properly resource the development of these projects.
- G Torbay Targeted Support Fund
 Coordination of funding for the Devon Community.
- H Third Sector Development Worker
 Developing the Consortium in Torbay and the South West.

<u>11. Unrestricted Fund</u>	<u>General Fund</u>	<u>Capital Fund</u>	<u>Revaluation Fund</u>	<u>Total 2009</u>	<u>Total 2008</u>
Balance 1.1.09	251,340	148,842	-	400,182	493,143
Incoming Resources	<u>67,376</u>	<u>2,550</u>	-	<u>69,926</u>	<u>69,709</u>
	318,716	151,392	-	470,108	562,852
Outgoing Resources	(78,493)	-	-	(78,493)	(82,886)
Transfer between funds	3,263	(3,263)	-	-	-
Realised Gain/(Loss) on Investments	(1,885)	-	-	(1,885)	(26,916)
Unrealised Gain/(Loss) on Investments	<u>19,176</u>	-	-	<u>19,176</u>	<u>(52,868)</u>
Balance 31.12.09	<u>260,777</u>	<u>148,129</u>	-	<u>408,906</u>	<u>400,182</u>

Purpose of Funds:

(a) Revaluation Fund

The Revaluation Fund represents the amount by which the market value of investments are higher than their historical cost. The market value of investments is now lower than cost and the fund is no longer required.

(b) Capital Fund

The Capital Fund represents the book value of Tangible Fixed Assets and is therefore not available for other purposes.

TORBAY VOLUNTARY SERVICE
NOTES TO THE ACCOUNTS (Cont'd)
31 December 2009

12. Analysis of Net Assets Between Funds

	<u>General</u> <u>Fund</u>	<u>Capital</u> <u>Fund</u>	<u>Restricted</u> <u>Fund</u>	<u>Total</u> <u>2009</u>	<u>Total</u> <u>2008</u>
Tangible Fixed Assets	-	148,129	-	148,129	148,842
Investments	243,749	-	-	243,749	221,024
Cash at Bank and in Hand	5,283	-	58,360	63,643	8,900
Other Net Assets/(Liabilities)	11,745	-	-	11,745	56,508
	<u>260,777</u>	<u>148,129</u>	<u>58,360</u>	<u>467,266</u>	<u>435,274</u>