



**Company Registration Number 03238444**

**Registered Charity Number 1059794**

# **RUSHMOOR VOLUNTARY SERVICES**

## **ANNUAL REPORT 2015 – 2016**

**Year ending 31<sup>st</sup> March 2016**

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## **Report of the Trustees for the year ended 31<sup>st</sup> March 2016**

### **Trustees, Executive Management and Advisers**

**Registered Office**  
The Community Centre  
Meudon Avenue  
Farnborough  
GU14 7LE

Tel: 01252 540162  
E-mail: [info@rvs.org.uk](mailto:info@rvs.org.uk)  
Website: [www.rvs.org.uk](http://www.rvs.org.uk)

### **The Trustees are the Directors and the Board of Management of the Company**

#### **Board of Trustees**

Mr W Card	Chairman
Mr C Slatter	Vice Chairman
Mr D Cantwell	Treasurer
Mr R Grocock	
Ms A Cooper	
Mr R Hickman	
Mr P Rust	
Mrs I Ashfield	
Mrs D Bedford	(from 24 <sup>th</sup> May 2016)

#### **Nominated by Rushmoor Borough Council**

Cllr K. Muschamp	(until 24 <sup>th</sup> May 2016)
Cllr B Hurst	(from 24 <sup>th</sup> May 2016)

#### **Executive Management and Company Secretary**

Mr G Alexander

#### **Principal Office**

The Community Centre  
Meudon Avenue  
Farnborough  
Hampshire. GU14 7LE

#### **Independent Auditors**

Haines Watts Farnborough LLP  
30 Camp Road  
Farnborough. GU14 6EW

#### **Bankers**

Royal Bank of Scotland plc  
Holt's Farnborough Branch  
Lawrie House  
Victoria Road  
Farnborough  
Hampshire GU14 7NR

CCLA Investment Management Limited  
COIF Charity Funds  
Senator House, 85 Queen Victoria Street  
London  
EC4V 4ET

The constitution of the Charity and its Objects are set out and described in the report of the Trustees.

## **Chairman's Report for the year ending 31<sup>st</sup> March 2016**

The Board of Trustees is pleased to report that the last twelve months has been another successful year for Rushmoor Voluntary Services. The surplus reported for the year was achieved in the face of further funding cuts and is a tribute to Greg Alexander and the RVS team who have responded positively to the challenges and ensure that we continue to deliver cost effective services for the benefit of Rushmoor.

As a result of discussions with Hampshire County Council (HCC) in 2014/2015 funding for services delivered for HCC was dependent upon cluster working with adjoining Community Service organisations. In this respect we feature as part of the Northern Cluster working alongside Hart and Basingstoke. During the past 12 months we have been working closely with our colleagues in Hart and Basingstoke to deliver contracted services and have received recognition for the work undertaken during the year.

Greg Alexander, our Chief Executive, and our small staff team continue to work closely together to ensure that the charity delivers a first class service to the community. On behalf of the Board I pay tribute to both their contribution and commitment to the work of Rushmoor Voluntary Services.

The Board of Trustees is made up of members with a wide range of professional skills and community involvement. The Board meets every 2 months and each member has an involvement in one aspect of the charity's activities. I would like to thank them all for the time they give to RVS. Mrs Diane Bedford joined the Board of Trustees in May 2016 – we look forward to working with her in the future.

The continued support of our major funders, particularly from Rushmoor Borough Council, is imperative, otherwise our objectives would be very difficult to achieve and that would result in an adverse impact upon our community. We enjoy excellent relationships with them all and accept fully our role in working with them to ensure that we deliver appropriate services for the Rushmoor community.

During the year the following policies were reviewed and approved by the Trustees:

- Lone Working
- Mental Capacity
- Internet and Email
- Confidentiality
- Vulnerable Persons
- Health & Safety
- Volunteer

For the immediate future the Board of Trustees envisages further funding cuts that will result in changes to our traditional way of working. The Board will respond to these challenges to ensure that RVS continues to maintain services at a high standard.

William Card  
Chairman

## **Report of the Trustees for the year ended 31<sup>st</sup> March 2016**

### **Chief Executive's Statement**

In line with our Strategic Plan we have continued to provide support and services to voluntary and community organisations in Rushmoor. We have done this in many ways ranging from providing funding advice and signposting, disseminating key information, managing projects and facilitating training, workshops and networks.

During the year we promoted and reported on our work widely to many organisations including: Rushmoor Senior Citizens' Forum, Princes Mead Shopping Centre, Farnborough Sixth Form College, Farnborough College of Technology, events hosted by Farnham Clinical Commissioning Group (CCG) and other voluntary organisations.

We continue to participate in local and county-wide networks and partnerships including:

- Rushmoor Strategic Partnership (RSP) (Gold, Silver and Bronze groups)
- Rushmoor Health and Wellbeing Partnership
- Community Cohesion projects in areas of deprivation
- Mayfield Community Partnership (Support and events)
- Rushmoor Youth Forum
- Membership of the Local Children's Partnership (LCP)
- Membership of the Corporate Recession Group
- Development of Prospect Estate Big Local (PEBL)
- Hampshire CVS and Volunteer Centre Network and 'Cluster' with Basingstoke and Hart Voluntary Action

**Voluntary Sector Forum** – Our forum continues to be popular and well attended. At the forum local organisations receive information and presentations from both voluntary and statutory agencies. Another important aspect is that groups are able to network and exchange information on their work. During the year 96 different organisations attended our Forums, covering:

- |                                  |   |
|----------------------------------|---|
| - Disabled Go                    | - Limbicare                                   |
| - Farnborough Sixth Form College | - Branches Mental Health Support Group        |
| - 'Pensionwise' (CAB)            | - North Lane Green Steps Walking Group        |
| - HCC/Public Health              | - NE Hampshire CVS' Cluster working           |
| - Frimhurst Family Home          | - Creating Futures (formerly The Gaming Zone) |
| - Future development – Wellesley | - NVQ Training from First Wessex Housing      |
| - Aldershot Garrison             | - Farnborough Lawn Tennis Club                |
| - NE Hampshire 'Vanguard'        | - Mustard Seed Autism Support Group           |
| - Rushmoor Employment & Skills   |   |

**Other Forums and Networks related to the North East Hampshire Cluster of CVS'** - As part of our work with Basingstoke and Hart Voluntary Action, three forums were facilitated. Organisations from across north Hampshire met to share information, participate in consultations related to the role of trustees, challenges facing funding and delivery of family and youth services and volunteer management. These forums involved over 100 representatives from across north Hampshire.

**RVS Membership** – Following a comprehensive update of our membership during the year our membership stands at 379 organisations. The reduction on last year takes account of organisations that have closed down or are no longer active. We continue to offer local leadership to our members on key issues and events affecting the voluntary sector.

## Report of the Trustees for the year ended 31<sup>st</sup> March 2016 (Continued) Chief Executive's Statement

**Group Support and Community Development** - Our Development Officer provides information and support to our members and works in the community with voluntary organisations, projects and stakeholders. This work includes: setting up new groups, providing funding advice, creating new partnership opportunities and linking projects with new resources. During the year presentations were given to new organisations that became members including, Lungs Aloud and Breath Easy. Other strategic work includes: Mayfield Community Partnership, Rushmoor Local Children's Partnership (LCP), PEBL Big Local, the Clinical Commissioning Group (CCG) and Patient and Public Engagement Group.

**Networking** - Our Voluntary Sector Forum continues to be well supported. The forum offers opportunities to receive information and facilitates positive networking. During the year, representatives from 96 organisations attended the forum.

**Training** - 305 individuals from 80 organisations attended our training courses. Courses delivered include: Accredited First Aid, Accredited Food Hygiene, Adult Safeguarding, Volunteer Management and Trustees & Governance. This total includes 75 people who achieved the HCC MiDAS minibus standard.

**North East Hampshire cluster of CVS'** - We have completed a year of work with Basingstoke Voluntary and Hart Voluntary Action as a 'cluster' to deliver some services to the voluntary sector and volunteers. A good relationship, at all levels has been established between the organisations and we have targeted work around priorities agreed with Hampshire County Council.

**Volunteer Centre** - During the year 202 new volunteers were placed with local organisations. In July 2015 our Recognition event celebrated the work of Trustees with member organisations. We have supported the Hampshire County Council initiative to recruit volunteers to support the work of Children's Services and volunteer drivers in the community.

**North East Hampshire and Farnham Clinical Commissioning Group (CCG)** - We Are delighted to be supporting two new projects in our area. We will host the Vanguard 'Community Ambassadors' project for one year from May 2016 and are part of a local consortium delivering the 'Social Prescribing' project.

**Broadhurst Community Access Project** - supports local people and provides essential support on life skills and other issues. We manage this project for Broadhurst Welcome Home Community Ltd.

**'Blooming Marvellous'** - This project provides an opportunity for people with or recovering from mental illness to participate in volunteering on our allotment in Aldershot and other community gardening activities. An important part of our project is to provide a gardening service to older and disabled residents. We are delighted that the project will be displaying a garden at Hampton Court Palace Flower Show in the summer of 2016. We are grateful for a grant of £4,000.00 received from Hampshire County Council.

We are delighted that Broadhurst Welcome Home Community Ltd has confirmed three-year funding for The Community Access Project and 'Blooming Marvellous' from July 2015.

## Report of the Trustees for the year ended 31<sup>st</sup> March 2016 (Continued) Chief Executive's Statement

**RVS Home Help** - provides a light housework and shopping service to older and frail people. Clients are referred, with users being charged for the service. We are proud to be helping people to remain in their own homes for as long as possible. The service is currently provided to 283 clients. A Contract with Hampshire County Council '*Supporting People*' to support clients receiving benefits ended on 31<sup>st</sup> March 2015. We have worked with affected clients to continue to provide a service to them.

**Passenger Transport** - We operate Rushmoor Dial-a-Ride and Fleet Link transport for people with mobility problems in Rushmoor and Hart. Both services are operated under contract with Hampshire County Council and are for people unable to use or without access to public transport. Trips to places of interest, garden centres and shopping centres are also provided.

Our **Community Transport** Scheme allows our members to hire buses at low cost. This work is supported by volunteer drivers who are all fully MiDAS (Minibus Driver Awareness) trained. With a separate grant from Rushmoor Borough Council, we operate a minibus providing transport to older people to and from lunch clubs in Aldershot and Farnborough. In June 2015 we added two updated vehicles to our fleet. This enabled us to return two HCC owned vehicles.

**Small Grants from our Charity Funds** - We allocated small grants from our three managed funds and general charity fund. Seven grants were made from the Army Catering Corps in Rushmoor and Mrs Phillips Funds managed by the charity. 24 small grants were made from the General Charity Fund for clients of Rushmoor CAB. All of these grants benefited local people and organisations.

All of the services outlined here help to support the community, tackle the social isolation experienced by many in our society and we consider them to be valuable community services.

Our Strategic Plan for the next three years will be reviewed in late 2016. The organisation has a clear direction with priorities and objectives set to face future challenges and to continue to provide excellent value to our funders.

I would like to formally acknowledge our staff team, Trustees and volunteers for the dedication and support they have given during the last year. Our focus is to provide services and support to organisations and people in Rushmoor in order to improve quality of life and sustain the sector for the future.

**Greg Alexander, Chief Executive**

## **Report of the Trustees for the Year ended 31<sup>st</sup> March 2016 (Continued)**

The Trustees, who are also the Directors of the Charity for the purposes of the Companies Act, are pleased to present their report together with financial statements for the year ended 31<sup>st</sup> March 2016.

### **Public Benefit**

We have referred to the guidance of the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The financial statements comply with current statutory requirements, the governing document and the Statement of Recommended Practice – Accounting and Reporting by Charities 2015.

**Company Status** - The Charity's full name is Rushmoor Voluntary Services.

Rushmoor Voluntary Services ("the charity"), a company limited by guarantee, is registered in England & Wales (No. 03238444) and operates from its registered office at The Community Centre, Meudon Avenue, Farnborough, GU14 7LE. It is established for charitable purposes, by a Memorandum of Association dated 16<sup>th</sup> August 1996 and registered as a Charity (No. 1059794) by the Charity Commissioners. Under Section 60 of the Companies Act 2006, the Charity has been exempted from having to use the word 'Limited' in its name. The Charity is also recognised by HM Revenue & Customs as a charity for tax purposes. This means that we are able to take advantage of charitable tax relief on donations from individuals and from companies.

**Objects** - The Charity's Objects are:

- (1) To promote any charitable purposes for the benefit of the community in the area of the administrative authorities comprising the historic county of Hampshire (including Portsmouth and Southampton) and in particular the local government district and Borough of Rushmoor and, if the directors of the Charity (hereinafter called "the Trustees") shall so decide, in any of the administrative authorities immediately adjoining, whether in Hampshire or Surrey (hereinafter together called the "the area of benefit") and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness.
- (2) To promote and organise co-operation in the achievement of the above purposes and to that end to bring together representatives of the voluntary organisations operating within the local government district and Borough of Rushmoor and relevant statutory authorities engaged in the furtherance of the above purposes.
- (3) To be so constituted and administered 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.



## **Report of the Trustees for the Year ended 31<sup>st</sup> March 2016 (Continued)**

### **Mission**

Rushmoor Voluntary Services exists to improve the quality of life in the Borough of Rushmoor by supporting voluntary action and working to bring all sectors of the community in Rushmoor together.

### **Principal Activities**

The principal activities remain those of a council of voluntary service (CVS) centred on the Borough of Rushmoor. These activities are detailed in the report by the Chief Executive.

### **Service Agreements & Contracts**

The following agreements which provide funds for our core and transport activities existed during the course of the year or are being negotiated.

<b>Core CVS functions:</b>	Rushmoor Borough Council & Hampshire County Council
<b>Dial-A-Ride:</b>	Hampshire County Council
<b>Fleet Link:</b>	Hampshire County Council

### **Organisation**

The Governance structure is made up of a Board of Trustees of up to 12 members and the following sub-committees: Remuneration Committee, Pensions Committee, Mrs Phillips Will Fund Committee and Army Catering Corps in Rushmoor Committee. The sub-committees are based on delegated decision making powers handed down by the main Board. Mr Greg Alexander has been appointed as Chief Executive by the Trustees to manage the day-to-day operations of the Charity. Board members are drawn from the local community and have a variety of skills and experience including; Accounting and Finance, Education, Disability and Social Welfare. The Chief Executive is not a Director but a permanent non-voting member of the Board. The Board currently meets every two months. Cllr K Muschamp is nominated to the Board by Rushmoor Borough Council but is not a Trustee of the Charity.

### **Election of Trustees**

The Trustees are elected by the members of the Charity in accordance with the Articles of Association. Rushmoor Borough Council is entitled to nominate a representative. All new Trustees are given an induction training which includes learning about the background, ethos and day to day activities of the Charity as well as outlining their responsibilities.

### **Investment Powers and Policy**

Under the Memorandum and Articles of Association, the Charity has the power to make any investment which the Trustees see fit. The current policy is to invest core funds in deposit accounts of varying maturities with several different banks. The majority of the Mrs Phillips and Army Catering Corps funds are invested in common investment funds.

### **Financial**

In the opinion of the Trustees the resources of the Charity are sufficient for it to continue to operate. Their policy regarding reserves is set out in the note to the accounts.

The Charity makes funding applications on behalf of member and other local voluntary organisations. These funds are distributed when received. In addition, the Charity will make one-off grants to help individuals on application from other organisations based in Rushmoor such as the Citizens' Advice Bureau. We do not accept direct applications from individuals.

## **Report of the Trustees for the Year ended 31<sup>st</sup> March 2016 (Continued)**

The Charity's principal sources of funds are local authority contracts and grants from various bodies, including local authorities. The Charity also generates a considerable amount of income from its Home Help and Community Bus activities.

For the year ended 31<sup>st</sup> March 2016, the Charity recorded a surplus of £156, after unrealised losses on investments of £1,103. This compares to a surplus of £34,967 after investment gains of £2,103 in the previous financial year. All the investment gains and losses relate to Restricted Funds.

During the year the Charity received a grant of £6,176 towards the purchase of replacement minibuses for two buses owned by HCC that were incurring particularly high service and repair costs. This grant is being amortised over the life of the buses and £927 was credited to Restricted income during the year. The remaining £5,249 is shown as a creditor. After accounting for the receipt and expenditure of this grant and the loss on investments, there was a net reduction of £1,560 in Restricted Reserves to £32,468.

The operational surplus relating to Unrestricted Funds was £789. This surplus arose mainly on transport operations. Home Help suffered from the termination of the Supporting People contract with HCC at 31<sup>st</sup> March 2015 and while there was a significant increase in direct sales, this was not sufficient to offset the loss of this contract. Governance costs in the previous year included the cost of introducing auto-enrolment pensions in line with Government legislation so the costs in 2016 were lower.

The financial position of the Charity remains healthy with total reserves of £426,931, including Restricted reserves of £32,468. Net current assets total £348,006.

### **Risk Management**

As required by the Charity Commission, the Trustees regularly undertake reviews of the significant risks to ensure the appropriate mitigation policies exist. A formal Risk Management document is approved by and reviewed annually by the Board.

The key risk to the charity has been identified as the inability to sustain or replace current grant funding from local authorities. In the unlikely event that funding will not be forthcoming in the future designated reserves have been set aside to allow the Charity to continue for a limited period to enable it to find additional funding and to provide for staff redundancy costs. A number of lower priority risks have been identified and procedures have been implemented which minimise all identified risks. The Trustees also keep under review the prospect of having to relocate to short term accommodation in the event of evacuation of their premises due to fire or any other unforeseen disaster.

### **Investment Performance**

Investments to the value of £999 were sold from the Mrs Phillips fund. Unrealised investment losses totalled £1,103.

### **Reserves**

The Trustees hold at least one meeting each year at which the Reserves of the Charity are reviewed. Restricted reserves represent balances of contracts or grants received for specific purposes. Designated Reserves are amounts that have been set aside by the Trustees from the General Reserves of the Charity to fund specific projects.

## **Report of the Trustees for the Year ended 31<sup>st</sup> March 2016 (Continued)**

Despite the repayment of the unspent Community Access grant received in the previous year, there was a further underspend in the current year so that this reserve increased to £5,156. The reserve for Siblings Group (Hampshire Families) was fully spent in the year. Grants paid from the Mrs Phillips and Army Catering Corps funds exceeded investment income and the unrealised investment losses added to the reduction in these reserves.

The Trustees decided to make the following changes to Designated Reserves. Bus Replacement reserve was reduced by £31,450 because of the purchase of replacement buses but the Bus Depreciation reserve was increased by £32,380 so that this reserve matches the net book value of the buses. The Volunteer Centre reserve and the Gardening reserve were reset to the amounts that these projects' expenditures will not be covered by outside funding in 2015/16. Other Designated Reserves were left unchanged.

General reserves reduced by £964 to £183,033 which covers expected expenditure in 2016/17 for 3½ months. The Trustees consider that this is necessary in view of continued expected reductions in local authority funding.

### **Future Plans**

The 3-year plan envisages no changes in the company's activities.

### **Performance and Review**

Key performance information of the activities of the charity are reported to the Chief Executive on a monthly basis and reported to the Chairman and Trustees. As outlined in the Chief Executive's Report the Charity has performed very well and has met targets, in line with expectations, set in key activities including:

- membership of the Charity
- training provided to voluntary groups and volunteers
- volunteers recruited and placed in local volunteering
- gardening project activities
- Home Help clients supported
- transport contract obligations fulfilled

### **Statement of the Board of Trustees' Responsibilities**

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources, and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed: subject to any material departure disclosed and explained in the financial statements;
- Prepare financial statements on a going-concern basis unless it is appropriate to presume the Charity will not continue to operate.

## **Report of the Trustees for the Year ended 31st March 2016 (Continued)**

In addition to complying with companies' legislation, the Trustees are also required to have regard to the Statement of Recommended Practice. Accounting and Reporting by Charities (Revised 2015) (the SORP), published by the Charity Commissioners for England and Wales and are required to follow that statement insofar as compliance does not contradict any requirement of the Companies Act 2006.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the SORP and the Companies Act 2006. They have a general responsibility for taking reasonable steps to safeguard the assets of the Charity and to prevent and detect fraud and other irregularities. The Trustees are also responsible for ensuring that the assets are properly applied in accordance with Charity Law.


In so far as the Trustees are aware:

- There is no relevant audit information of which the Charity's auditors are unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

### **By Order of the Board**

The Trustees, who are also the Directors of the Charity for the purposes of the Companies Act, are pleased to present their report together with financial statements for the year ended 31<sup>st</sup> March 2016. The report and accounts were approved by the Board and signed on its behalf by the Chairman on 30<sup>th</sup> August 2016.

A handwritten signature in black ink, appearing to be 'H. Jones', written over a horizontal line.

## **Independent Auditor's Report for the Year ended 31<sup>st</sup> March 2016**

We have audited the financial statements of Rushmoor Voluntary Services for the year ended 31 March 2016 set out on pages 15 to 24. The financial reporting framework that has been applied in their preparation is applicable law and Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to smaller entities).

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 auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the 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 auditors**

As explained more fully in the Statement of the Board of Trustees' Responsibilities set out on page 11, the trustees, (who are also the directors of Rushmoor Voluntary Services for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

### **Scope of the audit of the accounts**

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

### **Opinion on accounts**

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 2016 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.

### Independent Auditor's Report (Continued)

#### Opinion on other matter prescribed by the Companies Act 2006

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

#### 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; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies exemption in preparing the trustees' report

.....  
  
Roslyn McFarlane (Senior Statutory Auditor)  
for and on behalf of Haines Watts Farnborough LLP  
Chartered Accountants  
Statutory Auditor

31 AUGUST 2016

30 Camp Road  
Farnborough  
Hampshire  
GU14 6EW

**RUSHMOOR VOLUNTARY SERVICES**  
**Year ending 31<sup>st</sup> March 2016**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED MARCH 2016**  
**(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

	Note	Restricted	Unrestricted	Total Funds 2016	Total Funds 2015
INCOME FROM:		£	£	£	£
Donations Gifts and Legacies	2	-	1,077	1,077	1,186
Charitable activities	2	202,361	354,828	557,189	592,433
Investments	2 & 8	966	2,595	3,561	5,674
<b>Total</b>	<b>2</b>	<b>203,327</b>	<b>358,500</b>	<b>561,827</b>	<b>599,293</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	3	202,857	357,711	560,568	566,429
<b>Total</b>	<b>3</b>	<b>202,857</b>	<b>357,711</b>	<b>560,568</b>	<b>566,429</b>
<b>NET INCOME/EXPENDITURE</b>		<b>470</b>	<b>789</b>	<b>1,259</b>	<b>32,864</b>
Transfers between Funds		(927)	927	-	-
<b>Other recognised gains/(losses)</b>					
Gains/(losses) on investments	8	(1,103)	-	(1,103)	2,103
<b>NET MOVEMENT ON FUNDS</b>		<b>(1,560)</b>	<b>1,716</b>	<b>156</b>	<b>34,967</b>
<b>RECONCILIATION OF FUNDS</b>					
Total Funds brought forward		34,028	392,747	426,775	391,808
<b>TOTAL FUNDS at 31<sup>st</sup> March 2016</b>	<b>10</b>	<b>32,468</b>	<b>394,463</b>	<b>426,931</b>	<b>426,775</b>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 17 to 24 form part of these financial statements.

**RUSHMOOR VOLUNTARY SERVICES**  
**Year ending 31<sup>st</sup> March 2016**

**BALANCE SHEET AS AT 31<sup>st</sup> MARCH 2016**

<b>FIXED ASSETS</b>	Note	2016	2015
		£	£
Tangible Fixed Assets	7	52,193	12,785
Investments	8	26,732	28,834
<b>Total Fixed Assets</b>		<b>78,925</b>	<b>41,619</b>
<b>CURRENT ASSETS</b>			
Debtors	9	28,280	24,172
Cash at Bank and in hand		359,227	390,618
<b>Total Current Assets</b>		<b>387,507</b>	<b>414,790</b>
<b>CREDITORS: amounts falling due within one year:</b>	10	39,501	29,634
<b>NET CURRENT ASSETS</b>		<b>348,006</b>	<b>385,156</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>426,931</b>	<b>426,775</b>
<b>THE FUNDS OF THE CHARITY</b>			
<b>Restricted Funds</b>	11	32,468	34,028
<b>Unrestricted Funds</b>			
Designated Reserves	11	211,430	208,750
Other Reserves	11	183,033	183,997
<b>TOTAL FUNDS at 31<sup>st</sup> March 2016</b>		<b>426,931</b>	<b>426,775</b>

The notes on pages 17 to 24 form part of these financial statements.

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for smaller Entities (effective January 2015) and the Charities Statement of Recommended Practice (SORP 2015)

The financial statements were approved by the Board on 30<sup>th</sup> August 2016 and signed on its behalf by:

  
 \_\_\_\_\_ W Card, Chairman

Company Registration Number 03238444

Registered Charity Number 1059794



**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016**

**1. ACCOUNTING POLICIES**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's financial statements.

**Basis of Preparation**

The financial statements have been prepared under the historical cost convention, with the exception of the investments which are included at market value, and in accordance with applicable UK accounting standards, and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in 2015 and the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective January 2015).

**Fund Accounting**

General Funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity, and which have not been designated for any other purposes.

Designated Funds (see note 11) comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted Funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

**Incoming Resources**

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement for this purpose is the earlier of the Charity being notified of an impending distribution or the legacy being received.

Cash donations are recognised on receipt. Donations in Kind are recognised on receipt and valued at estimated market value.

Contract income is recognised in the period to which it relates. Grants received are recognised on receipt.

**Resources Expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category, on a project by project basis. Where costs cannot be directly attributed to particular projects, they have been allocated to activities on a basis consistent with use of the resources.

As the Charity is not registered for Value Added Tax (VAT), the irrecoverable amount is included with the relevant cost of the items purchased.

Governance costs include all items of expenditure relating to the running of the Charity. They comprise filing and registration fees, audit fees, and costs of preparing the annual accounts and holding the Annual General Meeting.

**Depreciation**

Depreciation has been provided at the following rates:

Computer hardware and software	33.33% per annum straight line
Office Equipment	20.00% per annum straight line
Motor Vehicles	20.00% per annum straight line

**RUSHMOOR VOLUNTARY SERVICES**  
**Year ending 31<sup>st</sup> March 2016**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016 (Continued)**

**Fixed Assets**

Fixed Assets are included in the balance sheet at their purchase cost less provision for depreciation as calculated above. All fixed assets other than those costing less than £250 are capitalised. Assets costing less than £250 have been written off on purchase.

**Investments**

Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net unrealised gain or loss arising on revaluation.

**Pensions**

All employees are eligible to join the Charity's Pension Scheme, which is a money purchase defined contribution scheme complying with The Pensions Act 1995. Contributions to this scheme are charged to the Statement of Financial Activities as they are incurred.

**Operating Leases**

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period in which the cost is incurred.

**RUSHMOOR VOLUNTARY SERVICES**  
**Year ending 31<sup>st</sup> March 2016**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016 (Continued)**

**2. INCOME**

	Restricted	Unrestricted	Total	Total
			Funds	Funds
			2016	2015
	£	£	£	£
<b>Donations, Gifts and Legacies</b>				
General Donations	-	1,077	1,077	1,186
<b>Total</b>	-	<b>1,077</b>	<b>1,077</b>	<b>1,186</b>
<b>Income from Charitable Activities</b>				
<b>Grants</b>				
Rushmoor Borough Council	13,670	73,400	87,070	89,630
Hampshire County Council	16,513	30,236	46,749	47,687
Broadhurst Welcome Home Community	73,795	-	73,795	65,761
The Worshipful Company of Gardeners	-	-	-	500
First Wessex	-	-	-	(750)
<b>Local Authority Contracts</b>				
Hants CC Supporting People	-	-	-	88,826
Hants CC Transport Services	98,383	-	98,383	99,022
<b>Minibus Income</b>	-	<b>65,916</b>	<b>65,916</b>	<b>65,539</b>
<b>Office &amp; Training Services</b>	-	<b>8,149</b>	<b>8,149</b>	<b>9,394</b>
<b>RVS Home Help</b>	-	<b>177,127</b>	<b>177,127</b>	<b>126,475</b>
<b>Other</b>	-	-	-	349
<b>Total Income from Charitable Activities</b>	<b>202,361</b>	<b>354,828</b>	<b>557,189</b>	<b>592,433</b>
<b>Investment Income &amp; Interest</b>				
Investment Income	958	-	958	1,040
Bank & Deposit Interest	8	2,595	2,603	4,634
<b>Total Investment Income &amp; Interest</b>	<b>966</b>	<b>2,595</b>	<b>3,561</b>	<b>5,674</b>
<b>TOTAL INCOME</b>	<b>203,327</b>	<b>358,500</b>	<b>561,827</b>	<b>599,293</b>
<b>INCOME BY ACTIVITY</b>				
Core Activities	-	114,105	114,105	117,056
Volunteer Centre	12,586	-	12,586	12,006
Home Help	-	177,144	177,144	215,301
Transport	112,980	65,916	178,896	183,040
Community Access	54,045	-	54,045	50,761
Gardening	22,750	1,335	24,085	20,080
Charity Funds	966	-	966	1,049
<b>TOTAL INCOME</b>	<b>203,327</b>	<b>358,500</b>	<b>561,827</b>	<b>599,293</b>

**RUSHMOOR VOLUNTARY SERVICES**  
**Year ending 31<sup>st</sup> March 2016**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016 (Continued)**

**3. EXPENDITURE**

	Restricted	Unrestricted	Total	Total
			Funds	Funds
			2016	2015
Expenditure on Charitable Activities	£	£	£	£
Core CVS functions	341	115,901	116,242	108,749
Governance costs	-	6,180	6,180	11,299
Volunteer Centre	12,586	5,111	17,697	16,668
Home Help	-	190,379	190,379	206,360
Transport	112,053	52,452	164,505	155,329
Community Access	51,792	-	51,792	52,217
Gardening	22,750	7,487	30,237	26,598
Charity Funds	3,335	332	3,667	3,562
Management Charges	-	(20,131)	(20,131)	(14,353)
<b>Total Expenditure on Charitable Activities</b>	<b>202,857</b>	<b>357,711</b>	<b>560,568</b>	<b>566,429</b>
<b>These figures include support costs, governance costs, and management charges. These have been allocated to charitable activities as follows:</b>				
Core CVS Functions	-	13,723	13,723	15,535
Volunteer Centre	-	3,756	3,756	3,828
Home Help	-	9,324	9,324	8,940
Transport	9,964	11,796	21,760	19,129
Community Access	3,871	-	3,871	2,640
Gardening	-	5,316	5,316	2,724
Charity Funds	-	-	-	-
<b>Total</b>	<b>13,835</b>	<b>43,915</b>	<b>57,750</b>	<b>52,796</b>
Comprising: Management charges			20,131	14,353
Support Costs			31,439	27,144
Governance			6,180	11,299
<b>Total</b>			<b>57,750</b>	<b>52,796</b>

**Support costs comprise:**

	2016	2015
	£	£
Support staff	382	424
Rent and utilities	11,657	11,379
General office costs	14,498	12,891
Repairs and maintenance	2,275	2,211
Depreciation	2,400	86
Miscellaneous	227	153
	<b>31,439</b>	<b>27,144</b>

Management charges have been made in line with grant or contract terms. Support costs have been apportioned to each activity in proportion to their estimated usage of each element of cost.

Expenditure on core functions includes grants of £341 (2015: £ nil). Expenditure from Charity Funds includes grants of £3,667 (2015: £3,562).

No support costs were allocated to grant making activities.

**RUSHMOOR VOLUNTARY SERVICES**  
**Year ending 31<sup>st</sup> March 2016**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016 (Continued)**

**4. NET INCOME/EXPENDITURE**

Net Income/Expenditure is stated after charging or (crediting):

	2016	2015
	£	£
Auditor's remuneration		
- for audit services	6,040	6,300
- for other services	2,966	2,774
Depreciation of assets	16,820	7,486
Profit on sale of fixed assets	-	-
Operating lease rentals	11,294	12,235
Grants paid	4,007	3,562

**5. ANALYSIS OF GRANTS PAID**

	2016	2015
<b>Grants paid to individuals</b>	548	377
<b>Grants paid to Organisations:</b>		
Cherrywood RESZ	1,000	
Vine Centre	1,000	1,000
The Clearstone Trust	687	
Parity for Disability	500	-
Siblings Group/Mustard Seed Autism	341	405
Step by Step	280	
KC21		500
Park Church		300
Normandy Veterans Association (Aldershot Branch)		250
The Gaming Zone		300
Other to various organisations	(349)	430
<b>Total</b>	<b>4,007</b>	<b>3,562</b>

Of the total grants paid, £3,667 (2015: £3,562) was paid from our Charity funds and the balance from our core development activity.

**6. STAFF NUMBERS AND COSTS**

The average number of persons employed by the Charity during the year was 3 full time (2015: 3) and 53 part time (2015:58), employed as follows:

	2016	2015
Core Activities	3	3
Volunteer Centre	1	1
Home Help	39	45
Transport	9	8
Community Access	2	2
Gardening	2	2
	<b>56</b>	<b>61</b>
The aggregate payroll costs of these persons were as follows:		
	£	£
Wages and Salaries	409,169	413,169
Social Security costs	14,369	14,139
Pension contributions and Life Assurance	9,025	8,678
	<b>432,563</b>	<b>435,986</b>

No employee receives an annual salary including benefits of more than £60,000 per year. In addition to paid staff, RVS also has a number of volunteers. The Directors are defined as the Board of Trustees. No emoluments or expenses were paid to members of the Board.

**RUSHMOOR VOLUNTARY SERVICES**  
**Year ending 31<sup>st</sup> March 2016**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016 (Continued)**

**7. TANGIBLE FIXED ASSETS**

	Office Equipment	Computers	Motor Vehicles	TOTAL
	£	£	£	£
<b>Cost</b>				
Cost at 1 April 2015	6,568	15,998	96,088	118,654
Additions	-	9,428	46,800	56,228
Disposals	-	(13,960)	-	(13,960)
<b>Cost at 31 March 2016</b>	<b>6,568</b>	<b>11,466</b>	<b>142,888</b>	<b>160,922</b>
<b>Depreciation</b>				
At 1 April 2015	6,568	15,013	84,288	105,869
Recovered on Disposal	-	(13,960)	-	(13,960)
Charge for year	-	2,400	14,420	16,820
<b>At 31 March 2016</b>	<b>6,568</b>	<b>3,453</b>	<b>98,708</b>	<b>108,729</b>
<b>Net Book Value</b>				
At 31 March 2015	-	985	11,800	12,785
At 31 March 2016	-	8,013	44,180	52,193

**8. INVESTMENTS**

Investments held by the Charity relate to the Phillips Legacy and the former Army Catering Corps Trust. With the authority of the Trustees, investments can be wider or narrower range investments within the meaning of Section 3 of the Trustee Act 2000. Current investments are as follows:

	At cost	Market Value 2016	Market Value 2015
	£	£	£
<b>UK Listed Investments</b>			
<b>Mrs Phillips Trust Fund</b>			
2091.196 dis. Units Charishare common investment	8,588	10,747	11,158
570.53 units COIF charities deposit fund	5,193	6,921	8,223
<b>Army Catering Corps Trust</b>			
747.17 units COIF charities deposit fund	7,978	9,064	9,453
	<b>21,759</b>	<b>26,732</b>	<b>28,834</b>
Value at start of year	22,481	28,834	28,731
Disposals	(722)	(999)	(2,000)
Increase/(decrease) in value	-	(1,103)	2,103
<b>Value at end of year</b>	<b>21,759</b>	<b>26,732</b>	<b>28,834</b>
<b>Breakdown of Investment Income</b>		<b>2016</b>	<b>2015</b>
		£	£
Bank interest receivable		2,603	4,634
Income from UK Listed Investments		958	1,040
<b>Total</b>		<b>3,561</b>	<b>5,674</b>

**9. DEBTORS**

	2016	2015
	£	£
Trade Debtors	19,283	15,240
Prepayments	8,997	8,932
<b>Total</b>	<b>28,280</b>	<b>24,172</b>

**RUSHMOOR VOLUNTARY SERVICES**  
**Year ending 31<sup>st</sup> March 2016**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016 (Continued)**

**10. CREDITORS**

	2016	2015
	£	£
Accruals	32,617	20,400
Repayment of grants and contract sums	5,249	6,176
Sundry Creditors	1,635	3,058
	<b>39,501</b>	<b>29,634</b>

Hampshire County Council has given a grant of £6,176 towards the purchase of two replacement minibuses. This grant is being spread over the 5 year useful life of the buses and the net amount not yet transferred to income is shown as a liability. £927 has been included in restricted income from charitable activities in 2015/16.

11. RESERVES	1 April	Movement in the year				31 March
	2015	Income	Spend	Losses	Transfers	2016
Restricted Reserves	£				£	£
Mrs Phillips` Legacy	20,366	609	(2,217)	(714)	-	18,044
Army Catering Corps grant	10,418	357	(1,118)	(389)	-	9,268
Community Access	2,903	54,045	(51,792)	-	-	5,156
Siblings Group	341	-	(341)	-	-	-
Other	-	148,316	(147,389)	-	(927)	-
<b>Total Restricted Reserves</b>	<b>34,028</b>	<b>203,327</b>	<b>(202,857)</b>	<b>(1,103)</b>	<b>(927)</b>	<b>32,468</b>
<b>Unrestricted Reserves</b>						
<b>Designated Reserves</b>						
Bus replacement	89,200	-	-	-	(31,450)	57,750
Bus depreciation	11,800	-	-	-	32,380	44,180
Charity Fund	1,000	-	-	-	-	1,000
Grants for Carers	1,250	-	(200)	-	(50)	1,000
Employment contingency	70,000	-	-	-	-	70,000
Volunteer Centre Expenses	6,000	-	(5,112)	-	5,612	6,500
Gardening Project	3,000	-	(3,000)	-	4,500	4,500
Grants	6,500	-	-	-	-	6,500
Contingency Reserve	20,000	-	-	-	-	20,000
<b>Total Designated Reserves</b>	<b>208,750</b>	<b>-</b>	<b>(8,312)</b>	<b>-</b>	<b>10,992</b>	<b>211,430</b>
General Reserves	183,997	358,500	(349,399)	-	(10,065)	183,033
<b>Total Unrestricted Reserves</b>	<b>392,747</b>	<b>358,500</b>	<b>(357,711)</b>	<b>-</b>	<b>927</b>	<b>394,463</b>
<b>TOTAL FUNDS</b>	<b>426,775</b>	<b>561,827</b>	<b>(560,568)</b>	<b>(1,103)</b>	<b>-</b>	<b>426,931</b>

The restricted reserves are the balances on funds that arise from grants given for specific projects which are ongoing.

Designated Reserves are amounts that have been set aside by the Trustees from the General Reserves of the Charity to fund specific projects or activities. The Charity Fund can make donations to help individuals and the Trustees will from time to time increase this reserve from the general reserves of the Charity. The bus replacement reserve is being built up to replace buses that have reached the end of their useful lives. Volunteer Centre and Gardening project reserves are to cover shortfalls in funding in the coming year. Employment contingency and general contingency reserves are to cover costs arising in the event that the charity is forced to close.

**12. FUNDS HELD FOR DISTRIBUTION**

These amounts are included in the Charity's Statement of Financial Activities and Balance Sheet

**RUSHMOOR VOLUNTARY SERVICES**  
**Year ending 31<sup>st</sup> March 2016**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016 (Continued)**

**13. LEASES**

At 31<sup>st</sup> March 2016 the Charity had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	Other Assets	Land and Buildings	Other Assets
	2016	2016	2015	2015
<b>Maturity</b>				
Within one year	9,000	-	-	815
Within 2 to 5 years	-	1,334	9,000	1,334

**14. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Restricted Funds	Unrestricted Funds	Total Funds
	£	£	£
Fixed Assets	-	52,193	52,193
Investments	26,732	-	26,732
Net Current Assets/liabilities	5,736	342,270	348,006
	<b>32,468</b>	<b>394,463</b>	<b>426,931</b>

**15. CONTINGENT LIABILITIES**

Upon disposal of the buses purchased in 2015/16 RVS will be required to repay the proportion of the sale proceeds that the grant bore to the original purchase cost. The amount that would have needed to be repaid if, at the year end, the buses had been sold at book value is included in Sundry Creditors. There is a contingent liability for 13% of any amount that the sale proceeds of the buses exceeds book value.

**16. CONTROLLING PARTY**

There is no single controlling party.

**17. SOURCE OF MATERIAL INCOMING RESOURCES FROM GOVERNMENT AND OTHER PUBLIC BODIES**

		2016	2015
		£	£
<b>Local Authority Contracts</b>			
<b>Hampshire County Council</b>			
Dial a Ride	(Restricted Fund)	46,918	46,918
Hart and other Transport	(Restricted Fund)	51,466	41,680
Provision re Hart Transport released	(Unrestricted Funds)	-	10,424
Supporting People	(Restricted Fund)	-	88,826
<b>Local Authority Grants</b>			
<b>Rushmoor Borough Council</b>			
Main RVS Grant	(Unrestricted Fund)	73,400	71,960
Place Court and Age Concern	(Restricted Fund)	13,670	17,670
<b>Hampshire County Council</b>			
Main RVS Grant	(Unrestricted Fund)	30,236	31,333
Volunteer Centre	(Restricted Fund)	11,586	12,006
Gardening	(Restricted Fund)	4,000	4,000
Purchase of buses	(Restricted Fund)	927	-
Other	(Restricted Fund)	-	348