



Company Registration Number 03238444

Registered Charity Number 1059794

RUSHMOOR VOLUNTARY SERVICES

ANNUAL REPORT 2016 – 2017

Year ending 31st March 2017

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Report of the Trustees for the year ended 31st March 2017

Trustees, Executive Management and Advisers

Registered Office
The Community Centre
Meudon Avenue
Farnborough
GU14 7LE

Tel: 01252 540162
E-mail: info@rvs.org.uk
Website: 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 th May 2016)

Nominated by Rushmoor Borough Council

Cllr B Hurst (from 24th 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 31st March 2017

The Board of Trustees is pleased to present the report for the last 12 months to March 2017, indicating another successful year for Rushmoor Voluntary Services. A surplus has been achieved despite the difficult economic position. Our membership continues to thrive, our Volunteer Forums well attended emphasising the important role that Rushmoor Voluntary Services carries out within the Rushmoor community.

We continue to work with Basingstoke Voluntary Action and Hart Voluntary Action, as part of the Northern Cluster, on delivering contracted services agreed with Hampshire County Council. Again we 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 and meets agreed performance targets. 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. Cllr. Barbara Hurst was nominated to the Board as a representative of Rushmoor Borough Council in May 2016.

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:

- Complaints
- Equality & Diversity
- Health & Safety (updated)

It is clear from announcements made that we face further cuts in the future. Despite this the Board has agreed to maintain services at the existing level, utilising reserves where appropriate.

William Card
Chairman

Chief Executive's Report for the year ended 31st March 2017

I am delighted to report that 2016/17 was very positive for the charity. Our staff team and volunteers have responded to new challenges delivering results that continue to support the community and meet the expectations of our funders.

We have spent more time and resources focussing on engaging with our members and ensuring our work meets the strategic objectives of our two principal funders, Rushmoor Borough Council and Hampshire County Council.

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, public events in Farnborough and Aldershot town centres, 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)
- 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) community project
- Hampshire CVS and Volunteer Centre Network and 'Cluster' initiatives with Basingstoke and Hart Voluntary Action
- Mayfield Community Partnership
- NE Hants and Farnham Clinical Commissioning Group (CCG)

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 57 different organisations attended our three Forums, covering:

- | | |
|---|-----------------------------|
| - 'We are the Ghurkas' (RHL) | - Talk Plus IAPT |
| - FAB Café | - Farnborough Samaritans |
| - Primary Care Strategy (NEH CCG) | - HCC Home Library Services |
| - Blooming Marvellous Gardening Project | - Rushmoor Borough Council |
| - Loneliness in our communities (RVS) | - Rushmoor Volunteer Centre |

RVS Membership – Our membership update continued throughout the year and our membership stands at 374 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.

Chief Executive's Report (Continued)

North East Hampshire cluster of CVS', other Forums and Networks – Our work with Basingstoke Voluntary and Hart Voluntary Action as a 'cluster' continues to strengthen and develop. Successes include implementing a single volunteering interface to support volunteer recruitment in north Hampshire and facilitating strategic network events including:

- Three Volunteer Managers Forums were held attended by 27 organisations
- A follow-up event for people working with children, young people and families where 42 organisations received an update on new working arrangements with HCC Children's Services and the work of other organisations. This event was a joint collaboration with Rushmoor Borough Council and Hart Voluntary Action

We have also continued to work closely with Hampshire County Council to target work at priorities agreed in their development plan.

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 and support were provided to: Grainger PLC on the new Wellesley development in Aldershot, W.I Flyers, Surrey Heath Veterans and Listening Project, Rushmoor ESOL Forum (English as a second language), numerous community 'clean ups', litter-picks and other key initiatives.

Training - 296 individuals from 84 organisations attended our training courses. Courses delivered include: Accredited First Aid, Volunteer Management, Mental Health Awareness and HCC Wellbeing Trigger Tool. The total includes 78 people who achieved the HCC MiDAS minibus standard.

North East Hampshire cluster of CVS' – Our work with Basingstoke Voluntary and Hart Voluntary Action as a 'cluster' continues to strengthen and develop. Successes include implementing a single volunteering interface to support volunteer recruitment in north Hampshire and several strategic events and forums described elsewhere in this report. We have also worked closely with Hampshire County Council to target work at priorities agreed in their development plan.

Volunteer Centre - During the year 213 new volunteers were placed by our Volunteer Centre to local organisations. This figure was achieved despite a fundamental change in our volunteer management software and website as part of our work with Hart and Basingstoke Volunteer Centres mentioned elsewhere in this report. In November 2016 our Recognition event celebrated the work of volunteers supporting a range of organisations in the borough.

North East Hampshire and Farnham Clinical Commissioning Group (CCG) - We have continued to host the Community Ambassadors projects for the CCG and are delighted that the project has been funded for a further year into 2017/18. We continue to support the Vanguard 'Making Connections' project providing signposting for people referred under the social prescribing project led by Hart Voluntary Action and other partners including Voluntary Action South West Surrey, Citizens Advice and Age UK.

Chief Executive's Report (Continued)

'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 was awarded a Silver Gilt medal for their display at Hampton Court Palace Flower Show in July 2016. We are grateful for Grants received for this project from Broadhurst Welcome Home Ltd, The Drapers Charity and Rushmoor Borough Council (Airport Community Environment Fund).

Broadhurst Community Access Project - supports local people and provides essential support on life skills and other issues. During the year 153 clients were referred to the project. This project is fully funded by Broadhurst Welcome Home Community Ltd.

RVS Home Help - provides a paid for, light housework and shopping service to older and frail people. We are proud to be helping people to remain in their own homes for as long as possible. The service is currently provided to 264 clients. Our referral criteria were reviewed during the year with our priority being to support frail and elderly people in Rushmoor.

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. These services are for people unable to use or without access to public transport.

Our **Community Transport Scheme** allows our members to hire our minibuses at low cost. This work is supported by volunteer drivers who are all fully MiDAS (Minibus Driver Awareness) trained. In February 2017 our current contract with HCC to support this service was extended for a further year. 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.

Small Grants from our Charity Funds - Three grants were made from the Army Catering Corps in Rushmoor and Mrs Phillips Funds. 26 small grants were made from the General Charity Fund for clients of Rushmoor CAB. All of these grants benefited local people and organisations.

Our Strategic Plan for the next three years will be reviewed in late 2017. The organisation has a clear direction with priorities and objectives set to face future challenges and to continue to work in partnership with Rushmoor Borough Council and Hampshire County Council to help meet demands and local priorities.

As further tribute to the strength of the local community, I am delighted to report that our annual survey of volunteering in Rushmoor showed that at least 3,663 people are volunteering in the borough. This equates to an economic contribution of £7.16 million, a fantastic local effort! Sixty two organisations responded to our annual survey – thank you!

I would like to formally acknowledge the tremendous effort made by our staff team, Trustees and volunteers for their hard work, dedication and support 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 31st March 2017

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 31st March 2017.

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 – FRS102.

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 16th 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.

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.

Report of the Trustees for the Year ended 31st March 2017 (Continued)

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.

Core CVS functions:	Rushmoor Borough Council & Hampshire County Council
Dial-A-Ride:	Hampshire County Council
Fleet Link:	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 B Hurst 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 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.

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.

Report of the Trustees for the Year ended 31st March 2017 (Continued)

For the year ended 31st March 2017, the Charity recorded a surplus of £40,187, after unrealised gains on investments of £4,270. This compares to a surplus of £156 after investment losses of £1,103 in the previous financial year. All the investment gains and losses relate to Restricted Funds.

The majority of the surplus in the year was due to grants received from The NHS Hampshire and Farnham CCG amounting to £42,881 to cover the work of a Community Ambassador for two years up to March 2018. During the year £15,657 was spent on this project and the balance of £27,224 has been carried forward as a restricted reserve. Other projects funded by restricted income were also in surplus by £7,078 and the investments supporting the Mrs Phillips and Army Catering Corps funds gained in value by £4,270 so that the total surplus on restricted funds was £38,572.

During 2015/16 the Charity received a grant towards the purchase of two minibuses. This grant has been treated as a creditor with a portion being released to income each year over the life of the buses. In 2016/17 £1,235 was included in restricted income.

The net increase in total restricted reserves was £37,337 to £69,805.

Unrestricted income exceeded expenditure by £1,615 and includes transport operations and Home Help. Although we receive restricted grant income for our Blooming Marvellous gardening project and the Volunteer Centre, these are not enough to cover the costs of these projects. The deficits have reduced the overall surplus from other activities.

The financial position of the Charity remains healthy with total reserves of £467,118, including Restricted reserves of £69,805. Net current assets total £402,841.

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 £2,001 were sold from the Mrs Phillips and Army Catering Corps funds. Unrealised investment gains totalled £4,270.

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

Report of the Trustees for the Year ended 31st March 2017 (Continued)

General Reserves of the Charity to fund specific projects. General Reserves are held to cover the possibility of future funding shortfalls and to allow the continuation of the charity's programmes during those periods of shortfall. Total reserves at the year end amounted to £467,118.

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 restricted reserve increased to £7,203. Grants paid from the Mrs Phillips and Army Catering Corps funds were below the sum of investment income and unrealised gains so these funds increased in value. A restricted grant for Gardening project (Blooming Marvellous) covers a period in the next financial year so £4,000 of this grant has been carried forward as a restricted reserve. The total of Restricted Reserves at the year end was £69,805.

The Trustees decided to make the following changes to Designated Reserves. Bus Replacement reserve was increased by £13,760 to match the reduction in the depreciation reserve in line with bus depreciation in the year. The bus depreciation 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 2017/18. Employment contingency reserve was increased by £4,000 to £74,000 which is the liability for redundancy costs at the year end. This is not likely to be spent in the short term. Other Designated Reserves were left unchanged. Total designated Reserves at the year end were £216,330.

General reserves reduced by £2,050 to £180,983 which covers expected expenditure in 2017/18 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

Report of the Trustees for the Year ended 31st March 2017 (Continued)

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.

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.

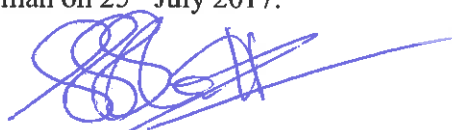
In so far as the Trustees are aware:

- 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 31st March 2017. The report and accounts were approved by the Board and signed on its behalf by the Vice-Chairman on 25th July 2017.



Independent Auditor's Report for the Year ended 31st March 2017

We have audited the financial statements of Rushmoor Voluntary Services for the year ended 31 March 2017 set out on pages 15 to 26. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102.

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 12, 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 2017 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

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

31/7/17

30 Camp Road
Farnborough
Hampshire
GU14 6EW

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2017

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED MARCH 2017
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

	Note	Restricted £	Unrestricted £	Total Funds 2017 £	Total Funds 2016 £
INCOME FROM:					
Donations Gifts and Legacies	2		1,005	1,005	1,077
Charitable activities	2	255,386	359,811	615,197	557,189
Investments	8	931	2,694	3,625	3,561
Other Trading activities					-
Total	2	256,317	363,510	619,827	561,827
EXPENDITURE ON:					
Raising funds		-	-	-	-
Charitable activities	3	222,015	361,895	583,910	560,568
Other		-	-	-	-
Total	3	222,015	361,895	583,910	560,568
NET INCOME/EXPENDITURE		34,302	1,615	35,917	1,259
Net gains/(losses) on investments	8	4,270	-	4,270	(1,103)
Transfers between Funds		(1,235)	1,235	-	-
Other recognised gains/(losses)		-	-	-	-
NET MOVEMENT ON FUNDS		37,337	2,850	40,187	156
RECONCILIATION OF FUNDS					
Total Funds brought forward		32,468	394,463	426,931	426,775
TOTAL FUNDS at 31st March 2017	11	69,805	397,313	467,118	426,931

There are no recognised gains and losses other than those shown in the Income and Expenditure account.

All of the above amounts relate to continuing activities.

The notes on pages 18 to 26 form part of these financial statements.

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2017

BALANCE SHEET AS AT 31st MARCH 2017

FIXED ASSETS		Note	2017	2016
			£	£
	Tangible Fixed Assets	7	35,276	52,193
	Investments	8	29,001	26,732
Total Fixed Assets			64,277	78,925
CURRENT ASSETS				
	Debtors	9	29,110	28,280
	Cash at Bank and in hand		409,509	359,227
Total Current Assets			438,619	387,507
CREDITORS: amounts falling due within one year:		10	35,778	39,501
NET CURRENT ASSETS			402,841	348,006
TOTAL ASSETS LESS CURRENT LIABILITIES			467,118	426,931
THE FUNDS OF THE CHARITY				
Restricted Funds		11	69,805	32,468
Unrestricted Funds				
	Designated Reserves	11	216,330	211,430
	Other Reserves	11	180,983	183,033
TOTAL FUNDS at 31st March 2017			467,118	426,931

The notes on pages 18 to 26 form part of these financial statements.

These financial statements have been prepared in accordance with the principles of Section 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on 25th July 2017 and signed on its behalf by:


 C.Slatter, Vice-Chair

Company Registration Number 03238444

Registered Charity Number 1059794

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2017

CASH FLOW STATEMENT for the year ended 31st March 2017

	Note	2017	2016
Cash Flow from operating activities	17	45,160	20,277
Interest paid		-	-
Taxation paid		-	-
Net cash flow from operating activities		45,160	20,277
Cash flows from investing activities:			
Proceeds from sale of fixed assets		-	-
Purchases of fixed assets	7	(504)	(56,228)
Sale of investments	8	2,001	999
Interest received	8	2,701	2,603
Dividends received	8	924	958
Net Cash from Investing activities		5,122	(51,668)
Net Increase/(Decrease) in Cash and Cash equivalents		50,282	(31,391)
Cash and cash equivalents at beginning of year		359,227	390,618
Cash and Cash equivalents at end of year		409,509	359,227

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2017

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

GENERAL INFORMATION

Rushmoor Voluntary Services is a company limited by guarantee in England & Wales. The address of the registered office is given on page 3 of these financial statements.

1. ACCOUNTING POLICIES

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented.

Basis of Preparation

The financial statements have been prepared under the historical cost convention modified to include investments at fair value.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) – Charities SORP (FRS102)); the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102); and the Companies Act 2006. Rushmoor Voluntary Services meets the definition of a public benefit entity under FRS102.

The entity adopted SORP (FRS102) in the current year and an explanation of how transition to SORP (FRS102) has affected the reported financial position and performance is shown in note 19.

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.

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2017

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017 (Continued)

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

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. The cost of computer software written specifically for the company has been written off as incurred.

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.

Debtors

Trade debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid.

Cash at bank

This includes cash and fixed term deposit accounts with maturities up to twelve months.

Creditors and Provisions

Creditors and provisions are recognised when the entity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

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 31st March 2017

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017 (Continued)

2. INCOME

	Restricted	Unrestricted	Total	Total
			Funds	Funds
			2017	2016
	£	£	£	£
Donations, Gifts and Legacies				
General Donations	-	1,005	1,005	1,077
Total	-	1,005	1,005	1,077
Income from Charitable Activities				
Grants				
Rushmoor Borough Council	15,455	74,210	89,665	87,070
Hampshire County Council	12,416	29,177	41,593	46,749
Broadhurst Welcome Home Community	71,544	-	71,544	73,795
NHS Hampshire & Farnham CCG	42,881	-	42,881	-
The Drapers' Charity	5,000	-	5,000	-
Hart Voluntary Action	-	5,265	5,265	-
Local Authority Contracts				
Hants CC Transport Services	108,090	-	108,090	98,383
Minibus Income	-	61,595	61,595	65,916
Office & Training Services	-	8,601	8,601	8,149
RVS Home Help	-	180,963	180,963	177,127
Other				-
Total Income from Charitable Activities	255,386	359,811	615,197	557,189
Investment Income & Interest				
Investment Income	924	-	924	958
Bank & Deposit Interest	7	2,694	2,701	2,603
Total Investment Income & Interest	931	2,694	3,625	3,561
TOTAL INCOME	256,317	363,510	619,827	561,827
INCOME BY ACTIVITY				
Core Activities	-	119,436	119,436	114,105
Volunteer Centre	11,181	-	11,181	12,586
Home Help	-	181,295	181,295	177,144
Transport	119,780	61,615	181,395	178,896
Community Access	51,544	-	51,544	54,045
Gardening	30,000	1,164	31,164	24,085
Community Ambassador	42,881	-	42,881	-
Charity Funds	931	-	931	966
TOTAL INCOME	256,317	363,510	619,827	561,827

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2017

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017 (Continued)

3. EXPENDITURE

	Restricted	Unrestricted	Total Funds 2017	Total Funds 2016
	£	£	£	£
Expenditure on Charitable Activities				
Core CVS functions	-	117,229	117,229	116,242
Governance costs	-	5,879	5,879	6,180
Volunteer Centre	11,181	7,764	18,945	17,697
Home Help	-	186,557	186,557	190,379
Transport	117,785	60,082	177,867	164,505
Community Access	49,497	-	49,497	51,792
Gardening	26,000	4,196	30,196	30,237
Community Ambassador	15,657	-	15,657	-
Charity Funds	1,895	-	1,895	3,667
Management Charges	-	(19,812)	(19,812)	(20,131)
Total Expenditure on Charitable Activities	222,015	361,895	583,910	560,568
These figures include support costs, governance costs, and management charges. These have been allocated to charitable activities as follows:				
Core CVS Functions	-	16,666	16,666	13,723
Volunteer Centre	-	4,020	4,020	3,756
Home Help	-	8,976	8,976	9,324
Transport	8,311	11,355	19,666	21,760
Community Access	3,312	-	3,312	3,871
Gardening	1,624	4,196	5,820	5,316
Community Ambassador	2,004	-	2,004	-
Charity Funds	-	-	-	-
Total	15,251	45,213	60,464	57,750
Comprising: Management charges			19,812	20,131
Support Costs			34,773	31,439
Governance			5,879	6,180
Total			60,464	57,750

Support costs comprise:

	2017 £	2016 £
Support staff	404	382
Rent and utilities	12,032	11,657
General office costs	15,837	14,498
Repairs and maintenance	2,671	2,275
Depreciation	3,661	2,400
Miscellaneous	168	227
Total	34,773	31,439

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. No support costs were allocated to grant making activities.

Expenditure on core functions includes grants of £nil (2016: £ 341). Expenditure from Charity Funds includes grants of £1,895 (2016: £3,667).

RUSHMOOR VOLUNTARY SERVICESYear ending 31st March 2017**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017 (Continued)****4. NET INCOME/EXPENDITURE**

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

	2017	2016
	£	£
Auditor's remuneration		
- for audit services	5,790	6,040
- for other services	3,322	2,966
Depreciation of assets	17,421	16,820
Profit on sale of fixed assets	-	-
Operating lease rentals	10,983	11,294
Grants paid	1,895	4,007

5. ANALYSIS OF GRANTS PAID

	2017	2016
Grants paid to individuals	445	548
Grants paid to Organisations:		
Cherrywood RESZ	-	1,000
Vine Centre	1,000	1,000
The Clearstone Trust	-	687
Parity for Disability	-	500
Siblings Group/Mustard Seed Autism	-	341
Step by Step	-	280
Farnborough & District Stroke Aphasia	250	-
Home Start Rushmoor	200	-
Other to various organisations		(349)
Total	1,895	4,007

6. STAFF NUMBERS AND COSTS

The average number of persons employed by the Charity during the year was 3 full time (2016: 3) and 57 part time (2016:53), employed as follows:

	2017	2016
Core Activities	3	3
Volunteer Centre	1	1
Home Help	41	39
Transport	10	9
Community Access	2	2
Gardening	2	2
Community Ambassador	1	-
	60	56
The aggregate payroll costs of these persons were as follows:		
	£	£
Wages and Salaries	416,522	409,169
Social Security costs	14,543	14,369
Pension contributions and Life Assurance	9,776	9,025
	440,841	432,563

No employee receives an annual salary including benefits of more than £50,000 per year. The remuneration of the CEO was £39,112 (2016:£38,339) including pension contributions of £2,214 (2016: £2,164). 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 31st March 2017

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017 (Continued)

7. TANGIBLE FIXED ASSETS

	Office Equipment	Computers	Motor Vehicles	TOTAL
	£	£	£	£
Cost				
Cost at 1 April 2016	6,568	11,466	142,888	160,922
Additions	-	504	-	504
Disposals	-	-	-	-
Cost at 31 March 2017	6,568	11,970	142,888	161,426
Depreciation				
At 1 April 2016	6,568	3,453	98,708	108,729
Recovered on Disposal	-	-	-	-
Charge for year	-	3,661	13,760	17,421
At 31 March 2017	6,568	7,114	112,468	126,150
Net Book Value				
At 31 March 2016	-	8,013	44,180	52,193
At 31 March 2017	-	4,856	30,420	35,276

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 2017	Market Value 2016
	£	£	£
UK Listed Investments			
Mrs Phillips Trust Fund			
2091.196 dis. Units Charishare common investment	8,588	12,875	10,747
454.67 units COIF charities deposit fund	4,138	6,317	6,921
Army Catering Corps Trust			
705.97 units COIF charities deposit fund	7,538	9,809	9,064
	20,264	29,001	26,732
Value at start of year	21,759	26,732	28,834
Disposals	(1,495)	(2,001)	(999)
Increase/(decrease) in value	-	4,270	(1,103)
Value at end of year	20,264	29,001	26,732
Breakdown of Investment Income		2017	2016
		£	£
Bank interest receivable		2,701	2,603
Income from UK Listed Investments		924	958
Total		3,625	3,561

9. DEBTORS

	2017	2016
	£	£
Trade Debtors	19,373	19,283
Prepayments	9,737	8,997
Total	29,110	28,280

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2017

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017 (Continued)

10. CREDITORS

	2017	2016
	£	£
Accruals	25,001	32,617
Repayment of grants and contract sums	4,014	5,249
Sundry Creditors	6,763	1,635
	35,778	39,501

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. £1,235 has been included in restricted income from charitable activities in 2016/17.

11. RESERVES	1 April	Movement in the year				31 March
	2016	Income	Spend	Gains	Transfers	2017
	£				£	£
Restricted Reserves						
Mrs Phillips' Legacy	18,044	580	(1,895)	3,025	-	19,754
Army Catering Corps grant	9,268	351	-	1,245	-	10,864
Community Access	5,156	51,544	(49,497)	-	-	7,203
Gardening Project	-	30,000	(26,000)	-	-	4,000
Community Ambassador	-	42,881	(15,657)	-	-	27,224
Transport	-	119,780	(117,785)	-	(1,235)	760
Other	-	11,181	(11,181)			
Total Restricted Reserves	32,468	256,317	(222,015)	4,270	(1,235)	69,805
Unrestricted Reserves						
Designated Reserves						
Bus replacement	57,750	-	-	-	13,760	71,510
Bus depreciation	44,180	-	-	-	(13,760)	30,420
Charity Fund	1,000	-	-	-	-	1,000
Grants for Carers	1,000	-	-	-	-	1,000
Employment contingency	70,000	-	-	-	4,000	74,000
Volunteer Centre Expenses	6,500	-	-	-	500	7,000
Gardening Project	4,500	-	-	-	400	4,900
Grants	6,500	-	-	-	-	6,500
Contingency Reserve	20,000	-	-	-	-	20,000
Total Designated Reserves	211,430	-	-	-	4,900	216,330
General Reserves	183,033	363,510	(361,895)	-	(3,665)	180,983
Total Unrestricted Reserves	394,463	363,510	(361,895)	-	1,235	397,313
TOTAL FUNDS	426,931	619,827	(583,910)	4,270	-	467,118

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 31st March 2017

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017 (Continued)

13. LEASES

At 31st March 2017 the Charity had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	Other Assets	Land and Buildings	Other Assets
	2017	2017	2016	2016
Maturity				
Within one year	9,000	1,382	-	-
Within 2 to 5 years	-	-	9,000	1,826

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds	Unrestricted Funds	Total Funds
	£	£	£
Fixed Assets	-	35,276	35,276
Investments	29,001	-	29,001
Net Current Assets/liabilities	40,804	362,037	402,841
	69,805	397,313	467,118

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. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Notes	2017	2016
		£	£
Net Movement in funds		40,187	156
Add back depreciation charge	7	17,421	16,820
(Deduct)/add back gains/(losses) on investments	8	(4,270)	1,103
Deduct interest income	8	(2,701)	(2,603)
Deduct dividends received	8	(924)	(958)
(Increase)/decrease in debtors		(830)	(4,108)
Increase/(decrease) in creditors		(3,723)	9,867
Net cash used in operating activities		45,160	20,277

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2017

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017 (Continued)

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

		2017	2016
		£	£
Local Authority Contracts			
Hampshire County Council			
Dial a Ride	(Restricted Fund)	50,958	46,918
Hart and other Transport	(Restricted Fund)	57,132	51,466
Local Authority Grants			
Rushmoor Borough Council			
Main RVS Grant	(Unrestricted Fund)	74,210	73,400
Place Court and Age Concern	(Restricted Fund)	10,455	13,670
Gardening project	(Restricted Fund)	5,000	-
Hampshire County Council			
Main RVS Grant	(Unrestricted Fund)	29,177	30,236
Volunteer Centre	(Restricted Fund)	11,181	11,586
Gardening project	(Restricted Fund)	-	4,000
Purchase of buses	(Restricted Fund)	1,235	927
Grants from other Public Bodies			
North East Hampshire & Farnham CCG (NHS)			
Community Ambassador	(Restricted Fund)	42,881	-

19. First time adoption of FRS 102

In preparing these financial statements, the Trustees have considered whether in applying the accounting policies required by FRS102 and The Charities SORP (FRS102) the restatement of comparative items was required. The Trustees have concluded that no restatement of comparative items was required as shown below.

Reconciliation of Equity as at 1 st April 2015	£
Adjustments to previously reported charity's funds at the date of transition to FRS 102 were as follows:	
Charity's funds at 1 st April 2015 under UK GAAP	426,775
Charity's funds at 1 st April 2015 under FRS 102	426,775
Adjustments to the previously reported charity's funds at the end of the comparative period were as follows:	
Charity's funds at 1 st April 2016 under UK GAAP	426,931
Charity's funds at 1 st April 2016 under FRS 102	426,931
There were no adjustments to the previously reported statement of financial activities as shown below:	
Statement of financial activities for the year ended 31 March 2016 reported under UK GAAP	156
Statement of financial activities for the year ended 31 March 2016 reported under FRS 102	156