



Company Registration Number 03238444

Registered Charity Number 1059794

**RUSHMOOR VOLUNTARY
SERVICES**

ANNUAL REPORT 2017 – 2018

Year ending 31st March 2018

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Report of the Trustees for the year ended 31st March 2018

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	(Resigned 18 th September 2017)
Mrs D Bedford	
Mrs Beryl Anderson	(Appointed 21 st November 2017)

Nominated by Rushmoor Borough Council

Cllr B Hurst

Executive Management and Company Secretary

Mr G Alexander

Principal Office

The Community Centre
Meudon Avenue
Farnborough
Hampshire. GU14 7LE

Independent Auditors

Chamberlains
Elm House, Tanshire Park, Shackleford Road,
Elstead, Godalming, Surrey, GU8 6LB

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 2018

The Board of Trustees is pleased to present the report for the last 12 months to March 2018. This year we report a deficit of £23,168 but this was within our planned budget deficit of £26,000. Our membership continues to thrive, our Volunteer Forums are well attended emphasising the important role that Rushmoor Voluntary Services carries out within the Rushmoor community.

We have strengthened our links with Basingstoke Voluntary Action and Hart Voluntary Action, as part of the Northern Cluster, on delivering contracted services agreed with Hampshire County Council. Contracting arrangements have been subject to change and with effect from 1 April 2018 a single contract for the County work has been placed with Community First and we liaise with that organisation on the reporting on progress with delivery of the contract.

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. During the year Mrs Irene Ashfield resigned and Mrs Beryl Anderson joined the Board of Trustees. I thank them all for the time they give to RVS.

The continued support of our major funders, particularly from Rushmoor Borough Council, is imperative. 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
- Confidentiality and Data Protection
- Internet and E-mail
- Health and Safety
- Vulnerable Persons
- Environmental

There will be challenges in our funding in future years but 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 2018

During the last year the charity has continued to provide services and support to our members and clients in line with our aims and objectives. 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.

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 continued to work closely with our two principal funders, Rushmoor Borough Council and Hampshire County Council to support their plans and priorities.

During the year we promoted and reported on our work widely to many organisations including: Breathe Easy, HCC Adults & Care Family Support Service and Substance Misuse initiative, Interfaith Event in Rushmoor. 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 Disability 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
- 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 118 different organisations attended our Five Forums, covering:

- | | |
|---|--|
| - Good Neighbours Support Network | - Wellesley Community Building |
| - Skilled Up | - Disabled Go |
| - Connect to Support (HCC) | - Smart Meters in the Community |
| - RVS support for the sector | - Rushmoor Borough Council Grants Programme |
| - Hampshire IOW Community Foundation | - Staying Safe Online |
| - Building Better Opportunities | - Social Enterprise update, Action Hampshire |
| - Volunteering at Frimley Park Hospital | - Royal British Legion 2018 Initiatives |
| - GDPR update from RVS | - Making Every Contact Count (MECC) |
| - Hawley Community Garden | - Homelessness Trailblazer Project |
| - Faith in Football | - Vine Dining – The Vine Centre |

RVS Membership – In preparation for GDPR, our membership update continued throughout the year and currently stands at 382 organisations. 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:

- Volunteer Manager Forums
- Joint Training events
- Continued development of the volunteering website

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: ADHD/ASD BRAAIN charity, Aldershot Town & District Community Trust, AIS Breaking Barriers and The Shots Foundation, all of whom became members of the charity.

Training - 316 individuals from 105 organisations attended our training courses. Courses delivered included: Accredited First Aid, Volunteer Management, Mental Health Awareness, Health and Safety and HCC Wellbeing Trigger Tool. The total includes 93 people who achieved the HCC MiDAS minibus standard.

Volunteer Centre - During the year 261 new volunteers were placed by our Volunteer Centre to local organisations. This figure was achieved at a time where nationally the number of people volunteering is falling. This is due to several factors including people working longer and family commitments.

Our first '**Get Involved**' Volunteer Fair was held in Aldershot Town Centre on 3rd June 2017. Working with Rushmoor Borough Council the event succeeded in promoting local organisations and encouraging people to find out more about becoming volunteers. Over 30 local organisations were involved and feedback was very positive. A similar event will be held in Farnborough town centre in June 2018.

North East Hampshire and Farnham Clinical Commissioning Group (CCG) - We have continued to host the Community Ambassadors Project. Community Ambassador Volunteers help the CCG to plan and develop our programme of engagement to really get to the heart of what local people think about their local NHS services.

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 249 clients. We are grateful for a grant of £3,343 for this work received from The Hampshire & Isle of Wight Community Foundation.

Broadhurst Community Access Project - supports local people and provides essential support on life skills and other issues. During the year 162 clients were referred to the project. This project is fully funded by Broadhurst Welcome Home Community Ltd.

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 achieved awards in both Rushmoor and South-East in Bloom during the year. During the last year four of our volunteers returned to employment. We are grateful to Broadhurst Welcome Home Ltd for their continued funding support for the project.

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. During the year the county council launched a consultation on the future of their support for community transport. Contracts have been extended for a further year with a possible new working model being developed during 2018/19.

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. 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 – Seven grants were made from the Army Catering Corps in Rushmoor and Mrs Phillips Funds. 28 small grants were made from the General Charity Fund for clients of Rushmoor CAB. All of these grants benefited local people and organisations.

Surveys and member feedback

During the year we have consulted with our members to ascertain their needs, challenges and thoughts on our services. We worked with Rushmoor Borough Council, Hampshire County Council and the CVS Network on this work. I am delighted to advise that our work was recognised by the community and our services were rated very well. We have also gained a clear vision of priorities expressed by our members and stakeholders.

Our Strategic Plan for the coming year was reviewed in February 2018. Whilst recognising that the future could be uncertain and that some degree of transformation will be required, the organisation has a clear direction with priorities and objectives. We are very keen 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.

Greg Alexander, Chief Executive

Report of the Trustees for the Year ended 31st March 2018

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 2018.

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 2018 (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 Rushmoor. 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 2018 (Continued)

For the year ended 31st March 2018, the Charity recorded a deficit of £23,168, after unrealised gains on investments of £334. This compares to a surplus of £40,187 after investment gains of £4,270 in the previous financial year. All the investment gains and losses relate to Restricted Funds.

The majority of the deficit in the year was due to expenditure of £18,692 on the Community Ambassador project which was funded by The NHS Hampshire and Farnham CCG in the previous year. No further grants will be received for this project which will continue until the unspent grant of £8,532 has been used. Another significant part of the deficit was the utilisation of £4,000 restricted reserves arising from a grant received in 2016/17 from The Drapers Charity for Blooming Marvellous. Other projects funded by restricted income had a surplus of £759 with investment gains of £334 so that total restricted reserves ended the year at £45,970.

Unrestricted expenditure exceeded income by £568 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

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 2017/18 £1,235 was included in restricted income.

The financial position of the Charity remains healthy with total reserves of £443,950, including Restricted reserves of £45,970. Net current assets total £393,283.

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 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 £1,000 were sold from the Mrs Phillips and Army Catering Corps funds. Realised and unrealised investment gains totalled £334.

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 2018 (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 £443,950.

Despite the repayment of the unspent Community Access grant received in the previous year, there was a further small underspend in the current year so that this restricted reserve increased to £7,642. Grants paid from the Mrs Phillips and Army Catering Corps funds were above the sum of investment income and unrealised gains so these funds reduced in value. The restricted grant for Blooming Marvellous was fully utilised in the year. The restricted reserve for Community Ambassador project was partly utilised in the year, reducing by £18,692 to £8,532. The total of Restricted Reserves at the year end was £45,970.

The Trustees decided to make the following changes to Designated Reserves. Bus Replacement reserve was increased by £9,360 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 2018/19. Employment contingency reserve was left at £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 £215,230.

General reserves increased by £1,767 to £182,750 which covers expected expenditure in 2018/19 for 4 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 2018 (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.

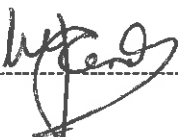
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the SORP and the Companies Act 2006. They have a general responsibility for 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



RUSHMOOR VOLUNTARY SERVICES

Year ending 31st March 2018

Independent Auditor's Report to the Members of Rushmoor Voluntary Services

Opinion

We have audited the financial statements of Rushmoor Voluntary Services (the 'charitable company') for the year ended 31 March 2018 which comprise statement of financial activities, balance sheet, cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

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 2018, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2018

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which 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' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

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



Paul Chamberlain (Senior Statutory Auditor) Date: *1 August 2018*
For and on behalf of Chamberlains Statutory Auditors and Chartered Accountants
Elm House, Tanshire Park
Shackleford Road, Elstead
Godalming, Surrey
GU8 6LB

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2018

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED MARCH 2018
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

	Note	Restricted	Unrestricted	Total Funds 2018	Total Funds 2017
INCOME FROM:		£	£	£	£
Donations Gifts and Legacies	2	-	1,079	1,079	1,005
Charitable activities	2	206,311	339,365	545,676	615,197
Investments	8	936	1,451	2,387	3,625
Other Trading activities		-	-	-	-
Total	2	207,247	341,895	549,142	619,827
EXPENDITURE ON:					
Raising funds		-	-	-	-
Charitable activities	3	230,181	342,463	572,644	583,910
Other					-
Total	3	230,181	342,463	572,644	583,910
NET INCOME/EXPENDITURE		-22,934	-568	-23,502	35,917
Net gains/(losses) on investments	8	334	-	334	4,270
Transfers between Funds		-1,235	1,235	-	-
Other recognised gains/(losses)		-	-	-	-
NET MOVEMENT ON FUNDS		-23,835	667	-23,168	40,187
Total Funds brought forward		69,805	397,313	467,118	426,931
TOTAL FUNDS at 31st March 2018	11	45,970	397,980	443,950	467,118

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 2018

BALANCE SHEET AS AT 31st MARCH 2018

FIXED ASSETS	Note	2018	2017
		£	£
Tangible Fixed Assets	7	22,332	35,276
Investments	8	28,335	29,001
Total Fixed Assets		50,667	64,277
CURRENT ASSETS			
Debtors	9	27,103	29,110
Cash at Bank and in hand		396,480	409,509
Total Current Assets		423,583	438,619
CREDITORS: amounts falling due within one year:	10	30,300	35,778
NET CURRENT ASSETS		393,283	402,841
TOTAL ASSETS LESS CURRENT LIABILITIES		443,950	467,118
THE FUNDS OF THE CHARITY			
Restricted Funds	11	45,970	69,805
Unrestricted Funds			
Designated Reserves	11	215,230	216,330
Other Reserves	11	182,750	180,983
TOTAL FUNDS at 31st March 2017		443,950	467,118

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 31st July 2018 and signed on its behalf by:


 _____ W. Card, Chairman

Company Registration Number 03238444

Registered Charity Number 1059794

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2018

CASH FLOW STATEMENT for the year ended 31st March 2018

	Note	2018	2017
Cash Flow from operating activities	17	(16,516)	45,160
Interest paid		-	-
Taxation paid		-	-
Net cash flow from operating activities		(16,516)	45,160
Cash flows from investing activities:			
Proceeds from sale of fixed assets		8,979	-
Purchases of fixed assets	7	(8,879)	(504)
Sale of investments	8	1,000	2,001
Interest received	8	1,454	2,701
Dividends received	8	933	924
Net Cash from Investing activities		3,487	5,122
Net Increase/(Decrease) in Cash and Cash equivalents		(13,029)	50,282
Cash and cash equivalents at beginning of year		409,509	359,227
Cash and Cash equivalents at end of year		396,480	409,509

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2018

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.

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.

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 2018

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 2018

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (Continued)

2. INCOME

	Restricted	Unrestricted	Total	Total
			Funds	Funds
			2018	2017
	£	£	£	£
Donations, Gifts and Legacies				
General Donations	-	1,079	1,079	1,005
Total	-	1,079	1,079	1,005
Income from Charitable Activities				
Grants				
Rushmoor Borough Council	10,570	74,950	85,520	89,665
Hampshire County Council	12,618	28,975	41,593	41,593
Broadhurst Welcome Home Community	69,939	-	69,939	71,544
NHS Hampshire & Farnham CCG	-	-	-	42,881
The Drapers' Charity	-	-	-	5,000
Hart Voluntary Action	-	-	-	5,265
Hampshire & IOW Community Fund	3,343	-	3,343	-
Local Authority Contracts				
Hants CC Transport Services	109,841	-	109,841	108,090
Minibus Income	-	60,042	60,042	61,595
Office & Training Services	-	9,997	9,997	8,601
RVS Home Help	-	165,401	165,401	180,963
Other	-	-	-	-
Total Income from Charitable Activities	206,311	339,365	545,676	615,197
Investment Income & Interest				
Investment Income	933	-	933	924
Bank & Deposit Interest	3	1,451	1,454	2,701
Total Investment Income & Interest	936	1,451	2,387	3,625
TOTAL INCOME	207,247	341,895	549,142	619,827
INCOME BY ACTIVITY				
Core Activities	-	114,258	114,258	119,436
Volunteer Centre	11,383	80	11,463	11,181
Home Help	3,343	166,166	169,509	181,295
Transport	121,646	60,070	181,716	181,395
Community Access	49,939	-	49,939	51,544
Blooming Marvellous	20,000	1,301	21,301	31,164
Community Ambassador	-	-	-	42,881
Charity Funds	936	20	956	931
TOTAL INCOME	207,247	341,895	549,142	619,827

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2018

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (Continued)

3. EXPENDITURE

	Restricted	Unrestricted	Total	Total
			Funds	Funds
			2018	2017
Expenditure on Charitable Activities	£	£	£	£
Core CVS functions	-	125,415	125,415	117,229
Governance costs	-	7,198	7,198	5,879
Volunteer Centre	11,383	6,752	18,135	18,945
Home Help	3,343	170,539	173,882	186,557
Transport	121,171	48,981	170,152	177,867
Community Access	49,500	-	49,500	49,497
Blooming Marvellous	24,000	3,006	27,006	30,196
Community Ambassador	18,692	-	18,692	15,657
Charity Funds	2,092	520	2,612	1,895
Management Charges	-	(19,948)	(19,948)	(19,812)
Total Expenditure on Charitable Activities	230,181	342,463	572,644	583,910

These figures include support costs, governance costs, and management charges. These have been allocated to charitable activities as follows:

Core CVS Functions	-	19,389	19,389	16,666
Volunteer Centre	-	3,960	3,960	4,020
Home Help	-	8,748	8,748	8,976
Transport	4,199	15,401	19,600	19,666
Community Access	3,480	-	3,480	3,312
Blooming Marvellous	2,382	3,006	5,388	5,820
Community Ambassador	2,148	-	2,148	2,004
Charity Funds	-	-	-	-
Total	12,209	50,504	62,713	60,464
Comprising: Management charges			19,948	19,812
Support Costs			35,567	34,773
Governance			7,198	5,879
Total			62,713	60,464

Support costs comprise:

	2018	2017
	£	£
Support staff	405	404
Rent and utilities	12,672	12,032
General office costs	15,857	15,837
Repairs and maintenance	2,807	2,671
Depreciation	3,584	3,661
Miscellaneous	242	168
	35,567	34,773

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 £40 (2017: £nil). Expenditure from Charity Funds includes grants of £2,612 (2017: £1,895).

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2018

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (Continued)

4. NET INCOME/EXPENDITURE

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

	2018	2017
	£	£
Auditor's remuneration		
- for audit services	7,020	5,790
- for other services	-	3,322
Depreciation of assets	12,944	17,421
Profit on sale of fixed assets	100	-
Operating lease rentals	11,012	10,983
Grants paid	2,652	1,895

5. ANALYSIS OF GRANTS PAID

	2018	2017
Grants paid to individuals	392	445
Grants paid to Organisations:		
Vine Centre	500	1,000
Blackwater District Scouts	200	-
Parkside-Mencap	250	-
1 st Aldershot Scout Group	360	-
Ticehurst	200	-
Rushmoor Healthy Living	250	-
Aldershot Royal British Legion	500	-
Farnborough & District Stroke Aphasia	-	250
Home Start Rushmoor	-	200
Total	2,652	1,895

6. STAFF NUMBERS AND COSTS

The average number of persons employed by the Charity during the year was 3 full time (2017: 3) and 54 part time (2017:57), employed as follows:

	2018	2017
Core Activities	3	3
Volunteer Centre	1	1
Home Help	37	41
Transport	11	10
Community Access	2	2
Blooming Marvellous	2	2
Community Ambassador	1	1
	57	60
The aggregate payroll costs of these persons were as follows:		
	£	£
Wages and Salaries	409,718	416,522
Social Security costs	14,622	14,543
Pension contributions and Life Assurance	10,587	9,776
	434,927	440,841

No employee receives an annual salary including benefits of more than £50,000 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 31st March 2018

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (Continued)

7. TANGIBLE FIXED ASSETS

	Office Equipment	Computers	Motor Vehicles	TOTAL
	£	£	£	£
Cost				
Cost at 1 April 2017	6,568	11,970	142,888	161,426
Additions	-	-	8,879	8,879
Disposals	-	-	(27,379)	(27,379)
Cost at 31 March 2018	6,568	11,970	124,388	142,926
Depreciation				
At 1 April 2017	6,568	7,114	112,468	126,150
Eliminated on Disposal	-	-	(18,500)	(18,500)
Charge for year	-	3,584	9,360	12,944
At 31 March 2018	6,568	10,698	103,328	120,594
Net Book Value				
At 31 March 2017	-	4,856	30,420	35,276
At 31 March 2018	-	1,272	21,060	22,332

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 2018	Market Value 2017
	£	£	£
UK Listed Investments			
Mrs Phillips Trust Fund			
1933.89 dis. Units Charishare common investment	7,942	11,872	12,875
454.67 units COIF charities deposit fund	4,138	6,449	6,317
Army Catering Corps Trust			
705.97 units COIF charities deposit fund	7,538	10,014	9,809
	19,618	28,335	29,001
Value at start of year	20,264	29,001	26,732
Disposals	(646)	(1,000)	(2,001)
Increase/(decrease) in value	-	334	4,270
Value at end of year	19,618	28,335	29,001
Breakdown of Investment Income		2018	2017
		£	£
Bank interest receivable		1,454	2,701
Income from UK Listed Investments		933	924
Total		2,387	3,625

9. DEBTORS

	2018	2017
	£	£
Trade Debtors	17,789	19,373
Prepayments	9,314	9,737
Total	27,103	29,110

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2018

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (Continued)

10. CREDITORS

	2018	2017
	£	£
Accruals	24,889	25,001
Repayment of grants and contract sums	2,779	4,014
Sundry Creditors	2,632	6,763
	30,300	35,778

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 2017/18.

11. RESERVES	1 April	Movement in the year				31 March
	2017	Income	Spend	Gains	Transfers	2018
Restricted Reserves	£				£	£
Mrs Phillips' Legacy	19,754	586	1,342	129	-	19,127
Army Catering Corps grant	10,864	350	750	205	-	10,669
Community Access	7,203	49,939	49,500	-	-	7,642
Blooming Marvellous	4,000	20,000	24,000	-	-	-
Community Ambassador	27,224	-	18,692	-	-	8,532
Home Help	-	3,343	3,343	-	-	-
Transport	760	121,646	121,171	-	(1,235)	-
Other	-	11,383	11,383	-	-	-
Total Restricted Reserves	69,805	207,247	230,181	334	(1,235)	45,970
Unrestricted Reserves						
Designated Reserves						
Bus replacement	71,510	-	-	-	9,360	80,870
Bus depreciation	30,420	-	-	-	(9,360)	21,060
Charity Fund	1,000	-	-	-	-	1,000
Grants for Carers	1,000	-	560	-	560	1,000
Employment contingency	74,000	-	-	-	-	74,000
Volunteer Centre Expenses	7,000	-	6,752	-	8,552	8,800
Blooming Marvellous	4,900	-	3,006	-	106	2,000
Grants	6,500	-	-	-	-	6,500
Contingency Reserve	20,000	-	-	-	-	20,000
Total Designated Reserves	216,330	-	10,318	-	9,218	215,230
General Reserves	180,983	341,895	332,145	-	(7,983)	182,750
Total Unrestricted Reserves	397,313	341,895	342,463	-	1,235	397,980
TOTAL FUNDS	467,118	549,142	572,644	334	-	443,950

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 Blooming Marvellous 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 2018

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (Continued)

13. LEASES

At 31st March 2018 the Charity had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	Other Assets	Land and Buildings	Other Assets
	2018	2018	2017	2017
Maturity				
Within one year	9,000	1,382	9,000	1,382
Within 2 to 5 years	-	-	-	-

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds	Unrestricted Funds	Total Funds
	£	£	£
Fixed Assets	-	22,332	22,332
Investments	28,335	-	28,335
Net Current Assets/liabilities	17,635	375,648	393,283
	45,970	397,980	443,950

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	2018	2017
		£	£
Net Movement in funds		(23,168)	40,187
Add back depreciation charge	7	12,944	17,421
(Deduct) profit on sale of fixed assets		(100)	-
(Deduct)/add back gains/(losses) on investments	8	(334)	(4,270)
Deduct interest income	8	(1,454)	(2,701)
Deduct dividends received	8	(933)	(924)
(Increase)/decrease in debtors		2,007	(830)
Increase/(decrease) in creditors		(5,478)	(3,723)
Net cash used in operating activities		(16,516)	45,160

RUSHMOOR VOLUNTARY SERVICES
Year ending 31st March 2018

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 (Continued)

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

		2018	2017
		£	£
Local Authority Contracts			
Hampshire County Council			
Dial a Ride	(Restricted Fund)	52,023	50,958
Hart and other Transport	(Restricted Fund)	57,818	57,132
Local Authority Grants			
Rushmoor Borough Council			
Main RVS Grant	(Unrestricted Fund)	74,950	74,210
Place Court and Age Concern	(Restricted Fund)	10,570	10,455
Blooming Marvellous	(Restricted Fund)	-	5,000
Hampshire County Council			
Main RVS Grant	(Unrestricted Fund)	28,975	29,177
Volunteer Centre	(Restricted Fund)	11,383	11,181
Purchase of buses	(Restricted Fund)	1,235	1,235
Grants from other Public Bodies			
North East Hampshire & Farnham CCG (NHS)			
Community Ambassador	(Restricted Fund)	-	42,881
Hampshire & IOW Community Fund	(Restricted Fund)	3,343	-