

**Voluntary and Community Action Trafford**  
**Independent examiners' report**  
**to the members of Voluntary and Community Action Trafford**

I report on the unaudited accounts of Voluntary and Community Action Trafford for the year ended 30 September 2015 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

**Respective responsibilities of trustees' and independent examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

I am qualified to undertake the examination, being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

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

**Independent examiner's statement**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirement of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Stephanie Stevens BSc (hons) FCA  
Independent examiner



1 June 2016

Hobday-Stevens Chartered Accountants  
21 Wheatfield  
Stalybridge  
Cheshire  
SK15 2TZ

**Voluntary and Community Action Trafford**  
**Statement of financial activities**  
**for the year ended 30 September 2015**

	Notes	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
<b>Incoming resources</b>					
Incoming resources from generated funds:					
Voluntary income	2	645	100	745	-
Investment income	3	93	-	93	157
Incoming resources from charitable activities	4	-	240,127	240,127	120,394
Other incoming resources	5	30,729	3,750	34,479	8,710
<b>Total incoming resources</b>		<b>31,467</b>	<b>243,977</b>	<b>275,444</b>	<b>129,261</b>
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Charitable activities	6	65,911	235,168	301,079	196,121
Governance costs	7	1,967	983	2,950	4,050
<b>Total resources expended</b>		<b>67,878</b>	<b>236,151</b>	<b>304,029</b>	<b>200,171</b>
<b>Net incoming/ (outgoing) resources before transfers</b>	<b>8</b>	<b>(36,411)</b>	<b>7,826</b>	<b>(28,585)</b>	<b>(70,910)</b>
<b>Gross transfers between funds</b>		<b>884</b>	<b>(884)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(35,527)</b>	<b>6,942</b>	<b>(28,585)</b>	<b>(70,910)</b>
<b>Total funds brought forward</b>	<b>16</b>	<b>98,575</b>	<b>13,410</b>	<b>111,985</b>	<b>182,895</b>
<b>Total funds carried forward</b>	<b>16</b>	<b>63,048</b>	<b>20,352</b>	<b>83,400</b>	<b>111,985</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**Voluntary and Community Action Trafford**  
**Balance Sheet**  
**as at 30 September 2015**

	Notes	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
<b>Fixed assets</b>					
Tangible assets	12	2,349	-	2,349	3,953
<b>Current assets</b>					
Debtors	13	21,201	-	21,201	38,880
Cash at bank and in hand		95,625	20,352	115,977	76,932
		<u>116,826</u>	<u>20,352</u>	<u>137,178</u>	<u>115,812</u>
<b>Creditors: amounts falling due within one year</b>	14	56,127	-	56,127	7,780
<b>Net current assets</b>		<u>60,699</u>	<u>20,352</u>	<u>81,051</u>	<u>108,032</u>
<b>Net assets</b>		<u>63,048</u>	<u>20,352</u>	<u>83,400</u>	<u>111,985</u>
<b>Funds of the charity</b>					
Unrestricted funds	16	63,048	-	63,048	98,575
Restricted funds	16	-	20,352	20,352	13,410
<b>Total funds</b>		<u>63,048</u>	<u>20,352</u>	<u>83,400</u>	<u>111,985</u>

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees have acknowledged on the balance sheet as at 30 September 2015 their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.



Mr Ralph Rudden  
Trustee  
Approved by the board on  
1 June 2016

**Voluntary and Community Action Trafford**  
**Notes to the Accounts**  
**for the year ended 30 September 2015**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005) and the Financial Reporting Standard for Smaller Entities (effective January 2015).

***Fund accounting***

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

***Incoming resources***

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, contributions and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

***Resources expended***

Expenditure is recognised on an accrual basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates. The following specific policies are applied to particular categories of expenditure:

- Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
- Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
- Grants payable without performance conditions are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

**Voluntary and Community Action Trafford**  
**Notes to the Accounts**  
**for the year ended 30 September 2015**

**Depreciation**

Individual items costing over £500 are capitalised and depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Computer equipment	33% straight line
Fixtures, fittings and equipment	20% straight line

**Pensions**

The charity operates a defined contribution pension scheme, making contributions to employer or personal pension schemes. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

2 Voluntary Income	Unrestricted	Restricted	Total 2015	Total 2014
	£	£	£	£
Donations	645	100	745	-
	<u>645</u>	<u>100</u>	<u>745</u>	<u>-</u>
3 Investment income	Unrestricted	Restricted	Total 2015	Total 2014
	£	£	£	£
Bank interest receivable	93	-	93	157
	<u>93</u>	<u>-</u>	<u>93</u>	<u>157</u>
4 Incoming resources from charitable activities	Unrestricted	Restricted	Total 2015	Total 2014
	£	£	£	£
<b>Project grants</b>				
IS Project	-	140,747	140,747	16,619
TAP	-	17,961	17,961	29,108
TMHAS	-	64,648	64,648	74,667
Community Organisers	-	2,071	2,071	-
WEA/ESF	-	14,700	14,700	-
	<u>-</u>	<u>240,127</u>	<u>240,127</u>	<u>120,394</u>
5 Other incoming resources	Unrestricted	Restricted	Total 2015	Total 2014
	£	£	£	£
Rental income and room bookings	15,868	-	15,868	6,642
Secondment	6,109	-	6,109	2,068
Other income	8,752	3,750	12,502	-
	<u>30,729</u>	<u>3,750</u>	<u>34,479</u>	<u>8,710</u>

**Voluntary and Community Action Trafford**  
**Notes to the Accounts**  
**for the year ended 30 September 2015**

<b>9 Staff costs</b>	<b>2015</b>	<b>2014</b>
	£	£
Gross salaries and wages	142,298	101,553
Social security costs	6,912	4,808
Pension costs	6,469	9,448
	<u>155,679</u>	<u>115,809</u>

No employee received emoluments of more than £60,000 per annum.

**10 Staff numbers**

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	<b>2015</b>	<b>2014</b>
Management and administration	0.8	1.6
Charitable activities	6.2	2.3
	<u>7.0</u>	<u>3.9</u>

**11 Trustees' remuneration and expenses**

No members of the Executive Committee received any remuneration during the year (prior year - nil).

One Trustee received expenses to cover travel disbursements, totalling £712.50 during the year (2014: £308.60).

**12 Tangible fixed assets**

<b>Cost</b>	<b>£</b>
At 1 October 2014	35,184
Additions	884
Surplus on revaluation	-
Disposals	-
At 30 September 2015	<u>36,068</u>
<b>Depreciation</b>	
At 1 October 2014	31,231
Charge for the year	2,488
Surplus on revaluation	-
On disposals	-
At 30 September 2015	<u>33,719</u>
<b>Net book value</b>	
At 30 September 2015	<u>2,349</u>
At 30 September 2014	<u>3,953</u>

<b>13 Debtors</b>	<b>2015</b>	<b>2014</b>
	£	£
Trade debtors	8,891	33,440
Other debtors	12,310	5,440
	<u>21,201</u>	<u>38,880</u>

**Voluntary and Community Action Trafford**  
**Notes to the Accounts**  
**for the year ended 30 September 2015**

<b>14 Creditors: amounts falling due within one year</b>	<b>2015</b>	<b>2014</b>
	£	£
Other taxes and social security costs	2,267	1,299
Other creditors	53,860	6,481
	<u>56,127</u>	<u>7,780</u>

**15 Taxation**

The charity is exempt from tax on income and gains falling within S505 of the Income & Corporation Taxes Act 1988 (ICTA 1998) or S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

<b>16 Fund movements</b>	<b>At 1 October 2014</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Transfers £</b>	<b>At 30 September 2015 £</b>
<u>Restricted funds</u>					
IS Project	8,298	140,747	(146,864)	(884)	1,297
TAP	-	17,961	(17,961)	-	-
TMHAS	5,112	68,498	(57,447)	-	16,163
Community Organisers	-	2,071	(2,946)	-	(875)
WEA/ESF	-	14,700	(10,933)	-	3,767
	<u>13,410</u>	<u>243,977</u>	<u>(236,151)</u>	<u>(884)</u>	<u>20,352</u>
<u>Unrestricted funds</u>					
General funds	98,575	31,467	(67,878)	884	63,048
Designated funds	-	-	-	-	-
	<u>98,575</u>	<u>31,467</u>	<u>(67,878)</u>	<u>884</u>	<u>63,048</u>
<b>Total funds</b>	<u><b>111,985</b></u>	<u><b>275,444</b></u>	<u><b>(304,029)</b></u>	<u><b>-</b></u>	<u><b>83,400</b></u>

**17 Transfers between funds**

<b>From fund</b>	<b>To fund</b>	<b>Reason</b>	<b>£</b>
IS Project	Unrestricted	Purchase of fixed assets with restricted funds, that no longer have any restriction over their use.	884