

# Cardiff Volunteering

Limited by Guarantee

## Trustees' Annual Report & Unaudited Financial Statements

for the year ended 31<sup>st</sup> July 2016

Registered Charity Number 1168217  
Registered Company Number 09712403

# CARDIFF VOLUNTEERING

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2016

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# CARDIFF VOLUNTEERING

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2016

## REFERENCE AND ADMINISTRATIVE DETAILS

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### Trustees (and directors)

Claire Blakeway (from 31 July 2015, to 30 September 2016)

Claire Brosnan (from 30 September 2016)

Hollie Cooke (from 30 September 2016)

Elliott Howells (from 31 July 2015, to 30 September 2016)

Charles Knights (from 30 September 2016)

Daniel Palmer (from 31 July 2015, to 30 September 2016)

Sophie Timbers (from 30 September 2016)

Stephen Wilford (from 30 September 2016)

### Registered Office

Park Place

Cardiff

Wales

CF10 3QN

### Registered Company Number

09712403

### Registered Charity Number

1168217

### Accountants

Blue Spire Limited

Cawley Priory

South Pallant

Chichester

West Sussex, PO19 1SY

# CARDIFF VOLUNTEERING

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2016

## TRUSTEES' REPORT

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The trustees (and directors) detailed on page 1 were in office during the year under review to the date of approval of these financial statements.

### Statement of trustees' responsibilities

The trustees (who are also directors of Cardiff Volunteering for the purposes of company law) are responsible for preparing the Trustees' 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;
- observe the methods and principles in the Charities SORP 2015 (FRSSE);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared having taken advantage of the small companies' exemption in the Companies Act 2006 and was approved by the Board and signed on its behalf.

Sophie Timbers  
Trustee (and director)

Date:

# CARDIFF VOLUNTEERING

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2016

## ACCOUNTANTS' REPORT

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### CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS OF CARDIFF VOLUNTEERING

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Cardiff Volunteering for the year ended 31 July 2016 set out on pages 4 to 9 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at [icaew.com/membershandbook](http://icaew.com/membershandbook).

This report is made solely to the Board of Directors of Cardiff Volunteering, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the accounts of Cardiff Volunteering and state those matters that we have agreed to state to them, as a body, in this report in accordance with AAF 2/10 as detailed at [icaew.com/compilation](http://icaew.com/compilation). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Cardiff Volunteering and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that Cardiff Volunteering has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and results of Cardiff Volunteering. You consider that Cardiff Volunteering is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Cardiff Volunteering. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Blue Spire Limited

Date

Cawley Priory  
South Pallant  
Chichester  
West Sussex  
PO19 1SY

# CARDIFF VOLUNTEERING

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2016

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

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	Note	31 Jul 16 Unrestricted Total Funds £
<b>INCOME AND ENDOWMENTS FROM:</b>		
Charitable activities	1	8,747
<b>Total</b>		<u>8,747</u>
<b>EXPENDITURE ON:</b>		
Charitable activities	2	7,871
<b>Total</b>		<u>7,871</u>
<b>Net Income/(expenditure)</b>		876
<b>RECONCILIATION OF FUNDS</b>		
<b>Total funds brought forward</b>	7	-
<b>Total funds carried forward</b>	7	<u><u>876</u></u>

None of the charity's other activities were acquired or discontinued during the year.

There are no recognised gains or losses other than those dealt with in the statement of financial activities.

# CARDIFF VOLUNTEERING

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2016

## BALANCE SHEET AS AT 31 JULY 2016

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		31 Jul 16	
	Note	£	£
<b>CURRENT ASSETS</b>			
Debtors	6	3,000	
Cash at hand and in bank		<u>7,507</u>	
<b>Total current assets</b>		<u>10,507</u>	
<b>CURRENT LIABILITIES</b>			
Creditors: amounts falling due within one year	5	<u>9,631</u>	
<b>Net current assets/(liabilities)</b>			876
<b>Net assets/(liabilities)</b>			<u><u>876</u></u>
<b>THE FUNDS OF THE CHARITY</b>			
<b>Unrestricted funds</b>	7		876
<b>Total charity funds</b>			<u><u>876</u></u>

For the year ending 31 July 2016 the company was entitled to exemption from audit under section 479A of the Companies Act 2006 relating to small companies.

Directors' responsibilities under Companies Act 2006:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The notes on pages 8 to 9 form part of these financial statements

These financial statements were approved by the board on.....

.....  
Sophie Timbers  
Director

Cardiff Volunteering  
Company number: 09712403  
Charity number: 1168217

# CARDIFF VOLUNTEERING

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2016

## ACCOUNTING POLICIES

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### **Scope and basis of the financial statements**

The charity constitutes a public benefit entity as defined by FRS 102. 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 for Smaller Entities (the FRSSE) (effective 1 January 2015), the Charities Act 2011, the Financial Reporting Standard for Smaller Entities (the FRSSE) and UK Generally Accepted Practice as it applies from 1 January 2015.

### **Statement of cash flows**

The charity is exempt from preparing a cash flow statement under the FRSSE, as such no cash flow statement has been included in these financial statements.

### **Income recognition**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

### **Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

### *Support and governance costs*

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. Support and governance costs have been allocated to expenditure on charitable activities on the basis this is consistent with use of the resources.

### *Governance costs*

Governance costs comprise the costs associated with the governance arrangements of the charity and include audit fees, legal advice (if any) for trustees, costs associated with constitutional and statutory requirements and any costs associated with the strategic as opposed to the day to day management of the charity's assets.

### **Employee benefits**

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

Contributions are made to the employee's personal pension arrangements.

### **VAT**

The charity is not registered for VAT and cannot recover VAT incurred on costs. These are therefore stated inclusive of any VAT element.

### **Debtors receivable and creditors payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

### **Taxation**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

### **Fund accounting**

Unrestricted (general) funds are 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 other purposes.



# **CARDIFF VOLUNTEERING**

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2016

## **ACCOUNTING POLICIES**

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### **Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

# CARDIFF VOLUNTEERING

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2016

## NOTES TO THE FINANCIAL STATEMENTS

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### 1. Income from charitable activities

	<b>31 Jul 16</b>
	<b>Unrestricted</b>
	<b>Total</b>
	<b>Funds</b>
	<b>£</b>
Events and activities	8,635
Awards and balls	112
	<u>8,747</u>

### 2. Expenditure on charitable activities

	<b>31 Jul 16</b>
	<b>Unrestricted</b>
	<b>Total</b>
	<b>Funds</b>
	<b>£</b>
Events and activities costs	1,711
Welfare	779
Equipment	194
Marketing	2,877
Travel and subsistence	1,742
Printing	74
Bank and administration charges	236
Stationery	258
	<u>7,871</u>

### 3. Remuneration and benefits

The charity had no employees during the period under review. There were no employees with emoluments (excluding employer pension costs) above £60,000 in this or the preceding period.

The charity's trustees represent key management personnel. No remuneration or other employment benefits were paid to trustees during the period in respect of services as key management personnel or for their roles as trustees.

### 4. Related party transactions and control

No trustees were reimbursed expenses or had expenses paid on their behalf in this period.

The charity is controlled by Cardiff University Students' Union and has taken advantage of the exemption in the FRSSE from disclosing transactions with members of the group.

There were no other transactions with related parties that require disclosure in the financial statements.

### 5. Debtors

	<b>31 Jul 16</b>
	<b>Unrestricted</b>
	<b>Total</b>
	<b>Funds</b>
	<b>£</b>
Trade debtors	3,000
	<u>3,000</u>

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# CARDIFF VOLUNTEERING

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2016

## NOTES TO THE FINANCIAL STATEMENTS

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### 6. Creditors

	<b>31 Jul 16 Unrestricted Total Funds £</b>
Intercompany balances	6,625
Deferred income	3,000
Accruals	6
	<u>9,631</u>

### 7. Analysis of net movement in funds

	<b>Total incoming resources £</b>	<b>Total resources expended £</b>	<b>Total funds carried forward £</b>
Unrestricted funds	8,747	(7,871)	876
Total funds	<u>8,747</u>	<u>(7,871)</u>	<u>876</u>

### 8. Legal status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is £10.