



Bristol Volunteers for Development Abroad

Annual Report and Accounts
for the year ended 30th September 2008

Registered Charity Number: 1093476

Bristol Volunteers for Development Abroad (BVDA)

Annual report and Accounts for the year ended 30th September 2008

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Bristol Volunteers for Development Abroad (BVDA)

Trustees and Officers

Trustees

Sarah Barrett
Christopher Kelly
Matthew Rees (joined October 2007)
George Grayson (joined October 2007)
Jenny Grunwald (joined October 2007)
Ben Coren (joined October 2007)

Registered Office

BVDA
Bristol University Union
Queens Road
Clifton, Bristol
BS8 1LN

www.bris.ac.uk/Depts/Union/BVDA
www.bristolvols.org.uk

Bristol Volunteers for Development Abroad (BVDA)

Report of the Trustees for the year ended 30th September 2008

The Trustees present their annual report and the independently examined financial statements for the year ended 30th September 2008.

The information with respect to Trustees set out on page 1 forms part of this report. The financial statements comply with the charity's trust deed, guidance of the Charity Commission, applicable Accounting Standards in the United Kingdom and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 and the Charities Act 1993.

Status and administration

The charity is constituted by a Deed of Trust dated 17th February 2002, and amended by a further deed dated 10th July 2002. The charity is registered with the Charity Commissioners under charity number 1093476.

Objects

The primary object of the charity, as stated in its governing document, is to create opportunities for Bristol University volunteers to work in developing countries in partnership with local communities to facilitate the communities' self-development. Volunteers are encouraged to develop new skills and experience other cultures at first hand.

Review of the Charities activities and Future developments

During this period BVDA arranged for 30 volunteers to work with communities and local organisations in Uganda, Rwanda and Nepal for a period of 6-8 weeks during July – September 2008.

Ten volunteers went to Uganda and worked in two groups in partnership with a local NGO, Little Big Africa.

Using the latest appropriate rural technology, they constructed a water tank for rural primary schools in two villages and secured a water source for a community of 10 villages. They taught villagers how to construct fuel-efficient stoves, as well as delivering extra-curricular lessons in sanitation and health.

Six volunteers went to Rwanda with a local NGO, Village Concept Project ("VCP") and worked alongside Rwandan medical students based in Butare. The volunteers organised an HIV/AIDS workshop for 40 students and supported local community projects in HIV/AIDS awareness and malaria prevention. They also facilitated VCP's income generation project which aims at introducing new income streams to the poorest villages in the Butare region.

Twelve volunteers went to Nepal, and worked in a two groups in a village in the far east of Nepal through a Nepali NGO (Partnership for Sustainable Development: Nepal – "PSD Nepal"). The volunteers contributed to the development of access to amenities through the construction of toilet blocks and a community playground. This work was followed up through teaching English and health in local schools.

Two volunteers went to India to work with an orphanage in the Bangalore area. This was in partnership with a community based NGO, 'The Kirana Trust'. The Trust aims to empower local communities through non-formal education programmes and women's savings groups. Volunteers lived in the Brinn's Nest children's home in the large village of Chikkaballapura.

Income Generation

The statement of financial activities for the year to 30th September 2008 is set out on page 6. A summary of the financial results is set out below.

The charity's income increased from £34,165 to £38,540. The charity's income increased in part due to a one-off donation from Alexi Makris and Colin Blair, who between them raised £3,450 in addition to BVDA's regular source of volunteer fundraising. A Gift Aid claim of £1,656 relating to donations received in 0607 also contributed to this increase in income.

However, the vast majority of the income is due to the unstinting work of the Committee and the Volunteers. BVDA would like to thank these individuals and all their supporters for their work and generosity.

Bristol Volunteers for Development Abroad (BVDA)

Fund-raising, Administration and Project Costs

Due to the nature of the charity structure, with committee volunteers conducting most of the day to day work, and the individual volunteers conducting large elements of the fund-raising, the administration and fund-raising costs for the charity are minimal and kept below 4% (2006/07: 3%) of total charity expenditure.

Employees and Related Parties

The charity does not employ any staff, nor do any of the trustees or members of the committee receive any payment for their involvement with the charity. The charity has not made any related party transactions during the year.

Investments, Property and Fixed Assets

The charity does not hold any investments, property or fixed assets, nor does it intend to do so in the near future. The trustees take the surplus to reserves at the end of each financial year and retain the funds for use by the charity to support future projects.

Reserves, Restricted Income and Restricted Expenditure

The charity's policy on restricted funds is to separately record donations, grants and other sources of fundraising where restrictions are imposed that are narrower than the charity's overall objectives.

During 2007/08 there has been one restricted donation of £415 relating to money for an income generation scheme in Rwanda. This has been held in a restricted fund. During 2007/08, this had not been disbursed.

Governance of the charity

During the year the trustees formally met two times, however they are in communication with each other and the committee on a much more frequent basis. Potential trustees are selected by the current trustees, and invited to position. Trustees serve for an indefinite period of time but consider the future needs of the charity and the trustee board's composition on an annual basis.

During the year the trustees were delighted to welcome Ben Coren, Jenny Grunwald, George Grayson and Matthew Rees to the board of trustees.

Risk management

In the light of Corporate Governance guidance contained within the Charities Statement of Recommended Practice issued on 12 October 2000, the Trustees conducted a Charity Level Risk Assessments and reviewed Project Risk Assessments compiled by each project team. The Charity Risk Assessment will consider the major strategic, project and operational risks to which the Charity is exposed.

Trustees' responsibilities

The trustees are required by charity law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity as at the end of the financial year.

The trustees confirm that suitable accounting policies have been used and applied consistently, and reasonable and prudent judgements and estimates have been made in the preparation of the financial statements for the year ended 30th September 2008. The Trustees also confirm that applicable accounting standards have been followed and that the financial statements have been prepared on the going concern basis.

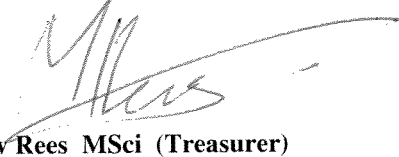
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Bristol Volunteers for Development Abroad (BVDA)

BVDA Committee

The charity is grateful for the unstinting efforts of the president and his volunteer committee who are involved in co-ordinating the projects, volunteers, day to day management of the charity together with fund-raising.

By order of the trustees

A handwritten signature in black ink, appearing to read 'M Rees', with a long horizontal flourish extending to the right.

Matthew Rees MSci (Treasurer)

Bristol Volunteers for Development Abroad (BVDA)

Independent Examiner's Report to the Trustees of BVDA

The accounts have been prepared by the trustees and reviewed by an independent examiner. I report on the accounts of the charity for the year ended 30 September 2008, which are set out on pages 6 and 7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to: examine the accounts (under section 43(3)(a) of the 1993 Act); to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.


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 41 of the 1993 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act 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.

Name: Rajit Gholap ACA

Relevant professional qualification or body: Institute of Chartered Accountants in England and Wales

Date: 29 July 2009



Bristol Volunteers for Development Abroad (BVDA)

Statement of financial activities for the year ended 30th September 2008

	Restricted Funds £	Unrestricted Funds £	Total 2008 £	Total 2007 £
Incoming resources from charitable activities:				
Donations & gifts	415	36,975	37,390	32,999
Other incoming resources:				
Bank interest	-	233	233	163
Other	-	917	917	1,003
Total incoming resources	415	38,125	38,540	34,165
Resources expended:				
Direct project expenditure	-	(35,354)	(35,354)	(29,979)
Administration and fundraising costs	-	(1,356)	(1,356)	(1,147)
Total resources expended	-	(36,710)	(36,710)	(31,126)
Net Receipts/(Payments)	415	1,415	1,830	3,039
Net movement in funds:				
Fund balances brought forward at 1 October 2007	-	9,323	9,323	6,284
Fund balances carried forward at 30 September 2008	415	10,738	11,153	9,323

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Balance Sheet as at 30th September 2008

	Restricted Funds £	Unrestricted Funds £	Total 2008 £	Total 2007 £
Current assets				
Cash at bank and in hand	415	10,738	11,153	9,323
Net Assets	415	10,738	11,153	9,323
Capital and reserves:				
Total funds	415	10,738	11,153	9,323

The accounts on pages 6 and 7, together with the related notes on page 8, were approved by the trustees on and were signed on their behalf by:



Matthew Rees

Treasurer

Bristol Volunteers for Development Abroad (BVDA)

Notes to the Financial Statements for the year ended 30th September 2008

1 Principal accounting policies

The financial statements have been prepared in accordance with applicable Accounting Standards in the United Kingdom and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in 2005, and in line with Charity Commission guidance. A summary of the principal accounting policies, which have been applied consistently, are set out below.

Basis of accounting

The financial statements are prepared on a 'receipts and payments basis'.

Receipts and income

Donations, gifts and interest receivable are recorded on a receipt basis. Volunteers do not receive payments for their services. Receipts and payments are included net of deposits paid, with the outstanding balance on deposits included as a net movement on deposits.

The charity's policy on restricted funds is to separately record donations, grants and other sources of fundraising where restrictions are imposed that are narrower than the charity's overall objectives.

Resources expended

Resources expended are recorded on a payment basis. Payments are split between direct project expenditure and administration and fundraising costs. Neither the trustees, nor any members of the committee receive any payment for their involvement with the charity.

Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction.

Taxation

The charity is a registered charity, and as such is entitled to certain tax exemptions including Gift Aid which it subscribes to. The charity is not registered for VAT and accordingly, all their expenditure is recorded inclusive of any VAT incurred.