



Bristol Volunteers for Development Abroad

**Annual Report and Accounts
for the year ended 30 September 2009**

Registered Charity Number: 1093476

Bristol Volunteers for Development Abroad (BVDA)

Annual report and Accounts for the year ended 30 September 2009

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Bristol Volunteers for Development Abroad (BVDA)

Trustees and Officers

Trustees

Matthew Rees
George Grayson
Jenny Grunwald
Ben Coren

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 30 September 2009

The Trustees present their annual report and the independently examined financial statements for the year ended 30th September 2009.

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, as amended by the Charities Act 2006.

Status and administration

The charity is constituted by a Deed of Trust dated 17th February 2002, and amended by a further deed dated 10 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.

Public Benefit

When reviewing our activities the Trustees have regard to the Charity Commission guidance on public benefit. The Trustees always ensure that the activities undertaken are in line with the charitable objects and aims of BVDA.

Review of the Charities activities and Future developments

During this period BVDA arranged for 36 volunteers to work with communities and local organisations in Uganda, Rwanda and Nepal for a period of 6-8 weeks during July – September 2009.

Twelve 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.

Eighteen 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.

Income Generation

The statement of financial activities for the year to 30 September 2009 is set out on page 6. A summary of the financial results is set out below.

The charity's income increased from £37,139 to £44,963. The charity's income increased in part due to a one-off donation from Goldman Sachs as part of a match funding arrangement sponsoring its employees fundraising for charities. In addition, the volunteer's fundraising target increased from £625 to £650 per volunteer. This was deemed necessary in order to cover the increasing costs incurred by our partner charities.

Fundraising, 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 fundraising, administration, insurance and fundraising costs for the charity are minimal and kept to 5% (2007/08: 4%) of total expenditure.

Bristol Volunteers for Development Abroad (BVDA)

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

It is the policy of the Trustees to maintain a level of reserves sufficient to meet the day-to-day cash-flow requirements of the Charity; to provide a degree of protection against any unforeseen expenditure such as a volunteer emergency; and to provide a pool of funds from which to provide microgrants to causes and enterprises which the Trustees may from time to time wish to support.

The reserves are reviewed annually by the Trustees to ensure that they meet these requirements and that they are in line with the Charity's obligations to spend resources on its charitable objects.

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.

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.

Plans for the future

The strategic direction of BVDA is lead by the board of trustees, and is supported by the committee & volunteers through annual strategy review in October. BVDA's objective's for the future are to:

- develop non-volunteer fundraising and broaden the use of available resources – e.g. grant making trusts;
- strengthen monitoring and evaluation processes to enhance the monitoring of project expenditure and progress against BVDA's charitable objectives;
- establish medium term agreements with our partner NGOs to assist in planning for the future; and
- explore the possibilities of UK based volunteering, in order to assist our overseas partner NGOs.

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.

BVDA Committee

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

Bristol Volunteers for Development Abroad (BVDA)

Trustees' responsibilities

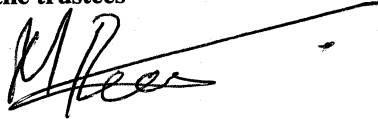
The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 charity and of the incoming resources and application of resources of the charity 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;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

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, as amended by the Charities Act 2006, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

By order of the trustees



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 2009, 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 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

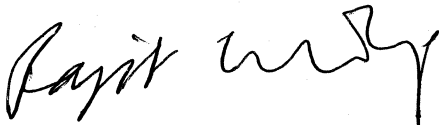
Basis of independent examiner's report

My examination was carried out in accordance with 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 the 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 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



Rajit Gholap, ACA

Institute of Chartered Accountants in England and Wales

22/07/2010

Bristol Volunteers for Development Abroad (BVDA)

Statement of financial activities for the year ended 30th September 2009

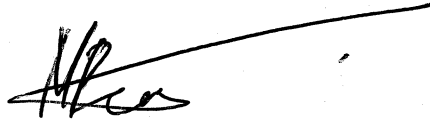
	Restricted Funds £	Unrestricted Funds £	Total 2009 £	Total 2008 £
Incoming resources				
Incoming resources from generated funds				
Voluntary income (gifts and donations)	9,000	34,125	43,125	34,739
Fundraising sales	-	1,793	1,793	2,082
Bank interest	-	45	45	318
Total incoming resources	9,000	35,963	44,963	37,139
Resources expended				
Costs of generating funds				
Fundraising costs	-	(944)	(944)	(675)
Charitable activities				
Direct project expenditure	(7,750)	(25,279)	(33,029)	(33,050)
Administrative costs	-	(138)	(138)	(512)
Governance costs				
Insurance	-	(670)	(670)	(1,072)
Total resources expended	(7,750)	(27,031)	(34,781)	(35,309)
Net incoming/outgoing resources	1,250	8,932	10,182	1,830
Transfers between reserves (see notes)	(1,250)	1,250	-	-
Net movement in funds:				
Fund balances brought forward at 1 October 2008	415	10,738	11,153	9,323
Fund balances carried forward at 30 September 2009	415	20,920	21,335	11,153

Bristol Volunteers for Development Abroad (BVDA)

Balance Sheet as at 30th September 2009

	Restricted Funds £	Unrestricted Funds £	Total 2009 £	Total 2008 £
Current assets				
Cash at bank and in hand	415	20,920	21,335	11,153
Net Assets	415	20,920	21,335	9,323
Capital and reserves:				
Total funds	415	20,920	21,335	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, MSci (Treasurer)

Bristol Volunteers for Development Abroad (BVDA)

Notes to the Financial Statements for the year ended 30th September 2009

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 receipts basis. Volunteers do not receive payments for their services.

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.

In addition, volunteers provide deposits to BVDA prior to fundraising. These deposits are recorded as restricted voluntary income when received and restricted direct project expenditure when returned to the volunteer.

Volunteers who do not reach their fundraising target waive their right to the deposit, so a transfer is made at year-end from restricted funds to unrestricted funds representing the balance of deposits that remains with the Charity. Deposits still owed to volunteers but not yet repaid remain within restricted funds.

Fundraising sales represents the income made from sales of charity goods and tickets to fundraising events.

Resources expended

Resources expended are recorded on a payment basis.

Fundraising costs represents the costs associated with the income from fundraising sales.

Charitable activities are split between direct project expenditure and administration costs.

Governance costs represent the costs of trustee liability insurance and the costs associated with meetings of the Trustees. Neither the trustees, nor any members of the committee, receive any payment for their involvement with the charity, and the Trustees received no reimbursement for expenses incurred during the period.

Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Bank fees incurred are recorded as direct project expenditure.

All bank accounts are held in pounds sterling.

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.