

# Annual Review

2007/2008



**“Promoting and strengthening the  
Voluntary & Community Sector in  
Hammersmith & Fulham  
in all its diversity”**



**CaVSA**  
hammersmith & fulham

# ABOUT CaVSA

## CaVSA Management Structure



## Membership statement

CaVSA membership is determined by our Trustees under the terms of our Memorandum and Articles of Association.

Membership is open to voluntary organisations or branches of national and regional voluntary organisations that are based in Hammersmith & Fulham and provide services for the benefit of residents of the Borough, and that operate a policy of celebrating diversity.

There is no membership fee but all members are expected to support the aims of the organisation, to abide by the rules of membership and to contribute £10 towards costs, if the organisation closes and is wound up. As a member organisation you will help inform our strategic direction and will be entitled to vote at AGM's and other General meetings. Contact the office if you would like to be more involved as a member organisation

# 2007/2008 REVIEW

## Chair's Report

2007/2008 was a year of success and sadness as Penelope Harrison, who helped set up the organisation back in 1999 retired to enjoy a life on the canals! Penelope's legacy is very much appreciated by the Board. She has left an organisation that is well managed, financially secure and with opportunities for growth and development.

This year has been one of extraordinary developments for CAVSA with some of our most ambitious projects already showing great results. Key achievements in the year included funding and capacity building support to over 300 groups and organisations; securing funding with the Community Property Foundation for a premises project; supporting the Community Safety Board to be established; and retaining our IIP status for the 2nd time. Well done to both staff and Board members.

I am most grateful to the Board of Trustees for their continued support and I would like to say a heartfelt thanks to all our staff for their enthusiasm and hard work.

Finally I would like to take this opportunity to welcome Peter Okali, Penelope's successor who I am sure will continue to ensure that CAVSA will provide a platform for innovation and development throughout the Voluntary Sector – whatever size organisation you are!

*Jose Y Tsuchihashi, Chairperson*

## Chief Executive's Report

Changes to Voluntary and Community Sector funding, premises and involvement in the planning of local services provide challenges for many large and small voluntary and community organisations.

In Hammersmith and Fulham with its diverse population and inequalities of health and social provision, these changes also present opportunities for the Sector. I am therefore pleased to report that 2007/2008 was a successful year for CaVSA as we continued to strengthen our role in supporting large and small voluntary and community organisations to make the most of these opportunities.

In support of this goal, we will be developing our services in 3 key areas over the next couple of years.

We will be developing our Groups Development support to include tendering and commissioning. We will be working with the Local Authority and others to develop a premises and office resource for the Sector and we will be working to strengthen the voice of the Sector in the planning and delivery of local services, through the CVSNI and other engagement platforms.

My thanks to Penelope Harrison, CaVSA's Trustees and staff for the welcome and support they have given me since starting in this job six months ago. I look forward to working with our colleagues across all Sectors to ensure that the Voluntary and Community Sector is benefiting and contributing to our Borough of Opportunity.

*Peter Okali, Chief Executive*



# NETWORKING & ENGAGEMENT

## What we do

One of CaVSA's core activities is to provide opportunities for voluntary and community sector organisations to come together to share skills and experiences and to develop a coherent voice and influence across the wide range of local planning and service delivery issues affecting our clients and the residents of Hammersmith & Fulham.

The forums and networks we support, including the Community and Voluntary Sector Network (CVSN) aim to be inclusive and reflecting of the diversity of the sector in Hammersmith and Fulham.

## Goals and achievements in 2007/2008

### What we said we would do in 2007/2008

Following the loss of some funding for the CVSN forums, a major goal for 2007/2008 was to restructure and rationalise the number of forums and to ensure that each forum identifies key objectives to be implemented in the year ahead.

### What we achieved

- Successful review of CVSN forums to better align with the themes of the Community Strategy and Local Area Agreement
- Agreement on four key objectives for each of the forums to deliver on over the coming year
- Collaboration with Groups Development to successfully develop and promote the Supplementary Schools Network

## What we are planning to do in 2008/2009

- Continue to facilitate liaison and collaboration across the Voluntary and Community Sector and with the Statutory and Private Sectors
- Continue to strengthen the role of the of the CVSN on the Borough Partnership and in delivery of the Hammersmith & Fulham Local Area Agreement
- To keep the Voluntary and Community Sector informed of and engaged in local and national developments. In particular, through support to the Hammersmith & Fulham Community Safety Board and the launch of two new forums – a general Voluntary and Community Sector forum and a Director's forum

# GROUPS DEVELOPMENT

## Goals and achievements in 2007/2008

### What we said we would do in 2007/2008

- Develop our Training services by gaining accreditation with the Open College Network and delivering level 2 type courses
- Deliver funding advice to BME and refugee groups and organisations
- Continue to provide general advice and support to all VCS groups and organisations across the Borough
- To work strategically to improve infrastructure support to frontline organisations
- To secure funding to develop a premises resource for the sector

### Some of our achievements

- Level 2 standard training and support was provided to 15 Supplementary School organisations were supported through towards achieving a quality assurance standard
- Funding was secured and a project launched to deliver funding advice for 18 months to BME groups in partnership with the H&F Refugee Forum and H&F BME Forum.
- Over 300 groups and organisations have been supported on a range of topics including funding, constitutions and financial management
- The ChangeUp Infrastructure Strategy and Business plan was successfully completed and submitted. Funding has been secured to develop the infrastructure support consortium in 2008/2011
- Funding was secured from the Local Authority for a premises development project which will be launched in 2008/2009

## What we do

CaVSA's other core activity is to build the capacity of Voluntary and Community Sector organisations to be effective and well managed in all their activities. This includes providing information, offering advice, casework support and practical assistance across a wide range of needs, including business and project planning, fundraising, establishing new organisations, governance and general policies and procedures.

In collaboration with CASH we also offer training, advice and support with financial management, planning and procedures.

## What we are planning to do in 2008/2009

In 2008/2009 we will continue to support over 300 organisations to increase their capacity and improve their performance

We will develop opportunities for voluntary and community organisations to take advantage of new initiatives and opportunities including launching the new premises support project



# FINANCIAL REVIEW

## Summary Statement of Financial Activities for the Year Ended 31 March 2008

	Restricted Funds 2008	Unrestricted Funds 2008	Total Funds 2008	Total funds 2007
<b>INCOMING RESOURCES</b>				
Incoming resources from generated funds:				
Voluntary income	£109,770	-	£109,770	£78,540
Investment income - bank interest	-	£6,258	£6,258	£3,778
Incoming resources from charitable activities	£273,211	£28,886	£302,097	£253,750
Other incoming resources	-	£3,615	£3,615	£3,430
<b>TOTAL INCOMING RESOURCES</b>	<b>£382,981</b>	<b>£38,759</b>	<b>£421,740</b>	<b>£339,498</b>
<b>RESOURCES EXPENDED</b>				
Charitable activities	£334,357	£7,679	£342,036	£329,428
Governance costs	£16,207	-	£16,207	£15,121
<b>TOTAL RESOURCES EXPENDED</b>	<b>£350,564</b>	<b>£7,679</b>	<b>£358,243</b>	<b>£344,549</b>
<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR</b>				
Total funds at 1 April 2007	£30,424	£50,694	£81,118	£86,169
<b>TOTAL FUNDS AT 31 MARCH 2008</b>	<b>£ 62,841</b>	<b>£ 81,774</b>	<b>£ 144,615</b>	<b>£ 81,118</b>

### TRUSTEES' STATEMENT

The full financial statements were approved by the Trustees at the AGM on 16 October 2008. They, together with this Annual Review, have been sent to the Charity Commission and the Registrar of Companies.

The financial statements have been audited by haysmacintyre, Chartered Accountants & Registered Auditors and received an unqualified opinion. These summarised accounts may not contain sufficient information to allow for a full understanding of the financial affairs of the charity. They are extracted from the annual financial statements and these, including the auditor's report and the trustees' annual report, are available from the Company Secretary at CaVSA Hammersmith & Fulham.

On behalf of the Trustees of CaVSA Hammersmith & Fulham.

**Beatrice Elder**      **Jose Tsuchihashi**  
*Treasurer*              *ChairPerson*

## Summary Balance Sheet as at 31 March 2008

### AUDITORS' STATEMENT TO THE TRUSTEES OF CaVSA HAMMERSMITH & FULHAM

We have examined the summarised financial statement of CaVSA Hammersmith & Fulham.

#### Respective responsibilities of trustees and auditors

The trustees are responsible for preparing the summarised financial statements in accordance with the recommendations of the charities SORP.

Our responsibility is to report to you our opinion on the consistency of the summarised financial statements with the full financial statements and Trustees' Annual Report. We also read the other information contained in the summarised Annual Review and consider the implications of our report if we become aware of any apparent misstatements or material inconsistencies with the summarised financial statements.

**Basis of opinion.** We conducted our work in accordance with Bulletin 1999/6 'The auditors' statement on the summary financial statement' issued by the Auditing Practices Board for use in the United Kingdom.

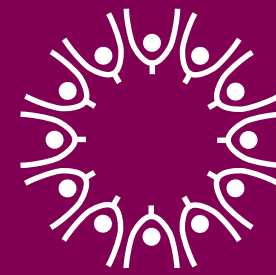
**Opinion.** In our opinion the summarised financial statements are consistent with the full financial statements and the Trustees' Annual Report of CaVSA Hammersmith & Fulham for the year ended 31 March 2008.

haysmacintyre, Chartered Accountants & Registered Auditors,  
Fairfax House, 15 Fulwood Place, London, WC1V 6AY

	2008	2007
<b>FIXED ASSETS</b>		
Tangible fixed assets	£760	£4,093
<b>CURRENT ASSETS</b>		
Debtors	£76,565	£3,282
Cash at bank and in hand	<u>£127,520</u>	<u>£113,388</u>
	<b>£204,085</b>	<b>£116,670</b>
<b>CREDITORS:</b> amounts falling due within one year	<u>(£60,230)</u>	<u>(£39,645)</u>
<b>NET CURRENT ASSETS</b>	<b><u>£143,855</u></b>	<b><u>£77,025</u></b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b><u>£ 144,615</u></b>	<b><u>£ 81,118</u></b>
<b>CHARITY FUNDS</b>		
Restricted funds	£62,841	£30,424
Unrestricted funds	<u>£81,774</u>	<u>£50,694</u>
	<b><u>£ 144,615</u></b>	<b><u>£ 81,118</u></b>



# THANK YOU



CaVSA would like to thank all who have contributed to and supported the organisation in the last year. In particular we would like to thank our funders, staff and trustees who have now left the organisation.

## Funders

supported by



LOTTERY FUNDED



The City Bridge Trust

City Parochial Foundation

Community Accountancy Self-Help

Local Network Fund

North Fulham NDC

## Former Staff

**Britt Hansen,**  
CVSN Network Manager, left Aug 07

**Penelope Harrison,**  
Chief Executive, left Jan 08

**Joseph Jeffers,**  
Employment Adviser, left Jan 08

**Sim Lauren,**  
Administrator, left May 08

**Helen Waterhouse,**  
CVSN Network Manager, left Jul 08

**Liz Walker,**  
Funding Adviser, left Apr 07

## Former Trustees

**Maria de Gale,** resigned Jul 08

**Eleni Grivellis,** resigned Jul 07

**Noreen McIlvenna,** resigned Apr 08

**Abdurahman Mohamed,** resigned Jul 07

**Michael Tangney,** resigned Aug 08

## Supporters

**Angela Bell**

**Ian Davis**

**Kim Dero**

**Jo Higgs**

**Councillor Anthony Lillis**

**Tazeem Moledina**

**Louise Nolan**

**Matthew Payne**

**Piers Player**

**Denyse Richards**

**Peter Smith**

**Sue Spiller**

**Susan Westman**

## Registered Address

Community & Voluntary Sector  
Association Hammersmith & Fulham  
164-166 King Street, London W6 0QU

Company registered number: 03471416

Charity registered number: 1071089

www.cavsa.org.uk