

**WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION  
(LIMITED BY GUARANTEE)  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2008**

**WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION  
CONTENTS**

---

	<b>Page</b>
Legal and administrative information	1
Trustees' report	2 to 6
Statement of financial activities	7
Balance sheet	8
Notes to financial statements	9 to 17
Audit report	18 to 19

---

**WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION  
LEGAL AND ADMINISTRATIVE DETAILS**

---

Registered Charity No: 1094512  
Registered Company No: 4564781  
Addresses: 16 Tuesday Market Place  
King's Lynn  
Norfolk

Board members: S Cliffe (Chair)  
M Coleman (vice chair)  
M Brown  
J Sweeney  
M Cook CBE  
T Cara  
G Dawes  
T Gilder  
E West-Burnham  
P Kavanagh  
J Evans  
J Rees  
A Truman

Auditors Hayhow and Co  
19 King Street  
King's Lynn  
Norfolk  
PE30 1HB

**WEST NORFOLK VOLUNTARY COMMUNITY ACTION  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2008**

---

The trustees present their report and audited financial statements for the year ended 31 March 2008.

**Reference and Administrative Information.**

Charity name: West Norfolk Voluntary and Community Action

Charity registration number: 1094512

Company registration number: 4564781

Registered Office and  
operational address: 16 Tuesday Market Place  
King's Lynn  
Norfolk

**Directors and Trustees**

S Cliffe - Chair  
M Coleman - Vice Chair  
M Brown  
G Dawes  
J Sweeney  
M Cook CBE  
T Cara  
T Gilder  
E West-Burnham  
P Kavanagh  
J Evans  
J Rees  
A Truman

**Secretary**

H Farley

**Chief Executive**

H Farley

**Auditors:** Hayhow & Co  
19 King Street  
King's Lynn  
Norfolk  
PE30 1HB

**WEST NORFOLK VOLUNTARY COMMUNITY ACTION  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2008**

---

**Bankers :** Unity Trust Bank  
Customer Services Centre  
9 Brindleyplace  
Birmingham  
B1 2HB

**Structure, Governance and Management**

Governing document

The organisation is a charitable company limited by guarantee and was incorporated and registered as a charity on 16 October 2002. The company was established under a memorandum of Association which established the objects and plans of the charitable company and is governed under its Articles of Association.

Appointment, induction and training of trustees

The directors of the company are also charity trustees for the purpose of charity law, and under the Company's Articles are known as the Member of the Board. All new trustees are approved by the board.

All trustees have had appropriate training and induction as can be seen in the Annual Report 2007/08.

Risk Management

The board has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, and visitors to the centre. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Organisational Structure

The board members meet regularly and are responsible for the direction and policy of the charity. At present the charity has thirteen members from a variety of backgrounds.

Day to day responsibility is delegated to the chief executive who in turn delegates to and manages the staff of the charity.

**WEST NORFOLK VOLUNTARY COMMUNITY ACTION  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2008**

---

The charity brings together various organisations and in the year has 77 (seventy seven) member organisations which are listed in the Annual Report, along with two individual members.

H Farley – chief executive is also vice chair for the West Norfolk Partnership Board.

**Objectives and activities**

The objects of the charity are to promote any charitable purposes for the benefit of the community in the local government districts of West Norfolk and Breckland, and in particular the advancement of education, the protection of health and the relief of poverty distress and sickness. To promote and organise co-operation in the achievement of the above purposes and to that end bring together council representations of the voluntary organisations and statutory authorities within the area of benefits.

Area of benefit: West Norfolk and Breckland.

The main objectives and activities for the year continued to focus on strengthening the network of organisations. A summary for the year can be seen in the Annual Report 2007/08.

**Achievements and Performance**

We continued to ensure the voice of the voluntary and community sector in West Norfolk was heard at a strategic level. During the year we played an active role in local and county strategic partnerships and helped shape the Norfolk Local Area Agreement. We are keen to hear more on the issues which affect the sector so that we can make sure those views are heard.

Partnership working was alive and well with partnership projects such as Seamless Support through Investing in Communities. This enhanced our development work and particularly our ability to support social enterprise. Chaired the Norfolk Voluntary and Community Sector Infrastructure Consortium through a particularly challenging year where we considered our structure and purpose. No one said partnership working was easy but it is absolutely worth the effort, whilst the consortium has had its difficulties their were positive relationships made around that table.

For full details of the achievements and performance please see the Annual Report.

**WEST NORFOLK VOLUNTARY COMMUNITY ACTION  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2008**

---

**Financial Review**

Principal funding sources

The charity has been fortunate to maintain its core funding and to receive other project funds during the year, enabling the charity to deliver more services.

The main funders continued to be Norfolk County Council, West Norfolk Primary Care Trust and King's Lynn and West Norfolk Borough Council.

Investment Policy

The charity retains a prudent amount in reserves each year. The charity maintains healthy cash balances. The restricted funds are generally spent over a short period and the ongoing ones are replenished annually for the forthcoming year. A review of investment policies is planned in the new financial year.

Plans for future periods

The charity's key aims for the coming year are to:-

continue to meet the aims and objectives as set out by the charity.

Responsibilities of the Trustees

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
  - make judgements and estimates that are reasonable and prudent; and
  - prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.
-

**WEST NORFOLK VOLUNTARY COMMUNITY ACTION  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2008**

---

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees 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.

In accordance with company law, as the company's directors, we certify that:

· as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

**Auditors**

Hayhow & Co were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the trustees on .....and signed on its behalf by:

(Director)

**WEST NORFOLK VOLUNTARY COMMUNITY ACTION  
STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31ST MARCH 2008**

	Notes	Unrestricted Fund 2008 £	Restricted Fund 2008 £	Total 2008 £	Total 2007 £
<b>Incoming Resources</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2a	225,220	187,783	413,003	496,189
Activities for generating funds	2b	-	-	-	-
Investment income and interest	2c	9,744	-	9,744	3,798
<b>Total Incoming Resources</b>		<b>234,964</b>	<b>187,783</b>	<b>422,747</b>	<b>499,987</b>
<b>Resources Expended</b>					
Costs of generating funds:					
Costs of generating voluntary income	3a	119,459	-	119,459	91,674
Fundraising trading: cost of goods sold and other costs	3b	-	-	-	-
Charitable activities	3c	126,710	190,542	317,252	410,227
Governance costs	4	2,044	394	2,438	4,746
<b>Total Resources Expended</b>		<b>248,213</b>	<b>190,936</b>	<b>439,149</b>	<b>506,647</b>
Net Incoming Resources/(Resources Expended) before transfers		-13,249	(3,153)	(16,402)	(6,660)
Transfers between funds		39,205	(39,205)	-	-
Net income resources/(resources expended) for the year		25,956	(42,358)	(16,402)	(6,660)
Total funds at 1 April 2007		160,822	92,443	253,265	259,925
<b>Total Funds at 31 March 2008</b>		<b>186,778</b>	<b>50,085</b>	<b>236,863</b>	<b>253,265</b>

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

The notes on pages 9 to 17 form part of these financial statements

**WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION  
BALANCE SHEET AT 31ST MARCH 2008**

	Notes	2008 £	2007 £
Tangible Fixed Assets	8	20,599	27,048
Current Assets			
Debtors	9	29,413	40,690
Cash at bank and in hand		197,379	193,473
		<u>226,792</u>	<u>234,163</u>
Creditors: Amounts falling due within one year	10	<u>10,528</u>	<u>7,946</u>
Net Current Assets		216,264	226,217
Creditors: Amounts falling due after one year		-	-
Net Assets		<u><u>236,863</u></u>	<u><u>253,265</u></u>
Funds			
Unrestricted	12	186,778	160,822
Restricted	12	50,085	92,443
	11	<u><u>236,863</u></u>	<u><u>253,265</u></u>

Approved by the Board on

and signed on its behalf by:

..... - S Cliffe

**WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2008**

---

**1. Accounting Policies**

**a) Basis of Preparation**

The financial statements are prepared under the historical cost convention in accordance with applicable accounting standards, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and on the basis the charity can continue to operate as a going concern. The trustees believe this to be appropriate as the charity has sufficient funds available to finance its operations in the foreseeable future. In assessing whether the charity is a going concern the trustees have considered a period which is less than twelve months from the date the accounts were approved.

The charity has prepared its financial statements in accordance with the requirements of the Charities Act 1993 (as amended by Charities Act 2006) and the Statement of Recommended Practice "Accounting by Charities" 2005.

**b) Incoming Resources**

Voluntary income comprises mainly of grants which are recognised in full in the SOFA in the year they are receivable.

**c) Resources Expended**

Expenditure is recognised in the period incurred. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Costs for generating voluntary income apportion all costs associated with the generation of grants and other voluntary income.

Charitable activities costs includes all costs apportioned to activities associated with the charities objectives.

**d) Taxation**

No provision has been made for Corporation Tax as no tax is payable on the charity's charitable activities.

**e) Tangible Fixed Assets and Depreciation**

Depreciation is calculated to write off the costs of each asset over its estimated useful life at the following rates:-

Office equipment	25% reducing balance basis
------------------	----------------------------

**f) Fund Accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

---

WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2008  
CONTINUED

	Unrestricted 2008	Restricted 2008	Total 2008	Total 2007
	£	£	£	£
<b>2. Incoming Resources</b>				
<b>a) Voluntary income</b>				
Grants				
Norfolk County council	69,235	-	69,235	67,218
WNPCT	53,344	-	53,344	50,320
King's Lynn Borough Council	25,205	-	25,205	24,947
Acorn training	-	-	-	498
Volunteer training	-	2,385	2,385	1,662
Heacham Voluntary Centre	-	20,416	20,416	22,667
Volunteers week	-	-	-	600
CVS East	-	-	-	14,885
Staff wellbeing	-	241	241	16
Partnership	-	54,126	54,126	30,992
Seamless Service	-	34,106	34,106	15,670
Capacity Builder	-	15,810	15,810	38,298
Secretariat	-	5,037	5,037	4,857
Triangle Trust Grant	-	5,000	5,000	-
Small Grants Programme	-	11,080	11,080	-
Development workers network	-	-	-	2,210
Quality Assurance worker	-	-	-	15,702
W N Bursaries	-	-	-	2,759
Fens pathfinder project	-	-	-	3,915
Welcome pack	-	25,000	25,000	-
Job centre plus	-	-	-	15,831
Voluntary sector hub	-	-	-	469
Swaffham Volunteer centre	-	-	-	13,872
Funding advice worker	-	-	-	16,868
Evaluation Workbook	-	14,582	14,582	29,728
Consultancy fees and commission	-	-	-	1,650
Management fees	69,121	-	69,121	81,375
Membership fees	2,785	-	2,785	2,178
Sundries	5,530	-	5,530	32,921
Training	-	-	-	3,512
Insurance Claim	-	-	-	569
	225,220	187,783	413,003	496,189
<b>b) Activities for generating funds</b>				
	0	0	0	0

WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2008

	Unrestricted 2008	Restricted 2008	Total 2008	Total 2007
<b>c) Investment Income</b>				
Interest	9,744	-	9,744	3,798
	<u>234,964</u>	<u>187,783</u>	<u>422,747</u>	<u>499,987</u>
	Unrestricted 2008 £	Restricted 2008 £	Total 2008 £	Total 2007 £
<b>3a. Costs of generating voluntary income</b>				
Support costs (see note 7)	119,459	-	119,459	91,674
	<u>119,459</u>	<u>-</u>	<u>119,459</u>	<u>91,674</u>
<b>3b. Fundraising trading: cost of goods sold and other costs</b>				
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>3c. Charitable activities</b>				
Salaries	-	90,656	90,656	130,219
Recruitment costs	-	-	-	1,801
Rent	-	3,819	3,819	6,508
Telephone	-	3,190	3,190	3,485
Training	-	4,184	4,184	9,645
Travel	-	6,805	6,805	9,770
Postage and Stationery	-	5,973	5,973	11,953
Website Costs	-	38	38	23,887
Advertising	-	-	-	555
Membership & Subscriptions	-	212	212	117
Bursaries	-	-	-	-
Translation costs	-	11,354	11,354	2,073
Insurance	-	407	407	931
Repairs & Maintenance	-	457	457	423
Event expenses	-	4,908	4,908	8,454
Cleaning	-	103	103	-
Miscellaneous	-	1,554	1,554	16,457
Management charge	-	44,531	44,531	68,318
Grant repaid	-	6,707	6,707	11,339
Support costs (see note 7)	125,488	-	125,488	95,277
Depreciation	1,222	5,644	6,866	9,015
	<u>126,710</u>	<u>190,542</u>	<u>317,252</u>	<u>410,227</u>

These are the costs for the charity in the achievement of the charitable objectives, which did not create an income.

WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2008

---

	Unrestricted 2008 £	Restricted 2008 £	Total 2008 £	Total 2007 £
<b>4. Governance costs</b>				
Accountant's fees	2,044	394	2,438	3,768
Legal & professional	-	-	-	978
	<u>2,044</u>	<u>394</u>	<u>2,438</u>	<u>4,746</u>

<b>5. Net Incoming Resources for the year</b>	<b>2008</b>	<b>2007</b>
This is stated after charging:	£	£
Depreciation	6,866	9,015
Accountant's fees	2,438	3,768

**6. Staff Costs and Numbers**

Salaries	193,274	182,656
Social Security	74,306	64,876
Pension costs	14,619	15,607
Other staff costs	5,197	5,217
	<u>287,397</u>	<u>268,356</u>

The average weekly number of employees during the period was –

	<b>2008</b>	<b>2007</b>
Full time equivalent	<u>12</u>	<u>12</u>

No employee received remuneration of more than £60,000.

Trustees are not remunerated. One trustee received reimbursement of expenses during the year, of £13.00

WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2008

---

7. Support costs

	Costs of generating voluntary income	Charitable activities	Total 2008	Total 2007
Salaries	98,371	98,370	196,741	138,138
Translation Costs	300	300	600	-
Recruitment Costs	-	-	-	2,094
Management charges	682	682	1,364	1,500
Rent	4,200	4,200	8,400	8,712
Telephone	1,671	1,671	3,342	3,518
Training	-	4,484	4,484	1,677
Travel	3,081	3,081	6,162	6,490
Postage and Stationery	2,627	2,627	5,254	4,478
Photocopier	1,040	1,040	2,081	2,891
Cleaning	-	667	667	838
Insurance	1,683	1,683	3,366	2,645
Event Expenses	516	516	1,032	3,768
Repairs & Maintenance	2,322	2,322	4,644	5,096
Computer	1,052	1,052	2,104	857
General	1,914	1,914	3,827	3,163
Subscriptions	-	690	690	1,087
Bank charges	-	189	189	-
Total	<u>119,459</u>	<u>125,488</u>	<u>244,947</u>	<u>186,952</u>

Apportionment of costs

Salaries have been apportioned half each to cost of generating voluntary income to charitable activities.

Rent has been apportioned half each to cost of generating voluntary income to charitable activities.

Training costs, cleaning and subscriptions are all allocated to charitable activities.

All other costs have been apportioned half each to cost of generating voluntary income to charitable activities.

---

WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2008

**8. Tangible Fixed Assets**

	Equipment	Total
Cost:		£
At 1 April 2007	58,167	58,167
Additions	417	417
Disposals		-
At 31 March 2008	<u>58,584</u>	<u>58,584</u>
Depreciation:		
At 1 April 2007	31,119	31,119
Provision for the year	6,866	6,866
On disposals		-
At 31 March 2008	<u>37,985</u>	<u>37,985</u>
Net book value At 31 March 2007	<u>27,048</u>	<u>27,048</u>
Net book value At 31 March 2008	<u>20,599</u>	<u>20,599</u>

**9. Debtors**

	2008	2007
	£	£
Sundry debtors	22,263	34,610
Prepayments	7,150	6,080
	<u>29,413</u>	<u>40,690</u>

**10. Creditors – Amounts Falling Due within One Year**

	2008	2007
	£	£
Trade creditors	5,625	1,190
Other creditors	4,903	6,756
	<u>10,528</u>	<u>7,946</u>

WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2008

---

11. Analysis of Net Assets between Funds

	Restricted Funds	General Funds	Total
Fixed assets	16,912	3,687	20,599
Current assets	35,315	191,477	226,792
Current liabilities	(2,142)	(8,386)	(10,528)
	<u>50,085</u>	<u>186,778</u>	<u>236,863</u>

12. Unrestricted Fund

	Balance At 1.4.2007 £	Income Resources £	Outgoing Resources £	Transfers £	Balance at 31.03.2008 £
General Fund	160,822	234,964	248,213	39,205	186,778
	<u>160,822</u>	<u>234,964</u>	<u>248,213</u>	<u>39,205</u>	<u>186,778</u>

WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2008

	Balance At 1.4.2007 £	Income Resources £	Outgoing Resources £	Inter-funds Transfers £	Balance at 31.03.2008 £
<b>12b. Restricted Funds</b>					
Partnership officer	4,537	54,126	46,604	(12,059)	-
Equipment bank	1,647	-	453	90	1,284 *
Welcome Pack	-	25,000	25,000	-	-
Secretariat	-	5,037	5,029	-	8
Small Grants Programme	-	11,080	7,675	-	3,405
Triangle Trust Grant	-	5,000	-	-	5,000
Evaluation workbook	(315)	-	-	315	-
Computer station	386	-	60	(90)	236 *
Volunteers training partnership	(1,150)	2,385	406	911	1,740
Seamless service	2,125	34,106	34,759	-	1,472
Capacity builder	24,712	15,810	22,238	-	18,284
Job centre plus funding	1,663	-	315	(403)	945 *
Awards for all 2005	630	-	158	-	472 *
Diversity officer	28,323	-	-	(28,323)	-
Staff wellbeing fund	68	241	184	-	125
Development workers network	266	-	-	(266)	-
Quality Assurance worker	844	-	231	81	694 *
Heacham volunteer centre	7,908	20,416	15,326	-	12,998 *
Swaffham Volunteer Centre	218	-	13,204	-	(12,986) *
Funding advice worker	811	-	231	113	693 *
Voluntary sector hub	14,770	-	3,798	426	11,398 *
Lloyds TSB	5,000	-	5,000	-	-
Evaluation Workbook Follow On	-	14,582	10,265	-	4,317
	<u>92,443</u>	<u>187,783</u>	<u>190,936</u>	<u>(39,205)</u>	<u>50,085</u>
Total	<u>253,265</u>	<u>422,747</u>	<u>439,149</u>	<u>-</u>	<u>236,863</u>

\* Balance includes capital fixed assets being depreciated over the life of the asset.

**WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2008**

---

**12c. Purpose of Restricted Funds**

Partnership Officer	: to provide a worker to promote better partnerships between organisations.
Equipment bank	: to pay for equipment to go in the equipment bank.
Welcome Pack	: to provide production of a 'welcome pack'. Including local information, in several languages to be issued to new people in the area.
Secretarial	: to provide funds to aid the secretarial support
Small Grants Programme	: to benefit community groups in 5 specific areas of Kings Lynn
Triangle Trust Grant	: to fund the salary of a part time Volunteering Officer
Evaluation Workbook	: to provide funding towards the evaluation of quality processes
Computer station	: is to provide computer with internet access for people to access at WNVCA office.
Volunteers training partnership	: funds managed by WNVCA.
Seamless Service	: to provide funding towards employees to support social enterprise in community groups.
Capacity Builder	: to provide funding towards improving the capacity of the development team
Job centre plus funding	: a two year project providing two members of staff.
Awards for all 2005	: for 2005 volunteer fair
Diversity officer	: to provide a full time county wide diversity officer.
Staff wellbeing fund	: to provide items to promote wellbeing within staff.
Development workers network	: to provide a development workers network.
Quality Assurance worker	: to complement quality assurance workers organisations in West Norfolk.
Heacham Volunteer Centre	: to provide a volunteer centre in Heacham
Swaffham Volunteer Centre	: to provide a volunteer centre in Swaffham.
Funding advice worker	: to provide a funding advice worker.
Voluntary sector hub	: to provide capital to re-equip offices.
Lloyds TSB	: to cover salary at Swaffham volunteer centre.
Evaluation workbook follow on	: to provide further training on the evaluation workbook

This report is made solely to the charity's trustees, as a body in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective Responsibilities of Trustees and Auditors**

The responsibilities of the charity trustees for the purpose of charity law, for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards as set out in the Statement of Trustees responsibilities. Our responsibility is to audit the financial statements in accordance with regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all of the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Trustees' Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

**Basis of Opinion**

We conducted our audit in accordance with International Auditing Standards (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our Audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF WEST NORFOLK AND COMMUNITY ACTION**

---

**Unqualified Opinion**

In our opinion the financial statements give a true and fair view, in accordance with the United Kingdom Generally Accepted accounting Practice applicable to smaller entities, of the state of affairs of the charitable company as at 31 March 2008 and of its incoming resources and application of resources, including its income and expenditure for the period then ended:

- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Annual Report is consistent with financial statements.

**Hayhow and Co**

**Accountants and Business Advisers**

**19 King Street**

**King's Lynn**

**Norfolk**

**PE30 1HB**

**Date:**