

**WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2009**

**WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION
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**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

B Haynes

Appointed 23rd October 08

J Minns

Appointed 23rd October 08

T Gilder

E West-Burnham

P Kavanagh

J Evans

J Rees

T Cara

Resigned June 08

G Dawes

Died January 09

A Truman

Resigned June 08

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 2009**

The trustees present their report and audited financial statements for the year ended 31 March 2009.

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
J Sweeney
M Cook CBE
T Gilder
E West-Burnham
P Kavanagh
J Evans
J Rees
B Haynes
J Minns

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 2009**

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 2008/09.

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 2009**

The charity brings together various organisations and in the year has 102 (one hundred and two) 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 (part), 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 representations from voluntary organisations and statutory authorities within the area of benefit.

Area of benefit: West Norfolk and Breckland (Part).

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 2008/09.

Achievements and Performance

The charity continued to ensure the voice of the voluntary and community sector in West Norfolk was heard at a strategic level. During the year the charity played an active role in local and county strategic partnerships and helped shape the Norfolk Local Area Agreement. The charity 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 the charities development work and particularly their ability to support social enterprise. The charity Chaired the Norfolk Voluntary and Community Sector Infrastructure Consortium through a particularly challenging year where it considered its structure and purpose.

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 2009**

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, 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:-

- Support and strengthen voluntary and community groups
- Enable the voluntary/community sector to have a strong voice and positive influence
- Provide a focus for information sharing, networking and development
- Promote and encourage volunteering
- Establish new and maintain existing partnerships between the Voluntary, Community, Statutory and Private sectors.

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 2009**

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 onand signed on its behalf by:

S. Cliffe

**WEST NORFOLK VOLUNTARY COMMUNITY ACTION
STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2009**

	Notes	Unrestricted Fund 2009 £	Restricted Fund 2009 £	Total 2009 £	Total 2008 £
Incoming Resources					
Incoming resources from generated funds					
Voluntary income	2a	203,762	111,720	315,482	413,003
Activities for generating funds	2b	-	-	-	-
Investment income and interest	2c	4,836	-	4,836	9,744
Total Incoming Resources		208,598	111,720	320,318	422,747
Resources Expended					
Costs of generating funds:					
Costs of generating voluntary income	3a	110,525	-	110,525	119,459
Fundraising trading: cost of goods sold and other costs	3b	-	-	-	-
Charitable activities	3c	117,979	126,751	244,730	317,252
Governance costs	4	2,511	2,014	4,525	2,438
Total Resources Expended		231,015	128,765	359,780	439,149
Net Incoming Resources/(Resources Expended) before transfers					
		(22,417)	(17,045)	(39,462)	(16,402)
Transfers between funds					
		(1,147)	1,147	-	-
Net income resources/(resources expended) for the year					
		(23,564)	(15,898)	(39,462)	(16,402)
Total funds at 1 April 2008					
		186,778	50,085	236,863	253,265
Total Funds at 31 March 2009					
		163,214	34,187	197,401	236,863

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 2009**

	Notes	2009 £	2008 £
Tangible Fixed Assets	8	19,781	20,599
Current Assets			
Debtors	9	49,712	29,413
Cash at bank and in hand		163,148	197,379
		<u>212,860</u>	<u>226,792</u>
Creditors: Amounts falling due within one year	10	<u>35,240</u>	<u>10,528</u>
Net Current Assets		177,620	216,264
Creditors: Amounts falling due after one year		-	-
Net Assets		<u><u>197,401</u></u>	<u><u>236,863</u></u>
Funds			
Unrestricted	12	163,214	186,778
Restricted	12	34,187	50,085
	11	<u><u>197,401</u></u>	<u><u>236,863</u></u>

These accounts are prepared in accordance with the special provisions [of Part VII] of the Companies Act 1985 relating to small entities.

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 2009**

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 Statement of Recommended Practice "Accounting by Charities" 2005, and the Companies Act 1985.

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
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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 2009
CONTINUED

		Unrestricted	Restricted	Total	Total
		2009	2009	2009	2008
		£	£	£	£
2. Incoming Resources					
a) Voluntary income					
Grants	Norfolk County council	70,620	-	70,620	69,235
	WNPCT	50,320	-	50,320	53,344
	King's Lynn Borough Council	25,709	-	25,709	25,205
	Grants - Other	5,354	-	5,354	
	Volunteer training	-	-	-	2,385
	Heacham Voluntary Centre	-	-	-	20,416
	Staff wellbeing	-	486	486	241
	Partnership	-	73,654	73,654	54,126
	Seamless Service	-	29,993	29,993	34,106
	Capacity Builder	-	-	-	15,810
	Secretariat	-	5,587	5,587	5,037
	Triangle Trust Grant	-	-	-	5,000
	Small Grants Programme	-	-	-	11,080
	Welcome pack	-	-	-	25,000
	Evaluation Workbook	-	-	-	14,582
	Grassroots	-	2,000	2,000	-
Management fees		43,537	-	43,537	69,121
Membership fees		3,557	-	3,557	2,785
Sundries		4,665	-	4,665	5,530
		203,762	111,720	315,482	413,003
b) Activities for generating funds					
		0	0	0	0

WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2009

	Unrestricted 2009	Restricted 2009	Total 2009	Total 2008
c) Investment Income				
Interest	4,836	-	4,836	9,744
	<u>208,598</u>	<u>111,720</u>	<u>320,318</u>	<u>422,747</u>

	Unrestricted 2009 £	Restricted 2009 £	Total 2009 £	Total 2008 £
3a. Costs of generating voluntary income				
Support costs (see note 7)	110,525	-	110,525	119,459
	<u>110,525</u>	<u>-</u>	<u>110,525</u>	<u>119,459</u>

3b. Fundraising trading: cost of goods sold and other costs	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

3c. Charitable activities

Salaries	-	73,415	73,415	90,656
Recruitment costs	-	-	-	-
Rent	-	3,085	3,085	3,819
Telephone	-	1,517	1,517	3,190
Training	-	1,403	1,403	4,184
Travel	-	4,618	4,618	6,805
Postage and Stationery	-	2,170	2,170	5,973
Website Costs	-	-	-	38
Computer Costs	-	1,590	1,590	-
Membership & Subscriptions	-	111	111	212
Bursaries	-	-	-	-
Translation costs	-	568	568	11,354
Insurance	-	648	648	407
Repairs & Maintenance	-	238	238	457
Event expenses	-	1,462	1,462	4,908
Cleaning	-	317	317	103
Miscellaneous	-	1,050	1,050	1,554
Management charge	-	22,847	22,847	44,531
Grant repaid	-	7,211	7,211	6,707
Support costs (see note 7)	115,888	-	115,888	125,488
Depreciation	2,091	4,501	6,592	6,866
	<u>117,979</u>	<u>126,751</u>	<u>244,730</u>	<u>317,252</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 2009

	Unrestricted 2009 £	Restricted 2009 £	Total 2009 £	Total 2008 £
4. Governance costs				
Accountant's fees	2,511	2,014	4,525	2,438
Legal & professional	-	-	-	-
	<u>2,511</u>	<u>2,014</u>	<u>4,525</u>	<u>2,438</u>

5. Net Incoming Resources for the year	2009	2008
This is stated after charging:	£	£
Depreciation	6,592	6,866
Accountant's fees	4,525	2,438

6. Staff Costs and Numbers		
Salaries	167,123	193,274
Social Security	65,893	74,306
Pension costs	14,574	14,619
Other staff costs	3,358	5,197
	<u>250,948</u>	<u>287,396</u>

The average weekly number of employees during the period was –

	2009	2008
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 £66.80

WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2009

7. Support costs

	Costs of generating voluntary income	Charitable activities	Total 2009	Total 2008
Salaries	88,766	88,767	177,533	196,741
Translation Costs	-	-	-	600
Management charges	2,168	2,168	4,335	1,364
Rent	3,991	3,991	7,981	8,400
Telephone	1,908	1,908	3,816	3,342
Training	-	3,234	3,234	4,484
Travel	2,664	2,664	5,327	6,162
Postage and Stationery	2,760	2,760	5,520	5,254
Photocopier	995	995	1,990	2,081
Cleaning	-	761	761	667
Insurance	836	836	1,671	3,366
Event Expenses	1,688	1,688	3,375	1,032
Repairs & Maintenance	589	589	1,178	4,644
Computer	2,564	2,564	5,128	2,104
General	1,599	1,599	3,197	3,827
Subscriptions	-	1,208	1,208	690
Bank charges	-	159	159	189
Total	<u>110,525</u>	<u>115,888</u>	<u>226,413</u>	<u>244,947</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 2009

8. Tangible Fixed Assets

	Equipment	Total
Cost:		£
At 1 April 2008	58,585	58,585
Additions	5,774	5,774
Disposals	-	-
At 31 March 2009	<u>64,359</u>	<u>64,359</u>
Depreciation:		
At 1 April 2008	37,986	37,986
Provision for the year	6,592	6,592
On disposals	-	-
At 31 March 2009	<u>44,578</u>	<u>44,578</u>
Net book value		
At 31 March 2008	<u>20,599</u>	<u>20,599</u>
Net book value		
At 31 March 2009	<u>19,781</u>	<u>19,781</u>

9. Debtors

	2009	2008
	£	£
Sundry debtors	42,986	22,263
Prepayments	6,726	7,150
	<u>49,712</u>	<u>29,413</u>

10. Creditors – Amounts Falling Due within One Year

	2009	2008
	£	£
Trade creditors	4,236	5,625
Other creditors	31,004	4,903
	<u>35,240</u>	<u>10,528</u>

WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2009

11. Analysis of Net Assets between Funds

	Restricted Funds	General Funds	Total
Fixed assets	13,192	6,589	19,781
Current assets	23,207	189,653	212,860
Current liabilities	(2,212)	(33,028)	(35,240)
	<u>34,187</u>	<u>163,214</u>	<u>197,401</u>

12. Unrestricted Fund

	Balance At 1.4.2008 £	Income Resources £	Outgoing Resources £	Transfers £	Balance at 31.03.2009 £
General Fund	186,778	208,598	231,015	(1,147)	163,214
	<u>186,778</u>	<u>208,598</u>	<u>231,015</u>	<u>(1,147)</u>	<u>163,214</u>

WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2009

	Balance At 1.4.2008 £	Income Resources £	Outgoing Resources £	Inter-funds Transfers £	Balance at 31.03.2009 £
12b. Restricted Funds					
Partnership	-	73,654	75,325	1,671	-
Equipment bank	1,284		340		944 *
Secretariat	8	5,587	5,595		-
Small Grants Programme	3,405		3,214		191
Triangle Trust Grant	5,000		5,000		-
Computer station	236		45		191 *
Volunteers training partnership	1,740	-	829	(911)	-
Seamless service	1,472	29,993	29,784		1,681
Capacity builder	18,284		(29)		18,313
Job centre plus funding	945		237		708 *
Awards for all 2005	472		118		354 *
Staff wellbeing fund	125	486	407		204
Quality Assurance worker	694		174		520 *
Heacham volunteer centre	12,998		387	387	12,998 *
Swaffham Volunteer Centre	(12,986)				(12,986) *
Funding advice worker	693		174		519 *
Voluntary sector hub	11,398		2,848		8,550 *
Grassroots	-	2,000			2,000
Evaluation Workbook Follow On	4,317		4,317		-
	<u>50,085</u>	<u>111,720</u>	<u>128,765</u>	<u>1,147</u>	<u>34,187</u>
Total	<u>236,863</u>	<u>320,317</u>	<u>359,780</u>	<u>-</u>	<u>197,401</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 2009**

12c. Purpose of Restricted Funds

Partnership	: to provide workers to promote partnership working.
Equipment bank	: to pay for equipment to go in the equipment bank.
Secretariat	: to provide 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
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 support to social enterprise 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
Staff wellbeing fund	: to provide items to promote wellbeing within staff.
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.
Grassroots	: to promote the Grassroots Grants programme.
Evaluation workbook follow on	: to provide further training on the evaluation workbook

WEST NORFOLK VOLUNTARY AND COMMUNITY ACTION

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

We have audited the financial statements of West Norfolk Voluntary and Community Action for the year ended 31st March 2009 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes set out on pages 7 to 17. These financial statements have been prepared on the basis of the accounting policies set out therein and the requirements of the Financial Reporting Standards for Smaller Entities (effective January 2007).

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 2009 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: