

Company registered number: 2117940

Registered charity number: 296762



Promoting effective community action through research



ARVAC ANNUAL REPORT 2018



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REFERENCE AND ADMINISTRATIVE INFORMATION

The Trustees present their report and unaudited financial statements for the year ending 31st March 2018

Name and registration information

Charity Name	Association For Research In The Voluntary And Community Sector (ARVAC)
Charity Registration Number	296762
Company Registration Number	2117940
Registered Office	The School Of Allied Health Professions The University Of East Anglia Earlham Road Norwich United Kingdom NR4 7TJ

Trustees

- Ms Sharon Clancy
- Prof. John Diamond
- Dr. Charles Knight
- Prof. Fiona Poland
- Mr. Nick Ockenden.
- Sharon Hutchings
- Sarah Menzies
- Matthew Scott

Company Secretary

Dr. Charles Knight

Bankers

CAF Bank
25 King Hill Ave
Kings Hill
West Malling
Me19 4TA

CHAIRPERSON'S REVIEW OF THE YEAR

It's been a busy year for ARVAC. We have refreshed our ever-popular guide to community research, relaunched our newsletter and hosted two exciting events – not bad for a totally voluntary organisation! In our 40th year ARVAC is as important as ever for networking and supporting those concerned with research in the voluntary and community sector. All our activities are outlined below.

Refresh of Getting Started

Getting Started is an extremely well-used and highly regarded guide to community research that ARVAC produced over 20 years ago. With the support of Local Trust, we have been able to refresh Getting Started and will launch it at the conference following the AGM.

Getting Started covers all aspects of the research process and is for those who want to do research but may have limited time, knowledge or resources. The guide includes;

- An introduction to the benefits of research and the different questions it can answer
- Guidance on basic research theory, methods and techniques
- Information about research for specific purposes, such as evaluation and measuring impact
- Ideas on presenting and promoting research findings

Our thanks to Nicky Stevenson for her work on the refresh.

The ARVAC Bulletin

Thanks to the work of our volunteer editor David Boorman, we were able to relaunch our newsletter – the ARVAC Bulletin. The spring/summer edition featured a new item where we interview an ARVAC member, we started with Colin Rochester. If you would like to be interviewed for this feature, do please let us know.

Events

Our AGM and annual conference for 2017 was a little later this time and was held in February. It was a fantastic afternoon looking at the topic of democracy and included two excellent presentations, from Nick Mahoney of the Raymond Williams Foundation and Paul Black of Nottingham Civic Exchange. Our annual lecture in July was Patient and Public involvement – the role of the community in health and social care research and included contributions from Peter Beresford of the University of Essex, Jurgen Grotz of the University of the East of England and Savitri Hensman of King's College London.

Looking ahead

While ARVAC remains wholly voluntary our achievements will be modest. This year we are looking to build collaborations with other organisations to support our work and to apply for funding. Via the chair, ARVAC has a place on the NCVO Research Advisory Group and the Shadow Advisory Group for the newly formed Centre of Community Studies.

We plan to host at least two events this year. The conference following the AGM is on the important topic of community spaces. We will also arrange an event in the summer on a hot topic for the sector. We have more ambitious plans for our annual conference in 2019 and are hopeful that we will have a collaboration in place to resource this. We will continue to send the Bulletin to members twice a year, spring/summer and autumn/winter. If members would like to volunteer to be interviewed for the Bulletin or tell us about research, you are working on that will be of interest to other members do get in touch.

ON BEHALF OF THE BOARD: Jayne Humm – CHAIR (18 October 2018)

ARVAC SUMMARY

ARVAC Context

The Association for Research in the Voluntary and Community Sector (ARVAC) was incorporated under the Companies Act 1985 on 31st March 1987 No. 2117940 and registered with the Charity Commissioners on 14th September 1987 No.296762. It is governed by its Memorandum and Articles of Association which state that unless the company decides otherwise, the number of committee members should not be less than seven or more than twenty. The company is managed by the Management Committee. Each year at the Annual General Meeting a chair, vice chair and treasurer are elected to hold office until the next AGM.

The Trustees, who are also directors of the charity, submit their Annual Report and the financial statements of the Association for Research in the Voluntary and Community Sector (ARVAC) (the charity) for the year ended 31 March 2013. The Trustees confirm the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities issued in 2005.

Structure, government and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. The organisation is a charity and a company limited by guarantee, not having a share capital. It exists to promote effective community action through research with a focus on small community groups and those who support them. The charity operates several projects to achieve this.

Organisational structure

The charity is administered by the management committee elected by and from the membership. They meet six times a year and focus on the strategic aspects of authorisation, development and operation.

Risk Review

The management committee has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan which will allow for diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects, and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Objectives and activities

Public Benefit

As a charity, we have complied with the duty of section 4 of the Charities Act 2006 which requires Trustees to have due regard to the public benefit guidance published by the Commission. In planning and implementing the work of ARVAC over the year, the trustees have kept the Charity Commission's guidance in mind and this section of the report makes it clear how the work of ARVAC has an identifiable benefit and that this benefit is extended to the public.

ARVAC exists to advance the education of the public by promoting the role and function of individual volunteers and voluntary organisations. Furthermore, we believe that healthy, diverse and inclusive communities make fundamental contributions to people's quality of life and living conditions and that research has a major role to play for local organisations through informing and improving the way community organisations are led and managed and producing evidence of need and impact that community groups can in turn influence policy makers with. ARVAC therefore acts as a resource for people interested in research, promotes effective and appropriate research, facilitates networking, and ensures community research and community research issues are made available to policy makers.

Activities

Information Dissemination

The ARVAC Bulletin, a journal of research news and articles, publishes news of the community research and other information that is useful to researchers in the community sector. The bulletin is disseminated via email to those who have signed up to receive it.

ARVAC maintains an interactive website to ensure the accessibility of its resources. The website during the financial year had approximately 650 bona fide subscribers, after the deletion of approximately 4500 spam registrations.

ARVAC organises events engaging the research community in current debate and disseminates the findings from these events. In the financial year ARVAC organised three events: the AGM in London, the Annual Public Lecture in London, and workshops on university – community links with GMCVO and Manchester Metropolitan University and Edge Hill University in Ormskirk and Nottingham Trent University in Nottingham.

Supporting Community Research

ARVAC exists to support groups with research. This is done by producing the publication 'Getting Started', developing related training and promoting the dissemination of research training expertise and also through answering research-related questions via the website. We signpost people to other resources and put them in touch with trainers and other researchers where appropriate. On our website in the financial year approximately 200 additional practitioners registered to share their details and experiences.

Publications

Our publication 'Community Research - Getting Started', a resource pack that provides a guide for individuals and groups wanting to get started with a community research project remains freely available on our website.

Governance Project

ARVAC managed a project which was funded to April 2009 by the Big Lottery Fund, called 'Governance Pages'. This is an interactive website which helps small groups diagnose governance problems and work through solutions. An ARVAC volunteer continues to maintain this site
<http://www.governancepages.org.uk/>.

Research Database

Our research database remains accessible on the website. Both the concept and content has been adopted by other organisations indirectly supporting ARVACs aims and objectives.

Collaboration and community building

In an increasingly pressured climate for community action and research, ARVAC recognises the need to promote community research through brokering active cross-sector collaborations and to develop freely and widely accessible resources to support community research. We were pleased to have developed and strengthened links with CUE EAST and the University of East Anglia, GMCVO in Manchester, the Evelyn Oldfield Unit in London, the Voluntary Sector Studies Network, Manchester Metropolitan University, the University of Sheffield and Nottingham Trent University.

Volunteers

There are no paid employees. The trustees are all volunteers and do the day to day work of ARVAC.

FINANCIAL REVIEW

Reserves policy

Given the uncertainty in funding our policy is to ensure enough reserves to:

- a) ensure that delays in the receipt of promised income do not result in the charity facing insolvency;
- b) meet statutory and contractual obligations including salary and redundancy payments
- c) provide an option to delay the termination of services to our members and service users if services temporarily lose funding while having a good prospect of funding being released shortly;
- d) allow where possible for predictable but temporary increases in costs for which funds cannot easily be raised; and
- e) provide a safeguard against unpredictable costs which cannot be insured against.

ARVAC's management committee will ensure that for the foreseeable future the organisation does not take any loans and that we endeavour to retain, once current obligations have been met, a minimum of £5,000 in the bank to cover the above.

Statement of trustee responsibilities

The trustees (who are also the directors of Association for Research in the Voluntary and Community Sector (ARVAC) for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping 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 2006. They 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.

Members of the Management Committee

Members of the management committee, who are directors for the purpose of the company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1. ARVAC like all voluntary organisations survives on the willingness of individuals to commit their time and their energy. ARVAC has survived the recent downturn through the personal commitment of a number of members of the Trustees. I am especially aware of their continuing support for ARVAC and, also, that over the past year we have been fortunate to secure the active support of a number of new trustees who are central to the continuing success of ARVAC.

FINANCIAL REPORT

Statement of Financial Activities

(including Income and Expenditure account) for the year ended 31 March 2018

	Unrestricted funds	Restricted funds	2018	2017
Income resources				
Donations			0	0
Bank interest	0		0	0
Total income resources	0		0	0
Resources expended				
Charitable activities				
Insurance	375		375	374
Administrative costs	60		60	1420
Governance costs	190		190	965
Total resource expenditure	625		625	2759
Net incoming/ (outcoming resources for next year)	(625)		(625)	(2759)
Transfer between funds				
Net Movement in funds	(625)		(625)	(2759)
Funds at 31 st March 2017	(10747)	16461	5714	8473
Funds at 31st March 2018	(11372)	16461	5089	5714

All of the charity's operations are classed as continuing. Movements on reserves and all recognised surpluses or deficits are shown above.

Balance sheet as at 31st March 2018

	2018		2017	
	£	£	£	£
Fixed assets				
Tangible assets				
Current assets				
Cash at bank and in hand	5089		5714	
	<hr/>		<hr/>	
	5089		5714	
Creditors: Amount falling due in one year				
	<hr/>		<hr/>	
Net current assets		5089		5714
		<hr/>		<hr/>
Total assets less current liabilities		£5089		£5714
Reserves				
Unrestricted funds				
General funds	(11372)		(10747)	
	<hr/>		<hr/>	
Subtotal		(11372)		(10747)
Restricted funds (7)		16461		16361
		<hr/>		<hr/>
		£5089		£5714
		<hr/>		<hr/>

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
 - The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime (of the Companies Act 2006).

Approved by the Trustees and signed on their behalf by:

A handwritten signature in black ink, appearing to be 'Charles Knight', written in a cursive style.

Name: Charles Knight (signed 11th November 2018)

Name: Jayne Hume (signed 11th November 2018)

ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are set out below. They have been applied consistently during the year, and in the preceding year.

a Basis of preparation

The financial statements have been prepared under the historic cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005) and the Financial Reporting Standard for Smaller Entities (effective April 2008).

b Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

d Resources expended

Expenditure is recognised on an accrual basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates.

e **Tangible fixed assets**

Fixed assets are stated at cost less accumulated depreciation, there are currently no fixed assets. Tangible fixed assets are depreciated on a straight-line basis over their estimated useful lives as follows:

Asset Category	Annual rate
Computer equipment	33%

f **Cash flow statement**

The charity has taken advantage of the exemption in Financial Reporting Standard 1 from preparing a Cash Flow Statement on the grounds that it is a small charitable company.

Corporation tax

The charity is exempt from tax on income and gains falling within S505 of the Income & Corporation Taxes Act 1988 (ICTA 1998) or S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Governance costs

Comprised of:

	£ (2018)	£ (2017)
Trustee expenses	190	965
Independent Examiner's remunerations	0	0
Other expenses	-	-
	<hr/>	<hr/>
	£190	£965
	<hr/>	<hr/>

Net Incoming/outgoing resources

This is stated after charging/(crediting) the following:

	£ (2018)	£ (2017)
Independent examiner's remuneration	0	0
	<hr/>	<hr/>
Independent examiner's remuneration comprised: Accountancy and general advice		0
	<hr/>	<hr/>
	£0	£0
	<hr/>	<hr/>

Trustees' remuneration and expenses

Neither the trustees nor any persons connected with them received any remuneration during the year (2017 £nil). Travel expenses paid to trustees during the year were £190 (2017 £540).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year.

Creditors: amount falling due in less than one year

	£ (2018)	£ (2017)
Accruals	0	0
	<hr/>	<hr/>
	£0	£0
	<hr/>	<hr/>

INDEPENDENT AUDITOR'S REPORT

I report on the accounts of the company for the year ending 31 March 2018 which are set out on pages 7 to 10.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 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 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 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 the course of 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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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

John Mercer
Associate Director
Edge Hill University Business School
St. Helens Road
Ormkirk
L39 4QP
12/11/ 2018