THE JEWISH VOLUNTEERING NETWORK
(A Company Limited by Guarantee)

UNAUDITED TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2014
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THE JEWISH VOLUNTEERING NETWORK
(A Company Limited by Guarantee)
REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2014

Trustees
Rosalind Preston (President)
Carol Hart
Michael Hilsenrath
David Lazarus (Chair)
Anthony Epton (Treasurer - resigned March 2014)
Anthony Myerstone (Appointed – February 2014)
Stanley Klarfeld (Appointed – April 2014)
Peter Colman (Appointed – April 2014)

Company Registered No
06826136

Charity Number
1130719

Registered Office
Schaller House
Wohl Campus
44A Albert Road
London
NW4 SSJ

Chief Executive
Leonie Lewis
THE JEWISH VOLUNTEERING NETWORK  
(A Company Limited by Guarantee)  
TRUSTEES’ REPORT  
FOR THE YEAR ENDED 31 MARCH 2014

The Trustees (who are also directors of the charity for the purposes of company law) present their Annual Report together with the financial statements of The Jewish Volunteering Network for the year ended 31 March 2014. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company’s governing document and the provisions of the Statement of Recommended Practice (SORP) “Accounting and Reporting by Charities” issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. CONSTITUTION

The charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 20 February 2009.

The principal object of the charity is to promote the voluntary sector for the benefit of the public by promoting volunteering within that sector, in particular within the Jewish community in the UK.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

c. RISK MANAGEMENT

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

OBJECTIVES AND ACTIVITIES

a. POLICIES AND OBJECTIVES

The policies and objectives are closely with the principal object of the charity as described above.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit.

b. ACTIVITIES FOR ACHIEVING OBJECTIVES

The charity’s activities towards achieving its objectives are matching volunteers with organizations looking for volunteers and promoting best practice in the volunteering sector.
THE JEWISH VOLUNTEERING NETWORK
(A Company Limited by Guarantee)
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2014

ACHIEVEMENTS AND PERFORMANCE

a. REVIEW OF ACTIVITIES

During the year, the charity successfully met its objectives and was able to increasingly assist volunteers and other charities. Although the charity started as a London based organisation it has now extended its services to other major Jewish centres in the UK.

FINANCIAL REVIEW


a. RESERVES POLICY

The Trustees aim to have free reserves equivalent to three months core costs, approximately £33,000. At 31 March 2014 this had not been achieved. Increased fundraising efforts are being made to achieve this required level of reserves, and the Trustees are monitoring the situation closely.

TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of The Jewish Volunteering Network for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they 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 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 judgments and accounting estimates that are reasonable and prudent;
- State whether applicable UK 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 charitable company will continue in operation.
The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company’s transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

In preparing this report, the Trustees have taken advantage of the special provisions relating to small companies within Part 15 of the Companies Act 2006.

This report was approved by the Trustees on 18th November 2014 and signed on their behalf by:

[Signature]

David Lazarus
Chairman
I report on the financial statements of the charitable company for the year ended 31 March 2014 which are set out on pages 6 to 11.

This report is made solely to the company’s Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charitable company’s Trustees those matters I am required to state to them in an Independent Examiner’s Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charitable company’s Trustees as a body, for my work or for this report.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Trustees, who are also directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

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

- Examine the financial statements under section 145 of the Act;
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- State whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER’S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a ‘true and fair view’ and the report is limited to those matters set out in the financial statement below.

INDEPENDENT EXAMINER’S STATEMENT

In connection with 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 to the Companies Act 2006; and
- To prepare financial statements which accord with the accounting records and 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 Charities have not been met; or

(2) To which, my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

David Cramer FCA
London
18th November 2014
## THE JEWISH VOLUNTEERING NETWORK
**(A Company Limited by Guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES**
**FOR THE YEAR ENDED 31 MARCH 2014**

Including Income and Expenditure Account

<table>
<thead>
<tr>
<th>Note</th>
<th>Unrestricted Funds 2014 (£)</th>
<th>Restricted Funds 2014 (£)</th>
<th>Total Funds 2014 (£)</th>
<th>Total Funds 2013 (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2014</td>
<td>2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Incoming resources:

**Incoming resources from Generated fund:**

- **Voluntary Income**
  - 2014: 152,703
  - 2013: 20,830
  - Total: 173,533
  - Total: 166,500

**Total Incoming Resources**

- 2014: 152,703
- 2013: 20,830
- Total: 173,533
- Total: 166,500

### Resources expended:

- **Costs of generating voluntary Income**
  - 2014: 2,600
  - 2013: -
  - Total: 2,600
  - Total: 4,100

- **Charitable activities**
  - 2014: 161,741
  - 2013: 20,830
  - Total: 182,571
  - Total: 176,529

- **Governance costs**
  - 2014: 768
  - 2013: -
  - Total: 768
  - Total: 1,048

**Total Resources Expended**

- 2014: 165,109
- 2013: 20,830
- Total: 185,939
- Total: 181,677

### Net incoming/(outgoing) resources for the year

- 2014: (12,406)
- 2013: (12,406)
- Total: (15,177)

**Total funds at 1 April 2013**

- 2014: 22,958
- 2013: -
- Total: 22,958
- Total: 38,135

**TOTAL FUNDS AT 31 MARCH 2014**

- 2014: 10,552
- 2013: -
- Total: 10,552
- Total: 22,958

The attached notes form part of these financial statements.
## THE JEWISH VOLUNTEERING NETWORK
(A Company Limited by Guarantee)

**BALANCE SHEET**

**AS AT 31 MARCH 2014**

<table>
<thead>
<tr>
<th>Note</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors</td>
<td>9</td>
<td>365</td>
</tr>
<tr>
<td>Cash at Bank and in hand</td>
<td></td>
<td>15,187</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>15,552</strong></td>
</tr>
<tr>
<td><strong>Creditors: Amounts falling due within one year</strong></td>
<td>10</td>
<td>(5,000)</td>
</tr>
<tr>
<td>Net Current Assets</td>
<td></td>
<td><strong>10,552</strong></td>
</tr>
<tr>
<td>Net Assets</td>
<td></td>
<td><strong>10,552</strong></td>
</tr>
<tr>
<td><strong>Funds</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Funds</td>
<td>11</td>
<td>-</td>
</tr>
<tr>
<td>Unrestricted Funds</td>
<td>11</td>
<td><strong>10,552</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>10,552</strong></td>
</tr>
</tbody>
</table>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and members have not required the charitable company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2013 and of its net incoming/(outgoing) resources for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The Financial Statements were approved by the Trustees on 18th November 2014 and signed on their behalf by:

[Signature]

David Lazarus
Chairman

The attached notes form part of these financial statements.

Company Registered No. 06826136
Note

I ACCOUNTING POLICIES

1.1 Basis of Preparation
The Financial Statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), ‘Accounting and Reporting by Charities’ published in March 2005, applicable Accounting Standards and the Companies Act 2006.

1.2 Company Status
The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Fund Accounting
General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charitable company 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 which have been raised by the charitable company 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.

1.4 Incoming Resources
All incoming resources are included in the Statement of Financial Activities when the charitable company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.5 Resources Expended
All expenditure is accounted for on an accruals basis and has been included under expense categories that can be directly related to each activity. Where costs cannot be directly attributed to particular activities they have been allocated on a consistent basis.

Governance costs are those costs incurred in connection with administration of the charitable company and compliance with constitutional and statutory requirements.

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>2014 Total Funds</th>
<th>2013 Total Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Voluntary Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations and Grants</td>
<td>150,226</td>
<td>20,830</td>
<td>171,056</td>
<td>162,711</td>
</tr>
<tr>
<td>Membership subscriptions</td>
<td>2,450</td>
<td>-</td>
<td>2,450</td>
<td>3,770</td>
</tr>
<tr>
<td>Interest Receivable</td>
<td>27</td>
<td>-</td>
<td>27</td>
<td>19</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>152,703</strong></td>
<td><strong>20,830</strong></td>
<td><strong>173,533</strong></td>
<td><strong>166,500</strong></td>
</tr>
</tbody>
</table>
### Note 3: Costs of Generating Voluntary Income

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds £</th>
<th>Restricted Funds £</th>
<th>2014 Total Funds £</th>
<th>2013 Total Funds £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraising costs</td>
<td>2,600</td>
<td>-</td>
<td>2,600</td>
<td>4,100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2014</td>
<td>2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total £</td>
<td>Total £</td>
</tr>
<tr>
<td></td>
<td>13,514</td>
<td>10,940</td>
<td>6,564</td>
<td>7,688</td>
</tr>
<tr>
<td>Rent and service charges</td>
<td></td>
<td></td>
<td>3,184</td>
<td>5,262</td>
</tr>
<tr>
<td>Advertising and marketing</td>
<td>12,962</td>
<td>9,559</td>
<td>1,725</td>
<td>662</td>
</tr>
<tr>
<td>Website and IT</td>
<td>6,564</td>
<td>7,688</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing, public relations and newsletters</td>
<td>3,184</td>
<td>5,262</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel expenses</td>
<td>1,725</td>
<td>662</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultancy</td>
<td>32,967</td>
<td>31,429</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous expenses</td>
<td>8,391</td>
<td>6,221</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seminars and meetings costs</td>
<td>3,745</td>
<td>3,336</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awards</td>
<td>4,883</td>
<td>3,189</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>435</td>
<td>320</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and administration</td>
<td>94,201</td>
<td>97,923</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>182,571</td>
<td></td>
<td>176,529</td>
</tr>
</tbody>
</table>

### Note 4: Charitable activities

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds £</th>
<th>Restricted Funds £</th>
<th>2014 Total Funds £</th>
<th>2013 Total Funds £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank charges</td>
<td>768</td>
<td>-</td>
<td>768</td>
<td>1,048</td>
</tr>
</tbody>
</table>

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THE JEWISH VOLUNTEERING NETWORK
(A Company Limited by Guarantee)
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2014
THE JEWISH VOLUNTEERING NETWORK
(A Company Limited by Guarantee)
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2014

Note

6 Analysis of Resources Expended by Expenditure Type

<table>
<thead>
<tr>
<th></th>
<th>2014 Total Funds</th>
<th>2013 Total Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costs of generating voluntary Income</td>
<td>2,600</td>
<td>4,100</td>
</tr>
<tr>
<td>Charitable activities</td>
<td>94,201</td>
<td>182,571</td>
</tr>
<tr>
<td>Governance costs</td>
<td>94,201</td>
<td>768</td>
</tr>
<tr>
<td></td>
<td>91,738</td>
<td>185,939</td>
</tr>
</tbody>
</table>

7 Trustee transactions

During the year, no Trustees received any remuneration (2013 - £Nil)
During the year, no Trustees received any reimbursement of expenses (2013 - £Nil)

8 Staff Costs

Staff costs were as follows

<table>
<thead>
<tr>
<th></th>
<th>2014 Total</th>
<th>2013 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and salaries</td>
<td>£94,201</td>
<td>£97,923</td>
</tr>
</tbody>
</table>

The average monthly number of employees during the year was as follows:

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

No employees received remuneration amounting to more than £60,000 in either year.
Note

9 Debtors

<table>
<thead>
<tr>
<th></th>
<th>2014 Total</th>
<th>2013 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepayments</td>
<td>365</td>
<td>-</td>
</tr>
</tbody>
</table>

10 Creditors: Amounts falling due within one year

<table>
<thead>
<tr>
<th></th>
<th>2014 Total</th>
<th>2013 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creditors</td>
<td>5,000</td>
<td>-</td>
</tr>
<tr>
<td>Accruals and deferred income</td>
<td>-</td>
<td>14,545</td>
</tr>
</tbody>
</table>

11 Statement of Funds

<table>
<thead>
<tr>
<th></th>
<th>Brought Forward</th>
<th>Incoming resources</th>
<th>Resources Expended</th>
<th>Carried Forward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General funds</td>
<td>22,958</td>
<td>152,703</td>
<td>(165,109)</td>
<td>10,552</td>
</tr>
<tr>
<td>Restricted Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Embrace project</td>
<td>-</td>
<td>20,830</td>
<td>(20,830)</td>
<td>-</td>
</tr>
<tr>
<td>Total of funds</td>
<td>22,958</td>
<td>173,533</td>
<td>(185,939)</td>
<td>10,552</td>
</tr>
</tbody>
</table>

The funds received for the Embrace Project are restricted for a project which encourages employee volunteering, which was completed at the end of this financial year.

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>2014 Total Funds</th>
<th>2013 Total Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current assets</td>
<td>15,552</td>
<td>-</td>
<td>15,552</td>
<td>37,503</td>
</tr>
<tr>
<td>Creditors due within one year</td>
<td>(5,000)</td>
<td>-</td>
<td>(5,000)</td>
<td>(14,545)</td>
</tr>
<tr>
<td></td>
<td>10,552</td>
<td>-</td>
<td>10,552</td>
<td>22,958</td>
</tr>
</tbody>
</table>