

# SOVA: the organisation

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SOVA, a company limited by guarantee (No 3645143) is governed by its Memorandum and Articles of Association. It is the leading national organisation for voluntary service with offenders, ex-offenders and their families and is also a registered charity (No 1073877). SOVA recruits and trains volunteers from the community to achieve its objects. The SOVA Memorandum and Articles define the roles of its senior personnel and its volunteers; the mechanisms for electing Council, its governing body; the application of its funds; its powers, objects, membership and regulations; as well as the other financial and administrative components necessary to the running of a limited company and registered charity.

The objects for which SOVA is established are to act as a charity:

- a) to promote the rehabilitation and resettlement of persons who are suffering, have suffered or are in danger of suffering, a legal restriction on their liberty in any penal establishment or any other restriction or penalty under the provisions of any legislation concerning the Criminal Justice System, including persons who are or have been subject to Probation Orders, drug addicts and alcoholics; and
- b) to promote the welfare of such persons and their families and dependents within the community in such ways as may be wholly charitable; and
- c) to promote the reduction and prevention of crime within the community and the rehabilitation of offenders and persons affected by crime.

Council members are elected by the SOVA Annual General Meeting, with the membership voting on agreed nominees who are seconded by two other SOVA members. In 2002/2003 Council members were:

## **Elected officers:**

John Haines, *Chair*  
Brian Jones, *Vice Chair*  
Mark Lockhart, *Treasurer*

## **Elected members:**

Anne Fuller  
John Harman (*until November 2002*)  
Simonetta Hornby  
Mike Hough  
Randeep Kular  
Marcus Sephton (*until January 2003*)  
Mike Worthington (*from November 2002*)

## **Non-voting members:**

Gill Henson, *Chief Executive*  
Pat Roach, *Deputy Chief Executive*  
Janet Lewis-Jones, *National Director of Operations*  
Tarun Chotai, *Finance Director*  
Diana Clough, *Personnel Director*

SOVA's accounts are audited by Blinkhorns, 27 Mortimer Street, London W1N 8BL. Its bank is Lloyds TSB Bank plc, City Office, 1st floor, 39 Threadneedle Street, London EC2R 6DN. Its solicitors are Goody's, 12 St Peter's Court, St Peter's Street, Colchester, Essex CO1 1WJ.

SOVA's Registered Office is at 1st Floor, Chichester House, 37 Brixton Road, London SW9 6DZ. This office functions as SOVA's head office.

## **Organisational structure**

In addition to its head office, which is the base of the Chief Executive and the National Director of Operations, SOVA has regional offices in Sheffield (the base of its Deputy Chief Executive) and in Lincoln, and a Welsh national office in Newtown, mid-Wales. SOVA's senior management meet regularly to review the work of individual projects, to co-ordinate the company's work and to discuss development and policy.



# Treasurer's Report for the year ended 31 March 2003

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I am pleased to report that for the fifth consecutive year we have achieved a positive financial result and an increase in the level of our activities 30% higher than in the previous year. However, margins continue to be tight, allowing for only a minimal addition to our reserves and resulting in our reserves becoming an increasingly smaller proportion of our annual expenditure. Resources now represent 55 days' core costs, but only 9.5 days' total expenditure.

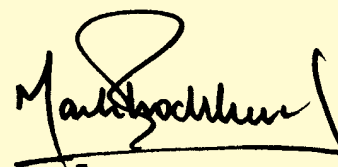
One of the major successes of this last financial year was the successful tender for the largest ever contract awarded by the Prison Service to the voluntary sector. Work with the Prison Service continues to be an area of expansion and we are pleased to be able to work with them as part of their resettlement strategies.

The fast rate of growth we continue to experience also poses many challenges, not least managing the risks associated with the contract culture that has developed over the last few years. We continue to be cautiously optimistic that the ethos of the Government's Compact with the Voluntary Sector and the valuable work of the Active Communities Unit will, eventually, filter through to the front-line decision makers and their procurement teams.

During this last year we have continued to invest in our infrastructure and, in particular, in Information Technology. We thank the National Probation Directorate for their foresight in facilitating this investment.

The coming year should see a continuation of the expansion of our activities, although at a slower rate than we have seen, as major projects come to the end of their funding programmes. No doubt this will raise new challenges, but we have in place an experienced and innovative management team that is capable of tackling and meeting those challenges.

The financial information shown in this review is only a summary of the full accounts. If you are interested in reading the full accounts, please feel free to request a copy from the address shown overleaf.



**Mark Lockhart**



# SOVA summary financial statement

This is a summary of information extracted from the annual accounts of SOVA, which have been audited and given an unqualified opinion. The full accounts were approved by the Trustees on 28 July 2003 and have been filed with the Charities Commission.

These summarised accounts may not contain sufficient information to allow for a full understanding of the financial affairs of the company. For further information, the full annual accounts, the Auditors' report on those accounts and the Trustees' annual report should be consulted. These can be obtained from: the Chief Executive, SOVA, Chichester House, 37 Brixton Road, London, SW9 6DZ.

## Statement of financial activities for the year ended 31 March 2003

	Unrestricted funds		Restricted funds	Totals	Totals
	Accumulated fund	Designated fund	Project funds	2003	2002
	£	£	£	£	£
<b>INCOMING RESOURCES</b>					
<i>Donations, legacies &amp; similar incoming resources</i>	389,000	–	109,784	498,784	397,047
<i>Activities in the furtherance of the charity's objects:</i>					
Grants and contracts for the provision of support to young people, offenders, the unemployed and other socially excluded groups	1,534,497	–	9,095,884	10,630,381	8,170,291
<i>Other activities to generate funds</i>					
Training and consultancy	15,345	–	–	15,345	25,433
<i>Investment income</i>					
Interest	2,139	–	–	2,139	234
<b>Total incoming resources</b>	<b>1,940,981</b>	<b>–</b>	<b>9,205,668</b>	<b>11,146,649</b>	<b>8,593,005</b>
<b>RESOURCES EXPENDED</b>					
<i>Costs of activities in the furtherance of the charity's objects:</i>					
Provision of support to:					
Young persons	–	–	1,328,631	1,328,631	1,528,251
Offenders	–	–	7,254,877	7,254,877	4,881,987
Unemployed	–	–	512,666	512,666	412,867
Other socially excluded groups	–	–	109,495	109,495	154,825
Organisational support costs	1,581,447	–	121,414	1,702,861	1,383,519
	1,581,447	–	9,327,083	10,908,530	8,361,449
<i>Management and administration</i>	41,142	–	–	41,142	45,466
<i>Costs of generating funds</i>	184,384	–	–	184,384	146,470
<b>Total resources used</b>	<b>1,806,973</b>	<b>–</b>	<b>9,327,083</b>	<b>11,134,056</b>	<b>8,553,385</b>
Net incoming resources before transfers	134,008	–	(121,415)	12,593	39,620
Transfers between funds	(134,008)	12,593	121,415	–	–
<b>Net movement of resources in the year</b>	<b>–</b>	<b>12,593</b>	<b>–</b>	<b>12,593</b>	<b>39,620</b>
Total funds brought forward	178	277,211	–	277,389	237,769
<b>Total funds carried forward</b>	<b>178</b>	<b>289,804</b>	<b>–</b>	<b>289,982</b>	<b>277,389</b>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.



## ... SOVA summary financial statement

### Balance sheet at 31 March 2003

	2003 £	2002 £
<b>TANGIBLE FIXED ASSETS</b>	143,572	112,000
<b>CURRENT ASSETS</b>		
Debtors and prepayments	1,623,856	1,195,632
Cash at bank and in hand	419,888	527,421
	2,043,744	1,723,053
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
Creditors	1,897,334	1,557,664
<b>NET CURRENT ASSETS</b>	146,410	165,389
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	289,982	277,389
<b>FUNDS</b>		
Unrestricted funds		
Accumulated fund	178	178
Designated funds		
Reserve fund	289,804	277,211
	289,982	277,389
Restricted funds		
Project funds	–	–
	289,982	277,389

Approved by the Council of SOVA and signed on its behalf on 28 July 2003.

J Haines, Chair

M R Lockhart, Treasurer

G A Henson, Chief Executive and Company Secretary

### Report of the Auditors

We have examined the summary financial statement of SOVA.

#### Respective responsibilities of SOVA's Trustees and Auditors

SOVA's Trustees are responsible for preparing the Annual Review in accordance with applicable law. Our responsibility is to report to you on the consistency of the summary financial statement within the Annual Review with the financial statements and the Trustees' Report and its compliance with the relevant sections of the Companies Act. We also read the other information contained in the Annual Report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the summary financial statement.

#### Basis of Opinion

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

#### Opinion

In our opinion the summary financial statement is consistent with the full annual accounts and Trustees Report of SOVA for the year ended 31st March 2003 and complies with the applicable requirements of the Companies Act 1985 and the regulations made thereunder.

Blinkhorns

Registered Auditors

Date: 28th July 2003



## Partnership agencies 2002-2003

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409 Project  
Action Team for Jobs  
Addaction  
Adfam  
Alcohol Counselling and Prevention Services (ACAPS)  
Asset  
Association of London Governments (ALG)  
Barnsley Metropolitan Borough Council  
Bexley Metropolitan Borough Council  
Bexley Social Services  
Bexley Youth Offending Team  
Blenheim Project  
Cast  
CfBT West London Careers  
City and Hackney Alcohol Services  
Community Drugs Project/Equinox Partnership  
Community Service Volunteers  
Connecting Connexions  
Crossroads  
Croydon Council  
Croydon Youth Offending Team  
DACRO  
Department for Education & Employment  
Derby Social Services  
Derbyshire County Council  
Docklands Outreach  
Doncaster College  
Dyspel  
Ealing Youth Offending Team  
Employment Service – England  
Employment Service – Wales  
English Sports Council  
Essex Probation Service  
European Social Fund  
Government Office for the East Midlands  
Government Office for London  
Government Office for the North West  
Government Office for Yorkshire & The Humber  
Greenwich Consortium  
HACRO  
Headstart UK

Hertfordshire Probation Service  
Home Office  
Housing Services Agency  
Hull Social Services  
Lifetime Careers  
Lincoln Reparation & Mediation  
Lincolnshire Social Services  
London Probation Area  
London Shakespeare Workout  
London West Training Services  
MbA  
Mental After Care Association  
Milton House  
NACRO  
National Probation Service  
North Lincolnshire Council  
North Lincolnshire Social Services  
North Lincolnshire Youth Offending Team  
Nottinghamshire County Council  
Orexis  
Prison Service  
Revolving Doors  
Rotherham Metropolitan Borough Council  
Rotherham Youth Offending Services  
RPS Rainer  
Rugby House  
Sheffield City Council  
Sheffield Social Services  
Sheffield Youth Offending Team  
SOTREC  
South Yorkshire Learning Skills Council  
Southbank University  
St Martin of Tours  
Staffordshire County Council  
Tameside Metropolitan Borough Council  
Target Housing  
Tower Hamlets Consortium  
Turning Point – Druglink  
Turning Point – Hungerford project  
Vulnerable People Task Group  
Wessex Youth Offending Team  
Westminster Drugs Project/Rugby House Partnership  
Woolwich Development Agency  
Youth Justice Board  
Youth Offending Service

## Charitable trusts and donations 2002-2003

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Croydon Youth Development Trust  
De Paul Trust  
Diana, Princess of Wales Memorial Fund  
London Action Trust  
Mary Kinross Trust  
The BEARR Trust  
The Drapers Charitable Fund  
The Princes' Trust  
Tudor Trust

