



International FORUM on Development Service  
FORUM International du Volontariat pour le Développement

# Report on FORUM activities in 2007



## Report on FORUM activities in 2007

This report covers the period from January to December 2007, in line with the annual accounts. During this period there has been one meeting of FORUM members at IVCO 2007 in Montreal at which there were no new additions to the executive. Tor Elden agreed to stay on the executive for another year and it was stated that executive members could be co-opted to the board during 2008.

### Membership

At the end of December 2007 the membership of FORUM amounted to 17 members.

A new membership structure was agreed in 2007 and will be put in place in 2008.

### Activities

During the course of the year, FORUM has undertaken the following activities:

#### ◆ Member links and network promotion

We have sustained the web site facility <http://www.forum-ids.org/> and ensure that it was regularly updated and maintained.

Links between Executive members in the context of FORUM continue to develop with current and potential members. We have been encouraged by the participation of IVCOs that are not FORUM members at our conference and hope that this will result in new members in due course.

#### ◆ European Workshop

The European conference 2007, held in Paris from 3 to 4 May, was hosted by the AFVP, supported by Skillshare International and received financial assistance from the French Ministry of Foreign Affairs. The conference was a mixture of presentations relating to developments in European based international volunteering and best practice workshops around the theme 'Improving what we do.' Its proceedings are covered by a separate report.

#### ◆ IVCO 2007

IVCO 2007, held in Canada from 17 to 19 September, was hosted by the CIVCA agencies and financed by CIDA. The conference focused on "Global Citizenship and Effective Aid" with sessions on Future Trends and Challenges in International Volunteering, New Trends in Volunteer Cooperation, International Volunteer Cooperation and Civil Society, Effective Aid, and Research and Innovation. Its proceedings are covered by a separate report. The conference was a great success with many Southern partners attending.

#### ◆ External links

During the year, FORUM ended its membership with CONCORD, the European NGO network due to fee increases and a large proportion of FORUM members already being affiliated to CONCORD.

#### ◆ Research

This year we conducted a future trends survey instead of the usual past trends survey. This was undertaken on our behalf by consultants Betty Plewes and Rieky Stuart, and presented at the IVCO 2007 conference. FORUM also undertook three discussion papers this year including papers on Climate Change, Models of International Volunteering and Public Engagement, FORUM members took the task of writing these papers.

#### Resources

In terms of finance, we have increased the existing level of subscriptions. There is still less income than expenditure, but the overall deficit for 2007 is less than predicted in the strategic plan 2006-9 which had budgeted a deficit of €22,900 in 2007.

- ◆ Income is less than budget, mainly due to contributions to the research fund and new membership not meeting expectations.
- ◆ Expenditure is much less than budget, mainly due to the majority of the budget for research not being needed due to funding from CIDA (as part of the IVCO funding) for some of our research.
- ◆ At year end we had a deficit of €2,071.

#### 2008

In the year ahead we will take forward the vision for FORUM including:

- ◆ Support the European Conference 2008, hosted by Comhlámh and financed by Irish Aid, in Dublin, 26-27 June.
- ◆ Support IVCO 2008, hosted by AVI and VSA in Cambodia, 24-26 November.
- ◆ Implement our new membership structure.
- ◆ Sustain and expand membership support.
- ◆ Implement an agreed research programme.



Cliff Allum  
President  
February 2008

## **Independent Examiner's Report to the Board of the International FORUM on Development Service**

I report on the accounts of the Association Sans But Lucratif (the organisation) for the year ended 31<sup>st</sup> December 2007, which are set out on the attached spreadsheet.

### Respective responsibilities of board members and examiner

As the board of the organisation you are responsible for the preparation of the accounts; you consider that an audit is not required. It is my responsibility to state whether particular matters have come to my attention. In carrying out this task I have considered it appropriate to adopt the procedures specified in the General Directions given by the UK Charity Commissioners under Section 43 (7)(b) of the Charities Act 1993.

### Basis of independent examiner's report

My examination included a review of the accounting records kept by the organisation and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Secretariat Co-ordinator concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me cause to believe that in any material respect
  - reasonable accounting records have not been kept, and
  - accounts that accord with the accounting records have not been produced
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**John Banks FCCA**  
**Certified Accountant**  
**Beanfield Cottage**  
**Woodend**  
**Ledbury**  
**Herefordshire**  
**HR8 2RR**

**14 March 2008**



## Income and Expenditure Statement for 2007

	<b>2007 Actual</b>	<b>2007 Budget</b>	<b>2006 Actual</b>
<b>INCOME</b>	<b>€</b>	<b>€</b>	<b>€</b>
Membership fees (Note 1)			
existing members	18,572	18,600	21,588
new members	1,017	3,000	
Government grants		7,000	
Conference income (fees)	13,520	5,000	225
Research fund	500	5,000	3,594
Other income	142		148
<b>TOTAL INCOME</b>	<b>€ 33,751</b>	<b>€ 38,600</b>	<b>€ 25,555</b>
<b>EXPENDITURE</b>			
Staff salary	20,000	20,000	5,987
Pensions and payroll			
Staff training			
Staff travel	459	1,000	
IVCO support	2,021	3,000	1,465
Member events	3,138	10,000	410
Research	3,368	20,000	13,135
Board expenses	5,341	5,000	2,830
Stationery			
Communications			
Web site and information	128	1,000	682
Subscriptions		3,000	2,750
Rent and building			
Insurance			
Support Services			
Accounting	1,077	1,100	1,029
Bank charges	290	500	237
<b>Total Expenditure</b>	<b>€ 35,822</b>	<b>€ 64,600</b>	<b>€ 28,525</b>
<b>SURPLUS/(DEFICIT)</b>	<b>-€ 2,071</b>	<b>-€ 26,000</b>	<b>-€ 2,970</b>
Prior year adjustment (note 4)	<b>-€ 2,000</b>		
<b>Deficit c/fwd to Balance Sheet</b>	<b>-€ 4,071</b>		



## Statement of Receipts and Payments

	€
<b>Opening balance at bank at 1 January 2007:</b>	
Euro account	61,167
Sterling account	<u>371</u>
Opening balance petty cash 1 January 2007	<u>30</u>
	61,568
Add cash received per accounts	26,251
Less cash paid per accounts	<u>35,977</u> -9,726
Total	<u><u>€51,842</u></u>
<b>Balance at bank at 31 December 2007:</b>	
Euro account	51,358
Sterling account (UK£251 @ 1.41)	354
Closing balance petty cash 31 December 2007	<u>130</u>
	<u><u>€51,842</u></u>



## Statement of Assets and Liabilities at 31 December 2007

	€	2006 €
Assets:		
There are no fixed assets.		
Current assets comprise:		
Debtors (Note 2)	8,500	3,000
Cash at bank as follows:		
Fortis Bank Brussels:		
Euro account	51,358	61,167
Sterling account	354	371
Petty Cash	<u>130</u>	<u>30</u>
Total current assets	60,342	64,568
Current liabilities (Note 3)	<u>95</u>	<u>250</u>
Net current assets	<u><b>€ 60,247</b></u>	<u><b>€ 64,318</b></u>
Funds at 1st January 2007	64,318	67,288
Deficit for the year (Note 4)	<u>-4,071</u>	<u>-2,970</u>
Funds at 31 December 2007	<u><b>€ 60,247</b></u>	<u><b>€ 64,318</b></u>



## Research Fund Report for 2007

	€	€
Balance of Research Fund at 01/01/07*		962
<b>Add INCOME</b>		
Unite		500
		<hr/>
		<b>1,462</b>
<b>Less EXPENDITURE</b>		
AVI - Climate Change Discussion Paper	2,957	
Expenses Jane Russel-Smith - Gender Discussion Paper	<hr/> 305	
	3,262	
Paid from General Funds	<hr/> -1,800	<b>1,462</b>
		<hr/>
Balance of Research Fund at 31/12/07		<b><u>NIL</u></b>

\* Overstated in previous year's accounts by €2,000  
(See Notes to the Financial Statements, Note 4)

Note: Research income and expenditure is incorporated  
into the overall Income and Expenditure Statement.





## Notes to the Financial Statements

### Note 1: Membership fees 2007

Country	Organisation	Fee
<b>Existing members:</b>		<b>€</b>
Australia	AVI	1,988
Austria	Horizont 3000	500
Canada	CIVCA umbrella (includes WUSC, CCI, CUSO, CWI)	2,000
Denmark	MS	417
France	AFVP	500
Germany	AKLHU	1,000
Hungary	HVSF	100
Ireland	Comhlamh	100
Italy	FOCSIV	1,000
Japan	JICA/JOCV	2,000
Netherlands	PSO	1,000
New Zealand	VSA	984
Norway	FK Norway	2,000
Sweden	Forum SYD	1,000
Switzerland	Unite	1,000
UK	BVALG	2,000
International	UNV	2,000
<b>TOTAL</b>		<b>€19,589</b>

### Note 2: Debtors at 31 December 2007

	€
2007 Membership fees from Forum Syd paid early 2008	1,000
Oxfam-Quebec IVCO income	7,400
HVSF Euro Conference fee	100
	<b>€ 8,500</b>

### Note 3: Liabilities at 31 December 2007

	€
IVCO Report 2007	410
Overpayment of staff salary to be recovered in early 2008	-315

### Note 4: Prior Year Adjustment

The 2006 Accounts overstated income and funds by €2,000. Fees paid by UNV were incorrectly allocated to Research Income and included in the balance sheet as a debtor. The 2007 Accounts show the true deficit for the year, followed by a reduction in funds of **€2,000**.



## 2008 Budget

Code		2008 Budget €	2007 Actual €	2007 Budget €
	<b>INCOME</b>			
	Membership fees			
1	existing members	27,700	18,572	18,600
2	new members	2,000	1,017	3,000
3	Government grants			7,000
4	Conference income (fees)	6,000	13,520	5,000
5	Research fund		500	5,000
6	Other income	100	142	
	<b>TOTAL INCOME</b>	<b>€ 35,800</b>	<b>€ 33,751</b>	<b>€ 38,600</b>
	<b>EXPENDITURE</b>			
7	Staff salary	22,000	20,000	20,000
8	Pensions and payroll			
9	Staff training			
10	Staff travel	1,500	459	1,000
11	IVCO support	1,000	2,021	3,000
12	Member events	4,000	3,138	10,000
13	Research	10,000	3,368	20,000
14	Board expenses	5,500	5,341	5,000
15	Stationery			
16	Communications			
17	Web site and information	500	128	1,000
18	Subscriptions			3,000
19	Rent and building			
20	Insurance			
21	Support Services			
22	Accounting	1,100	1,077	1,100
23	Bank charges	300	290	500
	<b>TOTAL EXPENDITURE</b>	<b>€ 45,900</b>	<b>€ 35,822</b>	<b>€ 64,600</b>
	<b>SURPLUS/(DEFICIT)</b>	<b>-€ 10,100</b>	<b>-€ 2,071</b>	<b>-€ 26,000</b>
	Prior year adjustment (note 4)		<b>-€ 2,000</b>	
	<b>Deficit c/fwd to Balance Sheet</b>		<b>-€ 4,071</b>	