

**CVS SOUTH GLOUCESTERSHIRE
FINANCIAL STATEMENTS**

31 MARCH 2017

**Company Registration Number: 04831569
Charity Number: 1099702**

CVS SOUTH GLOUCESTERSHIRE

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2017

CONTENTS	Pages
Report of the Trustees	1 - 13
Reference and Administrative Information	14 - 15
Report of the Independent Examiner	16
Statement of Financial Activities	17
Balance Sheet	18
Notes forming part of the financial statements	19 – 28

CVS SOUTH GLOUCESTERSHIRE

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2017

Objects, vision and mission

The **Objects** of the Charity are

- a) To promote any charitable purposes for the benefit of the community in the local government district of South Gloucestershire and its neighbourhood and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness.
- b) To promote and organise co-operation in the achievement of the above purposes and to that end to bring together council representatives of the voluntary organisations and statutory authorities within the area of benefit.

Our **vision** is of an independent, diverse, innovative and resilient local voluntary, community and social enterprise sector (VCSE) able to meet the needs of its clients and integral to the planning and development of local policies and services.

Our **Mission** is to support, develop and represent voluntary, community and social action in South Gloucestershire.

We aim to ensure we meet the National Association for Voluntary and Community Action (**NAVCA**) **Quality Standards** by:

- supporting the identification of needs in the local community and facilitating improvements in service provision to meet those needs
- assisting local voluntary organisations and community groups to function more effectively and deliver quality services
- facilitating effective communication, networking and collaboration amongst local voluntary organisations and community groups
- enabling the diverse views of the local VCS to be represented and supporting structures which encourage cross sector partnership working
- ensuring the VCS role is an integral part of local planning and policy making

CVS SOUTH GLOUCESTERSHIRE

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2017

Our Values drive and influence our work. They are:

Social justice

We embed and champion the role and value of the VCSE to making a difference and promoting lasting social, environmental and economic change.

Trust

We develop and deliver our services with partners in a way that supports the development of trust across and between sectors.

Responsive

We ensure that our services and those of our partners meet the needs of our service users and are delivered at times and in locations which are suitable.

Open

We actively seek feedback on the delivery of our services to help us to improve our services and those provided by partners.

Non-judgemental

We continue to work within the principles of equality and diversity ensuring that our services meet the needs of, and are accessed by the diverse range of groups across South Gloucestershire.

Good **G**overnance

We ensure that our organisation models good governance in all that we deliver and continue to support good governance across the VCSE.

Ensuring our work delivers our aims

CVS south Gloucestershire's Trustees review the organisation's activities every year to consider how planned activities will contribute to the organisation's objects, vision and mission and public benefit as a charity.

CVS SOUTH GLOUCESTERSHIRE

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2017

During 2016 - 17 CVS delivered activity in the following project areas:

- 1 Representation and strategic development** We have worked with public and private sector partners, promoting the value of the local voluntary, community and social enterprise (VCSE) sector and encouraging partnerships;
- 2** We have supported the **South Gloucestershire Compact** 'Getting it Right Together'
- 3** We have undertaken the annual **VCSE survey** and produced the '**State of the sector**' report
- 4 Training and learning** We have provided low-cost training and learning opportunities and networking events with our partners, including the Annual VCSE Conference, and in-house/bespoke training for Trustee Boards/Management Committees.
- 5 Information Services** We have provided accessible and relevant updates on funding opportunities, events and consultations as well as our low-cost job advertising service to build the knowledge, capacity and confidence of the VCSE.
- 6 The VCSE Leaders' Board** works at a South Gloucestershire level to shape local policy and strategy, working with SGC Directors and supporting its members to work together to build a strong VCSE.
- 7 Partners' Funding** We manage the core funding from South Gloucestershire Council (SGC) for the Volunteer Centres.
- 8 Consultancy and support services** We undertake charged-for projects and provide low-cost services to enable us to deliver our aims
- 9 South Gloucestershire Challenge** is a new project which aims to raise the profile of and provide funds for, initially, six local good causes in South Gloucestershire.

CVS SOUTH GLOUCESTERSHIRE

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2017

CVS Staff Team Six staff were employed during 2016/17

Chief Officer	Full time
Finance and Admin Officer	(0.5) FTE (0.2 from February 17)
Business Support Officer	(0.4) FTE from January 2017
Abbotswood Action Group	(0.4) FTE (seconded)
SGDEN	(0.2) FTE (seconded)
SGREN	(0.2) FTE (seconded) from March 17

CVS Seconded Staff

As part of our continued commitment to small organisations, equalities groups and networks in South Gloucestershire, we continued to work with South Gloucestershire Disability Equality Network and Abbotswood Action Group to manage their first staff members. During the year, we also worked with South Gloucestershire Race Equality Network and, with funding from South Gloucestershire Council, worked with them to recruit and employ their first member of staff.

These three staff are CVS employees and seconded to each organisation. CVS provides their host organisations with advice and support regarding staff management and work planning, and there is joint supervision and appraisal.

CVS Associates

CVS South Gloucestershire continued to develop this approach to service delivery during the year and now has fifteen Associates. This continues to broaden and enhance our support offer for VCSE organisations across the area.

Achievements & performance

1 Representation and strategic development

As an umbrella body, CVS plays a strategic leadership role supporting the development of the local VCSE, including productive relationships with the public and private sectors. Working in partnership to achieve this is central to the success of our work.

During the year, our Chief Officer continued to represent and advocate for the VCSE on a number of Boards and Partnerships funded through our Service Level Agreement with South Gloucestershire Council, including:

CVS SOUTH GLOUCESTERSHIRE

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2017

- South Gloucestershire Local Strategic Partnership (Vice Chair)
- Chief Officers Group
- Compact Implementation Group (Vice Chair)
- Safer and Stronger Partnership (Vice Chair)
- Safer and Stronger Senior Officers Group
- Priority Neighbourhood Steering Group
- Economy and Skills Partnership
- Skills and Employment Group
- West of England Civil Society Partnership
- West of England Local Enterprise Partnership Skills and Employment Group

CVS continued to support **youth provision**, promoting and feeding into the next stage of the future of the SGC's Positive Activities Subsidy with VCSE and Town and Parish Council colleagues.

Our Chief Officer remains a member of the **Children and Young People and Families Partnership** (previously The Children's Trust Board) stepping down as Vice Chair, in November 2016. She works alongside the three other VCSE representatives, (places that CVS secured for the sector to enhance and diversify the work of the Partnership). Our Chief Officers' time to represent and advocate for the VCSE at the **Troubled Families Board**, continued and was paid for by the Board.

West of England Civil Society Partnership (WoE CSP)

Over the year, we continued to work in partnership with our colleagues in the West of England (Voscur, The Care Forum, West of England Rural Network, Wesport, and Voluntary Action North Somerset) through our membership of the West of England Civil Society Partnership (WoE CSP).

This included:

- Working with, the **West of England Local Enterprise Partnership (LEP)**.
 - Keeping the VCSE informed about emerging developments around **Devolution** and the new Combined Authority, including preparation for the election of the **new Metro Mayor** and organising a virtual hustings, which CVS led on.
 - **Big Lottery Fund (BLF) Building Better Opportunities (BBO)** With our WoE CSP partners and Weston College, our Chief Officer supported the second stage application to BLF BBO programme. We were delighted that our bid was successful in this competitive grants process, securing six million
-

CVS SOUTH GLOUCESTERSHIRE

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2017

pounds worth of investment to be delivered in partnership by 26 local VCSE organisations including four organisations based in South Gloucestershire. The project aims to enable people to break down the often complex barriers they may face in seeking employment. Managed by Weston College, this investment aims to bring about a 'sea change' in the way support is provided for people facing multiple barriers to work. 'West of England Works' will focus on each person as an individual and help them to develop their own unique support package.

CVS Trustees continue to see working at the West of England level as a key strategic priority, particularly but not exclusively, as an opportunity to draw in resources for the local VCSE in South Gloucestershire and we plan to continue to develop our partnership working with organisations across the area including the West of England Civil Society Partnership (WoE CSP).

2 South Gloucestershire Compact

Funded through our Service Level agreement with South Gloucestershire Council, CVS continued to support the Compact Implementation Group, developing good practice with regard to commissioning and funding processes and overseeing issues raised either by Commissioners or VCSE organisations through the Compact Disputes Process. Our Chief Officer continued as Vice Chair of the Group, supported during the year until Feb 2017 by a colleague from Avon and Somerset Police who chaired the Group.

3 VCSE survey

Funded by South Gloucestershire Council, this year's survey, was again completed by 100 organisations (approximately 10% of the Sector). Our 'State of the Sector' report appears on our website and we use the support needs indicated to target our services and develop the support services we offer.

This year we also worked in partnership with our WoE CSP partners to produce a 'West of England State of the Sector' report in a project funded by Quartet Community Foundation. We are going to build on this work in future years, standardising our approach to surveying the sector to enable us to develop a comprehensive understanding of the needs of and state of the sector in the West of England.

CVS SOUTH GLOUCESTERSHIRE

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2017

4 Training and Learning

Our Service Level Agreement with South Gloucestershire Council does not include funding for training or support services, but rather for CVS to offer low cost and affordable services.

During the year, we were delighted to secure funding from St Monica Trust to enable us to update our Sustainable Funding programme, initially developed through our involvement with the NCVO Sustainable Funding Beacons programme. This investment enabled us to develop bespoke training for organisations working with older people in South Gloucestershire (£3600) and to deliver training in Bath and North East Somerset (£1800) in partnership with B&NES Volunteer Centre and North Somerset (£1850) in partnership with Voluntary Action North Somerset.

The Annual VCSE conference held on 10th February 2017 was attended by 98 people from over 64 organisations from across South Gloucestershire. Keynote speakers included the Leader and Chief Executive of South Gloucestershire Council, NAVCA Policy Manager and the Partnerships Manager of 1625 Independent People. We also launched **Involve South Gloucestershire**. This new Initiative aims to develop employer-supported volunteering and was introduced by Alan Andrews, Community Liaison Coordinator from John Lewis Partnership

We continued to provide in-house training for Trustee Boards and Management Committees regarding the roles and responsibilities of charity trustees, strategic organisational planning, risk management and conflicts of interest.

5 Information Services

We continued to develop our information services, following the launch of our new website the previous year. Our e-alert service, continues to be well received with 131 events listed, 200 funding opportunities advertised and 56 consultations promoted. Our job advertising service goes from strength to strength, generating 170 job advertisements during the year. Working in partnership with the Volunteer Centres, we also advertised 105 volunteering vacancies.

6 VCSE Leaders' Board

Established in July 2011, this brings together over 25 VCSE Leaders from organisations that operate at a South Gloucestershire level.

Chaired and facilitated by CVS, the members of the Board met twice (September and February) during the year with the Chief Executive and Directors from SGC. The Leaders' Board reported that members had drawn in over four million pounds of non-council funding to support service provision in the area. These bi-annual

CVS SOUTH GLOUCESTERSHIRE

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2017

meetings aim to support working together as resources become more limited over the coming years.

7 Partners Funding

We continue to manage the core funding for the South Gloucestershire Volunteer Centres, which enables them to support good practice in volunteering and unemployed people to access volunteering opportunities.

8 Consultancy and support services

8.1 SEIP During the year we were delighted that the application for the Social Enterprise and Innovation Programme led by Bath University was successful. Working in partnership with South Gloucestershire Council, we helped shape the delivery of the programme in South Gloucestershire to be responsive and flexible to meet our local communities' needs.

8.2 CVS Associates We continued to develop our CVS Associates programme, recruiting a further 8 Associates, bringing the number to 15 Associates by the end of the financial year. This programme enables CVS to have a wide range of preferred consultants on which to draw to provide high quality support services that enable VCSE organisations to develop and grow.

8.3 Whitfield Tabernacle We were commissioned by South Gloucestershire Council to support the development of a charity to further the restoration and ongoing management of this grade one listed building in Kingswood.

8.4 Numbers of organisations supported during the year We provided support through our staff and Associates for 16 organisations on a wide range of areas from governance advice to fundraising and organisational development elements.

9 South Gloucestershire Challenge

Developed by the VCSE Leaders Board and endorsed by the South Gloucestershire Local Strategic Partnership, the South Gloucestershire Challenge was launched in June 2016 by the Chief Executive of South Gloucestershire Council, during Small Charities week.

Six local 'good causes' were chosen to be supported through the Challenge with dedicated funding pages on the CVS website and the aim to raise funds for each organisation through the individual donations, fundraising teams or individual fundraisers. During the year, fundraising teams included: DHI; The Care Forum;

CVS SOUTH GLOUCESTERSHIRE

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2017

Southern Brooks Community Partnerships; The Liberal Democrats in Yate and in Thornbury. The CVS Chief Officer also gave up smoking.

CVS South Gloucestershire Membership

CVS South Gloucestershire is a membership organisation. Voluntary, community and social enterprise organisations based in and/or delivering services to communities in South Gloucestershire, are eligible to be full members; individuals and statutory organisations (such as town and parish councils) are eligible to join as Associate members.

118 organisations were accepted as Full Members and 16 statutory organisations/individuals were accepted as Associate Members in 2016/17.

Membership Fees and Membership Standards

During the year, the Trustees agreed to introduce a membership fee for those organisations with an income of over £20k and to introduce new membership standards and a new VCSE directory to showcase the work of our members through our new website. The fees generated will be used to support the development and promotion of the VCSE Directory, a Crisis Support Fund and to support networking and events for the VCSE Leaders' Board and smaller local charities.

Membership Standards

We were delighted that commissioners from South Gloucestershire Council, South Gloucestershire Clinical Commissioning Group; Avon and Somerset Police Crime Commissioner Officer and Quartet Community Foundation all provided feedback on the new standards. We piloted these with three of our members of different sizes to ensure that they were appropriate and manageable.

Financial Review 2016/17

During the year we were pleased to make an operating surplus of almost £8,000.

Reserves policy

In line with guidance issued by the Charity Commission, the trustees have reviewed the Charity's need for reserves. The Charity requires unrestricted reserves approximately equal to around six months of Charity expenditure. The Trustees believe that this represents a minimum level of reserves necessary to ensure the effective and efficient operation of the Charity for the benefit of its clients.

The Charity has unrestricted funds of £56,235 of which £30,000 has been designated to ensure that the Charity has the funds to cover redundancy and wind-up costs. The Charity is currently working towards increasing reserves to the six months charity expenditure level.

CVS SOUTH GLOUCESTERSHIRE

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2017

Funding

This financial year, CVS delivered the second year of our three-year (2015 – 2018) Service Level Agreement with South Gloucestershire Council, which funds some of our strategic work and we continued to manage funding on behalf of the four Volunteer Centres.

We continued to develop our charged-for services offer and build our Associates structure. We also continued to work in partnership with Community Ignite, Southern Brooks Community Partnerships and The Care Forum.

We were successful in a number of consultancy project bids and see this area as one of potential growth in the future.

We were delighted that the year-long negotiation and bid development process with the University Bath Social Enterprise and Innovation Programme was successful and this has enabled us to develop our offer of 12 hours of funded support available for groups that meet the programme's criteria.

Future plans

We have reviewed and updated our strategic plan 2018 – 2021 and have four strategic objectives:

- 1 Continue to develop CVS South Gloucestershire as a robust, viable and sustainable organisation
- 2 Increase CVS Advocacy role for the VCSE in South Gloucestershire
- 3 Strengthen CVS internal infrastructure and systems
- 4 Develop sustainable infrastructure services in the West of England

For 2017 –18 we have prioritised the following areas of work:

- Strengthening our relationship with partners at a West of England level
 - Raising the profile of and supporting equality and diversity organisations
 - Strategic work with South Gloucestershire Council and the VCSE Leaders' Board
 - Developing a legacy for the South Gloucestershire Challenge
 - Implementing Involve South Gloucestershire with the Volunteer Centres
 - Developing CVS Associates as a sustainable service delivery model, sharing our learning and generating income through programme resources
 - Deliver the targets within our SLA with South Gloucestershire Council and securing a new SLA with the Volunteer Centres
 - Supporting a review of the South Gloucestershire Compact
-

CVS SOUTH GLOUCESTERSHIRE

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2017

Structure, Governance and Management

Governing document

CVS South Gloucestershire was incorporated on 14th July 2003 as a private company limited by guarantee. The company became a registered charity on 26th September 2003.

The company is governed by its Memorandum and Articles of Association dated 13 May 2003, updated on 19th November 2008 and amended on 15th September 2010 and 6th July 2011. In accordance with section 28 of the Companies Act 2006, the Memorandum of Association is deemed to be part of the Articles of Association with effect from 15th September 2010.

In the event of the company being wound up, members are required to contribute an amount not exceeding £1 towards the cost of dissolution and the liabilities incurred by the charity when the contributor was a member.

Recruitment & appointment of the Board of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the Company's Articles they are known as members of the Board of Trustees. Under the requirements of the Articles of Association, one third of the members of the Management Committee must resign at each AGM, the longest in office retiring first. A retiring trustee may be re-elected at the same Annual General Meeting.

CVS South Gloucestershire works to provide development, support and representation to the voluntary, community and social enterprise sector (VCSE) in South Gloucestershire and its membership is drawn from these groups who are either based in or providing services to communities in South Gloucestershire.

CVS South Gloucestershire is governed by a Board of Trustees who are elected by the members of the organisation. We look for members with business acumen and experience of management, alongside knowledge of our work with voluntary organisations, community groups and social enterprises and strategic work with public and private sector partners. Individuals with appropriate skills to enhance the Board of Trustees and development of the charitable company may also be approached or offer themselves for election or co-option to the Board of Trustees.

The full Board of Trustees meets at least four times a year, with some business being undertaken by electronic means.

CVS SOUTH GLOUCESTERSHIRE

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2017

Trustee induction & training

Trustee induction consists of an introduction to the organisation and its activities and projects, and includes details of their duties and responsibilities as Trustees. All trustees are encouraged to attend appropriate training to facilitate their undertaking of the role.

Risk Management

Trustees regularly log major strategic, business, financial and operational risks which the charity faces and have established procedures to mitigate organisational risks to ensure compliance with best practice and legislation; and to cover the delivery of partnership projects.

Current major risks identified by the Board include:

Risk	Mitigation
CVS strategic and business plan priorities not achieved	Regular monitoring by Board; forms part of employees' supervision; resources moved where required
Alternative CVS funding streams not developed and sustainable	SG CVS Associate model in place to grow the income streams
Options for SGCVS created by local devolution not clear or implemented	Discussions with local infrastructure organisations at advanced stage
Succession planning for the Chief Officer not in place	Job description and paperwork in place to ensure rapid transition if needed
Communication of SGCVS not effective	Priorities to work with a wide range of organisations across the area to raise the profile and connectivity during the year

CVS SOUTH GLOUCESTERSHIRE

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2017

Public Benefit Statement

In preparing this report the Board of Trustees has complied with the duty under Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission in relation to meeting the public benefit requirement.

Statement of Trustees' responsibilities

The trustees (who are also directors of CVS South Gloucestershire for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with 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 which give a true and fair view of the state of affairs of the charitable company 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 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 business.

The trustees are responsible for keeping proper accounting records that 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.

This report and the financial statements have been prepared in accordance with the Companies Act 2006, the charitable company's Memorandum and Articles of Association and the Statement of Recommended Practice "Accounting and Reporting by Charities".

Signed by order of the Trustees

.....

.....

CVS SOUTH GLOUCESTERSHIRE

REFERENCE & ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2017

Charity Name CVS South Gloucestershire

Charity Registration No: 1099702

Company Registration No: 04831569

The Board of Trustees

Name	Nominating Member Organisation	Position	Status
Peter Steel	Age UK	Chair From December 2015	Elected September 2016
Christine Kenny	Initially South Gloucestershire CAB Now South Gloucestershire Parents and Carers	Vice Chair From October 2012	Elected July 2011 Re-elected September 2016
Christina Stokes	Survive	Treasurer From July 2011 to Sept 2016	Co-opted March 2009; elected September 2009; re-elected September 2012, resigned September 2016
Martin Green	Age UK South Gloucestershire	Trustee	Elected July 2013 Resigned September 2016
Peter Carnegie	Merlin Housing Society	Trustee Treasurer From Sept 2016	Elected July 2013
Rosie Phillips	DHI	Trustee	Elected September 2015
Deborah Gee	Creative Youth Network	Trustee	Elected September 2015
Mark Crutchley	Circadian Trust	Trustee	Elected September 2016
Jamie Gill	1625 Independent People	Trustee	Elected September 2016

CVS SOUTH GLOUCESTERSHIRE

REFERENCE & ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2017

Chief Officer	Helen Black (from February 2010)
Registered office	Poole Court Poole Court Drive Yate BS37 5PP
Independent Examiner	Neil M Kingston, FCA Burton Sweet Chartered Accountants The Clock Tower 5 Farleigh Court Old Weston Road Flax Bourton Bristol BS48 1UR
Bankers	Lloyds TSB plc Westbury-On-Trym Branch 15 High Street Bristol

CVS SOUTH GLOUCESTERSHIRE

INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31 MARCH 2017

I report on the accounts of the company for the year ended 31 March 2016, which are set out on pages 15 to 25.

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 144(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 procedures 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 the 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 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 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 Charities

have 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.

Neil Kingston FCA
Burton Sweet Chartered Accountants
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

.....

CVS SOUTH GLOUCESTERSHIRE
STATEMENT OF FINANCIAL ACTIVITIES (Including Income & Expenditure Account)
YEAR ENDED 31 MARCH 2017

	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2017 £	Total funds 2016 Restated £
Income from:					
Donations and legacies	2	2,121	645	2,766	25,348
Charitable activities	3	75,910	106,245	182,155	145,726
Other trading activities - training		-	-	-	-
Investment income		19	-	19	19
Other	4	26	-	26	2,001
Total income		<u>78,076</u>	<u>106,890</u>	<u>184,966</u>	<u>173,094</u>
Expenditure on:					
Charitable activities	5	74,840	102,131	176,971	176,395
Total expenditure	8	<u>74,840</u>	<u>102,131</u>	<u>176,971</u>	<u>176,395</u>
Net income/(expenditure)	8	3,236	4,759	7,995	(3,301)
Gross transfers between funds		(191)	191	-	-
Net movement in funds		3,045	4,950	7,995	(3,301)
Total funds at 1 April		53,190	10,334	63,524	66,825
Total funds at 31 March	17	<u>56,235</u>	<u>15,284</u>	<u>71,519</u>	<u>63,524</u>

The Charity has no recognised gains or losses other than the results for the year as set out above.
All of the activities of the Charity are classed as continuing.

See note 11 for fund comparatives

The notes on pages 19 to 28 form part of these financial statements

CVS SOUTH GLOUCESTERSHIRE
BALANCE SHEET
AT 31 MARCH 2017

	Note	2017 £	2016 £
Fixed assets			
Tangible assets	12	-	190
Current assets			
Debtors	13	18,813	4,297
Cash at bank		63,484	65,408
		82,297	69,705
Creditors: Amounts falling due within one year	14	(10,778)	(6,371)
Net current assets		71,519	63,334
Net assets		71,519	63,524
Funds			
Restricted funds	17	15,284	10,334
Unrestricted funds	17		
<i>Designated funds</i>		30,000	25,430
<i>General funds</i>		26,235	27,760
		71,519	63,524

For the year ended 31 March 2017 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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.

These accounts were approved by the Board on

2017 and signed on their behalf by:

.....
Peter Steel
Chair

The notes on pages 19 to 28 form part of these financial statements

CVS SOUTH GLOUCESTERSHIRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention, in accordance with the Companies Act 2006 and the Statement of Recommended Practice in accordance with Financial Reporting Standard 102 (effective January 2015). The Charity is also a public benefit entity.

1.2 Income

All income becoming available to the Charity in the year is recognised in the Statement of Financial Activities (SOFA) when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income is deferred only when the Charity has to fulfil conditions before becoming entitled to it and where the donor has specified that the income is to be expended in a future period.

Donations and legacies includes income generated from gifts, donations and legacies and grants and is included in full in the SOFA when receivable. Grants where entitlement is not conditional on the delivery of 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.

Grants receivable are accounted for on a receivable basis and allocated to the appropriate fund.

1.3 Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. The charity is not registered for VAT. Expenditure includes all VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.

Expenditure on charitable activities comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. CVS South Gloucestershire advocates on behalf of the sector through our strategic work. We provide free information and charge (at low cost) for services primarily provided to the voluntary community and social enterprise (ICSE) organisations. Where possible we grant fundraise for the provision of support to groups in crisis. It includes both costs that can be allocated directly to this activity and those costs of an indirect nature necessary to support them.

Support costs include the costs of staff for the general support activity of the office. They have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. staff costs by time spent.

Governance costs which are included within charitable activities include all those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.

CVS SOUTH GLOUCESTERSHIRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017

1 Accounting policies (Continued)

1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold Property	Straight line over lease period
Fixtures, fittings & equipment	10% and 33% Straight line

1.5 Pensions

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity and are independently administered. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.6 Funds

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the 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 the specific restrictions imposed by donors 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.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total funds 2017	Total funds 2016
	£	£	£	£
Donations	946	645	1,591	23,998
Membership	1,175	-	1,175	1,350
	<u>2,121</u>	<u>645</u>	<u>2,766</u>	<u>25,348</u>

3 Income from Charitable Activities

	Unrestricted funds	Restricted funds	Total funds 2017	Total funds 2016
	£	£	£	£
SGC 3 Year Grant	63,192	36,000	99,192	99,192
AFRS	-	-	-	-
LGBT development project	-	874	874	6,495
Abbotswood Action Group	-	14,000	14,000	15,000
Social Enterprise & Innovation Programme	-	18,705	18,705	-
SGC Positive Steps	-	-	-	-
SG Race Equality Network	-	2,260	2,260	-
VCSE Leaders Board	420	-	420	-
SG Disability Equality Network	-	7,156	7,156	4,710
Information Services	-	-	-	2,025
Consultancy and meeting attendance	9,298	-	9,298	18,304
St Monica's Trust	-	7,250	7,250	-
Website advertising	3,000	-	3,000	-
Whitfield Tabernacle	-	20,000	20,000	-
	<u>75,910</u>	<u>106,245</u>	<u>182,155</u>	<u>145,726</u>

CVS SOUTH GLOUCESTERSHIRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017

4 Other income

	Unrestricted funds	Restricted funds	Total funds 2017	Total funds 2016
	£	£	£	£
Other Income	26	-	26	2,001
	26	-	26	2,001

5 Expenditure on Charitable Activities

	Grants payable	Direct costs	Support costs	Total 2017	Total 2016 Restated
	£	£	£	£	£
Representation & Strategic Development	-	6,373	52,446	58,819	73,166
Training & Learning	-	-	-	-	2,954
Community Development and Group support	-	465	-	465	125
Partners Funding	36,000	-	-	36,000	36,000
Strategic Volunteering	-	6	-	6	-
Compact and survey	-	3,890	1,125	5,015	5,655
Information services	-	8,738	1,072	9,810	10,163
Website development	-	-	-	-	18,000
LGBT development project	-	5,194	250	5,444	1,585
Abbotswood Action Group	-	3,806	11,745	15,551	12,683
Social Enterprise & Innovation Programme	-	2,894	4,765	7,659	-
SGC Mental Health	300	432	1,356	2,088	7,912
SGC Positive Steps	570	-	-	570	1,430
VCSE Leaders Board	-	625	-	625	1,075
SGC Disability Equality Network	-	512	6,925	7,437	4,710
NEET project	-	1,214	268	1,482	700
Henry project	-	-	-	-	237
St Monica's Trust	900	4,581	1,769	7,250	-
Whitfield Tabernacle	-	9,564	9,186	18,750	-
	37,770	48,294	90,907	176,971	176,395

6 Grants payable

	2017	2016
	£	£
Patchway, Filton & The Stokes Volunteer Centre	-	-
Southern Brooks Community Partnership for Patchway, Filton & Stokes Volunteer Ctr	9,000	9,000
Community Ignite (was The Chase & Kings Forest Community Project)	9,000	9,000
Vounteer Centre Yate	9,000	9,000
Volunteer Centre Thornbury	9,000	9,000
- SGC 3 year grant	-	2,162
- Mental Health grant	-	-
	36,000	38,162

CVS SOUTH GLOUCESTERSHIRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017

7 Support costs	Office costs £	Premises costs £	Payroll & staff costs £	Total £
Representation & Strategic Development	7,180	11,812	33,454	52,446
Training & Learning	-	-	-	-
Community Development and Group support	-	-	-	-
Compact and survey	29	64	1,032	1,125
Information services	74	161	837	1,072
Website development	-	-	-	-
LGBT Development Project	-	-	250	250
Abbotswood Action Group	242	525	10,978	11,745
Social Enterprise & Innovation Programme	147	319	4,299	4,765
SGC Mental Health	-	-	1,356	1,356
SGC Positive Steps	-	-	-	-
VCSE Leaders Board	-	-	-	-
SG Disability Equality Network	115	250	6,560	6,925
NEET project	62	134	72	268
Henry project	-	-	-	-
St Monica's Trust	-	-	1,769	1,769
Whitfield Tabernacle	480	1,043	7,663	9,186
	<u>8,329</u>	<u>14,308</u>	<u>68,270</u>	<u>90,907</u>
Total 2016	<u>26,281</u>	<u>17,279</u>	<u>81,777</u>	<u>125,337</u>

8 Net income for the year

This is stated after charging:

	2017 £	2016 £
Depreciation	190	3,028
Independent examiner's fee	2,200	2,040
Trustees' Remuneration (see below)	-	-
Payment of Trustees' expenses	-	-

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity for their work as Trustees (2015 - £nil).

CVS SOUTH GLOUCESTERSHIRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017

9 Staff costs and numbers

The aggregate payroll costs were:

	2017	2016
	£	£
Wages and salaries	95,150	83,650
Social security costs	4,138	5,061
Pension contributions	1,774	895
	<u>101,062</u>	<u>89,606</u>

The number of employees whose emoluments as defined for taxation purposes amounted to over £60,000 in the year was nil (2015 - nil).

The senior management team includes the posts of Chief Officer and Finance Officer.

The aggregate payroll costs for the senior management team were:

	2017	2016
	£	£
Wages and salaries	48,711	51,370
Social security costs	4,516	4,846
Pension contributions	1,542	895
	<u>54,769</u>	<u>57,111</u>

The average weekly number of employees during the year, calculated on the basis of head count:

	2017	2016
	No.	No.
Management, administration and support	3	3
	<u>3</u>	<u>3</u>

10 Taxation

The Charity is exempt from corporation tax on its charitable activities.

CVS SOUTH GLOUCESTERSHIRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017

11 Fund Comparatives

	Unrestricted Funds Restated £	Restricted Funds Restated £	Total funds 2016 Restated £
Income from:			
Donations and legacies	7,348	18,000	25,348
Charitable activities	83,521	62,205	145,726
Other trading activities - training	-	-	-
Investment income	19	-	19
Other	2,001	-	2,001
Total income	92,889	80,205	173,094
Expenditure on:			
Charitable activities: <i>Provision of advice and information</i>	89,518	86,877	176,395
Total expenditure	89,518	86,877	176,395
Net income/(expenditure)	3,371	(6,672)	(3,301)
Gross transfers between funds	-	-	-
Net movement in funds	3,371	(6,672)	(3,301)
Total funds at 1 April 2015	49,819	17,006	66,825
Total funds at 31 March 2016	53,190	10,334	63,524

The Charity has no recognised gains or losses other than the results for the year as set out above.
All of the activities of the Charity are classed as continuing.

CVS SOUTH GLOUCESTERSHIRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017

12	Tangible fixed assets	Computer equipment £	Total £
	Cost		
	At 1 April 2016		
	Additions	3,218	3,218
	At 31 March 2017		-
		<u>3,218</u>	<u>3,218</u>
	Depreciation		
	At 1 April 2016		
	Charge for the year	3,028	3,028
	At 31 March 2017	190	190
		<u>3,218</u>	<u>3,218</u>
	Net book value		
	At 31 March 2017		
	At 31 March 2016	-	-
		<u>190</u>	<u>190</u>
13	Debtors	2017 £	2016 £
	Trade Debtors	14,369	4,297
	Prepayments	4,444	-
		<u>18,813</u>	<u>4,297</u>
14	Creditors: amounts falling due within one year	2017 £	2016 £
	Trade creditors	3,612	1,077
	Taxes and social security costs	874	-
	Other creditors	-	116
	Accruals	6,292	5,178
		<u>10,778</u>	<u>6,371</u>
15	Pension and other post-retirement benefit commitments	2017 £	2016 £
	Defined Contribution		
	Contributions payable by the company for the year	1,774	895
		<u>1,774</u>	<u>895</u>

CVS SOUTH GLOUCESTERSHIRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017

16 Operating Leases

At 31 March 2017 the organisation had annual commitments under non-cancellable operating leases as set out below:

	Land and Buildings 2017	Land and Buildings 2016
	£	£
Between 2 to 5 years	<u>3,791</u>	<u>3,791</u>

17 Movement in funds

	At 01 Apr 2016	Income	Expenditure	Transfers	At 31 Mar 2017
	£	£	£	£	£
Restricted funds					
Volunteer Centres	-	36,000	(36,000)	-	-
NEET project	1,482	-	(1,482)	-	-
LGBT development project	4,450	874	(5,444)	120	-
Abbotswood Action Group	1,744	14,000	(15,550)	71	265
SGC Mental Health	2,088	-	(2,088)	-	-
SGC Positive steps	570	-	(570)	-	-
SG Disability Equality Network	-	7,156	(6,938)	-	218
Social Enterprise & Innovation Programme	-	18,705	(7,659)	-	11,046
South Gloucestershire Challenge	-	645	-	-	645
St Monica's Trust	-	7,250	(7,151)	-	99
South Gloucestershire Race Equality	-	2,260	(499)	-	1,761
Whitfield Tabernacle	-	20,000	(18,750)	-	1,250
	<u>10,334</u>	<u>106,890</u>	<u>(102,131)</u>	<u>191</u>	<u>15,284</u>
Unrestricted funds					
Designated - closedown fund	25,430	-	-	4,570	30,000
General funds	27,760	78,076	(74,840)	(4,761)	26,235
	<u>53,190</u>	<u>78,076</u>	<u>(74,840)</u>	<u>(191)</u>	<u>56,235</u>
Total funds	<u>63,524</u>	<u>184,966</u>	<u>(176,971)</u>	<u>-</u>	<u>71,519</u>

South Gloucestershire Council 3 year grant

Investment from SGC which funds some of CVS Strategic Work, Information Services and work to support the Compact. The agreement includes core funding for the Volunteer Centres and delivery partners are: Thornbury Volunteer Centre, Yate Volunteer Centre, Southern Brooks Community Partnerships (Patchway, Filton and the Stokes Volunteer Centre) and Community Ignite (Volunteering Kingswood).

NEET Project

Project to introduce young people to the benefits of volunteering to themselves and the local community and to engage their interest in becoming involved.

Designated close down fund

Funds set aside to cover costs in the event that the charity must close down

Abbotswood Action Group

Providing support to the Group by employing their first member of staff, and seconding them to the Group.

CVS SOUTH GLOUCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2017

South Gloucestershire Council Mental Health Mentor Project

Working with the South Gloucestershire Volunteer Centres to develop a mentor programme.

Positive Steps

Supporting the development of the Positive Steps peer support group.

LGBT Development Project

Working with South Gloucestershire Council, The Diversity Trust and trustees of the former South Gloucestershire LGBT forum to improve awareness of health needs and experience of the LGBT community.

SG Disability Equality Network

Providing support to the Network by employing their first member of staff, and seconding them to the Network.

Social Enterprise & Innovation Programme

The Social Enterprise & Innovation Programme is a three year project led by Bath University and of which CVS South Gloucestershire is the delivery partner for South Gloucestershire. This European Regional Development Fund project is matched funded in South Gloucestershire by South Gloucestershire Council. The project aims to build the capacity and sustainability of Social Enterprises in the area and runs until September 2019.

South Gloucestershire Challenge

Supported by the South Gloucestershire Local Strategic Partnership, the South Gloucestershire Challenge aims to raise awareness of and raise funds for local good causes. The first Challenge began in June 2016 and six local good causes are being supported. Fundraising teams have participated in raising funds and individuals can also donate through the CVS website.

St Monica's Trust

St Monica's Trust funded Sustainable Income Training delivered by CVS South Gloucestershire for organisations working with Older People in South Gloucestershire, and in partnership with Bath and Beyond Volunteer Centre and Voluntary Action North Somerset.

South Gloucestershire Race Equality Network

Funding from South Gloucestershire Council for CVS to employ the Network's first part time Development Officer and to work with them to build their capacity to apply for future funding to support their work.

Whitfield Tabernacle

Funding from South Gloucestershire Council for CVS South Gloucestershire to support the development of a Trust to preserve the heritage of the site and support an initial business plan and to fundraise for future development work.

18 Analysis of net assets between funds

	Tangible Fixed assets	Other Net assets	Total
	£	£	£
Restricted funds	-	15,284	15,284
Unrestricted funds			
Designated - closedown fund	-	30,000	30,000
General fund	-	26,235	26,235
	-	71,519	71,519

CVS SOUTH GLOUCESTERSHIRE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017

19 Related party transactions

There were no transactions with related parties either during 2017 or 2016.

20 Company limited by guarantee

CVS South Gloucestershire is a company limited by guarantee and as such has no share capital. In the event of the company being wound up, the liability of the members is limited to £1 each.