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# YORK COUNCIL FOR VOLUNTARY SERVICE

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Company Number 493550

(A company limited by guarantee and  
not having a share capital)

## ACCOUNTS

### FOR THE YEAR ENDED

### 31 MARCH 1996

**Creers**  
Chartered Accountants  
St Andrew's House  
Spen Lane  
York  
YO1 2BS



YORK COUNCIL FOR VOLUNTARY SERVICE

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YORK COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE BOARD OF MANAGEMENT

The Board of Management present their annual report and audited accounts of the company for the year ended 31 March 1996.

PRINCIPAL ACTIVITIES

The principal activities continued to be to initiate, promote and assist schemes, enterprises and activities in the voluntary sector in the City of York and its neighbourhood.

RESULTS

A summary of the results for the year is given on page 3 of the accounts.

MEMBERS OF THE BOARD OF MANAGEMENT

The members of the Board of Management in office throughout the year were the honorary officers and the executive committee.

Honorary Officers

Ms J Brierley	- Chair from 20 July 1995
I Chambers	- Vice Chair from 20 July 1995 (Chair to 20 July 1995)
Ms J Looker	- Vice Chair to 20 July 1995
P Dack	- Honorary Treasurer

In accordance with the Articles of Association the honorary officers retire and offer themselves for re-election. Other members of the executive committee retire by rotation and some offer themselves for re-election.

FIXED ASSETS

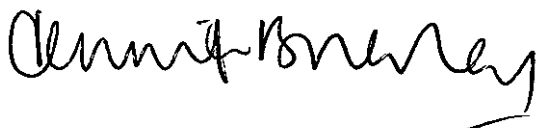
Details of the movements in fixed assets during the year are given in Note 6 to the accounts.

AUDITORS

Creers have expressed their willingness to continue in office and a resolution will be submitted at the annual general meeting proposing their re-appointment and authorising the directors to fix their remuneration.

On behalf of the Board

J BRIERLEY



Chair

18 July 1996

YORK COUNCIL FOR VOLUNTARY SERVICE

RESPONSIBILITIES OF THE BOARD OF MANAGEMENT

Company law requires the board to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the net movement of funds of the company for that period. In preparing the accounts the board are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departure disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to assume that the company will continue.

The board are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and therefore for taking reasonable steps for the prevention and detection of fraud and other irregularities.

YORK COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 1996

INCOME AND EXPENDITURE	Note	Unrestricted funds £	Restricted funds £	Designated funds £	Total funds 1995/96 £	Total funds 1994/95 £
Incoming Resources						
Covenants and donations		15,928	29,225	-	45,153	41,602
Less: Deferred income		(5,000)	-	-	(5,000)	(5,000)
Grants and contracts	2	84,037	181,280	-	265,317	269,899
Less: Deferred income		-	(5,625)	-	(5,625)	(2,357)
Interest receivable		12,836	4,858	-	17,694	10,898
Rent and service charges		43,038	90	-	43,128	43,666
Management fees		26,962	-	-	26,962	19,222
Fund raising		7,585	26	-	7,611	3,783
Other income		13,530	26,577	-	40,107	32,518
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL INCOMING RESOURCES		198,916	236,431	-	435,347	414,231
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Resources expended						
Direct charitable expenditure	3	134,301	205,217	-	339,518	328,348
Fund raising and publicity		9,781	-	-	9,781	9,100
Management and administration of the charity	4	45,068	19,774	-	64,842	67,675
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL RESOURCES EXPENDED		189,150	224,991	-	414,141	405,123
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net incoming resources before transfers		9,766	11,440	-	21,206	9,108
Transfers between funds		(9,000)	9,000	-	-	-
Designated fund transfers		(3,079)	-	3,079	-	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
NET MOVEMENT IN FUNDS		(2,313)	20,440	3,079	21,206	9,108
Balances brought forward		109,758	48,700	57,664	216,122	207,014
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
BALANCES CARRIED FORWARD		107,445	69,140	60,743	237,328	216,122
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The company has no recognised gains or losses other than the net movement of funds for the above two financial years.

The notes on pages 5 to 10 form part of these accounts.

YORK COUNCIL FOR VOLUNTARY SERVICE

BALANCE SHEET AT 31 MARCH 1996

	Notes	£	1996 £	1995 £
FIXED ASSETS				
Tangible assets	6		176,197	176,189
Investments	7		242	242
			<hr/>	<hr/>
			176,439	176,431
CURRENT ASSETS				
Stock		2,983		1,641
Debtors		41,457		15,044
Cash at bank and in hand		191,608		143,634
		<hr/>		<hr/>
		236,048		160,319
CREDITORS: amounts falling due within one year	9	135,159		80,628
		<hr/>		<hr/>
NET CURRENT ASSETS			100,889	79,691
			<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES			277,328	256,122
			<hr/>	<hr/>
REVALUATION RESERVE			40,000	40,000
INCOME FUNDS				
Unrestricted funds	10		107,445	109,758
Restricted funds	11		69,140	48,700
Designated funds	12		60,743	57,664
			<hr/>	<hr/>
			277,328	256,122
			<hr/>	<hr/>

DIRECTORS { J BRIERLEY  
 { *Ann Brierley*  
 {  
 { P DACK  
 { *P Dack*

Approved by  
 the Board  
 18 July 1996

YORK COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS - 31 MARCH 1996

1. ACCOUNTING POLICIES

Basis of Accounting

- (a) These accounts have been prepared under the historical cost convention as modified by the revaluation of freehold property.
- (b) The trustees have adopted the provisions of Statement of Recommended Practice - Accounting by Charities. This represents a change in format from previous years to comply with best current practice.

Stock

Stock is valued at the lower of cost or net realisable value.

Depreciation

Depreciation is calculated to write off the cost of the following tangible fixed assets on a reducing balance basis at the following rates:-

Office equipment 25%

No depreciation has been provided on the freehold land and buildings.

The company has not complied with the Statement of Standard Accounting Practice No.12 concerning depreciation of freehold property, because the standard of maintenance of the building and the residual value would make any depreciation charge immaterial.

2. GRANTS AND CONTRACTS

	Unrestricted funds £	Restricted funds £	Total funds 1995/96 £	Total funds 1994/95 £
North Yorkshire County Council	14,270	80,217	94,487	73,035
York City Council	11,000	32,455	43,455	41,534
North Yorkshire Health Authority	5,135	9,785	14,920	19,730
Joint finance	-	4,857	4,857	36,800
CCETSW	-	36,966	36,966	36,600
North Yorkshire TEC	53,632	17,000	70,632	62,200
	<hr/>	<hr/>	<hr/>	<hr/>
	84,037	181,280	265,317	269,899
Less: Deferred income	-	(5,625)	(5,625)	(2,357)
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	84,037	175,655	259,692	267,542
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YORK COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS - 31 MARCH 1996

3. DIRECT CHARITABLE EXPENDITURE	Unrestricted funds £	Restricted funds £	Total funds 1995/96 £	Total funds 1994/95 £
Salaries	90,948	134,414	225,362	219,766
Staff and volunteers expenses	2,619	8,759	11,378	10,537
Consultants fees and expenses	-	9,726	9,726	4,004
Training courses	1,973	-	1,973	5,125
Newsletter and publications	2,181	670	2,851	2,389
Office costs	10,844	18,496	29,340	28,139
Establishment	22,168	16,838	39,006	41,294
Equipment and vehicle costs	2,194	13,314	15,508	15,722
Depreciation	1,374	-	1,374	1,372
Repayment of grant held	-	3,000	3,000	-
	<hr/>	<hr/>	<hr/>	<hr/>
	134,301	205,217	339,518	328,348
	<hr/>	<hr/>	<hr/>	<hr/>
4. MANAGEMENT AND ADMINISTRATION OF THE CHARITY				
Salaries	30,579	-	30,579	27,171
Staff and volunteers expenses	837	-	837	918
Consultants fees	1,150	-	1,150	-
Office costs	7,541	-	7,541	6,777
Establishment	2,901	-	2,901	2,203
Audit fee	1,293	-	1,293	1,234
Equipment	178	-	178	15,847
Depreciation	589	-	589	588
Management fees	-	19,774	19,774	12,937
	<hr/>	<hr/>	<hr/>	<hr/>
	45,068	19,774	64,842	67,675
	<hr/>	<hr/>	<hr/>	<hr/>

Equipment charges for 1995 included £16,833 paid for the cancellation of a leasing contract on office equipment and a write back of £1,954 from a provision for training equipment.

5. SALARIES

The average weekly number of employees during the year, some of whom were part-time, was:

	1996	1995
	30	27
	<hr/>	<hr/>
	£	£
Salaries	242,362	230,573
Social security costs	18,752	19,454
Pension costs	7,783	8,166
	<hr/>	<hr/>
	268,897	258,193
	<hr/>	<hr/>



YORK COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS - 31 MARCH 1996

6. TANGIBLE FIXED ASSETS

	Freehold Property £	Office Equipment £	Total £
COST OR VALUATION			
At 1 April 1995	170,000	20,496	190,496
Additions	-	2,074	2,074
	<hr/>	<hr/>	<hr/>
At 31 March 1996	170,000	22,570	192,570
	<hr/>	<hr/>	<hr/>
DEPRECIATION			
At 1 April 1995	-	14,307	14,307
Provision for year	-	2,066	2,066
	<hr/>	<hr/>	<hr/>
At 31 March 1996	-	16,373	16,373
	<hr/>	<hr/>	<hr/>
Net book value at 31 March 1996	170,000	6,197	176,197
	<hr/>	<hr/>	<hr/>
Net book value at 31 March 1995	170,000	6,189	176,189
	<hr/>	<hr/>	<hr/>

FREEHOLD PROPERTY

Freehold property includes a valuation made in 1985 of part of the property. If the property had not been revalued it would be stated at cost of £130,000.

7. INVESTMENTS

	1996 £	1995 £
Investments, listed on recognised Stock Exchange:		
Cost	242	242
	<hr/>	<hr/>
Market value	241	226
	<hr/>	<hr/>

YORK COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS - 31 MARCH 1996

8. LEGACIES RECEIVABLE

It is anticipated that a legacy from the Estate of Mrs Olive Lax is receivable but the amount is not quantifiable.

9. CREDITORS: amounts falling due within one year

	1996 £	1995 £
Funds held on behalf of other organisations	48,831	12,978
Creditors	9,781	5,271
Social security and other taxes	43,667	28,052
Accruals	6,746	1,595
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Bank loan (secured)	109,025	47,896
	26,134	32,732
	<hr/>	<hr/>
	135,159	80,628
	<hr/>	<hr/>

The bank loan is secured by a fixed charge over the freehold property at Peter Lane and is repayable on demand.

10. UNRESTRICTED FUNDS

At 1 April 1995	109,758
(Deficit) for year	(2,313)
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At 31 March 1996	107,445
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YORK COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS - 31 MARCH 1996

11. RESTRICTED FUNDS

The income funds of the charity include restricted funds held to be applied for specific purposes:

	Balance 1 April 1995 £	Movement in resources Incoming £	Outgoing £	Balance 31 March 1996 £
Volunteer Centre	124	12,360	(12,030)	454
Student unit	2,934	39,297	(39,666)	2,565
Disability RRC	13,434	22,285	(23,602)	12,117
PAS York/Selby	4,202	17,775	(12,264)	9,713
PAS Scarborough/Ryedale	4,599	17,643	(12,502)	9,740
PAS Harrogate/Craven	(72)	20,256	(17,120)	3,064
New Lives	1,249	14,564	(11,114)	4,699
Furniture store	2,553	25,783	(25,563)	2,773
Ready Steady Groves Club	10,551	26,993	(29,441)	8,103
York Young Travellers	1,382	27,729	(23,777)	5,334
NVQ Project	-	17,106	(8,591)	8,515
York Carers Information Helpline	2,530	90	(644)	1,976
Citizens Advocacy Support	(46)	3,300	(3,254)	-
SAYAS Development	3,375	-	(3,339)	36
SAYAS Consultancy	1,885	250	(2,084)	51
	<hr/>	<hr/>	<hr/>	<hr/>
	48,700	245,431	(224,991)	69,140
	<hr/>	<hr/>	<hr/>	<hr/>

The Volunteer Centre provides information and help to volunteers and agencies using them.

The Student Unit provides work placements for social work students.

The Disability Rights and Resource Centre (formerly Disabled in York) provides a focus for disability issues for York and District.

The three Personal Assistance Schemes help disabled people to live independently by employing their own assistants.

New Lives aims to help disabled people to realise their potential through employment, education and/or voluntary work.

York Community Furniture Store receives donated furniture and passes it on to people in need.

The Ready Steady Groves Club provides after school and holiday play schemes for children in the Groves area in York.

York Young Travellers works with travelling families and young people in York.

The NVQ Project aims to increase awareness of management NVQ's in the voluntary sector.

York Carers Information Helpline offered information about local services for informal carers. This project has now ceased.

The Citizens Advocacy Support Project offered support to advocates of people with learning disabilities living in the community. The project finished at the end of July 1995.

The Selby and York Advocacy Development Project was work carried out by York CVS to prepare for the development of the SAYAS advocacy scheme.

The Selby and York Advocacy Consultancy Project established a new advocacy scheme in York and Selby called SAYAS.

YORK COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS - 31 MARCH 1996

12. DESIGNATED FUNDS

The income funds of the company include the following designated funds which have been set aside out of unrestricted funds for specific purposes:

	Building Reserve £
At 1 April 1995	57,664
Interest transferred from Unrestricted Funds	3,079
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At 31 March 1996	60,743
	<hr/>

13. FUNDS HELD ON BEHALF OF OTHERS

York Award	Cash is held in a separate designated bank account on behalf of the organisation. The objectives of the organisation are to provide training bursaries to workers in voluntary organisations in the City of York.
York Action on Young Homeless	A number of Refuge Group plc shares are held on behalf of the organisation. The organisation is a charitable trust giving grants to assist agencies concerned with homelessness amongst young people in the City of York and a forum for discussions of the issues involved.

AUDITORS' REPORT TO THE MEMBERS OF

YORK COUNCIL FOR VOLUNTARY SERVICE

We have audited the accounts on pages 3 to 10 which have been prepared under the historical cost convention as modified by the revaluation of freehold property and the accounting policies set out in note 1.

RESPECTIVE RESPONSIBILITIES OF BOARD OF MANAGEMENT AND AUDITORS

As described on page 2, the company's board of management are responsible for the preparation of accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

BASIS OF OPINION

We conducted our audit in accordance with auditing standards issued by the Auditing Practices Board. An audit includes examination on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the board of management in the preparation of the accounts, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

OPINION

In our opinion the accounts give a true and fair view of the state of affairs of the company as at 31 March 1996 and of the net movement of funds of the company for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.



CREERS

Chartered Accountants  
and  
Registered Auditors

St Andrew's House  
Spenn Lane  
York  
YO1 2BS

18 July 1996