

YORK COUNCIL FOR VOLUNTARY SERVICE
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31 MARCH 2008

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YORK COUNCIL FOR VOLUNTARY SERVICE

ANNUAL REPORT 2007- 2008

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TRUSTEES' REPORT

The trustees of York CVS are pleased to present the following report together with the financial statements of the charity for the year ended 31st March 2008. In preparing these reports, the trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in 2005.

Registered Office and Principal Address:

Priory Street Centre
15 Priory Street,
York YO1 6ET

Telephone: (01904) 621133 Fax: (01904) 630361

Email: yorkcvs@yorkcvs.org.uk

Website: www.yorkcvs.org.uk

A Company Limited by Guarantee No. 493550

A Registered Charity No. 225087

The Board of Trustees

Honorary Officers:

Chair:	Mike Moran	
Vice Chair:	Rosemary Suttill	
Honorary Treasurer:	Maurice Dobie	(resigned Nov 07)
	Michael Harvey	(from April 08)

Trustees	Chris Clay	
	Susan Frost	
	Ellen Hill	
	John Hume	
	Greg Preston	
	Derek Shaw	
	Alison Shepherd	(from April 08)

City of York Councillors Sandy Fraser and Keith Aspden (to May 08) and Councillors Sandy Fraser and Christian Vassie (from May 08) were also invited to attend meetings of the Board as participating observers.

Chief Executive and Company Secretary: Colin Stroud

Bankers Unity Trust Bank
 Nine Brindleyplace
 4 Oozells Square
 Birmingham
 B1 2HB

Auditors JWPCreers
 Chartered Accountants
 Foss Place
 Foss Islands Road
 York
 YO31 7UJ

Objects

The charitable objects of York Council for Voluntary Service are

- To work for the benefit of the City of York and its neighbourhood, and, in particular, by quickening the spirit of fellowship and social service and undertaking and assisting in social work and activities, and the promotion of social welfare of every kind in the said City and its neighbourhood.
- To initiate, promote and assist any schemes, enterprises or activities for the benefit of the inhabitants of the said City and its neighbourhood, or otherwise calculated to advance the practice of good citizenship.

Structure, Governance and Management

Throughout its history, York CVS has played an important part in the life of the City and the development of many voluntary organisations that serve its people. It provides a range of services to encourage and support voluntary action and to promote the increasingly important role of the voluntary and community sector in society today. The CVS receives funding from public bodies to support its work but raises most of its income through its own efforts.

Governing Document

York CVS was established in 1939. It is a registered charity and a company limited by guarantee, governed by its Memorandum and Articles of Association. The Articles were amended at the Annual General Meeting held on 27th September 2001 and the Memorandum was amended at an Extraordinary General Meeting held on 8th July 2002.

Structure and Management of the Charity

The membership of York CVS is made up of Full Members, whose nominated representatives can vote at General Meetings, and Associate Members and Individual Members who can play an active part in the work of the organisation but cannot vote at formal meetings.

The charity is managed by its board of trustees, who are also the directors of the company, and throughout this report they are collectively referred to as 'the trustees'. Trustees are appointed at the Annual General Meeting by and from the members' representatives. They have the power to co-opt up to four further trustees who have full voting rights at board meetings. At every AGM one third of the trustees and the co-opted members of the board retire from office but may be re-elected.

The trustees appoint a Chief Executive, who is also the Company Secretary, to manage the operations of the charity. The Board of Trustees meets 5 or 6 times a year and has sub-committees focusing on Finance, Strategy, and Staff. The Chief Executive attends all of these meetings but is unable to vote. Other members of staff attend meetings when required. The Chief Executive is responsible for ensuring that the services of the CVS are delivered effectively but many day-to-day responsibilities are delegated to other staff as appropriate.

During the year Maurice Dobie resigned from the board of trustees. We are very grateful for his valuable service to the charity.

Trustee Induction and Training

Since they are usually drawn from the membership of CVS, most elected trustees are familiar with the practical work of the charity. In addition each new trustee is sent a pack of information about the organisation and is invited to a meeting with the Chief Executive to familiarise themselves with the work of the charity, the context within which it operates and how it is funded. The role and responsibilities of being a trustee and a director of the company are also explained. The meeting is an opportunity to outline current issues and concerns along with plans for the future. The Chair and other senior staff often attend these meetings.

Risk Management

The trustees have drawn up a register of the major risks to which the charity is exposed and this is reviewed annually and whenever this is felt to be necessary. Appropriate systems and procedures have been established to mitigate the risks that have been identified and internal controls have been designed to minimise risks within the CVS and its projects. The particular risks associated with the management of The Independent Living Schemes (ILS) and Priory Street Nursery have also been addressed. The performance of York CVS is reviewed twice yearly by officers of City of York Council and the Primary Care Trust. A steering group made up of representatives of the City Council, North Yorkshire County Council and scheme-users, reviewed the performance of the ILS until March 2008. Ofsted inspected the Nursery in January 2008 and it received an excellent report.

Procedures are in place to ensure the health and safety of staff, volunteers, customers and visitors to the Centre and related policies are reviewed annually to comply with current good practice and changing legislation. Because York CVS manages a children's nursery and several of its staff have contact with vulnerable adults, the trustees decided that all trustees and relevant staff should undergo checks by the Criminal Records Bureau. This has now been completed.

Related Parties

Since elected trustees are also either trustees or staff of member organisations then these organisations are defined as 'related parties'. All services are provided by York CVS to all organisations equally, whether or not they are 'related parties' or indeed whether or not they are members, although membership is encouraged.

Strategic Plan

The appraisal of the risks and opportunities faced by the organisation conducted in 2006 resulted in a Strategic Plan for the development of York CVS over the coming years. The Plan has been helpful in deciding the priorities and future direction of the charity. It recommended that York CVS should cease to be responsible for the Independent Living Schemes and consequently the schemes in North Yorkshire were transferred to the County Council in March 2008. The future management of the scheme in York is also now under consideration.

The Plan was reviewed at a special event involving staff and trustees held on 21st February 2008 and a revised Business Plan was proposed and is being considered by the Board.

Staff and trustees of the charity continue to be fully engaged with a national government initiative known as ChangeUp, which aims to provide high quality services to improve the infrastructure and performance of the voluntary and community sector.

Quality Standards

Having achieved PQASSO level 1, during the year, York CVS also applied for and was awarded, a quality award specifically designed for organisations like Councils for Voluntary Service by our national body, the National Association for Voluntary and Community Action (NAVCA). The Volunteer Centre, which already has Volunteering England accreditation, was also awarded Investors in Volunteers status and the Matrix quality award during the year.

Core Functions of York CVS

The core functions of York CVS include the following:

- It offers advice, information and training on any aspect of running a voluntary or community organisation.
- It helps new groups to get started and established ones to work more efficiently.
- It encourages volunteering by members of the public and promotes good practice in volunteering through its Volunteer Centre.
- It acts as a link with statutory bodies to ensure that the views of voluntary and community organisations are taken into account in the planning and delivery of services.
- It promotes working in partnership with public bodies and is itself an active member of several partnerships in York, including the Local Strategic Partnership on which it represents the voluntary sector.
- It takes a lead in the York Compact, which sets out accepted principles and good practice in the relationship between voluntary and community organisations and public bodies.

- It provides fully accessible office space, conference facilities and meeting rooms in Priory Street Centre.

Approximately 70% of the total expenditure of the charity is the payment of salaries of its staff. This includes 'projects' namely the Independent Living Schemes (ILS) and the Priory Street Nursery, which are not included in the 'core functions' of York CVS, but which are important charitable activities incurring considerable expenditure. The expenditure of the ILS is wholly met by specific funders who commission the service under contract. The costs of the nursery are met by payments from the individual users of the service. Income for the 'core work' of York CVS, as set out on page 11, is similarly split mainly between the payment of the salaries of staff delivering the services and the costs of the overheads and materials associated with their work.

Activities and Achievements

Administration Services

Telephone: (01904) 621133 Fax: (01904) 630361

Email: yorkcvs@yorkcvs.org.uk

Office Administrator: Jim Melvin

Reception Staff: Julie Sharp, Carole Money

The reception team deals with enquiries from the general public, CVS members, people using Priory Street Centre conference facilities, and visitors to the other voluntary organisations that have offices in the building, as well as helping with a number of other CVS activities. They also keep the York CVS information systems up to date, and compile the York Citizens Guide.

Jim Melvin provides administrative support to the Chief Executive and other senior staff, and manages the IT network.

Advice Information & Development

Telephone (01904) 621133 Fax: (01904) 630361

Email: kate.tayler@yorkcvs.org.uk

Manager of Information and Development: Kate Tayler

Funding Adviser: Melody Clarke

York CVS provides a range of free and confidential information and development services to voluntary and community organisations. These include:

- **Help with setting up a new voluntary or community group.** Individuals or groups who have identified a gap in local services and want to set up a new organisation to meet the need often approach us. We offer advice on getting things going, legal structures, and funding advice, and are also able to put people in touch with other voluntary or statutory organisations who are interested in the same issue. During 2007/8, we were particularly pleased to work with a number of community groups being set up by members of the city's ethnic minority communities.
- **Advice, information and support on organisational issues** for new and existing groups - including charity or company registration, project planning, funding advice, financial management, policies and good practice - by phone, email or face-to-face. This is backed up by a small library of books and journals, and free Internet access from two computers in our resource centre. We can also provide support and tailored training sessions for management committees to help tackle a specific issue, and consultancy to help develop larger projects. There may be a charge for this depending on time commitment.
- **Regular information updates** to help people keep up with what's going on for the voluntary and community sector locally and nationally. The York Voluntary Voice newsletter continues to

be published 10 times a year (free to CVS members). Our website at www.yorkcvs.org.uk has been undergoing development and the new streamlined version will be available later in 2008. We also provide e-mail networks and bulletins for special interest groups such as children's organisations, mental health, and learning difficulty. We have been developing a new customer relationship database, in collaboration with other CVSs in North Yorkshire, which will become available in the autumn of 2008 and will allow us to target information much more effectively to the organisations that need it.

- **Training.** During 2007/8 we improved the training opportunities we offer to local organisations. In conjunction with the North Yorkshire Forum, the seven-session package of the Funding Training Programme was offered three times, attracting a total of 217 participants, and we are grateful to Ellen Reeves of the Forum, Simon Town and Helen Sikora of the City of York Council, for helping with this. We also provided Charities Evaluation Service 'Outcomes' training for the first time, supporting organisations to better understand and explain the difference their work makes.
- **Funding Advice.** Funding for this work is obtained from a variety of sources and is unfortunately not confirmed for the longer term. The service aims to help voluntary and community organisations in York to access funding opportunities and improve their sustainability. It develops the fundraising skills of their staff and volunteers. Key activities include individual advice sessions; fundraising surgeries in outlying villages; funding training; and development work. During the year, the service provided 220 individual funding advice sessions and held 22 surgeries. The York Funding Fair 2007 was held on 21 July, attracting 49 attendees. The total amount of funding that groups and projects consulting the Funding Adviser during the year said they were seeking was £5,457,340. Groups assisted by the service have achieved funding successes against that total of £1,529,535 to date. This we feel is an impressive achievement and we will renew our efforts to ensure that funding is secured to sustain this vital service.

Finance Department

Telephone (01904) 621133 Fax: (01904) 630361

Email: finance@yorkcvs.org.uk or payroll@yorkcvs.org.uk

Head of Finance: Alison Smith

Accounts Team: Joanne Abbott & Dawn Lee (from June 08) Bob Edwards (to Feb 08)

Payroll Team: Julie Gunnell & Katie Frain

Besides managing the finances of York CVS the finance department also provides accounting services to a small number of community groups, enabling them to concentrate on their services to the public.

A not-for-profit payroll service is provided to 61 voluntary and community organisations in York and North Yorkshire with more than 370 employees. The comprehensive service includes the payment of salaries, the calculation and payment of PAYE, pensions and other deductions, and the production of year-end legal requirements. The payroll team are happy to help and advise organisations or employees with any payroll queries.

Priory Street Centre: Offices, Meeting Rooms and Conference facilities

Telephone: (01904) 621133 - Fax: (01904) 630361

Email: psc@yorkcvs.org.uk

Priory Street Centre Manager: Kenny Lieske

Facilities Manager: Matthew Langhorn

Caretaker: John Stevens

Cleaners: Christine Smales and Mandy Langhorn

The continual development of Priory Street Centre over a period of ten years has proved to be a great success. The building provides 9,000 square feet of modern and accessible office accommodation to a variety of frontline voluntary organisations. It also offers a wide range of affordable and well-equipped meeting rooms that are widely used by local organisations and community groups. The excellent public transport links to York, the venue's central location within the city and the high quality, but reasonably priced technical facilities it offers, have led to the Centre becoming an increasingly attractive conference venue to both regional and national organisations.

We are constantly looking at ways to improve this important resource, and are we now investigating the long-term benefits of environmental investments. A recent carbon audit estimated a carbon footprint substantially above the recommended level for a building of comparable size, and York CVS is keen to address this over the coming months.

In addition to improving the operational efficiency of Priory Street Centre, our knowledge of managing such a successful venue has brought an increasing number of queries from organisations with similar projects keen to learn from our experience. Our manager Kenny Lieske was instrumental in launching a national network of organisations that manage and maintain buildings for their local voluntary sector. The network proved to be instantly popular, allowing building managers to share information, resources and good practice. This initiative will improve the way such buildings are managed and will strengthen the support they offer to the wider voluntary and community sector.

Volunteer Centre

Tel: (01904) 621133 - Fax: (01904) 630361

Email: volunteer@yorkcvs.org.uk

Open: Monday - Friday office hours (interviews and out of office hours available by appointment).

Youth volunteering outreach available outside office hours – get in touch for further information.

Manager: Charlie Sanders

Youth Volunteering Development Manager (v project): Natasha Almond

Youth Volunteering Adviser (v project): Lisa Buckley

Youth Volunteer Accreditation Development Worker (v project): Emma Sawyer

Volunteer Adviser: Clare Shepherd (from Aug 08)

Volunteers: Maureen MacLeod, Artur Gasior, Colm O'Rourke, Mark Benton, Steph Kidd, Martin Kidd, Jason Speirs, Chris Wheller, Mike Cooper, Carole Money.

The Volunteer Centre offers information and advice to anyone who is interested in volunteering, and advice on good practice to organisations working with volunteers. In the period April 2007 to March 2008, the Volunteer Centre responded to a total of 1659 enquiries about volunteering opportunities, of which 624 were from new volunteers. These enquiries were made by phone, email and in person at our drop-ins. 268 people received further advice, including a one to one interview. 408 people were successfully placed into volunteering opportunities, across the 91 local organisations that have registered with us.

It has been another busy and exciting year for the Volunteer Centre. Natasha and Lisa started in March 2007, leaping straight into developing a new 'Youth Action Team'. The youth volunteering focus has gone from strength to strength, with Lisa finding out what young people want to do and Natasha developing opportunities accordingly. The Youth Action Team has made fantastic progress promoting volunteering to other young people, especially through their idea of a monthly 'social'. This work has led to interesting projects, such as 'The Apprentice', where young people identified a community organisation they would like to support, and gained marketing and project development skills from professionals, before putting together a presentation, which they then delivered, in the board room of Norwich Union. The organisations benefited from developing new marketing materials, and the young people developed new skills along the way. Some of the young people went on to volunteer with the organisations on a longer-term basis.

York CVS has been undertaking the Investing in Volunteers quality standard to demonstrate its commitment to involving volunteers in the long term. Volunteers have become an important part of the delivery of services at the Volunteer Centre and we are very grateful to all of them.

Continuing our commitment to delivering a quality service, during the year staff and volunteers achieved The Volunteering England Quality Accreditation with full marks in December 2007, Investing in Volunteers in 2008 and the Matrix quality standard for the delivery of Information, Advice and Guidance in September 2008. It is hoped that achieving these awards will help to open new funding opportunities in the future.

Health and Social Care

Tel: (01904) 621133 Fax: (01904) 630361

Email: sue.bradley@yorkcvs.org.uk

Development Officer - Health and Social Care: Sue Bradley

Development Officer - Siân Balsom (from June 08)

Voluntary and community organisations, increasingly referred to as 'the Third Sector' by Government, have always had a key role to play in complementing and adding to public services provided by local authorities and the Health Service.

In the last year, Government policy has continued to recognise the role voluntary and community groups have in expanding choice in service provision and developing preventative services that support people before they become more vulnerable and need greater help.

York CVS has enabled groups to understand the implications of policy changes at national and local level and has encouraged them to work together to respond in a way that improves services to the public whilst maintaining their independence. We do this in a variety of ways such as regular meetings of forums, email information networks, participation in joint planning and partnerships, and service-user support networks.

For example, the forum for voluntary groups working with people with learning difficulties has worked with statutory colleagues who are introducing a new way of working called 'individualised budgets', to look at the practicalities and adjustments needed when the change is introduced. The forum for mental health has engaged with a range of commissioners to focus on a series of case studies to identify existing and possible future voluntary sector services, which could improve the quality of life for service users and help prevent inappropriate hospitalisation. Forum representatives are key members of local and Primary Care trust-wide partnership arrangements.

Good practice in the commissioning of services from the voluntary and community sector has been identified locally and by Government as an important issue. York CVS has taken a leading role in the debate with statutory partners to protect the use of grants rather than contracts where appropriate, as well as supporting organisations and networks to improve their capacity to prepare for public service tenders if that is right for them. In April 2008, our Development Officer, Sue Bradley was seconded to the Department of Health for six months, to help it develop its policies and practice in respect of the Third Sector, a recognition of the skills and experience that Sue has developed in this area. We were pleased to appoint Siân Balsom to provide cover for Sue during this period.

Children, Young People and Families

Tel: (01904) 621133 Fax: (01904) 630361

Email: kate.helme@yorkcvs.org.uk

Development Officer: Alex Sharp (to November 2007)
Kate Helme (from February 2008)

York CVS was pleased to receive continued funding from the Children's Fund, via the City of York Council, for a Capacity Building Project to help voluntary and community organisations working with children and young people in York to play a bigger part in service delivery, and to have a voice in setting local policy and priorities. The project has done this in three ways:

1. A voice for the Voluntary Sector

The project has continued to develop the V0-19CE Network which now has a membership of over seventy organisations. Regular meetings of the network are held to provide opportunities for organisations to network, share information and influence local service planning and development. Information is also circulated to the Network via email and quarterly newsletters.

The Development Officer supports representatives from this Network to attend various strategic planning groups, in order to ensure that the voluntary sector has a voice in the planning and development of services. Kate also attends many other meetings representing the sector.

On the 22nd June 2007 V0-19CE ran a successful half-day seminar: 'Yor-OK in York - Powerful Partnerships in Action'. The aim of the conference was to bring together statutory stakeholders and voluntary and community sector groups in the City, to improve understanding and communication and achieve better partnership working.

2. A more sustainable Voluntary sector

The project provides advice, information and development support to groups to help achieve effective and sustainable voluntary and community organisations. This has included supporting local organisations to prepare and adopt legal constitutions, form committees, develop relevant policies and action plans, and access relevant training. The project has also worked to support the involvement of voluntary organisations in developments such as the 'mYPlace' and 'Playful Ideas' funding streams.

3. Securing Quality and Consistency of Provision

The project works to support voluntary and community organisations to meet the standards of the YorOK Community which is a network of non-statutory organisations working with children and young people in York. Membership of the Community is based on a self-assessment covering areas such as child protection, health and safety and governance. The project also supports groups to work towards other Quality Assurance Frameworks.

York Community Accounting Scheme

Telephone: (01904) 624669 Fax: (01904) 630361

Email: ycas@yorkcvs.org.uk

Community Accountants: Barry Coburn (to Dec 07), Vin McDermott (from Feb 08) & Karen Wood

YCAS is funded by the City of York Early Years & Extended Schools Service to provide free support to local voluntary childcare organisations with regard to their financial management, and to help them meet statutory requirements.

At affordable rates, YCAS offers training, help and support to other local voluntary organisations in relation to all aspects of charity accounting and financial management. It can also help prepare accounts and carry out independent examinations. York CVS believes YCAS offers valuable services to the local voluntary and community sector and is actively exploring funding opportunities to extend the service to all groups in York and further afield.

Independent Living Schemes

The Independent Living Schemes (ILS) offer a range of support services to disabled people who receive Direct Payments, including younger disabled people and carers. Direct Payments enable them to live more independently in the community, either by employing their own staff or contracting with homecare agencies of their choice, to meet their care needs. This includes assistance with staff recruitment, employment legislation, a payroll service and administration. Direct Payments can also be used in other creative ways to improve the quality of people's lives.

During the strategic review of York CVS in 2006 the trustees decided that it was no longer appropriate for the Independent Living Schemes to be a part of the main charity of York CVS and it gave one year's notice to the local authorities that it did not wish to run the schemes directly beyond March 2008. North Yorkshire County Council decided to take the North Yorkshire service 'in-house' and the business and all relevant employees were transferred to NYCC at the end of February 2008. York CVS continues to run the service in the City of York but the future arrangements for this scheme are under discussion with the City of York Council.

City of York Team

Tang Hall Primary School, Sixth Avenue, York YO31 0UT
Telephone: (01904) 427251 Fax: (01904) 425527

Manager: Christine Bennett
Email: christine.bennett@ilsyork.org.uk

Assistant Manager: Kim Whiting
Office Manager: Margaret Harrison
Operational Support Workers: Shirley Monteith and Helen Taylor
Administration Team: Brenda Hodgson, Jane Fletcher and Geraldine Barker

The York team currently works with 147 disabled people - 87 of whom employ a total of 182 personal assistants, and 60 of whom contract with homecare agencies of their choice.

Priory Street Nursery

Tel: (01904) 639968

Manager: Erica Birkitt
Deputy Manager: Judith Puleston
Senior Nursery Worker: Caroline Clarkson
Nursery workers: Wendy Nellis, Wendy Musgrove, Lisa Waddington, Kerry Fletcher

Priory Street Nursery offers up to 18 places per session for children aged 6 months to 5 years, and provides a high quality service to local parents at an affordable cost. The Nursery has been very well attended this year and most places are taken up following recommendations from other parents. The Nursery staff wish to thank all students and volunteers who have helped them during the year. In January 2008, the Nursery had a successful inspection by Ofsted, receiving a very good report.

Liaison and Representation

The York Compact

This aims to improve working relationships between the Voluntary and Community Sector (VCS) and statutory bodies in York. Currently these are: City of York Council, North Yorkshire & York Primary Care Trust, York Hospitals NHS Trust, and North Yorkshire Learning and Skills Council. York CVS Chief Executive Colin Stroud chairs the York Compact Group which comprises representatives of all the partners to the Compact, and which oversees the development of the York Compact and monitors its effectiveness. Although opinions vary on the effectiveness of the Compact nationally, in York it has led to improved relationships with statutory partners and has been used to resolve problems, which have occurred from time to time.

Partnerships

Staff of the CVS continue to represent the voluntary and community sector on several partnership bodies in the City, although wherever possible other representatives are provided by voluntary organisations working in the appropriate field of interest. The CVS helps to identify these people and gives them support in their role. The Compact Code of Good Practice on Partnership Working was based on the experiences of people involved in this work.

York's Local Strategic Partnership – Without Walls

The CVS Chief Executive, Colin Stroud, represents the voluntary sector on the 'Without Walls' Local Strategic Partnership (LSP). He also chairs the Inclusive York Forum, which has a key role in promoting the Inclusive City theme within the LSP and the Sustainable Community Strategy.

Local Area Agreement

A Local Area Agreement (LAA) is an agreement between central and local government that sets out priorities for a local area, and which is agreed with key agencies working within the area and with local people. It is effectively a delivery plan for the Sustainable Community Strategy for York, which was first published by Without Walls in 2004. In 2007, Central Government decided that LAAs should be revised and set out a list of 198 indicators from which local authorities could select a maximum of 35 to represent the priorities within their Community Strategy, which also had to be refreshed. In addition, 16 mandatory indicators for Children's Services were established.

Although the timescales for this did not permit extensive consultation, once again York CVS tried hard to involve voluntary organisations in the process of establishing the new LAA and refreshing the Community Strategy.

ChangeUp

As stated earlier, York CVS continues to be fully engaged with a national government initiative known as ChangeUp, which aims to improve the effectiveness of infrastructure services within the voluntary and community sector.

Financial Review

York CVS generates half of its total income. Priory Street Centre contributes a third of the total, with the remainder coming from services provided to the Voluntary and Community Sector, including management charges for project work such as the Independent Living Schemes (ILS). This has helped to provide some stability when grant and contract income continues to be subject to uncertainties.

Due to the sound financial management of the charity by its staff and trustees, York CVS ended the financial year with a healthy surplus for core work of some £82,000. However, there is an expected budget deficit of £20,000 for the year to 31 March 2009 due to the decision not to manage the ILS in North Yorkshire and the subsequent loss of management income. In the short term the expected deficits over the next few years will be covered by the designated CVS Development reserve, with a fund raising strategy in place to secure sufficient sustainable funding for all of the core work of the CVS in future years.

There is an increasing awareness within the third sector of the importance of recovering the full costs of a service from the funding provided, including a sensible proportion of the central or core costs of running the organisation. The finance team reviewed the system for allocating central costs between the core work and projects for York CVS, and as a result a new method of coding and accounting for income and expenditure was introduced from 1st April 2007. This has been successfully applied in the year to 31st March 2008, with a consequent increase in the quantity and quality of management information available for decision-making.

Principal Sources of Funding

The table below shows the main sources of funding for the core work of York CVS for the year ended 31 March 2008.

Services to the Voluntary and Community Sector	16%
Offices and Room Hire	34%
Grants and Contracts	40%
Donations and Interest	10%

In addition to the Core Work funding detailed above, funding was also received for the ILS and the Nursery. The ILS was funded principally by contract income from North Yorkshire County Council and the City of York Council with some additional funding from the health service and private individuals. The Nursery was funded principally from fees paid by parents. Full details of all funding sources can be found in the accounts and the non-statutory project accounts.

Reserves Policy

At 31 March 2008 York CVS had £123,715 which can be defined as 'Free Reserves', that is reserves which are not restricted or designated and are not funds which can only be realised by disposing of fixed assets held for charity use.

Reserves are needed by York CVS as some sources of income could be vulnerable in the future. The Trustees consider an appropriate level of these reserves to be 3 months' recurring expenditure on the core operations of the CVS. This would enable work to continue whilst alternative income sources were

found, or to allow the CVS to close down in an orderly fashion. On the basis of the budgeted expenditure for the year to 31 March 2009 the correct level of free reserves should be £150,000. Free reserves are gradually being increased each year to reach this level.

Designated reserves have been set aside to provide £104k for future repairs to Priory Street Centre, £71k for timing differences between the receipt of income and expenditure on some funding and £158k for the development of York CVS as detailed elsewhere in this report. York CVS needs to keep funds set aside for repairs due to the size of the building and its Grade II listing. The Priory Street Centre Development Reserve shown in the accounts represents funds spent on the development of the site and capitalised in fixed assets.

Plans for Future Periods

As explained above, the trustees have drawn up a Strategic Plan for the development of the charity over the coming years. This will not only ensure that the charity focuses its energy and resources on work which is consistent with its aims and objectives, but will also minimise the financial risks and vagaries to which the charity may be susceptible and to maximise its sustainability.

Funds Held as Custodian Trustee on Behalf of Others

At 31 March 2008 the charity held funds on behalf of others:	2008 £	2007 £
Independent Living Schemes	650,232	939,565
Payroll clients	71,479	75,911
Other organisations	22,712	24,456
	<hr/>	<hr/>
	744,423	1,039,932
	<hr/>	<hr/>

The Independent Living Schemes' funds are held as part of the services provided to clients of those schemes and are used on their behalf to meet authorised expenditure.

Payroll clients' funds are held for organisations using the York CVS payroll service and are used to pay the salaries, Inland Revenue liabilities and pension contributions for their staff.

Funds held on behalf of other organisations are held in order to assist voluntary groups in York.

All such funds are held in the York CVS bank accounts.

The Annual Report and Accounts were approved by the Board of Trustees on 17th September 2008 and signed on behalf of the Trustees by



Mike Moran, Chair, York CVS
17th September 2008

Acknowledgements

In order to meet its objectives, York CVS works closely with a number of other organisations including:

The North Yorkshire Forum for Voluntary Organisations*, Yorkshire and Humber Regional Forum*, Yorkshire and Humber Volunteer Centre Organisers Network*, National Association of Voluntary and Community Action*, National Council for Voluntary Organisations*, Volunteering England*, 'v', York Racial Equality Network, Yorkshire Rural Community Council, York and North Yorkshire Community Foundation, City of York Council, North Yorkshire County Council, North Yorkshire and York Primary Care Trust, York Hospitals NHS Foundation Trust, the Learning and Skills Council, Without Walls Partnership
(*denotes YCVS is a member)

York CVS is grateful for the financial support it received from the following sources:

City of York Council
North Yorkshire County Council
North Yorkshire and York Primary Care Trust
Arlish & Chambers Charity
Charles Brotherton Trust
Ebor Probus Club
Friends Central Adult School Trust
JRF Staff Fund
Melrose Club
Miss D E Creer Trust
Shepherd Trust
v
William Birch & Sons
W L Pratt Charitable Trust
York & NY Community Foundation

Thanks also to all the individuals, too numerous to mention, who have supported our work.

Auditors

JWPCreers has expressed its willingness to continue as our auditors and in accordance with Section 385 of the Companies Act 1985, a resolution proposing their re-appointment will be submitted to members at the AGM.

**YORK CVS MEMBERS
2007-2008**

85 Youth Club	Hepatitis Support Group York
Abbeyfield York Society Ltd	Home-start York
ADDept	Huntington Good Neighbours
Age Concern York	Inclusion Housing
Alne Hall Cheshire Home*	Jessie's Fund
Alternatives to Violence (York)	Joseph Rowntree Charitable Trust*
Alzheimer's Society York Office	Joseph Rowntree Housing Trust
Arc Light York Ltd	Lives Unlimited
Association for Spina Bifida and Hydrocephalus*	Mainstay
Avalon	Martin House*
BASPCAN	Multiple Sclerosis Society (York Branch)
Bishopthorpe Millennium Trust	New Earswick Community Association
British Red Cross*	North Bank Forum*
Brunswick Organic Nursery	North Yorkshire Aids Action
Careers Service – York St John University*	Nunnery Area Residents Association
Careers Service – University of York*	Older Citizen's Advocacy York (OCAY)
Carer's UK York Vale Branch	Our Celebration
Charity of Jane Wright	Pact Yorkshire (Children's Society)
Churches Conservation Trust*	Peasholme Charity
Clementhorpe Community Association	PLACE
CLINKS	Poppleton Community Trust
Community Association for Recreation & Sport	Poppleton Road Memorial Hall
Community Furniture Store York Ltd	Pre School Learning Alliance(York Branch)
CSV/RSVP/ York	Relate York & Harrogate
Encephalitis Society*	Remap – York & District
Family Housing Association (York)	Resource Centre for Deafened People
Family Matters York	Rethink (York Fellowship)
Family Mediation Service York	Retreat
Friendly Film Society for the Disabled	Richmond Fellowship
Friends of Rowntree Park	Salvation Army
Friends of St Nicholas Field	School Home Support
Friends Of York Hospitals*	SNAPPY
Harrogate & Craven Crossroads - York Branch	Spurriergate Centre
Haxby & Wigginton Youth & Community Association	St Bede's Pastoral Centre
Hearing Dogs for Deaf People	St Clements Hall Preservation Trust

**YORK CVS MEMBERS
2007-2008**

St Leonard's Hospice	York Coronary Support Group Trust
St Sampson's Centre for Over 60s	York Credit Union
Survive	York Dispensary
Treasure Chest	York Ebor Soroptimist*
Tuke Centre	York Fund for Women & Girls
Tuke Housing Association	York Home Improvement Agency
The Co-operative*	York National Environment Trust
United Response*	York Nightstop Charity
Victim Support North Yorkshire	York Older People's Assembly
Welfare Benefits Unit	York Open Planning Forum
Wilberforce Trust	York People First
Workers Educational Association	York Playspace
YACRO	York Racial Equality Network
Yearsley Bridge Gateway Club	York Rheumatoid Arthritis Support Group
York & District Citizens' Advice Bureau	York Special Families
York & District Mind	York Steiner School
York & District Sports Federation	York Travellers Trust
York & North Yorkshire Community Foundation*	York Wheels
York Alcohol Advice Service	York Women's Aid
York A-Team	York Women's Counselling Service
York Blind & Partially Sighted Society	Yorkshire & The Humber Regional Forum*
York Cares*	Yorkshire Mesmac
York Childcare	Yorkshire Wildlife Trust

* denotes Associate Member

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Company law requires the Board to prepare financial statements 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 for that period. In preparing those financial statements, the Board is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue.

The Board is 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 financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Board is aware:

- there is no relevant audit information of which the company's auditors are unaware; and
- the Board has taken all steps that it ought to have taken to make itself aware of any relevant audit information and to establish that the auditors are aware of that information.

The Board is responsible for the maintenance and integrity of the financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
YORK COUNCIL FOR VOLUNTARY SERVICE**

We have audited the financial statements of York Council for Voluntary Service for the year ended 31 March 2008, which comprise the Income and Expenditure account, the Statement of Financial Activities, the Balance Sheet and related notes. The financial statements have been prepared on the basis of the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITOR

As described in the Statement of Trustees' Responsibilities the trustees (who are also the company's directors for the purposes of company law) are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985, and whether the information given in the Trustees' Report is consistent with the financial statements. We also report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and other transactions is not disclosed.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, 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 financial statements 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 financial statements.

OPINION

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of affairs of the charitable company as at 31 March 2008 and of its incoming resources and application of resources, and of its income and expenditure for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Directors' Report is consistent with the financial statements.

JWPCreers
Chartered Accountants and Registered Auditors
Foss Place, Foss Islands Road, York YO31 7UJ



18 September 2008

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2008

	2008	2007
	£	£
INCOME		
Donations	5,862	7,881
Fund Raising	-	37
Interest Receivable	84,999	80,017
Grants and Contracts	666,423	632,604
Rental Income	243,269	200,084
Services to Voluntary Organisations	58,420	49,170
Project Income	162,740	217,155
	<hr/>	<hr/>
TOTAL INCOME	1,221,713	1,186,948
EXPENDITURE		
Staff Costs	957,224	875,438
Other Operating Costs	213,538	276,399
Grants Payable	450	475
Depreciation and profit/loss on disposal	136,574	113,108
	<hr/>	<hr/>
TOTAL EXPENDITURE	1,307,786	1,265,420
	<hr/>	<hr/>
Deficit for the Year	(86,073)	(78,472)
Capital Grants and Donations Received	-	10,500
	<hr/>	<hr/>
Net Movement in Funds	(86,073)	(67,972)
	<hr/>	<hr/>

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2008

		Unrestricted funds	Restricted funds	PSC rest. fund	Designated funds	2007/08 Total funds	2006/07 Total funds
	Note	£	£	£	£	£	£
INCOMING RESOURCES							
Incoming resources from generated funds:							
Voluntary Income		5,862	-	-	-	5,862	18,381
Activities for generating funds		-	-	-	-	-	37
Investment Income:							
Interest receivable		82,606	2,393	-	-	84,999	80,017
Incoming resources from charitable activities:							
Grants and contracts	3	513,507	152,916	-	-	666,423	632,604
Rental income		243,269	-	-	-	243,269	200,084
Provision of services to voluntary organisations		58,420	-	-	-	58,420	61,302
Project income		162,740	-	-	-	162,740	205,023
Total incoming resources		1,066,404	155,309	-	-	1,221,713	1,197,448
RESOURCES EXPENDED							
Costs of generating funds	4	8,278	1,050	-	-	9,328	9,298
Charitable expenditure:							
Core services	4	439,747	150,694	48,287	53,663	692,391	599,138
Project costs	4	579,232	-	-	-	579,232	639,726
Grants payable		50	400	-	-	450	475
Governance costs	4	21,085	5,300	-	-	26,385	16,783
Total Resource Expended		1,048,392	157,444	48,287	53,663	1,307,786	1,265,420
Net incoming/(outgoing)		18,012	(2,135)	(48,287)	(53,663)	(86,073)	(67,972)
Transfers		(15,054)	(146,027)	-	161,081	-	-
Net Movement in Funds		2,958	(148,162)	(48,287)	107,418	(86,073)	(67,972)
Balances Brought Forward		124,391	192,097	639,145	902,299	1,857,932	1,925,904
Balances Carried Forward		127,349	43,935	590,858	1,009,717	1,771,859	1,857,932

BALANCE SHEET AT 31 MARCH 2008

	Notes	2008	2007
		£	£
FIXED ASSETS			
Long leasehold land and buildings		1,253,643	1,337,249
Equipment		18,281	71,249
		<u> </u>	<u> </u>
	7	1,271,924	1,408,498
CURRENT ASSETS			
Debtors	8	118,205	86,371
Cash at bank and in hand		543,888	527,730
		<u> </u>	<u> </u>
		662,093	614,101
CREDITORS: amounts falling due within one year	9	(162,158)	(164,667)
		<u> </u>	<u> </u>
NET CURRENT ASSETS		499,935	449,434
		<u> </u>	<u> </u>
TOTAL ASSETS LESS CURRENT LIABILITIES		1,771,859	1,857,932
		<u> </u>	<u> </u>
FUNDS			
Unrestricted funds	11	127,349	124,391
Designated funds	11	1,009,717	902,299
		<u> </u>	<u> </u>
		1,137,066	1,026,690
Restricted funds	12	43,935	192,097
Priory Street Centre restricted fund	12	590,858	639,145
		<u> </u>	<u> </u>
		634,793	831,242
		<u> </u>	<u> </u>
		1,771,859	1,857,932
		<u> </u>	<u> </u>

DIRECTORS (M MORAN
 (*M Moran*
 (Approved by
 (the Board
 (17 September 2008
 (R SUTTILL
 (*R Suttill*

NOTES TO THE ACCOUNTS - 31 MARCH 2008

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention as modified by the revaluation of freehold property, in accordance with applicable accounting standards, the Companies Act 1985 and the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005.

Fund accounting

Restricted funds are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the funder.

Designated funds are unrestricted funds set aside by the Board of Trustees for specific future purposes or projects.

Unrestricted funds are funds that can be used in accordance with the charitable objects at the discretion of the trustees.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Where a funder specifies that income must be used in future accounting periods it is carried forward as deferred income.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure includes any VAT that cannot be fully recovered as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include 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.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 4.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £2,000 (2007 £500) are capitalised and included at cost including any incidental expenses of acquisition.

1. **ACCOUNTING POLICIES continued**

Tangible fixed assets and depreciation - continued

Depreciation of tangible fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life:

Leasehold improvements	5%
Equipment	25%

Pension costs

The charity makes contributions to a defined contributions scheme and to employees' personal pension plans. Contributions are charged as expenditure in the year in which they are incurred.

2. **LEGAL STATUS OF THE CHARITY**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to 25p.

3. **GRANTS AND CONTRACTS**

	Unrestricted Funds £	Restricted funds £	PSC rest.fund £	Designated funds £	Total funds 2007/08 £	Total funds 2006/07 £
City of York Council	156,405	-	-	-	156,405	149,578
CYC Children's Fund	-	53,999	-	-	53,999	25,073
CYC Youth Service	-	-	-	-	-	11,000
North Yorkshire County Council	257,775	-	-	-	257,775	312,554
North Yorkshire and York PCT	44,927	-	-	-	44,927	44,927
Department of Health	1,500	-	-	-	1,500	-
York Hospitals NHS Trust	-	500	-	-	500	-
Children's Workforce Development Council	15,000	-	-	-	15,000	-
v	-	84,142	-	-	84,142	43,214
Connexions	-	-	-	-	-	10,000
Millennium Volunteers	5,000	-	-	-	5,000	5,000
Learning and Skills Council	15,900	-	-	-	15,900	2,250
Capacity Builders	16,000	11,319	-	-	27,319	24,530
RSCP	-	2,956	-	-	2,956	1,478
Charities Evaluation Service	1,000	-	-	-	1,000	-
Yorkshire Forward	-	-	-	-	-	3,000
	<u>513,507</u>	<u>152,916</u>	<u>-</u>	<u>-</u>	<u>666,423</u>	<u>632,604</u>

4. RESOURCES EXPENDED

	Unrestricted Funds £	Restricted funds £	PSC rest.fund £	Designated funds £	Total funds 2007/08 £	Total funds 2006/07 £
Costs of generating funds						
Direct Costs						
Staff Costs	5	1	-	-	6	-
Other Costs	-	-	-	-	-	37
Support Costs						
Staff Costs	7,729	980	-	-	8,709	8,149
Other Costs	485	62	-	-	547	1,019
Depreciation	59	7	-	-	66	93
	<u>8,278</u>	<u>1,050</u>	<u>-</u>	<u>-</u>	<u>9,328</u>	<u>9,298</u>
Core Services						
Direct Costs						
Staff Costs	232,078	102,011	-	-	334,089	246,950
Other Costs	42,237	10,815	710	-	53,762	186,553
Depreciation	3,193	6,098	47,577	53,663	110,531	97,500
Support Costs						
Staff Costs	82,467	19,350	-	-	101,817	60,561
Other Costs	76,432	11,608	-	-	88,040	6,075
Depreciation	3,340	812	-	-	4,152	1,499
	<u>439,747</u>	<u>150,694</u>	<u>48,287</u>	<u>53,663</u>	<u>692,391</u>	<u>599,138</u>
Project Costs						
Direct Costs						
Staff Costs	457,519	-	-	-	457,519	494,782
Other Costs	52,538	-	-	-	52,538	70,722
Depreciation	20,724	-	-	-	20,724	13,888
Support Costs						
Staff Costs	37,101	-	-	-	37,101	53,697
Other Costs	10,414	-	-	-	10,414	6,637
Depreciation	936	-	-	-	936	-
	<u>579,232</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>579,232</u>	<u>639,726</u>
Governance costs						
Direct Costs						
Staff Costs	9	2	-	-	11	-
Other Costs	4,854	1,221	-	-	6,075	3,945
Support Costs						
Staff Costs	14,362	3,610	-	-	17,972	11,298
Other Costs	1,728	434	-	-	2,162	1,412
Depreciation	132	33	-	-	165	128
	<u>21,085</u>	<u>5,300</u>	<u>-</u>	<u>-</u>	<u>26,385</u>	<u>16,783</u>

Support costs have been allocated on the basis of an estimate of staff time spent on those activities. Staff costs include salaries, staff expenses and recruitment costs.

Other costs include all other costs of providing core and project services, mainly office and establishment costs, including irrecoverable VAT.

Core Services are services supplied as part of the Core work of the CVS to voluntary and community organisations. These include payroll administration, information and development, community accounting, volunteering advice and support etc. More details of Core work are provided in the Trustees' Annual Report.

Projects are other pieces of work carried out by the CVS. These are the Independent Living Schemes and the Priory Street Centre Nursery. More details about the projects are provided in the Trustees' Annual Report.

5. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:	2008 £	2007 £
Depreciation	136,574	113,108
Auditor's remuneration:		
Audit	4,180	3,478
Other services	665	765
	<u> </u>	<u> </u>

6. STAFF COSTS

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

	2008	2007
Full time equivalents	38	40
	<u> </u>	<u> </u>
	£	£
Salaries	795,864	773,596
Social security costs	68,432	66,956
Pension costs	30,704	25,438
	<u> </u>	<u> </u>
	895,000	865,990
	<u> </u>	<u> </u>

No employee was paid a salary in excess of £60,000 pa.

None of the trustees nor any person connected with them received any remuneration from the charity.

During the year £50 was paid by the charity for training course fees for 5 trustees and £48 was paid in administration fees for Criminal Records Bureau checks for 4 trustees.

7. TANGIBLE FIXED ASSETS

	Leasehold Improvements £	Equipment £	Total £
COST OR VALUATION			
At 1 April 2007	1,583,143	217,234	1,800,377
Additions	-	-	-
Disposals	-	(26,167)	(26,167)
Taken out of fixed assets	(7,478)	(88,712)	(96,190)
	<hr/>	<hr/>	<hr/>
At 31 March 2008	1,575,665	102,355	1,678,020
	<hr/>	<hr/>	<hr/>
DEPRECIATION			
At 1 April 2007	245,894	145,985	391,879
Provision for year	83,606	52,968	136,574
Disposals	-	(26,167)	(26,167)
Taken out of fixed assets	(7,478)	(88,712)	(96,190)
	<hr/>	<hr/>	<hr/>
At 31 March 2008	322,022	84,074	406,096
	<hr/>	<hr/>	<hr/>
Net book value at 31 March 2008	<u>1,253,643</u>	<u>18,281</u>	<u>1,271,924</u>
Net book value at 31 March 2007	<u>1,337,249</u>	<u>71,249</u>	<u>1,408,498</u>

The capitalisation limit was increased during the year from £500 to £2,000. As a result of this change in accounting policy, items which had previously been capitalised but which were now under the capitalisation limit have been fully depreciated in the year and taken out of fixed assets at the year end.

8. DEBTORS	2008	2007
	£	£
Trade debtors	51,103	46,414
Other debtors	67,102	39,957
	<hr/>	<hr/>
	118,205	86,371
	<hr/>	<hr/>
 9. CREDITORS: amounts falling due within one year	 2008	 2007
	£	£
Trade creditors	23,906	18,534
Income tax, national insurance and VAT	20,919	28,048
Other creditors	18,798	2,727
Accruals	13,608	9,969
Deferred income	84,927	105,389
	<hr/>	<hr/>
	162,158	164,667
	<hr/>	<hr/>
 10. DEFERRED INCOME	 2008	 2007
	£	£
Balance at 1 April 2007	105,389	77,451
Grants received	84,927	105,389
Released to Statement of Financial Activities	(105,389)	(77,451)
	<hr/>	<hr/>
	84,927	105,389
	<hr/>	<hr/>

11. UNRESTRICTED FUNDS

	Balance 1.4.2007 £	Incoming £	Outgoing £	Transfers £	Balance 31.3.2008 £
Designated funds					
Future maintenance	104,851	-	-	-	104,851
Priory Street Centre Development Fund	729,582	-	(53,663)	-	675,919
Learning Development	6,021	-	-	-	6,021
CVS Development Fund	61,845	-	-	90,000	151,845
Holding Fund	-	-	-	71,081	71,081
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	902,299	-	(53,663)	161,081	1,009,717
Unallocated funds	124,391	1,066,404	(1,048,392)	(15,054)	127,349
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	1,026,690	1,066,404	(1,102,055)	146,027	1,137,066
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The Priory Street Centre Development Fund represents funds spent on the development of the site and capitalised in fixed assets. The Future Maintenance Reserve has been set aside to provide for future repairs to Priory Street Centre, a Grade II listed building.

The trustees have decided to designate £90,000 for the CVS Development Fund bringing the total fund to £151,845. These funds are held for the development of the CVS as detailed in the trustees' annual report.

The Holding Fund has been set up due to project timing differences and represents fund balances and funds received for a period extending beyond the year end but which do not meet the definition of deferred income.

Transfers represent designation of funds less the transfers from restricted funds details of which are set out in Note 12.

12. RESTRICTED FUNDS

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

	Balance 1.4.2007 £	Incoming £	Outgoing £	Transfers £	Balance 31.3.2008 £
Independent Living Schemes	144,779	-	-	(144,779)	-
Funding Advice Project	920	29,275	(29,275)	(920)	-
York Compact Expenses Fund	1,879	566	(756)	-	1,689
York Award	8,143	350	(400)	-	8,093
Children, Young People and Families	-	38,999	(38,999)	-	-
Computers	6,067	-	(4,554)	-	1,513
v	30,309	86,119	(83,460)	(328)	32,640
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	192,097	155,309	(157,444)	(146,027)	43,935
Priory Street Centre	639,145	-	(48,287)	-	590,858
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	831,242	155,309	(205,731)	(146,027)	634,793
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The Independent Living Schemes help disabled people to live independently by employing their own assistants.

The Funding Advice Project helps voluntary and community groups to access funding opportunities.

The York Compact expenses fund may be used to off-set expenses incurred by any of the parties involved in the York Compact.

York Award is to provide training bursaries to workers in voluntary organisations in the City of York.

The Children, Young People and Families project supports voluntary and community groups working with children and families by providing development advice and building a voice for these groups.

Computers relates to specific grants received for computer equipment.

v aims to increase volunteering opportunities and engagement in volunteering by young people.

Priory Street Centre - the conversion of a redundant school building as a centre for the voluntary sector in York.

Transfers represent amounts previously regarded as restricted but which, after a detailed review, are now considered as unrestricted. In particular these are funds received under contracts and unrestricted funds received as ancillary to projects which were mainly financed by restricted income.

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Un- restricted funds £	Designated funds £	Restricted funds £	PSC rest.fund £	Total funds £
Fund balances at 31 March 2008 are represented by:					
Tangible Fixed Assets	3,634	675,919	1,513	590,858	1,271,924
Current Assets	235,380	333,798	92,915	-	662,093
Current Liabilities	(111,665)	-	(50,493)	-	(162,158)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Net Assets	127,349	1,009,717	43,935	590,858	1,771,859
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

14. RELATED PARTY TRANSACTIONS

Due to the nature of the charity's operations and the composition of the Board of Trustees (being drawn from local public and other charitable organisations) it is inevitable that transactions may take place with organisations in which a member of the Board of Trustees may have an interest. All transactions involving organisations in which a member of the Board of Trustees may have an interest are conducted at arm's length and in accordance with the charity's normal financial procedures.

15. CONTINGENT LIABILITIES

Some staff are members of pension schemes run by The Pensions Trust. There is potentially a liability to meet deficits on funding if at any time York Council for Voluntary Service ceases to have active members in these schemes.

In September 2007 the potential liability was advised as being around £50,000 but further advice said that this may have increased by approximately 28% by 31 March 2008. The trustees consider it unlikely that this liability will crystallise.