

YORK COUNCIL FOR VOLUNTARY SERVICE
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31 MARCH 2011

yorkcvs
promoting voluntary action

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YORK COUNCIL FOR VOLUNTARY SERVICE
ANNUAL REPORT 2010- 2011

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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 2011. 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

Rosemary Suttill

Vice Chair

Susan Frost

Honorary Treasurer:

(Vacant)

Trustees

Chris Clay (resigned May 2010)

John Hume

Derek Shaw

Alison Shepherd

John Bettridge

Frank Duggan (resigned November 2010)

Christina Funnell

Shino Kojima-Mogan

Bob Watson

Jessica Grant (appointed November 2010)

City of York Councillors Sandy Fraser and Nigel Ayre were also invited to attend meetings of the Board as participating observers. From June 2011 Council Observers changed to Councillor Levene and Councillor Healey

Chief Executive and Company Secretary: Colin Stroud to 30th April 2010; Angela Harrison from 1st May 2010

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

Auditors JWPCreers LLP
 Chartered Accountants
 Genesis 5
 Innovation Way
 Heslington
 York
 YO10 5DQ

Charitable 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 some funding from statutory bodies such as the local authority and health service to support its work but a significant proportion of its income is self-generated.

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. These were fully updated and amended at the Annual General Meetings held on 6th November 2008 and 4th November 2009.

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 bi-monthly. In addition there is a permanent Finance Sub-Committee and others are called as required, for example on Staff and Fundraising. The Chief Executive attends all of the full Board meetings and some sub-committees 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.

York CVS is a member of the National Association of Voluntary and Community Organisations, the North Yorkshire and York Forum Chief Officers' Group and the Yorkshire and Humber Regional Support and Development Alliance. These are partner organisations with which we work and cooperate in order to achieve our objectives.

Trustee Induction and Training

Elected CVS Trustees are drawn from the membership of CVS. In keeping with our intention to ensure that all CVS staff and volunteers have the training they require, Trustees' existing awareness of CVS, the voluntary sector as a whole and the City of York environment are taken as a starting point after which each Trustee is given an induction pack and attends an information and familiarisation meeting with the Chair and Chief Executive. At this meeting, the role and responsibilities of being a trustee and a director of the company are explained together with an explanation of the work of the charity, the context within which it operates and the mechanisms by which it is funded. This is followed up with further training opportunities, including a more formal session on Roles and Responsibilities. There are also regular presentations by staff at Trustee board meetings to ensure that Trustees are in the best position to make decisions about the future development of CVS and the sector in York.

Volunteers

York CVS is proud to have a number of volunteers who support our activities. Roles currently support our work in funding advice, volunteer brokerage, communications and media, representation, and our nursery. Volunteers' time commitments vary but on a typical week we can easily benefit from the equivalent of one full-time equivalent post.

Risk Management

The Trustees have drawn up a register of the major risks to which the charity is exposed and this is reviewed at least annually. 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.

Related Parties

Since elected Trustees are also either trustees or staff of member organisations, 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. Trustees and the Senior Management Team are asked to complete a declaration of related parties on an annual basis.

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, and a range of support services.
- 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 volunteer management 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 65% of the total expenditure of the charity is the payment of salaries of its staff. This includes two 'projects' namely the Independent Living Scheme (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 largely met by the City of York Council which commissions 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 later in this report, 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.

The Public Benefit of York CVS

The need to meet the Charity Commission's requirement for charities to have regard to its guidance on Public Benefit is taken into account by staff and trustees when planning the organisation's activities. These activities and the achievements and performance of York CVS during the year under review are described below. Whilst some of our charitable activities help the public directly, such as the Volunteer Centre, the Nursery and the Independent Living Scheme, most focus on helping 'frontline' voluntary and community organisations in York to carry out their work with the public more effectively. This provides benefit to the public in York in an indirect way.

Many of our support services are provided free to voluntary and community organisations regardless of whether they are members of the CVS. We charge for some, notably office rentals, room hire and training, but charges are always at an affordable level and are below market value. Charges are reviewed annually. York CVS always takes great care to ensure that its services can be accessed by all members of the public and all eligible groups regardless of their size or income.

Strategic Plan

Due to the rapidly changing external economic and political environment, and the change of Chief Officer within York CVS in 2010, the Business Plan has been reviewed to create a "holding plan" for 2011-12. During 2011-12 a 3 – 5 year strategic plan will be developed. This will include plans to improve the physical space at the Priory Street Centre, with a focus on the conference facilities and meeting rooms.

This year the Trustees developed a revised "Aspirations" statement which sits alongside the Aims and Values of the organisations.

Dynamic We are an independent, high profile, professional, pro-active organisation with a clear sense of purpose. Trustees, Members, staff, volunteers and service users share a common understanding of the organisation's values and priorities. We are committed to developing staff and volunteers to ensure they are well-equipped to deliver those priorities.

Developing We enable voluntary and community organisations in York and its neighbourhood to identify the best means of obtaining the services and support they need.

Supportive We provide and promote a comprehensive and flexible range of specialist support services for voluntary and community organisations in response to their needs, respecting their independence and diversity, and aimed at improving their effectiveness and sustainability.

Representative We believe that people should have influence over decisions which affect their own lives and the lives of the communities they live in. We therefore support, develop and enable voluntary and community organisations individually and

collectively to influence local decision-making, policy development, planning and service improvement. We do this through robust and accountable mechanisms for networking and communication, representation and support for partnership working. We actively promote the work of the sector, increasing knowledge and understanding amongst the public, statutory partners and the business community.

Inspirational Our society is enriched by its diversity and we provide a source of inspiration for all citizens to become active in their communities, enabling more people to make a difference to themselves and their community through volunteering and community action.

Practical The Priory Street Centre provides an inspirational, accessible physical space and resources, creating a focus for voluntary and community sector activity. The income generated by the Centre supports the core work of the CVS.

Sustainable We are an independent, financially, environmentally and socially sustainable organisation.

The Trustees pay due consideration to their responsibility to ensure Charity Commission guidance on Public Benefit is taken into account when planning the organisation's future activities.

Quality Standards

During 2011 we are renewing our Quality Award with the National Association for Voluntary and Community Action (NAVCA). The Pqasso Quality Mark will also be undertaken during 2011-12. The Volunteer Centre Quality Award will be renewed during 2011. The nursery had an Ofsted inspection in 2011 and was rated "Good" across all aspects of its provision.

Activities and Achievements 2010-11

This has been a year of great change for the voluntary and community sector. The change of government brought a range of new policy initiatives and some areas such as health and social care are the focus of significant new developments such as the transition of the Primary Care Trusts to G.P. led commissioning consortia. 'Big Society' policy debate has included the concepts of 'right to buy' and 'right to challenge', with a focus on the voluntary sector increasing its share of public service delivery. However this is at a time when much national funding has been withdrawn, local authorities have challenging budgets and the overall economic environment is very tough. Many front line groups are facing increased demand for their services at a time when fundraising is extremely difficult.

CVS Trustees' aim for 2010-11 was to continue to deliver core services to the same level as in the previous year wherever possible and this has largely been achieved. Some services have seen the direct impact of the economic environment, e.g. a slight fall in demand for payroll services as groups reduce their staff, and an increase in demand for support with budgeting and financial management.

Services to Groups

- 1 Community Accounting and Payroll We have continued to provide accounting services to community groups, enabling them to concentrate on their services to the public, along with a not-for-profit payroll service. 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. In July 2011 we provided the payroll service for 66 organisations and paid over 350 members of staff. Funded by City of York Council we have provided specialist community accounting support to the early years sector.
- 2 The Priory Street Centre provides office space to 18 voluntary organisations, as well as meeting rooms and conference facilities. We have made no increase in our charges for the year to 31st March 2012. Occupancy rates have fallen in the past few months due to the difficult funding environment for Voluntary and Community organisations but we are reviewing the facilities available and our marketing of these.
- 3 Advice, Information and Development services 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, regular information updates, training, funding advice. Examples this year include a new group establishing themselves to provide services for people with Multiple Sclerosis, supported opportunities for homeless people, and development work with over 40 different children and young people's charities.
- 4 Liaison, Partnership and Representation CVS co-ordinates a number of Forums in order for groups to come together, share good practice, collate and pass on their views to statutory bodies. In response to demand from our members we have this year established a Voluntary Sector Strategic Forum to enable leaders from a range of voluntary organisations to come together to discuss key topics affecting them and to enable us to co-ordinate their views to pass on to the statutory services. Topics have included changes in the health service, debate on Big Society and local funding opportunities. We have also established an electronic support network for Trustees in the city to provide peer support, and a Buildings Managers' Network to share expertise and good practice around asset management. We continue to be heavily involved with the Local Strategic Partnership and have established "team to team" meetings with the local authority Chief Executive and Directors.
- 5 The Volunteer Centre has seen significant changes this year as a number of externally funded programmes came to an end. Local Area Agreement funding for Volunteering City came to an end in March 2011 and the 'v' programme also ended. This is in addition to the closure of the Youth Community Action programme in September 2010. We have restructured our services and have been fortunate to secure some additional funding from City of York Council to enable the core functions of the Volunteer Centre to continue. The evaluation of the Joseph Rowntree funded 'Increasing Access to Volunteering' project demonstrates that it is possible to remove barriers to volunteering and to enable a richer, wider contribution.

to local community action. Volunteering City has become the Volunteering York Partnership and will this year focus on a volunteering charter for York, a youth award and new ways of delivering services.

Projects

York Independent Living Scheme

The Independent Living Scheme (ILS) offers 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. The York team currently works with 220 service users, who employ a total of 287 personal assistants.

Priory Street Nursery

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 parent recommendations, which has resulted in bookings now being taken for September 2012. The nursery had a successful Ofsted inspection in May and was pleased to gain a "Good" grade across all aspects of the nursery provision. We continue to support a wide range of volunteers and students within our setting.

Financial Review

The overall deficit of £145,000 as per the Income and Expenditure account is due to deficits of £87,000 on restricted funds and £81,000 for depreciation on the PSC restricted and designated funds. The deficit on the restricted funds is largely due to timing differences between income received in the year to 31st March 2010 being spent in the year to 31st March 2011. York CVS ended the financial year with a small surplus on the core work of £16,000.

There is a manageable core budget deficit of £28,000 for the year to 31 March 2012 with negotiations still ongoing on various sources of funding. Statutory funding is likely to be difficult for the next few years as central and local governments work to reduce expenditure. York CVS is also working to reduce expenditure with a budgeted reduction of 10% between total costs for the year to 31 March 2012 and the actual costs for the year to 31 March 2011.

York CVS is in the fortunate position of being able to generate substantial income towards funding core work. In the year to 31 March 2011 the Priory Street Centre contributed 35% of core income. Funds generated from services provided to the voluntary and community sector contributed a further 11% of the total, including management charges for project work such as the Independent Living Schemes (ILS).

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 the City of York Council with some additional funding from private individuals. The Nursery was funded principally from fees paid by parents. Details of all funding sources can be found in the accounts.

Reserves Policy

At 31 March 2011 York CVS had £154,424 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. Having an appropriate level of reserves will allow a breathing space to secure alternative income sources. The Trustees consider an appropriate level of 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 2012 the correct level of free reserves should be £169,000. York CVS plans to increase free reserves each year to reach this level.

Designated reserves have been set aside to provide £104,000 for future repairs to Priory Street Centre, £151,000 for timing differences between the receipt of income and expenditure on some funding and £189,000 for the development of York CVS. 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 are in the process of drawing up a Strategic Plan for the development of the charity over next three to five 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 on Behalf of Others as Custodian Trustee and Agent

At 31 March 2011 the charity held funds on behalf of others:

	2011	2010
	£	£
Independent Living Schemes	955,111	733,989
Payroll clients	93,964	80,239
Other organisations	22,349	23,710
	<u>1,071,424</u>	<u>837,938</u>

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, HM Revenue and Customs 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, but sufficient detail is available within the accounting records to ascertain the balances held at any time

Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

The Annual Report and Accounts were approved by the Board of Trustees on 6th September 2011 and signed on behalf of the Trustees by



Rosemary Suttill
Chair, York CVS
6th September 2011

Acknowledgements

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

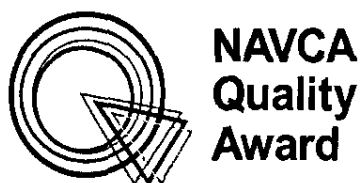
The North Yorkshire & York Forum*, Involve Yorkshire and Humber*, Yorkshire and Humber Volunteer Centre Open Network*, National Association of Voluntary and Community Action*, National Council for Voluntary Organisations*, Volunteering England*, York Racial Equality Network, City of York Council, NHS North Yorkshire and York, York Hospitals NHS Foundation Trust, York LINK*, Without Walls Partnership*, Two Ridings Community Foundation

(*denotes YCVS is a member)

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

Arlish and Chambers, Charles Brotherton Trust, JRF Staff Fund, Miss D E Creer Trust, William Birch and Sons, WL Pratt Charitable Trust, Joseph Rowntree Foundation, Friends of Archway, York Community Pride, Waitrose, York Lions Club Charitable Trust Fund, The Norman Collinson Charitable Trust, The Micklegate York Charitable Trust, Barker's Charity, York Common Good Trust, The Rotary Club of York.

Thanks also to all the individuals, many of whose modesty does not permit us to name them, who have supported our work



LOTTERY FUNDED

YORK CVS MEMBERS
1 April 2010 – 31 March 2011

2 nd Haxby & Wigginton Scout Group	Lives Unlimited
85 Youth Club	Mainstay
Abbeyfield York Society Ltd	Martin House*
Activ8 Learning	Mencap Pathway
Age Concern York	Multiple Sclerosis Society (York Branch)
Alne Hall Cheshire Home*	New Earswick Community Association
Alternatives to Violence (York)	North Yorkshire Aids Action
Alzheimers Society York Office	North Yorkshire Credit Union
Arc Light Ltd York	Older Citizens Advocacy York (OCAY)
Association for Spina Bifida and Hydrocephalus*	Our Celebration
ASBAH*	Pact Yorkshire (Children's Society)
Avalon*	Peasholme Charity
BASPCAN	Poppleton Community Railway Nursery Ltd
British Red Cross*	Poppleton Community Trust
Brunswick Organic Nursery	Poppleton Junior FC
CANDI (Children & Inclusive)	Poppleton Road Memorial Hall
Careers Service University of York*	Pre School Learning Alliance (York Branch)
Careers Service - York St John University*	Relate - York and Harrogate
Charity of Jane Wright	Remap – York & District Panel
Clementhorpe Community Assoc	Resource Centre for Deafened People
CLINKS	Rethink (The York Fellowship)
Community Furniture Store York Ltd	Retreat
Council for British Archaeology	Richmond Fellowship
Creating Space for You	Rock of York
CSV/RSVP Yorkshire	RSPB York Office
Family Housing Association (York)	SASH
Family Matters York	SNAPPY
Family Mediation Service - York	Sovereign Park Residents Association
Friendly Film Society for the Disabled	Spurriergate Centre
Friends of Rowntree Park	St Bede's Pastoral Centre
Friends of St Nicholas Field	St Clement's Hall Preservation Trust
Friends of York Hospitals	St Leonard's Hospice
Fulford Pre-School	St Sampson's Centre for the Over 60s
Harrogate & Craven Crossroads - York Branch	Stonham
Haxby & Wigginton Youth & Community Association	Survive

Headway York	The Cooking Rooms C I C
Healing Clinic	The Stroke Association
Home-start York	Treasure Chest
Huntington Good Neighbours Association	Tuke Centre
Inclusion Housing	Welfare Benefits Unit
Independent Domestic Abuse Service (IDAS)	Wilberforce Trust
ISARA	Workers Educational Association
Jessie's Fund	YACRO
Joseph Rowntree Charitable Trust*	York Blind & Partially Sighted Society
York Boxing Club	York Open Planning Forum
York Cares*	York People First
York Carers Forum	York Playspace
York Childcare Ltd	York Racial Equality Network
York City Knights Foundation	York Shakespeare Project
York Coronary Support Group Trust	York Special Families
York & District Citizens Advice Bureau	York Steiner School
York & District Dyslexia Association (YADDA)	York Student Union (University of York)
York & District Mind	York St John University – Higher York
York Dispensary	York Wheels
York Home Improvement Agency	York Travellers Trust
York in Transition	York Women's Counselling Service
York Independent Living Network (YILN)	York & North Yorkshire Community Foundation*
York Japanese Families Association	YorkRA
York Link*	Yorkshire & Humber Circles (Y&HCOSA)
York Natural Environment Trust	Yorkshire Wildlife Trust
York Older People's Assembly	Yorvik Gateway Club
York One World Linking Association (YOWLA)	YUMI (York Unifying and Multicultural Initiative)

* Denotes Associate Member

RESPONSIBILITIES OF THE BOARD OF TRUSTEES OF YORK CVS

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 2006. 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 have 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 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees' Responsibilities the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of financial statements which give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether accounting policies are appropriate to the charities' circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustee, and the overall presentation of the financial statements.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2011 and of their incoming resources and application of resources, including its income and expenditure for the year then ended,

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit

DE Dorman (Senior Statutory Auditor)
For and on behalf of
JWPCreers LLP
Genesis 5
Innovation Way
Heslington
York
YO10 5DQ



7 September 2011

JWPCreers LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

**YORK COUNCIL FOR VOLUNTARY SERVICE
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED
31 MARCH 2011**

	2011	2010
	£	£
INCOME		
Donations	17,270	3,699
Interest Receivable	12,087	15,068
Grants and Contracts	550,254	674,766
Rental Income	274,456	283,476
Services to Voluntary Organisations	62,982	77,730
Project Income	132,850	129,790
Other Income	3,270	16,338
	<hr/>	<hr/>
TOTAL INCOME	1,053,169	1,200,867
EXPENDITURE		
Staff Costs	805,094	777,393
Other Operating Costs	301,876	321,911
Grants Payable	100	1,000
Depreciation and profit/loss on disposal	91,637	100,145
	<hr/>	<hr/>
TOTAL EXPENDITURE	1,198,707	1,200,449
	<hr/>	<hr/>
(Loss)/Surplus for the Year	(145,538)	418
Capital Grants and Donations Received	-	15,927
	<hr/>	<hr/>
Net Movement in Funds	(145,538)	16,345
	<hr/>	<hr/>

All the activities of the company are classified as continuing

The company has no recognised gains or losses other than the results for the year as set out above

YORK COUNCIL FOR VOLUNTARY SERVICE
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED
31 MARCH 2011

	Note	Unrestricted funds £	Restricted funds £	PSC rest fund £	Designated funds £	2010/11 Total funds £	2009/10 Total funds £
Incoming Resources							
Incoming resources from generated funds:							
Voluntary Income		17,270	-	-	-	17,270	3,699
Investment Income							
Interest receivable		12,067	20	-	-	12,087	15,068
Incoming resources from charitable activities:							
Grants and contracts	3	281,590	268,664	-	-	550,254	690,693
Rental income		274,456	-	-	-	274,456	283,476
Provision of services to voluntary organisations		62,982	-	-	-	62,982	77,730
Project income		132,850	-	-	-	132,850	129,790
Other income		3,270	-	-	-	3,270	16,338
Total incoming resources		784,485	268,684	-	-	1,053,169	1,216,794
Resources Expended							
Costs of generating funds	4	10,713	1,403	-	-	12,116	11,944
Charitable expenditure:							
Core services	4	469,734	349,523	42,116	39,048	900,421	915,725
Project costs	4	259,143	-	-	-	259,143	246,490
Grants payable		-	100	-	-	100	1,000
Governance costs	4	22,568	4,359	-	-	26,927	25,290
Total Resource Expended		762,158	355,385	42,116	39,048	1,198,707	1,200,449
Net incoming/ (outgoing) resources		22,327	(86,701)	(42,116)	(39,048)	(145,538)	16,345
Transfers		(907)	269	-	638	-	-
Net Movement in Funds		21,420	(86,432)	(42,116)	(38,410)	(145,538)	16,345
Balances Brought Forward		142,867	116,940	510,733	1,036,139	1,806,679	1,790,334
Balances Carried Forward		164,287	30,508	468,617	997,729	1,661,141	1,806,679

All the activities of the company are classified as continuing


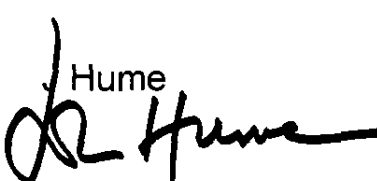
The company has no recognised gains or losses other than the results for the year as set out above

YORK COUNCIL FOR VOLUNTARY SERVICE BALANCE SHEET AT 31 MARCH 2011

	Notes	£	2011 £	£	2010 £
Fixed Assets					
Long leasehold land and buildings			1,017,288		1,096,077
Equipment			24,327		34,668
			<u> </u>		<u> </u>
	7		1,041,615		1,130,745
Current Assets					
Debtors	8	70,898		195,834	
Cash at bank and in hand		604,217		530,338	
		<u> </u>		<u> </u>	
		675,115		726,172	
Creditors: amounts falling due within one year	9	(55,589)		(50,238)	
		<u> </u>		<u> </u>	
Net Current Assets			619,526		675,934
			<u> </u>		<u> </u>
Total Assets Less Current Liabilities			1,661,141		1,806,679
			<u> </u>		<u> </u>
Funds					
Unrestricted funds	11	164,287		142,867	
Designated funds	11	997,729		1,036,139	
		<u> </u>		<u> </u>	
			1,162,016		1,179,006
Restricted funds	12	30,508		116,940	
Priory Street Centre restricted fund	12	468,617		510,733	
		<u> </u>		<u> </u>	
			499,125		627,673
			<u> </u>		<u> </u>
			1,661,141		1,806,679
			<u> </u>		<u> </u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the directors and authorised for issue on 6th September 2011 and are signed on their behalf by.

Directors ( R. Suttill
 ( J. Hume

YORK COUNCIL FOR VOLUNTARY SERVICE NOTES TO THE ACCOUNTS - 31 MARCH 2011

1 Accounting Policies

Basis of accounting

These accounts have been prepared under the historical cost convention in accordance with applicable accounting standards, the Companies Act 2006 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 which 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 which cannot be fully recovered as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with the preparation of funding applications and of 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 are capitalised and included at cost including any incidental expenses of acquisition

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 multi employer pension schemes 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

YORK COUNCIL FOR VOLUNTARY SERVICE **NOTES TO THE ACCOUNTS - 31 MARCH 2011**

3 Grants and Contracts

	Unrestricted Funds £	Restricted funds £	Total PSC rest fund £	Total Designated funds £	funds 2010/11 £	funds 2009/10 £
City of York Council	215,108	-	-	-	215,108	225,038
CYC Early Intervention Fund	-	30,000	-	-	30,000	40,000
CYC Youth Service	10,000	-	-	-	10,000	10,000
CYC LAA Delivery Fund	-	41,000	-	-	41,000	59,000
CYC 14 – 16 Community Service Pilot	-	20,000	-	-	20,000	75,648
CYC Nursery Capital Expenditure	-	660	-	-	660	10,988
NHS North Yorkshire and York	46,419	-	-	-	46,419	51,419
Department of Work & Pensions	3,562	-	-	-	3,562	3,630
Children's Workforce Development Council	-	-	-	-	-	20,000
v	-	74,000	-	-	74,000	60,000
Adult Engagement Project	-	-	-	-	-	1,800
Capacity Builders	-	1,030	-	-	1,030	26,785
Big Lottery Fund						
Community Accounting						
Network North Yorkshire	-	86,158	-	-	86,158	96,672
Funding Advice	-	14,095	-	-	14,095	9,213
National Association for Voluntary and Community Action (NAVCA)	2,781	-	-	-	2,781	500
Yorkshire and the Humber Forum	3,720	-	-	-	3,720	-
North Yorkshire Police – Why Should They?	-	1,721	-	-	1,721	-
	<u>281,590</u>	<u>268,664</u>	<u>-</u>	<u>-</u>	<u>550,254</u>	<u>690,693</u>

YORK COUNCIL FOR VOLUNTARY SERVICE **NOTES TO THE ACCOUNTS - 31 MARCH 2011**

4 Resources Expended

	Unrestricted Funds £	Restricted funds £	PSC rest fund £	Designated funds £	Total funds 2010/11 £	Total funds 2009/10 £
Costs of generating funds						
Direct Costs						
Staff Costs	4,833	633	-	-	5,466	-
Other Costs	-	5	-	-	5	5
Support Costs						
Staff Costs	4,992	654	-	-	5,646	10,699
Other Costs	808	101	-	-	909	1,157
Depreciation	80	10	-	-	90	83
	<u>10,713</u>	<u>1,403</u>	<u>-</u>	<u>-</u>	<u>12,116</u>	<u>11,944</u>
Core Services						
Direct Costs						
Staff Costs	270,015	179,415	-	-	449,430	449,763
Other Costs	115,668	124,675	-	-	240,343	240,116
Depreciation	462	4,859	42,116	39,048	86,485	93,339
Support Costs						
Staff Costs	76,376	24,615	-	-	100,991	91,937
Other Costs	4,167	15,010	-	-	19,177	36,010
Depreciation	3,046	949	-	-	3,995	4,560
	<u>469,734</u>	<u>349,523</u>	<u>42,116</u>	<u>39,048</u>	<u>900,421</u>	<u>915,725</u>
Project Costs						
Direct Costs						
Staff Costs	201,614	-	-	-	201,614	188,743
Other Costs	29,410	-	-	-	29,410	29,083
Depreciation	-	-	-	-	-	1,175
Support Costs						
Staff Costs	22,807	-	-	-	22,807	18,532
Other Costs	4,359	-	-	-	4,359	8,094
Depreciation	953	-	-	-	953	863
	<u>259,143</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>259,143</u>	<u>246,490</u>
Governance costs						
Direct Costs						
Staff Costs	11,398	2,201	-	-	13,599	1
Other Costs	5,232	1,011	-	-	6,243	5,751
Support Costs						
Staff Costs	4,645	897	-	-	5,542	17,718
Other Costs	1,198	231	-	-	1,429	1,695
Depreciation	95	19	-	-	114	125
	<u>22,568</u>	<u>4,359</u>	<u>-</u>	<u>-</u>	<u>26,927</u>	<u>25,290</u>

The senior management team, accounts manager and office administrator salaries have been charged directly to cost of generating funds and governance costs in the year to 31 March 2011, rather than being included within support costs

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 training 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 Scheme 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	2011 £	2010 £
Depreciation	91,637	100,145
Auditors' remuneration		
Audit	3,998	4,160
Other services	1,872	454
	<u> </u>	<u> </u>

YORK COUNCIL FOR VOLUNTARY SERVICE **NOTES TO THE ACCOUNTS - 31 MARCH 2011**

6 Staff Costs

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

	2011	2010
Full time equivalents	31	30
	<u>£</u>	<u>£</u>
Salaries	693,562	664,917
Social security costs	57,297	54,196
Pension costs	29,432	30,054
	<u>780,291</u>	<u>749,167</u>

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

None of the trustees or any person connected with them received any remuneration from the charity or reimbursement of expenses

7 Tangible Fixed Assets

	Leasehold Improvements £	Equipment £	Total £
Cost or Valuation			
At 1 April 2010	1,575,665	106,250	1,681,915
Additions	-	2,507	2,507
Disposals	-	(5,537)	(5,537)
	<u>1,575,665</u>	<u>103,220</u>	<u>1,678,885</u>
At 31 March 2011	1,575,665	103,220	1,678,885
Depreciation			
At 1 April 2010	479,588	71,582	551,170
Provision for year	78,789	12,848	91,637
Disposals	-	(5,537)	(5,537)
	<u>558,377</u>	<u>78,893</u>	<u>637,270</u>
At 31 March 2011	558,377	78,893	637,270
 Net book value at 31 March 2011	 <u>1,017,288</u>	 <u>24,327</u>	 <u>1,041,615</u>
 Net book value at 31 March 2010	 <u>1,096,077</u>	 <u>34,668</u>	 <u>1,130,745</u>

YORK COUNCIL FOR VOLUNTARY SERVICE NOTES TO THE ACCOUNTS - 31 MARCH 2011

8	Debtors	2011	2010
		£	£
	Trade debtors	70,698	102,566
	Other debtors	200	93,268
		<hr/>	<hr/>
		70,898	195,834
		<hr/>	<hr/>
 9	 Creditors: amounts falling due within one year	 2011	 2010
		£	£
	Trade creditors	20,094	23,121
	Income tax, national insurance and VAT	19,271	13,704
	Other creditors	8,732	3,928
	Accruals	7,492	9,485
		<hr/>	<hr/>
		55,589	50,238
		<hr/>	<hr/>
 10	 Deferred Income	 2011	 2010
		£	£
	Balance at 1 April 2010	-	49,000
	Grants received	-	-
	Released to Statement of Financial Activities	-	(49,000)
		<hr/>	<hr/>
		-	-
		<hr/>	<hr/>

YORK COUNCIL FOR VOLUNTARY SERVICE **NOTES TO THE ACCOUNTS - 31 MARCH 2011**

11. Unrestricted Funds

	Balance 1 4 2010 £	Incoming £	Outgoing £	Transfers £	Balance 31 3 2011 £
Designated funds					
Future maintenance	104,851	-	-	-	104,851
Priory Street Centre					
Development Fund	592,465	-	(39,048)	-	553,417
CVS Development Fund	157,866	-	-	31,000	188,866
Holding Fund	180,957	-	-	(30,362)	150,595
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	1,036,139	-	(39,048)	638	997,729
Unallocated funds	142,867	784,485	(762,158)	(907)	164,287
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	1,179,006	784,485	(801,206)	(269)	1,162,016
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The Future Maintenance Reserve has been set aside to provide for future repairs to the Priory Street Centre, a Grade II listed building

The Priory Street Centre Development Fund represents funds spent on the development of the site and capitalised in fixed assets

The CVS Development Fund is 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

YORK COUNCIL FOR VOLUNTARY SERVICE **NOTES TO THE ACCOUNTS - 31 MARCH 2011**

12 Restricted Funds

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

	Balance 1 4 2010 £	Incoming £	Outgoing £	Transfers £	Balance 31 3 2011 £
Funding Advice Project	-	26,845	(26,845)	-	-
York Compact Expenses Fund	1,306	3	(288)	-	1,021
York Award	6,879	17	(100)	-	6,796
Children, Young People and Families	-	17,250	(17,250)	-	-
Computers	2,632	-	(877)	-	1,755
v	9,435	74,000	(83,435)	-	-
Community Accounting Network					
North Yorkshire	15,281	86,158	(88,466)	-	12,973
Better Together for York	9,314	24,000	(34,015)	701	-
Volunteering City	13,139	17,000	(29,707)	(432)	-
Equipment Hire	5,260	1,721	(3,475)	-	3,506
Nursery Play and Computer Equipment	6,647	660	(2,850)	-	4,457
14 – 16 Community Action Programme	45,257	20,000	(65,257)	-	-
VC – Capacity Builders 1	770	-	(770)	-	-
VC – Capacity Builders 2	1,020	1,030	(2,050)	-	-
	<u>116,940</u>	<u>268,684</u>	<u>(355,385)</u>	<u>269</u>	<u>30,508</u>
Priority Street Centre	510,733	-	(42,116)	-	468,617
	<u>627,673</u>	<u>268,684</u>	<u>(397,501)</u>	<u>269</u>	<u>499,125</u>

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

The Community Accounting Network North Yorkshire (CANNY) is funded by the Big Lottery Fund and aims to improve the levels of knowledge and understanding of voluntary and community organisations' financial

management and capabilities

Better Together for York is a Local Area Agreement funded project to improve communication, engagement and dialogue with voluntary and community groups. It also aims to increase the influence these groups have within local partnership structures.

Volunteering City is a Local Area Agreement funded project to work with partners from the statutory and voluntary sector to develop and implement a strategy that will increase regular volunteering by York residents.

Equipment Hire relates to specific grants received for fundraising and other equipment to be loaned to voluntary and community organisations.

Nursery Play and Computer Equipment is funding for the purchase of outside play and computer equipment for the Priory Street Centre Nursery.

The 14-16 Youth & Community Action Programme aimed to build capacity within the voluntary & community sector to develop new volunteering opportunities for young people.

Volunteer Centre Capacity Builders 1 and 2 are two small pieces of short term funding to assist in the development of the York and North Yorkshire infrastructure strategy (1) and to develop and deliver a training programme for volunteer managers and to deliver awareness raising presentations to the statutory sector (2).

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

13. Analysis of Net Assets between Funds

	Un- restricted funds £	Designated funds £	Restricted funds £	PSC rest fund £	Total funds £
Fund balances at 31 March 2011 are represented by					
Tangible Fixed Assets	9,863	553,417	9,718	468,617	1,041,615
Current Assets	204,220	444,312	26,583	-	675,115
Current Liabilities	(49,796)	-	(5,793)	-	(55,589)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Net Assets	164,287	997,729	30,508	468,617	1,661,141
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**YORK COUNCIL FOR VOLUNTARY SERVICE
NOTES TO THE ACCOUNTS - 31 MARCH 2011**

14. Related Party Transactions

Due to the nature of the charity's operations and the composition of the Board of Trustees (being representatives of member 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. These are multi employer schemes, one is a defined benefit scheme and the other a defined contribution scheme. The charity is unable to identify its share of the underlying assets and liabilities in the schemes on a consistent and reasonable basis. The schemes are therefore both accounted for as defined contribution schemes.

There is a potential liability to meet deficits on funding for the defined benefit scheme if at any time York CVS ceases to have active members of the Pensions Trust. On 30 September 2010 the potential liability was advised as being around £118,000 but further advice said that this may have decreased by approximately 19% by 31 March 2011.

In addition to the potential liability if York CVS ceases to have active members, York CVS has also been advised that there is a real possibility that additional contributions from employers will be required if the financial situation has not improved prior to the next full valuation due on 30th September 2011.

**YORK COUNCIL FOR VOLUNTARY SERVICE
NOTES TO THE ACCOUNTS - 31 MARCH 2011**

16 Funds Held on Behalf of Others as Custodian Trustee and Agent
At 31 March 2011 the charity held funds on behalf of others

	2011 £	2010 £
Independent Living Schemes (agent)	955,111	733,989
Payroll clients (agent)	93,964	80,239
Other organisations (custodian trustee)	22,349	23,710
	<hr/>	<hr/>
	1,071,424	837,938
	<hr/>	<hr/>

York CVS acts as a non-principal agent for the Scheme Users and the City of York Council with respect to the Independent Living Scheme project

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 expenditure as per the agreements between the Scheme Users and the City of York Council or in accordance with expenditure authorised by the Scheme User

York CVS acts as a non-principal agent for organisations using the York CVS payroll service. These funds are used to pay the salaries, HM Customs and 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 and are not reflected on the Balance Sheet