

YORK COUNCIL FOR VOLUNTARY SERVICE
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31 MARCH 2009

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YORK COUNCIL FOR VOLUNTARY SERVICE
ANNUAL REPORT 2008- 2009

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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 2009. 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:	Michael Harvey (from April 08)
Trustees	Chris Clay
	Susan Frost
	Ellen Hill
	John Hume
	Greg Preston (resigned February 2009)
	Derek Shaw
	Alison Shepherd (from April 08)

City of York Councillors Sandy Fraser and Christian Vassie (from May 08) were also invited to attend meetings of the Board as participating observers. Cllr Nigel Ayre replaced Cllr Vassie in May 2009.

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

Introduction by the Chair of York CVS

I have been a trustee of York CVS for over 20 years and I have decided to stand down at this year's 70th Anniversary AGM. I have enjoyed my time with the CVS and I am proud to have been involved with an organisation which has achieved so much for the City for over the past 70 years. None of this work would have been possible without the commitment, hard work and dedication of the staff and volunteers who have served York CVS so well over this period. On behalf of the Board of Trustees, I would like to thank them all. I would also like to thank my fellow trustees, who are usually already busy people in their own organisations, but who make time available to help guide and govern the work of the charity.

As some of you will know our Chief Executive, Colin Stroud will be retiring from York CVS in May 2010. There can be few staff, trustees, voluntary organisations and public bodies in York that have not benefited in some way from Colin's support over the last 20 years. He may say that his greatest achievement has been the development of Priory Street Centre, but I believe his true legacy is the respect that we have for his humanity and professionalism and how he has ensured that the Voluntary Sector continues to play a pivotal role in the lives of York people.

As Bob Dylan said (Colin's hero!) "the times they are a-changin' ... but don't think twice it's all right".

Mike Moran

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

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 we were fortunate to recruit a new Honorary Treasurer, Michael Harvey, whose experience and skills have added to the impressive range of abilities of other members of the Board of Trustees. Greg Preston resigned from the Board of Trustees in February 2009 due to pressures of work. We are grateful for his legal advice during his time as a trustee and we were pleased when Alison Shepherd of York Playspace joined the board as a co-opted member.

Mike Moran, our current Chair first became a trustee in 1985 and after a short break he rejoined the Board and became its Chair in 2004. He has decided to stand down at the AGM this year. We are greatly indebted to Mike for his 20 years service to York CVS and we will miss his good humour and wise counsel.

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 Scheme (ILS) and Priory Street Nursery have also been addressed. The performance of York CVS against its service level agreement is reviewed twice yearly by officers of City of York Council. 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 young people and vulnerable adults, all trustees and relevant staff undergo checks by the Criminal Records Bureau.

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.

Strategic Plan

The appraisal of the risks and opportunities faced by the organisation in recent years resulted in a Business Plan for the development of York CVS for the years 2008-2012. Priorities from the Business Plan were agreed by the Board of Trustees in September 2008 and actions to meet them were considered at an event involving staff and trustees held on 13th March 2009. The need to meet the Charity Commission's new requirement for charities to have regard to its guidance on Public Benefit is taken into account by the trustees when planning the organisation's activities.

Quality Standards

In 2008, York CVS was awarded the NAVCA Quality Award. This was specifically designed for voluntary sector infrastructure organisations by our national body, the National Association for Voluntary and Community Action (NAVCA). The Volunteer Centre has been awarded Volunteering England accreditation, Investors in Volunteers status and the Matrix quality award. Our nursery has a valid Ofsted certificate.

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 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 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 wholly 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 new 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

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. They also keep the York CVS information systems up to date, compile the York Citizens Guide and help with other CVS activities. A particular task this year has been to upload information about York organisations on to the VCS Directory for York and North Yorkshire which can be found at <http://www.vcsdirectory.org.uk/>. The team is lead by Jim Melvin, the Office Administrator, who also 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 the CVS for help. We can offer advice on getting things going, suitable legal structures, and funding, and we are also able to put people in touch with other voluntary or statutory organisations who are interested in the same issue. Often the groups we are helping are small community groups being established by local people to meet a particular need; however during 2008/9 we have also worked on larger projects of city-wide significance. We were commissioned by the City of York Council to establish the York Carers Centre as an independent charity, and to set up a User Led Organisation to explore developing a Centre for Independent Living. This work is described later in this report.
- **Advice, information and support** Support is offered to both new and existing groups by phone, email or face-to-face. It includes help with charity or company registration, project planning, funding advice, financial management, and developing policies and good practice. This is backed up by a small library of books and journals, and free Internet access from three computers in our resource centre. We have an Apple Mac for those wanting to produce better graphics in their publications. 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.

During 2008/9 CVS staff responded to over 500 requests for advice and support from voluntary and community organisations in the city.

- **Regular information updates** Provision of reliable, up-to-date information is a priority. 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 undergone development and the new streamlined version is now available. We have e-mail networks for special interest groups such as children's organisations, mental health, and learning difficulty. We are making full use of the York and North Yorkshire Common Database of voluntary and community organisations to target our information delivery.

- **Training** During 2008/9 we improved the training opportunities we offer to local organisations. In conjunction with the North Yorkshire Forum for Voluntary Organisations, the seven-session package of the Funding Training Programme was offered twice, attracting a total of 143 participants, and we are grateful to Helen Sikora of the City of York Council, for helping with this. We developed new courses on Writing a Business Plan, Getting Ready to Tender for Contracts, and Preparing a Tender, in response to requests from our members. We provided Charities Evaluation Service 'Outcomes' training again this year to enable organisations to understand and explain the difference their work makes, and offered a range of courses to support volunteer managers to attract and retain volunteers. For the first time, we organised our training provision into a single programme, which has been well received. We will be building on this during 2009, offering a wider range of training to meet local organisations' needs, and co-ordinating what we offer with training offered by other local providers.
- **Funding Advice** One of our most popular services helps voluntary and community organisations in York to identify and access sources of funding and helps them to develop the fundraising skills of their staff and volunteers. During the year, the service provided 230 individual funding advice sessions and held 14 workshops and surgeries. The York Funding Fair 2008 was held on 3 November, attracting 80 attendees. During 2008/9 our Funding Adviser helped groups to secure a total of £530,925 towards their combined aims to raise £3.3m – a very impressive achievement. We have been successful during the year in securing funding towards the service from The Big Lottery BASIS Fund, and City of York Council Children's Services Early Intervention Fund.

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)

Payroll Team: Julie Gunnell & Katie Frain (to September 09)

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 63 voluntary and community organisations in York and North Yorkshire with about 400 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.

Community Accounting Service

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

Email: ycas@yorkcvs.org.uk

Community Accountants: Vin McDermott & Karen Wood

The Community Accounting service offers training and support to local voluntary and community organisations in relation to all aspects of charity accounting and financial management. The Community Accountants can also help prepare accounts and carry out independent examinations at a modest cost and have run training courses in York and North Yorkshire on 'full cost recovery'.

The service 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. This funding was reduced for 2009/10 with a consequential reduction of the service offered.

In June 2009, York CVS won a Big Lottery grant to set up The Community Accounting Network North Yorkshire (CANNY). This will extend the community accounting network into the county of North Yorkshire helping voluntary and community organisations throughout the sub-region to improve their financial management skills and their chances of becoming more sustainable. If an organisation can manage, understand and explain its financial position and prepare budgets and forecasts for its funders then it has taken huge steps towards being sustainable.

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

Volunteers: Mark Benton (Web Design), Emma Ellis (Catering Assistant) and Mark Wright (Cleaning & Maintenance).

Priory Street Centre continues to meet the high demand for affordable and accessible office and meeting space in York, and maintains its commitment to improve the services offered to local voluntary organisations. Over the past year, a Capacity Builders Capital Investment Programme grant of £21,822 was awarded to York CVS to launch a range of IT projects at the venue, including a portable IT suite, which has enabled local organisations to deliver technology-based training. The grant has also been used to revive a laptop loan scheme and improve our public access technology by upgrading our library PC and by providing a new Apple Mac with a range of design software.

The Centre is now able to offer ISDN video conferencing with IP bridging capacity, along with other technology-based services such as wireless internet access, high resolution data projectors, interactive whiteboards and telephone conferencing facilities.

In response to customer feedback, Priory Street Centre has improved the quality of drinks available to those attending events and meetings by introducing an 'in house' coffee service. This has been very well received, and the income generated has allowed York CVS to make improvements to security, cleaning and weekend staffing arrangements. The new service uses fair trade products, purchased from social enterprise suppliers. Besides helping developing countries, this also contributes to our environmental objectives by reducing waste from vending machine cups, and carbon emissions associated with transportation from outside suppliers. Mencap helped us to organise this service by offering flexible volunteering opportunities through their Pathways Project. We would like to thank our volunteer Emma Ellis for her help in ensuring the successful launch of our new enterprise.

We have worked closely with the York V Team and Brunswick Organic Nursery to increase volunteer involvement and we are grateful to our other volunteers - Mark Wright for his help with cleaning and maintenance and Mark Benton, who has been utilising our new IT equipment in order to design websites for small local organisations.

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 Volunteer Development Manager (v project): Natasha Almond

Youth Volunteer Adviser (v project): Lisa Buckley

Volunteer Adviser: Clare Shepherd (from September 08)

Youth Volunteer Accreditation Development Worker (v project): Emma Sawyer (to July 09)

Volunteers: Janice Storr, Colm O'Rourke, Mark Benton, Steph Kidd, Martin Kidd, Helen Davies, Mike Cooper, Chris Wheller, Simon Hodges, Liam Wilson, Dave Hall, Francesca Tennant, Michael Kitching, Maureen Macleod, Carole Money, David Bell and Marilyn Chaplin.

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 September 2008 the Volunteer Centre achieved the Matrix quality standard for the delivery of Information, Advice and Guidance.

In the period April 2008 to March 2009, the Volunteer Centre responded to a total of 2510 enquiries, of which 1149 were from new volunteers, about volunteering opportunities. This is a large increase compared

to the total of 1659 enquiries we received in 2007/8. Tracking how many of these people actually end up volunteering is notoriously difficult, but we know that 415 people were placed - a small increase on the previous year – and it is likely that many more than this succeeded in becoming volunteers with one or more of the 250 organisations on our books.

We were delighted that our 'involved' project working with young volunteers aged 16 – 25 was allocated extended funding and will now run until March 2011. The 'involved' team works in partnership with young people and local organisations to develop a wide range of exciting volunteering projects. These include Khaoz Media, which has now become independent of the CVS and is hosted by the Council's community arts department; Seeing Green, an innovative arts and environmental project providing volunteering activities for isolated people over the winter period, and culminating in an auction of art works to raise money for a local young people's environmental project; and a Fashion Show in International Women's Week which re-used second-hand clothing to create new garments, and raised money for the Independent Domestic Abuse Service.

We secured further funding through the Learning and Skills Council to continue our work on accreditation of young people's volunteering, working with the ASDAN accreditation body, schools and other local organisations working with disadvantaged young people, to develop a volunteering award which recognises the learning young volunteers achieve from their placement.

A very important initiative for the Volunteer Centre, and CVS, has been to work with statutory and voluntary organisations to develop a volunteering strategy for the city. Over 35 organisations have contributed to shaping the 'Volunteering City' strategy, which sets out to promote volunteering, make it easier for people to volunteer, and provide better support for volunteer managers. During 2008 York adopted the National Indicator NI6 (increased volunteering) as part of its Local Area Agreement, with a target to increase volunteering in the city by 4% by 2011. The Volunteering City strategy will help achieve this, and we have been awarded £50,000 from the LAA Delivery Fund budget to support this initiative.

Health and Social Care

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

Development Officer - Health and Social Care: Sue Bradley

Email: sue.bradley@yorkcvs.org.uk

Development Officer - Siân Balsom (from June 08)

Email: sian.balsom@yorkcvs.org.uk

Liaison and partnership

The Voluntary Sector Forums and networks for mental health, learning disability and difficulty, and older people, continue to be an important way in which York CVS works with local voluntary and community organisations. Good practice in commissioning and procuring services is of great interest to all voluntary and community organisations participating in the Forums. They have worked in partnership with commissioning bodies such as the City of York Council and the NHS to promote a better understanding of the importance of voluntary and community sector involvement in reviewing and developing public services designed to meet the real needs of the people they seek to support.

The drive for more efficient commissioning is set out in the government document 'Putting People First'. This aims to create a more varied market place from which to commission services and highlights a shift in policy to give greater control to service users over the choice of services they wish to use. The organisations involved in the Forums are all keen to learn how to work together better and more closely with people who use their services, so that they can meet their needs more effectively. To help support this work, City of York's Housing and Social Services Department provided a small pot of money to fund a series of events aimed at giving organisations opportunities to plan any changes they need to make to achieve these goals.

The York Forum for Mental Health compiled an analysis of gaps in service provision, which was presented to the Local Implementation Advisory Group (LIAG) as part of its role to inform the PCT's Commissioning Strategy for Mental Health. The group has also been considering how best to develop a supportive environment in which relevant voluntary and community sector can create the partnerships necessary to bid for the larger contracts now available. As local mental health services become independent of commissioning organisations such as NHS North Yorkshire and York, the Forums are well placed to comment on their effectiveness. The Forum is also beginning to build useful communications with local GP

practice-based commissioners.

The VCS Forum for Learning Difficulties highlighted the need to be in closer contact with care management arrangements so that they could understand better the process of assessment and review for services users. Two sub-groups have therefore been formed to do this; one for people living in the community with low support needs, and another to look closely at the impact on service users of changes to welfare benefits and pathways to work. This follows an exhibition and seminar on the topic held in November.

York LINK

In April 2008 York CVS joined a steering group to establish Local Involvement Networks (LINKs) in both York and North Yorkshire. LINKs aim to give citizens the opportunity to influence local health and social care services.

They are able to:

- Obtain people's views about their needs for, and experience of, local health and social care services.
- Enable people to monitor and review the commissioning and provision of health and social care services
- Enter and 'view' certain local health and social care services
- Develop positive working relationships with those responsible for finding the best providers of local health and social care services

The York LINK held its first Annual General Meeting in Priory Street Centre in March 2009. LINK members voted on the issues to be included in the 2009/10 workplan and the members of the York LINK Steering Group were formally elected. York CVS is pleased to support this initiative and will continue to encourage local voluntary and community organisations to get involved with its work.

Sports Project

This was part of a national pilot scheme, funded by Sport England in partnership with our national body, NAVCA (National Association for Voluntary and Community Action). The project, led for the CVS by Siân Balsom, aimed to encourage more effective relationships between sports clubs and their local voluntary sector infrastructure organisations. It sought to demonstrate how this could contribute to Local Authorities delivering the National Indicator targets NI6, NI7 and NI8, which relate to increased volunteering, an environment for a thriving third sector, and increased adult participation in sport.

Working closely with City of York Council's Sport and Active Leisure Team, the project ran from September 2008 to March 2009, and had three strands. These were to:

1. Improve our database of sports contacts.
 - Working with City of York Council, the York CVS database of sports clubs was increased from 14 to 118.
2. Increase awareness amongst sports groups of the support offered by York CVS.
 - We attended the launch of the Active York website, attended by many clubs, and gave a short presentation on the work of the CVS.
 - We also invited sports clubs to our 2008 AGM, which featured relevant workshops and a keynote speaker from York City Knights rugby league football club.
3. Work with sports groups to understand their needs and what we can offer them.
 - We completed 'health checks' with 3 sports groups and offered help with marketing, governance, funding, accounting, and volunteering.

It was clear from this project that there is a need for generic infrastructure support to sports groups and the CVS is well placed to do this. Clubs are now much more aware of how the CVS can help them. The work has strengthened relationships with the Council's sports support team, with a greater understanding of our respective roles.

In recognition of this work, Siân Balsom gave presentations at national conferences of NAVCA and the Local Government Association in September 2009.

Carers Centre

Most Carers Centres in the UK are independent, voluntary sector organisations. However, when the Carers Centre in York was first established, it was decided to keep the service within the NHS. Over recent years, it has become clear that this limits the funding the service can attract, and has become a

barrier to its development. With the support of the centre's staff, a decision was made early in 2008 by City of York Council and the NHS to commission York CVS to help the organisation move into the voluntary sector and become a registered charity.

The CVS recruited people with the relevant experience to form a trustee group, and provided them with training about their future role as charity trustees. This included information about appropriate legal structures and how to be a good employer. Working closely with the manager and her staff, we have supported the trustees to register the organisation as a charitable company, agree a range of policies and procedures for the new organisation, and develop a business plan demonstrating how the Centre will deliver services to meet the support needs of carers in York. This work has enabled the organisation to secure a funding contract with City of York Council and it has now begun to operate as an independent charity from its offices at Priory Street Centre.

Centre for Independent Living (CIL)

A Centre for Independent Living is created and led by disabled people, for disabled people. It promotes independent living based on rights, choice, control, inclusion and independence, complementing and working with existing services in the area. It is based on the social model of disability, which states that everyone is equal, but society erects barriers that prevent disabled people from participating and restricts their opportunities. Because it is society that disables people, it is the responsibility of society to identify and remove these barriers.

The 2005 Government's report "Improving Life Chances for Disabled People" encouraged every local authority to establish a user led Centre for Independent Living by 2010. In October 2006, Alison Cowen and Lynn Jeffries published a feasibility study "From Client to Citizen: A CIL for York?" This reported the results of an extensive consultation, conducted with disabled people, about what they felt was needed in York. However, by 2008 although many people remained committed to creating a CIL for York, little real progress had been made, so York CVS began discussions to explore how the creation of a CIL could be moved on. This resulted in a grant from the City of York to help achieve this.

York CVS and CYC arranged a number of open meetings and events with disabled people, which have led to the formation of a user led organisation and a management group to explore the development of a CIL for York. This group now meets fortnightly, and has agreed to form a charitable company with a draft work plan and statements of values and purpose. It publishes a newsletter and is planning training events. To get involved in creating a Centre for Independent Living for York, contact Sián Balsom, Development Officer at York CVS.

Children, Young People and Families

Tel: (01904) 621133 Fax: (01904) 630361
Email: craig.waugh@yorkcvs.org.uk

Development Officer: Kate Helme (from February 2008 - January 2009)
Craig Waugh (from April 2009)

This post provides dedicated support for voluntary and community groups working with children, young people and families. The post has attracted funding from the City of York Council (CYC) Children's Services Early Intervention Fund (to March 2010), CYC's Youth Service and the Children's Workforce Development Council. This support recognises the key place of groups working in the community where vulnerable children and young people can be identified at an early stage

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

The project helps voluntary and community organisations to engage as important partners in integrated working systems to focus preventative support for children or young people showing signs of vulnerability. York CVS has gathered feedback to help York's Children's Trust Unit develop appropriate training and support for voluntary and community groups, and has provided opportunities for organisations to increase their awareness of integrated working and safeguarding.

The project continues to develop the V0-19CE Network which now has a membership of 120 organisations. Regular meetings of the network are held to provide opportunities for organisations to share information and influence local service planning and development. Information is also circulated to these organisations 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.

York Independent Living Scheme

The Children's Centre, Tang Hall Primary School, Sixth Avenue, York YO31 0UT
Telephone: (01904) 427251 Fax: (01904) 425527
www.ilsyork.org.uk

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

Assistant Manager: Kim Whiting
Office Manager: Geraldine Barker
Operational Support Workers: Shirley Monteith and Jane Fletcher
Administration Team: Brenda Hodgson, Linda Bagley and Victoria Steele

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 156 disabled people - 98 of whom employ a total of 222 personal assistants, and 58 of whom contract with homecare agencies of their choice. The service is highly valued by its users and by the City of York Council, for whom the service is provided under contract. Discussions are currently taking place to consider the role of the scheme in relation to the proposed Centre for Independent Living.

Priory Street Nursery

Tel: (01904) 639968

Manager: Erica Birkitt
Deputy Manager: Judith Puleston
Senior Nursery Worker: Caroline Clarkson
Nursery Workers: Wendy Nellis, Lisa Waddington, Kerry Fletcher, Wendy Musgrove (to August 09) and Ashleigh Cooper (from August 09)

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 have worked hard this year to implement the new Early Years Foundation Stage curriculum. We wish to thank all students and volunteers who have helped in the nursery during the year.

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, NHS North Yorkshire & York, York Hospitals NHS Foundation 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. Nick Drew – Policy Adviser for The Commission of the Compact, was the keynote speaker at the annual York Compact conference in November. He reported on the proposal to give the Compact statutory powers, which eventually resulted in a decision that this would not be taken forward. Once again the York Compact has been used to good effect and is widely accepted by all partners in the city. Work to improve the effectiveness of the York Compact is included in the 'Working Together, Better Together' project described below.

Partnerships

Engagement with the various partnerships set up to develop and monitor services in the city, is an increasingly important component of working in the voluntary sector. Staff of the CVS continue to represent the 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. As explained earlier in this report ensuring that the voluntary and community sector is properly involved in commissioning services has been an important part of 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. The voluntary sector is involved in each of the 7 themes of 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. Using rewards for achievements in earlier Public Service Agreements, in October 2008, Without Walls launched a £650,000 fund inviting bids to carry out work designed to help achieve priorities within the LAA.

York CVS made two successful bids to this fund, each worth £50,000. The first called 'Volunteering City' aims to implement a volunteering strategy for York and achieve National Indicator 6, an LAA target to increase volunteering in York. The second, called 'Working Together, Better Together' aims to help make York an environment for a thriving Third Sector which is defined by the NI 7 target and the LAA. This work is ambitious and will not be easy to achieve. However, we believe that the work is consistent with the general strategy of York CVS and will bring important benefits to the city.

ChangeUp

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 across the sub-region of York and North Yorkshire. This work is delivered by a consortium made up of the 16 Local Infrastructure Organisations (LIOs) operating across York and North Yorkshire. More details of the activities of the consortium can be found at www.nyfvo.org.uk, the website of the North Yorkshire Forum for Voluntary Organisations, which is the accountable body for the consortium.

Probably the most notable benefit for York of the ChangeUp programme was the grant which enabled the completion of Priory Street Centre, but there have been a number of less obvious benefits. For example the Funding Advice Network has contributed to the success of our own worker, York organisations can get personnel advice from the HR Service managed by the Forum, and the new Community Accounting Network (CANNY), explained earlier, will build on the success of our own Community Accounting Service.

Minister's visit to Priory Street Centre

As this report went to press, we were delighted to host a review of ChangeUp in the sub-region attended by the Minister for the Third Sector, Angela Smith MP. Angela later wrote to say how impressed she had been by our service to the community in York and highlighted our achievements when she spoke at the NAVCA national conference in September.

Financial Review

York CVS is in the fortunate position of being able to generate over half of the total income required to fund the core work. Priory Street Centre contributes 38% of the total income. Funds generated from services provided to the Voluntary and Community Sector contribute a further 14% of the total, including management charges for project work such as the Independent Living Scheme (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 small surplus for its core work of £9,000. However, there is an expected budget deficit of £23,000 for core work for the year to 31 March 2010 due to the reduction in interest rates and the decision in 2008 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 fundraising strategy in place to secure sufficient funding for all of the core work of the CVS in future years. As a result of this strategy over the past year, new funding has been obtained for several areas of the CVS core work as detailed in this annual report.

There is an increasing awareness within the voluntary and community sector of the importance of recovering the full costs of a service from the funding provided, including a reasonable 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 with a consequent increase in the quantity and quality of management information available for decision-making.

Principal Sources of Funding

The main sources of funding for the core work of York CVS for the year ended 31 March 2009 were:

Grants and Contracts	41%
Rental Income	38%
Services to the Voluntary and Community Sector	14%
Donations and Interest	7%

In addition to the funding for core work 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. Full details of all funding sources can be found in the accounts and the non-statutory project accounts.

Reserves Policy

At 31 March 2009 York CVS had £133,655 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 2010 the correct level of free reserves should be £153,000. Free reserves are gradually being increased each year to reach this level.

Designated reserves have been set aside to provide £104,000 for future repairs to Priory Street Centre, £156,000 for timing differences between the receipt of income and related expenditure, and £158,000 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 status. 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 charitable aims and objectives, but will also minimise the financial risks and vagaries to which the charity may be susceptible and maximise its sustainability.

Funds Held as Custodian Trustee on Behalf of Others

At 31 March 2009 the charity held funds on behalf of others:

	2009 £	2008 £
Independent Living Schemes	448,040	650,232
Payroll clients	71,644	71,479
Other organisations	22,472	22,712
	<hr/>	<hr/>
	542,156	744,423
	<hr/>	<hr/>

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

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 are occasionally received from donors and held on behalf of organisations they wish to assist but which are unable to receive the grants directly. The CVS then releases the money in accordance with the donor's wishes. All such funds are held in the York CVS bank accounts.

The Annual Report and Accounts were approved by the Board of Trustees on 23rd September 2009 and signed on behalf of the Trustees by

Mike Moran
Chair, York CVS
23rd September 2009



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*, The York and North Yorkshire Infrastructure Consortium*, 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, NHS North Yorkshire and York, York Hospitals NHS Foundation Trust, York LINK*, 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
 NHS North Yorkshire and York
 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
2008-2009**

85 Youth Club	Home-start York
Abbeyfield York Society Ltd	Huntington Good Neighbours
ADDept	Inclusion Housing
Age Concern York	Jessie's Fund
Alne Hall Cheshire Home*	Joseph Rowntree Charitable Trust*
Alternatives to Violence (York)	Joseph Rowntree Housing Trust
Alzheimer's Society York Office	Lives Unlimited
Arc Light York Ltd	Mainstay
Association for Spina Bifida and Hydrocephalus*	Martin House*
Avalon	Multiple Sclerosis Society (York Branch)
BASPCAN	New Earswick Community Association
Bishopthorpe Millennium Trust	North Yorkshire Aids Action
British Red Cross*	North Yorkshire Credit Union
Brunswick Organic Nursery	Nunnery Area Residents Association
Careers Service – York St John University*	Older Citizen's Advocacy York (OCAY)
Careers Service – University of York*	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
Hepatitis Support Group York	St Leonard's Hospice

**YORK CVS MEMBERS
2008-2009**

St Sampson's Centre for Over 60s	York Coronary Support Group Trust
Survive	York Dispensary
Treasure Chest	York Ebor Soroptimists*
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 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 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;
- 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 CVS

We have audited the financial statements of York Council for Voluntary Service for the year ended 31 March 2009 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 charity'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 charity'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 charity and the charity'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 charity 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 trustees' 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 trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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 2009 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 Trustees' Report is consistent with the financial statements.

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



25th September 2009

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2009


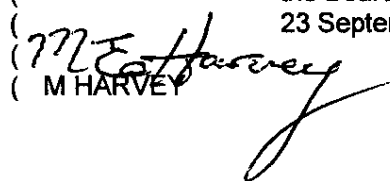
	2009	2008
	£	£
INCOME		
Donations	6,182	5,862
Interest Receivable	49,122	84,999
Grants and Contracts	497,355	666,423
Rental Income	268,318	243,269
Services to Voluntary Organisations	80,752	58,420
Project Income	130,262	162,740
	<hr/>	<hr/>
TOTAL INCOME	1,031,991	1,221,713
EXPENDITURE		
Staff Costs	714,914	957,224
Other Operating Costs	221,239	213,538
Grants Payable	450	450
Depreciation and profit/loss on disposal	89,917	136,574
	<hr/>	<hr/>
TOTAL EXPENDITURE	1,026,520	1,307,786
	<hr/>	<hr/>
Surplus/(Deficit) for the Year	5,471	(86,073)
Capital Grants and Donations Received	13,004	-
	<hr/>	<hr/>
Net Movement in Funds	18,475	(86,073)
	<hr/>	<hr/>

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2009

	Note	Unrestricted funds £	Restricted funds £	PSC rest.fund £	Designated funds £	2008/09 Total funds £	2007/08 Total funds £
INCOMING RESOURCES							
Incoming resources from generated funds:							
Voluntary Income		6,182	-	-	-	6,182	5,862
Activities for generating funds							-
Investment Income:							
Interest receivable		48,851	271	-	-	49,122	84,999
Incoming resources from charitable activities:							
Grants and contracts		371,087	129,778	9,494	-	510,359	666,423
Rental income		268,318	-	-	-	268,318	243,269
Provision of services to voluntary organisations		80,752	-	-	-	80,752	58,420
Project income		130,262	-	-	-	130,262	162,740
Total incoming resources		905,452	130,049	9,494	-	1,044,995	1,221,713
RESOURCES EXPENDED							
Costs of generating funds	4	14,924	542	-	-	15,466	9,328
Charitable expenditure:							
Core services	4	530,469	132,246	43,623	41,727	748,065	692,391
Project costs	4	233,934	-	-	-	233,934	579,232
Grants payable		-	450	-	-	450	450
Governance costs	4	27,496	1,109	-	-	28,605	26,385
Total Resource Expended		806,823	134,347	43,623	41,727	1,026,520	1,307,786
Net incoming/(outgoing) resources		98,629	(4,298)	(34,129)	(41,727)	18,475	(86,073)
Transfers		(84,530)	-	-	84,530	-	-
Net Movement in Funds		14,099	(4,298)	(34,129)	42,803	18,475	(86,073)
Balances Brought Forward		127,349	43,935	590,858	1,009,717	1,771,859	1,857,932
Balances Carried Forward		141,448	39,637	556,729	1,052,520	1,790,334	1,771,859

BALANCE SHEET AT 31 MARCH 2009

	Notes	2009		2008	
		£	£	£	£
FIXED ASSETS					
Long leasehold land and buildings			1,174,860		1,253,643
Equipment			15,116		18,281
			<u> </u>		<u> </u>
	7		1,189,976		1,271,924
CURRENT ASSETS					
Debtors	8	109,516		118,205	
Cash at bank and in hand		639,103		543,888	
		<u> </u>		<u> </u>	
		748,619		662,093	
CREDITORS: amounts falling due within one year	9	(148,261)		(162,158)	
		<u> </u>		<u> </u>	
NET CURRENT ASSETS			600,358		499,935
			<u> </u>		<u> </u>
TOTAL ASSETS LESS CURRENT LIABILITIES			1,790,334		1,771,859
			<u> </u>		<u> </u>
FUNDS					
Unrestricted funds	11	141,448		127,349	
Designated funds	11	1,052,520		1,009,717	
		<u> </u>		<u> </u>	
			1,193,968		1,137,066
Restricted funds	12	39,637		43,935	
Priory Street Centre restricted fund	12	556,729		590,858	
		<u> </u>		<u> </u>	
			596,366		634,793
			<u> </u>		<u> </u>
			1,790,334		1,771,859
			<u> </u>		<u> </u>


 (M MORAN
 (Approved by
 DIRECTORS (the Board
 (23 September 2009
 (M HARVEY


NOTES TO THE ACCOUNTS - 31 MARCH 2009

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 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 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 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, other 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.

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 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.

3. GRANTS AND CONTRACTS

	Unrestricted Funds £	Restricted funds £	PSC rest.fund £	Designated funds £	Total funds 2008/09 £	Total funds 2007/08 £
City of York Council	212,842	-	-	-	212,842	156,405
CYC Children's Fund	-	32,000	-	-	32,000	53,999
CYC Young Peoples' Service	7,280	-	-	-	7,280	-
North Yorkshire Country Council	59,225	-	-	-	59,225	257,775
NHS North Yorkshire and York	45,960	500	-	-	46,460	44,927
Department of Health					-	1,500
York Hospitals NHS Foundation Trust					-	500
Children's Workforce Development Council	25,000	-	-	-	25,000	15,000
v	-	80,000	-	-	80,000	84,142
Millennium Volunteers					-	5,000
Learning and Skills Council	16,780	-	-	-	16,780	15,900
Capacity Builders	-	12,328	9,494	-	21,822	27,319
RSCP					-	2,956
Charities Evaluation Service	2,000	-	-	-	2,000	1,000
Big Lottery Fund:						
Community Sustainable Energy Programme	-	3,450	-	-	3,450	-
Community Accounting Network North Yorkshire	-	1,500	-	-	1,500	-
Sports England via the National Association for Voluntary and Community Action (NAVCA)	2,000	-	-	-	2,000	-
	<u>371,087</u>	<u>129,778</u>	<u>9,494</u>	<u>-</u>	<u>510,359</u>	<u>666,423</u>

4. RESOURCES EXPENDED

	Unrestricted Funds £	Restricted funds £	PSC rest.fund £	Designated funds £	Total funds 2008/09 £	Total funds 2007/08 £
Costs of generating funds						
Direct Costs						
Staff Costs	58	2	-	-	60	6
Other Costs	31	1	-	-	32	-
Support Costs						
Staff Costs	13,941	507	-	-	14,448	8,709
Other Costs	857	31	-	-	888	547
Depreciation	37	1	-	-	38	66
	<u>14,924</u>	<u>542</u>	<u>-</u>	<u>-</u>	<u>15,466</u>	<u>9,328</u>
Core Services						
Direct Costs						
Staff Costs	284,953	83,510	-	-	368,463	334,089
Other Costs	50,531	29,207	-	-	79,738	53,762
Depreciation	-	757	43,623	41,727	86,107	110,531
Support Costs						
Staff Costs	98,389	10,424	-	-	108,813	101,817
Other Costs	94,431	8,067	-	-	102,498	88,040
Depreciation	2,165	281	-	-	2,446	4,152
	<u>530,469</u>	<u>132,246</u>	<u>43,623</u>	<u>41,727</u>	<u>748,065</u>	<u>692,391</u>
Project Costs						
Direct Costs						
Staff Costs	184,572	-	-	-	184,572	457,519
Other Costs	22,956	-	-	-	22,956	52,538
Depreciation	1,175	-	-	-	1,175	20,724
Support Costs						
Staff Costs	17,756	-	-	-	17,756	37,101
Other Costs	7,382	-	-	-	7,382	10,414
Depreciation	93	-	-	-	93	936
	<u>233,934</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>233,934</u>	<u>579,232</u>
Governance costs						
Direct Costs						
Staff Costs	-	-	-	-	-	11
Other Costs	5,357	216	-	-	5,573	6,075
Support Costs						
Staff Costs	19,995	807	-	-	20,802	17,972
Other Costs	2,088	84	-	-	2,172	2,162
Depreciation	56	2	-	-	58	165
	<u>27,496</u>	<u>1,109</u>	<u>-</u>	<u>-</u>	<u>28,605</u>	<u>26,385</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 Scheme and the Priory Street Centre Nursery. More details about the projects are provided in the Trustees' Annual Report.

5. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:	2009 £	2008 £
Depreciation	89,917	136,574
Auditors' remuneration:		
Audit	3,709	4,180
Other services	649	665
	<u> </u>	<u> </u>

6. STAFF COSTS

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

	2009	2008
Full time equivalents	28	38
	<u> </u>	<u> </u>
	£	£
Salaries	625,016	795,864
Social security costs	52,108	68,432
Pension costs	26,403	30,704
	<u> </u>	<u> </u>
	703,527	895,000
	<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 or reimbursement of expenses.

7. TANGIBLE FIXED ASSETS

	Leasehold Improvements £	Equipment £	Total £
COST OR VALUATION			
At 1 April 2008	1,575,665	102,355	1,678,020
Additions	-	7,969	7,969
Disposals	-	(6,128)	(6,128)
	<hr/>	<hr/>	<hr/>
At 31 March 2009	1,575,665	104,196	1,679,861
	<hr/>	<hr/>	<hr/>
DEPRECIATION			
At 1 April 2008	322,022	84,074	406,096
Provision for year	78,783	11,134	89,917
Disposals	-	(6,128)	(6,128)
	<hr/>	<hr/>	<hr/>
At 31 March 2009	400,805	89,080	489,885
	<hr/>	<hr/>	<hr/>
Net book value at 31 March 2009	<u>1,174,860</u>	<u>15,116</u>	<u>1,189,976</u>
Net book value at 31 March 2008	<u>1,253,643</u>	<u>18,281</u>	<u>1,271,924</u>

8. DEBTORS	2009	2008
	£	£
Trade debtors	59,382	51,103
Other debtors	50,134	67,102
	<hr/>	<hr/>
	109,516	118,205
	<hr/>	<hr/>
 9. CREDITORS: amounts falling due within one year	 2009	 2008
	£	£
Trade creditors	30,374	23,906
Income tax, national insurance and VAT	16,955	20,919
Other creditors	39,621	18,798
Accruals	12,311	13,608
Deferred income	49,000	84,927
	<hr/>	<hr/>
	148,261	162,158
	<hr/>	<hr/>
 10. DEFERRED INCOME	 2009	 2008
	£	£
Balance at 1 April 2008	84,927	105,389
Grants received	49,000	84,927
Released to Statement of Financial Activities	(84,927)	(105,389)
	<hr/>	<hr/>
	49,000	84,927
	<hr/>	<hr/>

11. **UNRESTRICTED FUNDS**

	Balance 1.4.2008 £	Incoming £	Outgoing £	Transfers £	Balance 31.3.2009 £
Designated funds					
Future Maintenance	104,851	-	-	-	104,851
Priory Street Centre Development Fund	675,919	-	(41,727)	-	634,192
CVS Development Fund	157,866	-	-	-	157,866
Holding Fund	71,081	-	-	84,530	155,611
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	1,009,717	-	(41,727)	84,530	1,052,520
Unallocated funds	127,349	905,452	(806,823)	(84,530)	141,448
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	1,137,066	905,452	(848,550)	-	1,193,968
	<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 the Priory Street Centre, a Grade II listed building.

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.

12. RESTRICTED FUNDS

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

	Balance 1.4.2008 £	Incoming £	Outgoing £	Transfers £	Balance 31.3.2009 £
Funding Advice Project	-	15,000	(15,000)	-	-
York Compact Expenses Fund	1,689	554	(502)	-	1,741
York Award	8,093	217	(450)	-	7,860
Children, Young People and Families	-	17,000	(17,000)	-	-
Computers	1,513	12,328	(7,628)	-	6,213
v	32,640	80,000	(89,775)	-	22,865
Sustainable Energy Project	-	3,450	(3,450)	-	-
Community Accounting Network North Yorkshire	-	1,500	(542)	-	958
	<u>43,935</u>	<u>130,049</u>	<u>(134,347)</u>	<u>-</u>	<u>39,637</u>
Priory Street Centre	<u>590,858</u>	<u>9,494</u>	<u>(43,623)</u>	<u>-</u>	<u>556,729</u>
	<u>634,793</u>	<u>139,543</u>	<u>(177,970)</u>	<u>-</u>	<u>596,366</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 Sustainable Energy Project is a small amount of funding from the Big Lottery Fund to pay 75% of the costs of a consultant's report on the environmental impact of the Priory Street Centre and how this could be reduced.

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.

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 2009 are represented by:					
Tangible Fixed Assets	7,793	634,192	756	547,235	1,189,976
Current Assets	216,404	418,328	94,899	18,988	748,619
Current Liabilities	(82,749)	-	(56,018)	(9,494)	(148,261)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Net Assets	141,448	1,052,520	39,637	556,729	1,790,334
	<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. 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 2008 the potential liability was advised as being around £109,000 but further advice said that this may have increased by approximately 51% by 31 March 2009.

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.