



**York Centre for Voluntary Service**

**Trustees Annual Report and Accounts**

**For the Year Ended**

**31 March 2016**



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## **Trustees Annual Report**

The Trustees of York CVS are pleased to present this annual report together with the financial statements of the Charity for the year ended 31 March 2016.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

## **Chair's report**

### **Introduction**

This year was not an easy one for any organisation working in the voluntary and community sector with the collapse of Kid's Company and the negative impact of that, the attention paid to the fundraising techniques employed by larger charities, the tougher attitude of the government and the rising demand for VCSE services and support, without an equivalent increase in resources, often a decrease.

### **More change**

For York CVS, the last year was particularly challenging. The instability amongst senior staff continued. Following the departure of Garry Jones as Chief Executive, Luke Barnett was appointed in January 2015 but then left in June of that year. An interim appointment was made, with Kevin Curley arriving in July. Kevin worked on a part time basis until February 2016, supporting the Trustees to take and implement some serious decisions.

Following consideration of the current and future business prospects, five staff were offered and took redundancy in December 2015. This inevitably reduced capacity, particularly in the provision of advice on financial, volunteering and governance issues. Also in December 2015, two significant appointments were made – Sarah Armstrong as Chief Executive and myself as Chair. I took up post at the beginning of January 2016, in the midst of the floods. Sarah arrived towards the end of that month.

Fortunately for York CVS, and hopefully for the city of York, we have worked well together. In those first months, we collaborated at both strategic and operational levels, constantly checking our mutual understanding of the city, the City Council which was also experiencing a considerable degree of change, our staff, our partners and the delivery of our work programmes.

## **Keeping it together**

Before looking ahead to our plans for 2016/7 and beyond, I want to state very clearly my appreciation and that of York CVS to these people, without whom it would all have been very much more difficult and unproductive:

- Kevin Curley, our interim chief executive
- Mark Baker who guided our thinking on the move of the Independent Living Scheme to Salvere with considerable tact and wisdom
- The Trustees, particularly Matt Hick and George Wood who worked tirelessly as the Chair and Vice Chair, again with tact, wisdom and persuasiveness
- The staff who have had to deal with considerable uncertainty and unsettling turbulence over an extended period of time, whilst still working hard on behalf of the people of York

## **Getting organised**

Towards the end of last winter, Sarah and I worked on a simple framework for the work of York CVS, both immediate and longer term. This was agreed by the Trustees.

It organises our work in three equally important areas:

- Supporting the sector to survive and thrive
- Representing the sector and supporting it to speak up, advocacy
- Developing and maintaining our internal organisational strength

Throughout 2016 and into the early 2017, to the end of this financial year, this is very much about delivery of our current programmes, assessing and seizing new developments where relevant, making the right relationships. It also features the reconstruction or creation of appropriate systems that allow us to run York CVS as a modern, well-resourced and properly organised SME. These include robust record keeping, tailored financial reporting, a tough approach to risk, the creation of a business plan and a staff establishment that matches this. Staff support and training is high on the agenda, as is embedding agreed and practical values.

Our major plans include:

- Reviewing the effectiveness of our business services (HR, payroll, accommodation and meeting rooms) and making improvements where needed
- Developing the marketing of our existing services (learning and development sessions, training events, networking opportunities) and piloting new support services
- Strengthening and developing our Forum Support function based on feedback from Chair's and participants, and offering 'joint forum' opportunities on specific subjects where there is joint interest such as health and wellbeing and human rights

- Providing peer support opportunities for Chief Executives and senior staff in organisations, and specific support around challenging issues, for example, commissioning and re-commissioning of local services
- Ensuring the sector is represented across the decision-making boards in York, such as Provider Alliance Board, Integration and Transformation Board as well as the Health and Wellbeing Board
- Sharing learning with the sector about key developments which affect the City of York for example, the development of Sustainability and Transformation Plans
- Ensuring a key role for the VCSE sector in both the Leeds City Region and York, North Yorkshire and East Riding (YNYER) Local Economic Partnerships (LEPs) programmes of work
- Building further upon our joint work with York Cares, Your Consortium and neighbouring infrastructure organisations where it benefits the sector in York
- Continued development of our social prescribing model (Ways to Wellbeing) in the city, sharing the learning and securing funding beyond our pilot phase
- Securing the future of Healthwatch York beyond its current funding
- Developing staff and volunteer skills and knowledge, and our management systems, so we can clearly evidence the difference we are making
- Growing our income through the targeted investment of reserves

Finally, it is essential that we do more of what works and what is needed, but while protecting space for developments which occur during the year that we must respond to.

### **Future plans**

As the year progresses, it is becoming clear that a role for us is emerging – that of a broker, enabler, facilitator, becoming the ‘Go To’ place for anything to do with the sector in York. We are keen to acquire new business and contracts, not for ourselves, but to share these constructively and creatively with those in the sector best placed to develop and deliver these. We are keen to move from the transactional, as in the delivery of services, to transformational, working on the strategy behind those services and the problems or opportunities on which they founded. However we recognise that our support and learning opportunities are still much appreciated by many organisations, so we are considering the best possible way in which we can meet those needs.

I look forward to a productive and progressive year, one which puts York CVS firmly back on its feet as a creative, inclusive, appropriate infrastructure organisation working hard for the VCSE in York.

## **Objectives and Activities**

### **Charitable Objects**

The charitable objects of York CVS are:

- To work for the benefit of the City of York and its environs, 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 environs
- To initiate, promote and assist any schemes, enterprises or activities for the benefit of the inhabitants of the said City and its environs, or otherwise calculated to advance the practice of good citizenship
- To promote assist and encourage the advancement of education in the City of York and its environs and especially on matters concerning social welfare
- To recruit, support and broker opportunities for volunteers; to assist them in doing such volunteering, and to act as a focus for personal service for the public good
- To provide information and advice for those who may be in need of it and to act as the neighbourly counsellor and helper of any persons who may be in difficulty or distress
- To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups; in particular through the Priory Street Nursery

## **Our Mission**

York CVS will enable people to make a difference to themselves and others through community action, voluntary organisations and social enterprise.

## **Our Vision**

York will be a place where happy, healthy, creative, diverse and inclusive communities flourish. York CVS as a workplace will reflect this.

## **Our Values**

### **Local**

We believe that local decision making and delivery is generally best

### **Empowerment**

We believe that people are best placed to positively influence the decisions which affect their own lives and the communities in which they live

### **Learning**

We believe all people are capable of growing, learning and developing throughout their lives

### **Working together**

We believe that people working together have greater potential to achieve their goals

### **Diversity**

We believe that our society is enriched by diversity

### **Sustainability**

We believe in living well today without compromising the ability of future generations to do the same

### **Interdependence**

We believe in the interdependence of voluntary and community organisations

## **Strategic Plan**

The York CVS Strategic Plan 2015-2018 outlined how the organisation will support voluntary and community organisations to make a positive difference in York through enabling, linking, providing and adapting:

### **Enabling: leadership, voice and influence**

- Supporting organisations to demonstrate their impact, values and benefits
- Supporting organisations and commissioners to work together to realise partnerships and funding opportunities
- Identifying local needs and enabling organisations to target resources and deliver solutions
- Shaping policy and practice by enabling the voice of the sector to be heard

### **Linking: people to resources, information and support**

- Brokering relationships between commissioners, private sector organisations and charities
- Levering resource and income through innovative approaches, including social investment, reciprocity, philanthropy and social enterprise
- Maximising resources for the benefit of communities and the sector through collaboration
- Developing partnerships and consortia to benefit communities

### **Providing: services to develop sector and community capacity**

- Providing support services to voluntary and community organisations
- Providing accommodation, conferencing and meeting facilities
- Developing and growing volunteering opportunities across sectors
- Advocating and providing high quality advice and guidance

### **Adapting: to support a sustainable sector**

- York CVS is proactive in adapting and developing to demonstrate social value
- Managing York CVS resources responsibly and maximising assets
- Investing in and valuing people to deliver high quality services and support
- Enhancing the sector through technological advances and establishing catalysts for change



## **Public Benefit**

The Trustees have paid due regard to the requirements to act for the public benefit and are fully satisfied that the activities of the Charity meet all of the Charity Commission's guidance on public benefit on exercising their powers or duties.

## **Members**

York CVS had 197 members at 31<sup>st</sup> March 2016 (31<sup>st</sup> March 2015: 176 members) representing a 12% growth in membership.

## **Activities of the Charity - Achievements and performance during the year**

We have set out below the main achievements during the year 2015-2016 as they pertain to our agreed Aims and Objectives. These achievements are reported during the year via a quarterly business report to the Board of Trustees.

### **Enabling leadership, voice and influence**

#### **Forums and Representation**

York CVS supports several general and thematic forums, facilitating effective communication, networking and collaboration amongst local voluntary, community and social enterprise organisations. These forums also acted as a source for consultation and formal representation to a range of statutory organisations and Partnership Boards in the city with regard to public policy and its implementation.

The four thematic forums of organisations working with:

- Children and Young People
- People with Mental Health problems
- People with Learning Difficulties
- Older People, and People with Long Term Conditions

The forums met up to six times each during the year. They provided a space for information sharing as well as the discussion of good practice, consultation and feedback on current issues.

The Voluntary Sector Forum – open to everyone involved in the voluntary sector - met four times and held discussions with NHS England on New Care Models, the State of the Sector Report produced by York CVS, Rachael Maskell MP, the closure of Bootham Park Hospital, Health Inequalities from Public Health York, the Empowered Voice project from York Race Quality Network, Connecting Research with Funding from the University of York and Multi Agency Information Sharing Protocol from North Yorkshire Police. This is also the Forum where feedback is received from the sector's representatives on the Fairness and Equalities Board and the Health and Wellbeing Board.

York CVS is a senior member of several key Partnership Boards. These included the York Health and Wellbeing Board and its sub-structures as well as the York Local Strategic Partnership (WithOut Walls) and its sub-structures, including the York Economic

Partnership. We have also contributed to both the Children's and Adults' Safeguarding Boards.

### **Healthwatch York**

Healthwatch was set up by the Government in April 2013 to help put people at the heart of health and social care services. It is designed to ensure that an individual's voice can influence the design, delivery and review of local services. In May 2015 Healthwatch York secured funding from the Joseph Rowntree Foundation for two years for developing an understanding of the experiences of people living with dementia in York.

Through this work, we:

- Help people share their views and concerns about health and social care services
- Provide information about local services so that people know how to find the help they need
- Signpost people to independent complaints advocacy if people need support to complain about a service

More information can be found here:

<http://www.healthwatchyork.co.uk/wp-content/uploads/2014/06/Healthwatch-York-Annual-Report-2015-16.pdf>

### **Refugees**

In September 2015, York CVS participated in discussions led by the Dean of York Minster on York's response to the international refugee crisis.

### **Human Rights**

From summer 2015 York CVS has been increasingly involved in the development of York as a Human Rights City, with the Chief Executive as a member of the steering group.

### **Linking people to resources, information and support**

#### **Rewiring Secondment at City of York Council**

A senior staff member from York CVS was seconded to York City Council, working on the following issues:

- **Mental Health** – Voluntary sector organisations involved in supporting people with mental health problems met twice in 2015-16 at the City of York Council's request. Led by York CVS, they elected a steering group who worked with the wider sector to develop a business plan to deliver services from a coalition of organisations. Despite

delay and changing circumstances, this innovatory work has continued to be developed.

**Community Asset Transfer** – York CVS worked with City of York Council and Locality on a project known as COMA (The Community Ownership and Management of Assets Programme) to champion a project aimed at securing funding to transfer a council building over to the community. Several buildings were considered: finally The Red Tower was transferred to the local community.

- **Carers** – The implementation of the Care Act in April 2015 encouraged City of York Council to work with organisations in the city such as York Carers Centre, Age UK York, The Alzheimer’s Society and others. Here attention was paid to how care assessments and other support for carers could be more efficiently delivered.
- **Community Furniture Recycling** – On behalf of the Council, York CVS brought together several organisations involved in recycling, including St Nicks, York Community Furniture Store, Age UK York and St Leonard’s Hospice. This work is continuing with the Waste and Recycling Department at City of York Council.

### **Tang Hall Big Local**

Since her arrival in January 2016, the Chief Executive has begun to support this new major community project. Big Local is an exciting opportunity for residents in 150 areas around England to use at least £1m each to make a massive and lasting positive difference to their communities. Big Local brings together all the local talent, ambitions, skills and energy from individuals, groups and organisations who want to make their area an even better place to live.

### **York floods**

On Boxing Day 2015, there were dramatic and relatively unexpected floods in York. These tested emergency plans throughout the city to the limit, with communication being particularly difficult. York CVS was not in the position to offer the support to the sector, nor to the Council, that could have been expected. Since then, the CVS has been leading work on an extensive partnership programme known as Ready For Anything. This is preparing the city for all sorts of adversity, making sure that communications, resources and roles are sufficient and well understood.

### **The York Award**

The York Award supports local charity and community organisations to access the training they need.

Administered by York CVS, grants of up to £150 are available for local voluntary and charity organisations and social enterprises towards the costs of attending training or arranging a bespoke training session (grants can cover up to 75% of the training costs). The criteria is:

- The grant is only open to voluntary organisations, charities and social enterprises
- The grant can pay for up to 75% of the costs of training. It cannot pay for the entire cost
- The organisation must deliver work to benefit York, its people and/or the local environment
- The training should support staff or volunteers (including trustees) to deliver the aims of the organisation
- The training should have tangible benefits for the organisation and its beneficiaries

In the year 2015-16, £5,700 has been awarded to 37 organisations for training, including health and Safety, first aid, volunteer management, presentation skills, leadership skills, minibus driving, strategic planning, conflict resolution, communication skills and working with young people.

### **Hustings**

In April, York CVS hosted two sets of hustings for candidates standing in the May General Election. These were for York Central and York Outer constituencies.

### **Providing services to develop sector and community capacity**

#### **York CVS Support**

York CVS provided information, guidance and development support on many aspects of running a voluntary, community or social enterprise organisations. The information below details the numbers helped and the proportional split within activities:

- Managing Finances – 52 (10%)
- No of Independent Examinations & year end accounts – 78 (14%)
- Income Generation – 81 (15%)
- Governance – 57 (10%)
- Strategic and Business Planning – 49 (9%)
- Communications and Marketing – 18 (3%)
- Policy and Legal Compliance – 3 (1%)
- Starting Up – 26 (5%)
- Working with Staff and Volunteers -180 (33%)

**These services were delivered through a variety of means including:**

- Bespoke consultancy services
- Training courses and workshops
- Members' and volunteers' surgeries / face to face sessions
- Peer support networks and the Voluntary Sector Forums
- Public events, outreach and promotional activities
- Fact sheets and template documents
- Online information, social media
- Telephone and email support

**Priory Street Conference Centre and Facilities**

York CVS accommodates 18 charitable organisations in the 24 offices we have available. These range from small local based organisations to large national charitable organisations. Reception services are offered by York CVS. Throughout most of the year, there was a waiting list. We have a vast range of organisations using our conference facilities. During the year, nearly 3000 different organisations booked conference or meeting space.

**The York Independent Living Scheme** continued to provide high quality services for people with disabilities in receipt of direct payments. This mainly involved their role as employers of carers. Funded by City of York Council and delivered by York CVS, this service was transition to Salvere, from York CVS, on 31 March 2016. This move was prompted by a reconsideration of the business model for York CVS.

**HR Advice**

We have continued to develop our HR advice service as part of our added value offer. During the year we supported 26 organisations. The advice and support provided is tailored to each organisation and included:

- Employment law, statutory obligations and contracts of employment.
- Recruitment and selection
- Organisational change (e.g. service review, restructuring, redundancy and redeployment)
- Performance management (e.g. probation, induction, supervision and appraisal)
- Staff development and training
- Employee relations (e.g. discipline, capability and grievance cases)
- Managing absence and health

## **York CVS Payroll**

The payroll team continues to develop and deliver a service to organisations across the sector with two offers:

**Level One:** Standard Service which calculates monthly pay, tax and NI; provides organisations with payslips and year end P60s; submits pay details to HMRC on behalf of the organisation

**Level Two:** The comprehensive Payroll Plus Service which offers all these and in addition pays employees by BACs

During 2015-16 we provided payroll services for 73 organisations and successfully paid the salaries of over 400 people within those organisations each month.

The Payroll team continues to develop the service and their skills and knowledge. The team undertook intensive training on the requirements of the new work place pensions initiative (Auto Enrolment) introduced by central Government. They are now able to support organisations through this highly complex process to ensure they fulfil their legal duty to register employees and avoid financial penalties.

## **York Soup**

Based on an American idea, this was a new style event designed to raise funds for micro grants to underpin the early stages of new community initiatives. Held at the Priory Street Centre, it raised nearly £1000, won by The Island, a group mentoring young disadvantaged people in York.

## **Funding fair, and School for Social Entrepreneurs events**

This was held in February 2016. Stalls were taken by 17 organisations and individuals, all of whom offered funding and/or support to charities and voluntary organisations. Attended by over 100 people from a wide range of organisations, it was highly rated and for some, financially productive. In the same month, we offered a taster session for 12 people interested in learning more about the School for Social Entrepreneurs. Through this leadership development programme, participants receive 14 days free training, a £4000 grant and a mentor from Lloyds Bank.

## **Adapting to support a sustainable sector**

**Ways to Wellbeing** is a pilot project, designed to test how social prescribing can best be developed, funded and spread in York, if thought to be valuable. Funded by City of York Council from December 2015 for one year and working in a partnership with Priory Medical Group and the voluntary sector, it is designed to work with GPs to support those patients whose needs are primarily not medical, but social.

The Ways to Wellbeing coordinator liaises with GPs to inform them about the diversity of services offered by voluntary and community organisations. GPs then refer people to the coordinator who works with these individuals to work out what is required: a very person centred approach.

Welcomed at its launch in February 2016, early results included people being paired with Befrienders, Independent Living Officers, and the Library at Home Service and gaining support from the Carers Centre. People were also supported to acquire additional benefits such as Attendance Allowance.

### **Free membership for York CVS**

After considering the practicalities of a membership fee and the financial circumstances in which many members, and potential members, were operating, it was decided that membership should become free from 1 April 2016.

### **Investing in and valuing people to deliver high quality services and support**

We continuously invest in our staff team to ensure they kept up to date on local and national policy. Other areas covered include professional development, legal changes, technical developments and specific skills. Staff from all parts of the organisation and across all grades undertake these.



### **Priory Street Nursery**

Priory Street Nursery is a well-established nursery that has been running for over 30 years, now integrated into York CVS. A small self-contained nursery that is unique to York, offering care to children aged 0-5 years old within the same room. This is very popular with families as it means that sibling groups can stay together.

There are 35 children on our roll, taking up to 23 children at any session. There are:

- 3 places for children under 2
- 10 places for children between 2-3 years old
- 10 Places for children between 3-5 year olds

York CVS Nursery was rated 'good' by OFSTED in November 2014.

*"Children are warmly welcomed into this bright and friendly nursery, where their individual learning and development needs are well met."* (Ofsted inspector)

## **Financial Review**

### **Reserves Policy**

York CVS recognises three types of reserves as outlined below:

#### **Free Reserves**

Reserves that are not legally restricted or designated for specific future use. They do not include funds that can only be realised by disposing of fixed assets held for charity use. They may include reserves that are part of investments depending upon the nature of those investments; this will be specified in the position statement described below.

York CVS aims to hold a free reserve that will enable an orderly closure of the charitable company in such an eventually. This is made up of two main components. Firstly, the funds to meet all contractual obligations of the company including service contracts and redundancy costs of employees. Secondly, the costs of continuing to run our entire service for between 3 and 6 months, in order to allow for an orderly wind down of services and so as not to have a sudden and adverse impact upon service users. The free reserves target is therefore expressed as a range.

#### **Restricted Reserves**

Reserves held in accordance with any restrictions required by the original funder.

#### **Designated Reserves**

Reserves which are set aside for a specified future use. This could include making provision for fluctuations in predicted future income, for significant costs associated with maintaining the Priory Street Centre, for planned future development of services or any other reasonable specified use.

## Reserves Position Statement

### Free Reserves

At 1 April 2015	£215,799
Replenished / (Spent) in year	£17,361
Total at 31 March 2016	£233,160

### Designated Reserves

#### Future Maintenance Fund Reserve

At 1 April 2015	£68,748
Replenished / (Spent) in year	£192,897
At 31 March 2016	£261,645

#### York CVS Development Fund Reserve

At 1 April 2015	£201,866
Replenished / (Spent) in year	-
At 31 March 2016	£201,866

#### Holding Fund Reserve

At 1 April 2015	£223,965
Replenished / (Spent) in year	(£204,232)
At 31 March 2016	£19,733

#### Fixed Assets Fund Reserve

At 1 April 2015	£735,708
Replenished / (Spent) in year	(£90,342)
At 31 March 2016	£645,366

<b>Total at 31 March 2016</b>	<b>£1,128,610</b>
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<b>Total less Fixed Assets at 31 March 2016</b>	<b>£483,244</b>
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Also see note 13.

## **Fund Deficits**

During the year 2015-2016 York CVS has an overall deficit of £24,816 as per the Income and Expenditure account. This is increased to a deficit of £55,105 when the unrealised loss on our investment with CCLA is taken into account. However, this is based on the loss in value of the units as at 31 March 2016 and as with other investments the value can go down or up.

On the Statement of Financial Activities it can be seen that there is a deficit before transfers on designated funds of £107,182. These are offset by a surplus on unrestricted funds of £52,060 and a surplus on restricted funds of £30,306.

## **Funding Sources**

York CVS's largest single source of funding for VCSE support is from primary purpose trading associated with provision of space at Priory Street Centre and sale of services to the VCSE sector.

The second largest source of funding in this period is from City of York Council. The majority of this funding is specifically for the York ILS, Healthwatch York and Social Prescribing projects.

The remainder of the funding covers support to the VCSE sector through three service level agreements and the secondment of a CVS member of staff to the councils rewiring project.

Priory Street Nursery received £153,865 during the year largely on a fees basis, which covered the associated costs and returned a surplus of £5,413.

York CVS received £36,830 through interest and investments during the year which were applied to the core work of the organisation.

York CVS also received funding from the Vale of York Clinical Commissioning Group to fund support to the VCSE sector of £37,000 during the year.

Joseph Rowntree Foundation provided £10,000 of income to fund the Dementia Action Alliance project.

A range of other small grants, contracts and donations were also received during the year from a number of organisations and individuals. We would like to thank them all for their generosity.

## **Expenditure**

67% of expenditure is on staffing as our services are predominantly those delivered by people. In 2015-2016 staff costs totaled £815,224. At 1 April 2015 the Chief Executive was

the highest paid employee and received an annual salary of £42,494. This represents a salary multiple of 2.8% between the lowest and highest paid employee.

York CVS is proud to be a Living Wage employer and to be contributing towards the City of York moving towards being a Living Wage City.

## **Investments Policy**

Under article 3 of the York CVS Articles of Association, York CVS has the power to invest the funds of the CVS. This policy outlines the parameters that the Trustees have outlined for such investments.

Investments are primarily made to secure the best financial return, in order that additional funds may be raised for the furtherance of the charity's objects. However, this primary objective must be balanced with the following factors.

- Funds held by York CVS on behalf of other organisations should be held with minimal risk and maximum access.
- Funds that are known to be required within the York CVS budgets outlined for the upcoming 12 months should be held with minimal risk and appropriate access.
- Funds that are known not to be required within the York CVS budgets outlined for the upcoming 12 months may be invested with a manageable and agreed level of risk and with manageable and agreed levels of limited access. This will normally be a cash or near cash fund. This will be agreed by the Trustees.
- Wherever possible, investments will be made with institutions that demonstrated a track record in managing charity funds and that have an ethical investment stance.
- The investment position will be reported to the Trustees at least quarterly.

## **Structure, Governance and Management**

### **Constitution and Articles of Association**

York CVS is constituted as a registered charity and a company limited by guarantee. The articles outline the objects and powers of the charity, how membership operates, how general meetings are to be conducted, how the charity is governed by its Board of Trustees and general administrative provisions.

### **Recruitment and appointment of Trustees**

The charity is governed between general meetings by its Board of Trustees. The Trustees are also the Directors of the Company. Trustees are elected at the AGM by and from the Full Members. The existing Board of Trustees may also appoint Trustees during the year to fill any vacancy in their number from amongst the Full Members. They may also co-opt up to four Trustees from beyond the Full Members in order to take advantage of specific areas of skill or knowledge. Appointed trustees must step down every 3 years and co-opted Trustees each year. All Trustees; elected, appointed and co-opted, have the same status once in post. For full details please see the Articles of Association.

### **Induction and training of Trustees**

A complete trustee induction pack has been developed for new Trustees. The Board meeting immediately following the AGM is usually set aside each year for Trustee induction and training. Further training is organised according to an annual skills audit of Trustees.

### **Organisational structure and decision making**

The Board of Trustees usually meets seven times per year, comprising four quarterly meetings plus three extra meetings. At the quarterly meetings the Board receives financial and other information and makes decisions concerning applications for membership, organisational policy, strategic planning, sub-committee business, a quarterly business report from the Chief Executive and other occasional business. The three additional meetings specifically cover Trustee induction/training, setting the annual budget and receiving the annual report.

### **Finance Sub Committee**

The role of the Finance Sub-committee was to carry out delegated functions and apply powers on behalf of the Board of Trustees, ensuring the financial health and stability of the organisation; specifically:

- To develop and recommend all policies relating to financial assets to the Full Board of Trustees.
- To develop and recommend a final annual budget to the Full Board of Trustees.
- To scrutinise and approve quarterly management accounts and variance reports.
- To scrutinise and recommend the year end accounts to the Full Board of Trustees, including liaising with the auditors as required.
- To authorise budgeted expenditure in accordance with the Finance Policy.
- To scrutinise and agree the financial implications for new projects in accordance with the Finance Policy.
- To make recommendations on reserves and investments.
- To scrutinise and jointly propose any changes to the staff salary and benefits package in conjunction with the Staff Sub-committee.
- To scrutinise and propose changes to the tariff of fees and charges on an annual basis.

### **Personnel Sub Committee**

The role of the Personnel Sub-committee was to carry out delegated functions and apply powers on behalf of the Board of Trustees, ensuring the human resources (including staff, trustees and volunteers) of York CVS were applied for the furtherance of the charity's objects, in an effective, efficient, safe and fair way.

### **A new Business Sub Committee**

In March 2016, an extraordinary and coincidental meeting was held of both existing sub committees. At this, it was agreed that they should be dissolved and replaced by a new subcommittee whose role is to:

- Scrutinise and challenge of strategic thinking and complementary annual business plans, as well as the budget and it's delivery throughout the year.
- Ensure organisational policies are fit for purpose, such as risk management, health and safety practice.
- Scrutinise and challenge to all new projects and organisational developments e.g.: amendments to the staff structure.

This decision was approved by the Trustees at their meeting on 13 April 2016. Day to day decision making is fully delegated to the Chief Executive and subsequently to the staff and volunteer team through an agreed management and organisational structure.

York CVS Trustees are commonly also Trustees, staff or volunteers of other organisations and hence are required to declare all potential conflicts of interests as part of their induction every year. A register of Trustees declared interests is maintained for this purpose.

### **Risk management**

The York CVS risk management matrix and control measures have been reported on regularly as part of Board reports and refreshed annually. Particular attention has been paid to the range of risk which could be experienced e.g. reputational or organisational as well as financial.



## **Reference and Administrative details**

**Company Limited by Guarantee:** No. 493550

**Registered Charity:** No. 225087

### **Registered Office and Principal Address:**

15 Priory Street

York

YO1 6ET

Telephone: (01904) 621133

Email: [yorkcvs@yorkcvs.org.uk](mailto:yorkcvs@yorkcvs.org.uk)

Website: [www.yorkcvs.org.uk](http://www.yorkcvs.org.uk)

### **Chief Executive:**

Luke Barnett (until June 2015)

Sarah Armstrong

### **Other key management personnel:**

Mel McQueen (until November 2015)

Rosy Tebbutt (until February 2016)

Catherine Surtees

### **Our Advisers:**

#### **Bankers:**

Unity Trust Bank, Nine Brindley Place

4 Oozells Square

Birmingham

B1 2HB

Virgin Money

2 New Street

York

YO1 2RA

CCLA

Senator House

85 Queen Victoria Street

London

EC4V 4ET

#### **Auditors:**

JWP Creers LLP Chartered Accountants

Genesis 5

Church Lane

Heslington

York YO10 5DQ

## **Board of Trustees**

### **Chair:**

Jane Hustwit	(from December 2015)
Matthew Hick	(to December 2015)

### **Vice Chair**

Alison Day	(from December 2015)
George Wood	(to December 2015)

### **Treasurer**

Rod Peet

### **Trustees**

Graham Collett	(resigned July 2016)
Angela Collins	(resigned November 2015)
Alison Day	
Peter Hart	(appointed December 2015)
Matthew Hick	
Sally Hutchinson	
Jane Hustwit	(co-opted December 2015)
Stephen Ireland	(co-opted December 2015)
Lionel Lennox *	(co-opted December 2015)
Susan Mason	(resigned November 2015)
Rod Peet	
Paul Tyack	(co-opted December 2015)
Chris Welch *	(co-opted December 2015)
George Wood	

### **City of York Council observers**

Cllr Nigel Ayre	(until December 2015)
Cllr Ashley Mason	(from December 2015)
Cllr Keith Myers	

\*trustees who have continued as co-opted trustees

## **Funds held as Custodian Trustee**

At 31 March 2016 York CVS held £1,039,717, for the following organisations in a custodian capacity:

- Independent Living Scheme Users direct payment funds
- Payroll clients' salaries and associated funds
- See note 19 for further details.

All such funds are held in the York CVS bank accounts and are not reflected in the Balance Sheet. Sufficient control and detail is available within the accounting system records to ascertain the balances held at any time.

## **Responsibilities of the Board of Trustees**

The Trustees (who are also directors of York Centre for Voluntary Services for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company at the year end and of its incoming resources and resources expended during that year. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


In so far as the Trustees are aware;

- There is no relevant audit information of which the charitable company's auditors are unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and 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.

### **Declaration**

The Trustees Annual Report and Accounts were approved by the Board of Trustees on 12 October 2016 and signed on behalf of the Trustees by:

A handwritten signature in black ink, appearing to read 'Jane Hustwit', with a horizontal line drawn underneath it.

**Jane Hustwit**  
**Chair**

## **Independent Auditor's Report to the Members**

We have audited the financial statements of The York Centre for Voluntary Service for the year ended 31 March 2016 which comprise the Income and Expenditure Account, Statement of Financial Activities, Balance Sheet, Cash Flow Statement 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) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 and its trustees those matters we are required to state to them in an auditor's report 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 the charitable company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective Responsibilities of Trustees and Auditor**

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they 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 (APB'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 the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with the knowledge acquired by us in the course of performing the audit. If we

become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **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 2016, and of the charity's 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing a directors' report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

 12/10/16  
**Frederick Johnson FCA, Senior Statutory Auditor**

**For and on behalf of JWP Creers LLP, Statutory Auditor**  
**Genesis 5, Church Lane, Heslington, York, YO10 5DQ**  
**Xxx 2016**

# **Income and Expenditure Account for the Year Ended 31 March 2016**

	2016	2015
	£	£
<b>Income</b>		
Donations	3,825	14,277
Grants and contracts	166,610	181,419
Room hire to non-voluntary organisations	20,946	16,319
Room hire & services to voluntary organisations	426,416	372,667
Project income	541,119	519,691
Investment income	27,785	26,611
Interest receivable	9,045	8,373
	<hr/>	<hr/>
<b>Total Income</b>	<b>1,195,746</b>	<b>1,139,357</b>
<b>Expenditure</b>		
Staff costs	810,417	904,075
Other operating costs	304,072	281,308
Grants payable	6,098	2,213
Depreciation and profit/loss on disposal	99,975	95,515
	<hr/>	<hr/>
<b>Total Expenditure</b>	<b>1,220,562</b>	<b>1,283,111</b>
	<hr/>	<hr/>
<b>Loss for the Year</b>	<b>(24,816)</b>	<b>(143,754)</b>
	<hr/>	<hr/>
<b>Net Movement in Funds</b>	<b>(24,816)</b>	<b>(143,754)</b>
	<hr/>	<hr/>
<b>Statement of Total Recognised Gains and Losses</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Net movement in funds	(24,816)	(143,754)
Unrealised (loss)/gain on investment	(30,289)	59,502
	<hr/>	<hr/>
<b>Total gains and losses for the year</b>	<b>(55,105)</b>	<b>(84,252)</b>
	<hr/>	<hr/>

All the activities of the company are classified as continuing.

**Statement of Financial Activities for the Year Ended 31 March 2016**

	Note	Unrestricted funds £	Restricted funds £	Designated funds £	2015/16 Total funds £	2014/15 Total funds £
<b>Income</b>						
Donations and legacies		3,189	636	-	3,825	14,277
<b>Charitable activities</b>						
Grants and contracts	3	122,500	44,110	-	166,610	181,419
Room hire to non-voluntary organisations		20,946	-	-	20,946	16,319
Room hire & services to voluntary organisations		426,416	-	-	426,416	372,667
Project income	4	374,419	166,700	-	541,119	519,691
Investment Income		27,785	-	-	27,785	26,611
Interest receivable		9,045	-	-	9,045	8,373
<b>Total income</b>		<b>984,300</b>	<b>211,446</b>	<b>-</b>	<b>1,195,746</b>	<b>1,139,357</b>
<b>Expenditure</b>						
<b>Raising funds</b>		-	-	-	-	3,467
<b>Charitable expenditure</b>						
Core services	5	554,265	49,713	107,182	711,160	808,885
Project costs	5	377,975	128,329	-	506,304	468,546
Grants payable	5	-	3,098	-	3,098	2,213
<b>Total Expenditure</b>		<b>932,240</b>	<b>181,140</b>	<b>107,182</b>	<b>1,220,562</b>	<b>1,283,111</b>
<b>Net income/(expenditure) before investment gain/loss</b>		<b>52,060</b>	<b>30,306</b>	<b>(107,182)</b>	<b>(24,816)</b>	<b>(143,754)</b>
Unrealised gains/(losses) on investment assets		(30,289)	-	-	(30,289)	59,502
<b>Net income/(expenditure) before transfers</b>		<b>21,771</b>	<b>30,306</b>	<b>(107,182)</b>	<b>(55,105)</b>	<b>(84,252)</b>
Transfers between funds		(4,410)	(1,095)	5,505	-	-
<b>Net Movement in Funds/Net income/(expenditure) for the year</b>		<b>17,361</b>	<b>29,211</b>	<b>(101,677)</b>	<b>(55,105)</b>	<b>(84,252)</b>
<b>Reconciliation of Funds</b>						
Balances Brought Forward		215,799	41,340	1,230,287	1,487,426	1,571,678
<b>Balances Carried Forward</b>		<b>233,160</b>	<b>70,551</b>	<b>1,128,610</b>	<b>1,432,321</b>	<b>1,487,426</b>

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.



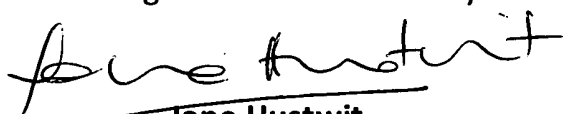
## Balance Sheet at 31 March 2016

	Notes	£	2016	£	£	2015	£
<b>Fixed Assets</b>							
Long leasehold land and buildings	8			623,338			702,128
Equipment	8			22,028			33,580
Investments	9			705,087			735,376
				1,350,453			1,471,084
<b>Current Assets</b>							
Debtors	10	226,191			103,834		
Cash at bank and in hand		9,075			61,470		
				235,266			165,304
<b>Creditors:</b> amounts falling due within one year	11	(94,994)			(75,255)		
<b>Net Current Assets</b>				140,272			90,049
<b>Creditors:</b> amounts falling due after one year	12			(58,404)			(73,707)
<b>Total Assets Less Current Liabilities</b>				1,423,321			1,487,426
<b>The Funds of the Charity</b>							
Unrestricted funds – general		128,073			163,468		
Unrestricted funds – revaluation reserve		105,087			135,376		
Designated funds	13	1,128,610			1,230,287		
<b>Total unrestricted funds</b>				1,361,770			1,446,086
<b>Restricted funds</b>	14	70,551			41,340		
				70,551			41,340
<b>Total charity funds</b>				1,432,321			1,487,426

Registered number: 493550

These accounts are prepared in accordance with the provision of Part 15 of the Companies Act relating to small companies and constitute the annual accounts by the Companies Act 2006 and are for circulation to members of the company.

These financial statements were approved by the directors and authorised for issue on 12<sup>th</sup> October 2016 and are signed on their behalf by:



**Jane Hustwit**  
Chair  
Director



**Rod Peet**  
Treasurer  
Director

## CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2016

	Notes	2016 £	2015 £
<b>Cash flows from operating activities:</b>			
Net cash provided by/(used in) operating activities	1	(81,452)	23,944
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		36,830	34,984
Proceeds from sale of investments		1,860	-
Purchase of property, plant and equipment		(9,633)	(32,148)
		<hr/>	<hr/>
Change in cash and cash equivalents in the year		(52,395)	26,780
		<hr/>	<hr/>
Cash and cash equivalents at 1 April 2015		61,470	34,690
		<hr/>	<hr/>
Cash and cash equivalents at 31 March 2016	2	9,075	61,470
		<hr/>	<hr/>

## NOTES TO THE CASH FLOW STATEMENT

### 1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Notes	2016 £	2015 £
<b>Net income/(expenditure) for the year</b>		(55,105)	(84,252)
Adjustments for:			
Depreciation charges		98,115	95,515
Losses/(gains) on investments		30,289	(59,502)
Dividends, interest and rents from investments		(36,830)	(34,984)
(Increase)/decrease in debtors		(122,357)	(444)
(Increase)/decrease in creditors		4,436	107,611
		<hr/>	<hr/>
Net cash provided by/(used in) operating activities		(81,452)	23,944
		<hr/>	<hr/>

### 2. ANALYSIS OF CASH AND CASH EQUIVALENTS

	Notes	2016 £	2015 £
Cash in hand at 1 April 2015		61,470	34,690
Movement		(52,395)	26,780
		<hr/>	<hr/>
Cash in hand at 31 March 2016		9,075	61,470
		<hr/>	<hr/>

## Notes to the Accounts 31 March 2016

### 1. Accounting Policies

#### Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

York Centre for Voluntary Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

These accounts have been prepared as a going concern as future funding has been secured.

#### Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

At the date of transition in applying the requirement to recognise liabilities arising from employee benefits, a liability was recognised for the pension scheme deficit.

The initial liability was for £92,113 in 2013/14 and £83,045 in 2014/15.

In accordance with the requirements of FRS 102 a reconciliation of opening balances is provided

	31st March 2015 £	1st April 2014 £
Reconciliation of funds and balances:		
Fund balances as previously stated	1,570,471	1,571,678
Pension scheme deficit	(83,045)	(92,113)
	<hr/>	<hr/>
Fund balances as restated	1,487,426	1,479,565
	<hr/>	<hr/>

## **1. Accounting Policies (continued)**

### **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.

### **Income**

All income is included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income for grants is deferred where a funder specifies that income must be used in future accounting periods. Other income is deferred where it relates to the following year.

### **Expenditure**

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.

Raising 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.

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 5.

## **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% - 50%

## **Investments**

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluation and disposals throughout the year.

## **Redundancy costs**

Due to a restructuring of the business, five members of staff received voluntary redundancy payments in December 2015. The amount received was equivalent to the statutory redundancy entitlement plus an enhancement.

## **Retirement benefits**

Up until 1 October 2012 employees were entitled to join the multi-employer pension scheme Growth plan 3 which was a defined benefit scheme. Then employees were offered to join the multi-employer pension scheme Growth plan 4 which is a defined contribution scheme or the charity would pay into their own personal pension plans. The option to pay into a personal pension plan ceased in April 2013. Following auto enrolment from 1 October 2015 new and existing employees were automatically enrolled into the multi-employer growth plan 4 scheme unless they have exercised their right to opt out of scheme membership. The amount charged to the statement of financial activities is the contributions payable in the year and also includes the movement in the liability due the multi-employer pension scheme. More details of the scheme can be found in note 17.

## **Operating leases**

Rentals payable under operating leases are charged to the statement of financial activities as incurred over the terms of the lease.

## **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 £	Designated Funds £	Total 2015/16 £
<b>2016</b>				
City of York Council	85,500	34,110	-	119,610
Clinical Commissioning Group	37,000	-	-	37,000
Joseph Rowntree Foundation	-	10,000	-	10,000
	<u>122,500</u>	<u>44,110</u>	<u>-</u>	<u>166,610</u>
<b>2015</b>				
	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2014/15 £
City of York Council	90,386	34,110	-	124,496
Clinical Commissioning Group	37,739	-	-	37,739
Big Lottery Fund:				
Placement fees	1,960	-	-	1,960
Joseph Rowntree Foundation	-	12,000	-	12,000
Big Assist	4,000	-	-	4,000
Other grants	1,224	-	-	1,224
	<u>135,309</u>	<u>46,110</u>	<u>-</u>	<u>181,419</u>

### 4. Project Income

	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2015/16 £
<b>2016</b>				
Nursery	153,865	-	-	153,865
Independent Living Scheme	217,602	-	-	217,602
CYC Healthwatch York	-	115,000	-	115,000
JRF Healthwatch York	-	26,700	-	26,700
Social Prescribing	-	25,000	-	25,000
Other	2,952	-	-	2,952
	<u>374,419</u>	<u>166,700</u>	<u>-</u>	<u>541,119</u>
<b>2015</b>				
	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2014/15 £
Nursery	148,660	-	-	148,660
Independent Living Scheme	219,392	10,000	-	229,392
CYC Healthwatch York	-	139,999	-	139,999
Other	1,640	-	-	1,640
	<u>369,692</u>	<u>149,999</u>	<u>-</u>	<u>519,691</u>

## 5. Expenditure

### Charitable expenditure

2016	Unrestricted	Restricted	Designated	Total 31.3.16
<b>Core Costs</b>	£	£	£	£
Advice & learning	58,566	23,824	744	83,134
Advice & learning (accounts)	13,503	15,889	-	29,392
Priory street centre	181,214	-	-	181,214
Payroll	27,037	-	-	27,037
Human Resources	9,365	-	-	9,365
Forum support	892	8,301	-	9,193
<b>Support Costs</b>				
Central Costs	139,807	-	94,131	233,938
Finance	77,535	-	9,067	86,602
Human Resources	28,208	-	-	28,208
Communications & Marketing	18,138	1,699	3,240	23,077
	554,265	49,713	107,182	711,160
<b>Project costs</b>				
Nursery	148,452	-	-	148,452
Independent Living Scheme	229,523	-	-	229,523
Healthwatch York	-	111,730	-	111,730
Social Prescribing	-	16,599	-	16,599
	377,975	128,329	-	506,304
<b>Grants:</b>				
Staff Award	-	300	-	300
York Award	-	2,798	-	2,798
	932,240	181,140	107,182	1,220,562
<b>2015</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Designated</b>	<b>Total 31.3.15</b>
<b>Core Costs</b>	£	£	£	£
Advice & Learning	78,364	23,610	742	102,716
Advice & Learning (accounts)	20,662	24,162	-	44,824
Priory Street Centre	94,618	-	88,840	183,458
Payroll	23,115	-	-	23,115
Human Resources	2,957	-	-	2,957
Forum Support	381	5,314	-	5,695
<b>Support Costs</b>				
Central Costs	294,639	1,354	-	295,993
Finance	79,370	-	9,515	88,885
Human Resources	29,306	-	-	29,306
Communications & Marketing	24,669	5,332	1,935	31,936
	648,081	59,772	101,032	808,885
<b>Project costs</b>				
Nursery	138,333	-	-	138,333
Independent Living Scheme	183,402	9,092	-	192,494
Healthwatch York	-	132,146	5,573	137,719
	321,735	141,238	5,573	468,546
<b>Grants:</b>				
Staff Award	-	200	-	200
York Award	-	2,013	-	2,013
	969,816	203,223	106,605	1,279,644

## 5. Expenditure (continued)

### Split of support costs

	Support Staff costs	Support Other costs £	Support Total £	Direct Staff costs £	Direct Other costs £	Total 31.3.2016 £
<b>Raising funds</b>	-	-	-	-	-	-
<b>Charitable Expenditure</b>						
<b>Core costs</b>						
Advice and Learning	66,433	47,111	113,544	76,305	6,829	196,678
Advice and Learning (accounts)	25,570	18,133	43,703	29,369	23	73,095
Priory Street Centre	87,484	62,041	149,525	100,485	80,729	330,739
Payroll Services	22,697	16,095	38,792	26,069	968	65,829
Human Resources	7,789	5,523	13,312	8,945	420	22,677
Forum support	7,577	5,372	12,949	8,701	492	22,141
	<u>217,550</u>	<u>154,275</u>	<u>371,825</u>	<u>249,874</u>	<u>89,461</u>	<u>711,160</u>
<b>Project costs</b>						
Nursery	15,550	14,794	30,344	112,215	5,893	148,452
Independent Living Scheme	27,300	-	27,300	144,879	57,344	229,523
Healthwatch York	27,513	780	28,293	67,904	15,533	111,730
Social Prescribing	5,513	-	5,513	9,984	1,102	16,599
	<u>75,876</u>	<u>15,574</u>	<u>91,450</u>	<u>334,982</u>	<u>79,872</u>	<u>506,304</u>
<b>Grants</b>						
Staff Award	-	-	-	-	300	300
York Award	-	-	-	-	2,798	2,798
	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,098</u>	<u>3,098</u>	<u>-</u>
<b>Total</b>	<u>293,426</u>	<u>169,849</u>	<u>463,275</u>	<u>584,856</u>	<u>172,431</u>	<u>1,220,562</u>

### Support other costs

	2016 £
Depreciation	98,115
Central Costs	5,345
Communications and Marketing	1,983
Finance	8,770
Human Resources	10,201
Insurance	17,007
Irrecoverable VAT	(162)
Building costs	28,590
	<u>169,849</u>

Support staff costs have been allocated on the basis of an estimate of staff time spent on those activities.

Support other costs have been allocated on the basis of an estimate of the proportion of expenditure incurred in that part of the organisation, based upon usage and space allocation.



## 6. Net Income/ (expenditure) for the Year

This is stated after charging:

	2016 £	2015 £
Depreciation	98,115	95,515
Auditors' remuneration:		
Audit	4,000	3,800
Other accountancy fees	3,000	4,250
	<u>          </u>	<u>          </u>

## 7. Staff Costs

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

	2016	2015
Average number of employees	44	46
	<u>          </u>	<u>          </u>
Full time equivalents	32	31
	<u>          </u>	<u>          </u>
	£	£
Salaries	702,375	730,472
Social security costs	50,305	53,207
Pension costs	28,894	30,255
Redundancy	33,650	3,267
	<u>          </u>	<u>          </u>
	815,224	817,201
	<u>          </u>	<u>          </u>

No employee was paid a salary in excess of £60,000 per annum this year or in 2015.

None of the Trustees or any person connected with them received any remuneration from the charity. Expenses totalling £117 (2015: £316) were reimbursed to Trustees in the year.

The total paid to key management personnel during the year was £138,583 (2015: £125,179).

## 8. Tangible Fixed Assets

	Leasehold Improvements £	Equipment £	Total £
<b>Cost or Valuation</b>			
At 1 April 2015	1,575,665	127,681	1,703,346
Additions	-	9,633	9,633
Disposals	-	(32,249)	(32,249)
	<hr/>	<hr/>	<hr/>
At 31 March 2016	1,575,665	105,065	1,680,730
	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>			
At 1 April 2015	873,537	94,101	967,638
Provision for year	78,790	19,325	98,115
Disposals	-	(30,389)	(30,389)
	<hr/>	<hr/>	<hr/>
At 31 March 2016	952,327	83,037	1,035,364
	<hr/>	<hr/>	<hr/>
Net book value at 31 March 2016	623,338	22,028	645,366
	<hr/>	<hr/>	<hr/>
Net book value at 31 March 2015	702,128	33,580	735,708
	<hr/>	<hr/>	<hr/>

## 9. Fixed Asset Investments

	2016 £	2015 £
Market value at 1 April 2015	735,376	675,874
Additions	-	-
Net investment gains	(30,289)	59,502
	<hr/>	<hr/>
Market value at 31 March 2016	705,087	735,376
	<hr/>	<hr/>
Historical cost	600,000	600,000
	<hr/>	<hr/>
UK listed investments are represented by:		
COIF Charities Investment Fund	705,087	735,376
	<hr/>	<hr/>

## 10. Debtors

	2016 £	2015 £
Trade debtors	139,678	58,435
Other debtors	64,542	29,125
Accrued income	7,777	7,500
Prepayments	14,194	8,774
	<u>226,191</u>	<u>103,834</u>

## 11. Creditors: amounts falling due within one year

	2016 £	2015 £
Trade creditors	11,576	15,225
Taxation and Social Security	48,259	25,753
Other creditors	18,626	16,109
Accruals	16,533	15,945
Deferred income	-	2,223
	<u>94,994</u>	<u>75,255</u>

Deferred income of £2,223 relates to room hire in 2015.

## 12. Creditors amounts falling due over one year

	2016 £	2015 £
Other creditors	<u>58,404</u>	<u>73,707</u>

Included in the above the liability over 5 years is £19,468 (2015: £33,464)

## 13. Unrestricted Funds

	Balance 1.4.2015 £	Income £	Expenditure £	Investment gains/(losses) £	Transfers £	Balance 31.3.2016 £
Designated funds						
Future Maintenance Fund	68,748	-	-	-	192,897	261,645
CVS Development Fund	201,866	-	-	-	-	201,866
Holding Fund	223,965	-	9,067	-	(195,165)	19,733
Fixed Assets Fund	735,708	-	98,115	-	7,773	645,366
	<u>1,230,287</u>	<u>-</u>	<u>107,182</u>	<u>-</u>	<u>5,505</u>	<u>1,128,610</u>
Total	1,230,287	-	107,182	-	5,505	1,128,610
General fund	80,423	984,300	932,240	-	(4,410)	128,073
Revaluation reserve	135,376	-	-	(30,289)	-	105,087
	<u>1,446,086</u>	<u>984,300</u>	<u>1,039,422</u>	<u>(30,289)</u>	<u>1,095</u>	<u>1,361,770</u>

The Future Maintenance Fund Reserve has been set aside to provide for long term future maintenance of the Priory Street Centre.

### 13. Unrestricted Funds (continued)

The CVS Development Fund is for the future development of York CVS services to the VCSE sector as outlined in the York CVS Strategic Plan.

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.

The Fixed Assets Fund represents the total net book value (NBV) of fixed assets held by the charity.

The transfers' column represents transfers between designated funds. In 2015/16 a significant transfer was made from the Holding Fund to the Future Maintenance Fund to provide for up-coming building repair costs.

### 14. Restricted Funds

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

	Balance 1.4.2015 £	Income £	Expenditure £	Transfers £	Balance 31.3.2016 £
York Compact Expenses Fund	214	-	214	-	-
York Award	4,800	(150)	2,798	-	1,852
Community Accounting Network North Yorkshire	5,389	-	5,389	-	-
Staff Award	238	357	300	-	295
Healthwatch York	28,291	141,881	111,730	(1,095)	57,347
Bursary Fund	1,500	-	-	-	1,500
Independent Living Scheme	908	248	-	-	1,156
Social Prescribing	-	25,000	16,599	-	8,401
Dementia Action Alliance	-	10,000	10,000	-	-
City of York Council:					
Early Years	-	10,500	10,500	-	-
Early Intervention	-	23,610	23,610	-	-
	<u>41,340</u>	<u>211,446</u>	<u>181,140</u>	<u>(1,095)</u>	<u>70,551</u>

The York Compact Expenses Fund was used to off-set expenses incurred by parties involved in the York Compact.

The York Award is to provide funding to support training and development of staff and volunteers in VCSE organisation in the City of York.

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

The Staff Award (previously known as Colin Stroud Award) is a small payroll giving fund paying an annual grant to an organisation, nominated by York CVS staff from the groups they have worked with over the year.

## 14. Restricted Funds (continued)

Healthwatch York is the funding from City of York Council and Joseph Rowntree Foundation to enable the public to voice their opinions on the provision of Healthcare Services.

The Bursary Fund was set up to provide funding for charities in York.

The restricted element of the funding for the Independent Living Scheme was from NHS England to assist in gearing up for personal health budgets.

Social Prescribing funding was secured from City of York Council to run a pilot project in the city.

Dementia Action Alliance is a project funded by Joseph Rowntree Foundation to provide administrative and marketing support to the Dementia Action Alliance.

The City of York Council Early Years Grant supports financial and accountancy services to providers in the early years' sector.

The City of York Council Early Intervention grant funds York CVS to provide support and development to children's service providers.

## 15. Analysis of Net Assets between Funds

	Un- restricted funds £	Designated funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2016 are represented by:				
Tangible Fixed Assets	-	645,366	-	645,366
Investments	305,087	400,000	-	705,087
Current Assets	81,471	83,244	70,551	235,266
Current Liabilities	(94,994)	-	-	(94,994)
Creditors falling due after one year	(58,404)	-	-	(58,404)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Net Assets	233,160	1,128,610	70,551	1,423,635
	<hr/>	<hr/>	<hr/>	<hr/>

## 16. 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.

## 17. Multi-Employer Pension scheme

York CVS participates in the Pensions Trust Growth Plan, which is a multi-employer pension plan with both defined benefit (Growth Plan series 1, 2 and 3) and defined contribution elements (Growth Plan series 4). Since 1 October 2012 contributions have only been made to Growth Plan series 4, a defined contribution scheme. As at the balance sheet date there were 27 active members of the plan employed by York CVS.

York CVS is unable to identify its share of the underlying assets and liabilities of the scheme as each employer is exposed to actuarial risks associated with the current and former employees of other entities participating in the scheme. The last formal valuation of the plan was at September 2014. At this stage the market value of the Plan's assets, £793.4 million and liabilities were £969.9 million. The valuation revealed a funding deficit of £176.5 million, equivalent to a funding level of 81.8%. The next valuation is due at 30 September 2017.

On advice from the scheme actuary, the scheme employers have agreed an allocation of the scheme shortfall, subject to triennial review. York CVS has agreed to contribute payments into the scheme over a 10 year period from April 2013. The liability is discounted to its net present value of £76,824 and has been recognised within creditors. The movement on the fund is:

	£
At 1 April 2015	83,045
Increase in provision	2,846
Released in the year	(9,067)
	<hr/>
At 31 March 2016	<u>76,824</u>

The repayment rate from 1 April 2016 is £9,734 per annum, increasing by 3% per year.

The employer's contribution to the Pensions Trust Growth plan is £9,067 for the year ended 31 March 2016 (2015: £8,803) at a contribution rate of 1% – 8% of pensionable salaries to match the employees'. The employer's contribution rate for the year ended 31 March 2017 has been set at 1% - 8%. The employer's contribution for the year ended 31 March 2017 is £9,734.

## 18. Contingent liabilities

There is a potential liability to meet deficits on the defined benefit scheme (Growth Plan series 1, 2 and 3) if at any time York CVS ceases to have active members of the Pensions Trust Growth Plan series 4 scheme. On 2 June 2016 the potential liability was advised as being £237,426 (2015: £275,287) including the series 3 scheme.

York CVS currently has 27 active members and trustees have no plans to withdraw from the scheme. This means that the risk of realising the liability is minimal.

**19. Funds Held on Behalf of Others as Custodian Trustee and Agent**

At 31 March 2016 the charity held funds on behalf of others:

	2016 £	2015 £
Independent Living Schemes (agent)	813,619	980,038
Payroll clients (agent)	226,098	94,744
Other organisations (custodian trustee)	-	15,676
	<hr/>	<hr/>
	1,039,717	1,090,458
	<hr/>	<hr/>

York CVS acted 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 were held as part of the services provided to clients of those schemes and were 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.

On 1<sup>st</sup> April 2016 the management of the Independent Living Scheme was transferred to Salvere, a Community Interest Company. All funds held on behalf of scheme users were transferred to Salvere after that date.

York CVS acts as a non-principal agent for organisations using the York CVS payroll service. Payroll clients' funds 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 and are not reflected in the Balance Sheet. Sufficient detail is available within the accounting records to ascertain the balances held at any time.

**20. Other financial commitments**

At 31 March 2016 the charitable company had total commitments under non-cancellable operating bases:

	2016 £	2015 £
Equipment		
Within one year	1,772	-
Within five years	6,792	-
	<hr/>	<hr/>
	8,564	-
	<hr/>	<hr/>