



York Centre for Voluntary Service

Trustees' Annual Report and Accounts

For the Year Ended

31 March 2015

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Trustees' Annual Report

The Trustees of York CVS are pleased to present the following annual report together with the financial statements of the charity for the year ended 31 March 2015. 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:

15 Priory Street

York

YO1 6ET

Telephone: (01904) 621133

Email: yorkcvs@yorkcvs.org.uk

Website: www.yorkcvs.org.uk

A Company Limited by Guarantee: No. 493550

A Registered Charity: No. 225087

Acting Chief Executive: Kevin Curley CBE

Bankers:

Unity Trust Bank, Nine Brindley Place

4 Oozells Square

Birmingham

B1 2HB

Auditors:

JWP Creers LLP Chartered Accountants

Genesis 5, Church Lane

Heslington

York

YO10 5DQ

Board of Trustees

Chair

Matthew Hick (from December 2014)

Richard Wells (stepped down as Acting Chair July 2014)

Vice Chair

George Wood (from December 2014)

Joan Mudd (resigned November 2014)

Richard Wells (stepped down as Vice Chair July 2014)

Treasurer

Rod Peet (from December 2014)

Alison Shepherd (resigned December 2014)

Trustees

Alison Jessop (elected November 2013)

Angela Collins (elected November 2013)

Chris James (resigned December 2014)

Chris Welch (co-opted December 2014)

Christina Funnell (resigned December 2014)

David De Silva (resigned December 2014)

Graham Collett (elected November 2013)

George Wood (elected November 2013)

Lionel Lennox (co-opted December 2014)

Matthew Hick (elected December 2014)

Richard Wells (resigned December 2014)

Rod Peet (elected November 2013)

Sally Hutchinson (elected December 2014)

Susan Mason (elected November 2013)

Observers

Cllr Neil McIlveen, City of York Council

Cllr Paul Healey, City of York Council (resigned May 2014)

Staff (as at 31 August 2015)

Joanne Abbott

Lydia Austin

Linda Bagley

Sian Balsom

Mark Benton

Caroline Clarkson

Ashleigh Cooper

Kenny Lieske

Melanie McQueen

Carole Money

Shirley Monteith

Wendy Nellis

Carol Pack

Suzanne Parkinson

Richard Crowland
 Laura Davis
 Lisa Egginton
 Julie Ennis
 Tracey Fielder
 Jane Hamilton
 Liz Hamilton
 Sarah Hendry
 Barbara Hilton
 Barbara Hodgson
 Lucy Hollins
 Shahida Iqbal
 Matt Langhorn
 Emma Leatham
 Dawn Lee

Helen Patching
 Dave Pearson
 Carol Ripley
 Clare Shepherd
 John Stevens
 Catherine Surtees
 Rosy Tebbutt
 Jeff Todd
 Lisa Waddington
 Catherine Walder
 Kim Whiting
 Karen Wood
 Ivan Wootton

Volunteers (as at 31 August 2015)

Tony Ash
 Julie-Anne Bradbury
 Kath Briers
 Marilyn Chaplin
 Jill Clark
 Graham Collett
 James Corson
 Lizzy Ferguson
 Robert Fraser
 Gabi Gorin
 Polly Griffith
 Gordon Harrand
 Chris Hodgson
 Albert Lau
 Chris Mangham
 Ann Martin
 Tony Martin
 Lesley Pratt
 Anne Rose
 John Saunders
 Jill Shepherd
 Claire Sowden
 Trish Thornton
 Gill Wadsworth
 Robert Wright

Fiona Benson
 Laura Branigan
 John Brown
 Jackie Chapman
 John Clark
 Martin Combs
 Garry Cummings
 Julie Flemming
 Jake Furby
 Richard Gresswell
 Jane Gripton
 Virginia Hatton
 Carole Lambert
 David Lee
 Cyn Marshall
 Louise Martin
 Dorothy Murphy
 Mark Roberts
 Louise Sangwine
 Judith Saunders
 Annette Southerington
 Ann Thompson
 Bernie Waddington
 Kay Watkins
 Peter Wynn

Structure, Governance and Management

Constitution and Articles of Association

York CVS is constituted as a registered charity and a company limited by guarantee.

An updated Articles of Association was adopted by special resolution at the Annual General Meeting on 2 December 2014 in order to modernise wording, simplify objects, and update the area of benefit. See p 11.

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.

Membership of York CVS 2014-2015

Full Members:

1-2-1 Counselling	Council for British Archaeology
2nd Acomb St Stephens Scout Group	Creating Space for You
2nd Haxby & Wigginton Scout Group	Crossroads Care Harrogate Craven & York
Abbeyfield York Society Ltd	Cruse Bereavement Care
Activ8 Learning	Dementia Forward
Age UK York	Dringhouses Out of School Club
Alan Bott Centre	Electronic Medical Records for the
Alternatives to Violence (North East)	Developing World
Arc Light Ltd York	Elvington Under Fives
Avalon	Explore York Libraries & Archives
BASPCAN	Family Fund
Biomation Productions CIC	Family Housing Association York
British Thyroid Foundation	Family Matters York
Brunswick Organic Nursery	Family Mediation Service York
Camphill Families & Friends	Foxwood Community Centre
CANDI	Friends of Acomb Green
Cantar Community Choir	Friends of Rowntree Park
Chapelfields & District OSC	Friends of York Hospital
Charity of Jane Wright	Friends of York Walls
Cheeky Monkey's Playgroup	Fulford Pre-School
Choose2 Youth	Get Cycling CIC
Clarence Gardens Association (The Hut)	Haxby & Wigginton Youth & Community
Clementhorpe Community Association	Association
Clement's Hall	Haxby Memorial Hall Trust
Community Furniture Store York Ltd	Headlands Out of School Club
Community Links Northern Limited	Healing Clinic

Homestart York
 HSG York
 Huntington Good Neighbours Association
 IDAS
 Inclusion Housing
 Inspired Youth Arts
 Jessie's Fund
 Joseph Rowntree Charitable Trust
 Keyhouse
 Leeman Road Playgroup
 Little St Mary's Pre-School Playgroup
 Lives Unlimited
 Living Word Church
 Magnetic Arts
 Mainstay
 Martin House Children's Hospice
 Multiple Sclerosis Society York & District
 National Railway Museum
 Older Citizens Advocacy York (OCAY)
 Orchard Park Recreation & Community Association
 Panda Playgroup
 Peasholme Charity
 Poppleton Community Railway Nursery
 Poppleton Community Trust
 Poppleton Road Memorial Hall
 Poppleton Road Out of School Club
 Poppleton Road Playgroup
 Quilters' Guild
 Rainbows Pre-school
 Rawcliffe Bar Preschool & Toddlers Group
 Refugee Action York
 Relate Mid-Yorkshire
 Resource Centre for Deafened People
 Retreat
 Richmond Fellowship
 Rock of York
 Safe and Sound Homes (SASH)
 See Ahead
 Shopmobility
 SNAPPY
 Spurriergate Centre
 St Bede's Pastoral Centre
 St Leonard's Hospice

St Nicks
 St Sampson's Centre
 Stained Glass Centre
 Success for All Foundation
 Survive
 Tang Hall Community Centre
 The Incredible Movement (TIM) York
 The Island
 The Wonder Years Pre-School
 Treasure Chest
 Two Ridings Community Foundation
 University of York
 University of York Student Union (YUSU)
 Welfare Benefits Unit
 Wilberforce Trust
 Woodthorpe Preschool Playgroup
 Workers Educational Association
 YACRO
 York & District Citizens Advice Bureau
 York & District Dyslexia Assoc (YADDA)
 York Against Cancer
 York Army Museum
 York Blind & Partially Sighted Society
 York Carers Centre
 York Carers Forum
 York Cares
 York Civic Trust
 York Coronary Support Group Trust
 York Deanery Synod
 York Disabled Workers Co-operative Ltd
 York Independent Living Network (YILN)
 York Japanese Families Association
 York LGBT Forum
 York Mind
 York Minster
 York Museums Trust
 York Mystery Plays Supporters Trust
 York Natural Environment Trust
 York Older People's Assembly (YOPA)
 York One World Linking Association
 York Open Planning Forum
 York Oral History Society
 York People First
 York Playspace

York Racial Equality Network (YREN)
 York Rheumatoid Arthritis Support Group
 York Schools & Youth Trust
 York Steiner School
 York Wheels Limited
 York Women's Counselling
 Yorkshire & Humberside Circles

Yorkshire Housing Handyperson Service
 Yorkshire Mesmac
 Yorkshire Wildlife Trust
 Yorvik Gateway Club
 YUMI (York Unifying and Multicultural Initiative)

Associate Organisational Members (non-voting):

Alne Hall Leonard Cheshire Home
 York St John University Careers Service

Associate Individual Members (non-voting):

Angela Portz
 Colin Stroud
 Ian Anderson
 Keith Chapman
 Siobhan Edwards

Startup members (non-constitutional):

Michelle Cairns
 Irene Forsyth
 Sally Roberts
 Frances Simon
 Christina Wade
 Aspire Consultancy
 Lidgett Grove Methodist Church
 Mind Angels
 Musical Connections

St Barnabas Church
 Transitions
 York Education Heritage
 York ESOL Support
 York YIAC (Youth Information Advice & Counselling)
 York Interfaith Group
 York Neighbours
 York Real Junk Food Project

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 for three years 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 and co-opted Trustees must stand down 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 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.

The Finance Sub-Committee receives information and makes decisions and recommendations on budgets, financial reporting, significant expenditure, income & investments and financial policies.

The Personnel Sub-Committee receives information and makes decisions and recommendations on staffing related policies, contractual matters and senior recruitment.

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.

The Trustees of York CVS wish to extend their thanks and appreciation to the whole staff team for their expertise, dedication and effort during 2014-2015.

Relationships with other organisations

The nature of York CVS means we have a large number of relationships with other organisations, in particular our members.

York CVS is also a member of the following national, regional and sub-regional organisations:

- National Association for Voluntary and Community Action (NAVCA)
- National Council for Voluntary Organisations (NCVO)
- Involve Yorkshire and Humber
- Living Wage Alliance
- North Yorkshire & York Forum (NYFF)
- Visit York
- York City of Human Rights

York CVS also works closely with a range of other independent organisations and bodies including:

- City of York Council
- City of York Safeguarding Children Board
- City of York Safeguarding Adults Board
- Joseph Rowntree Foundation
- Leeds and York Partnership NHS Foundation Trust
- Museums Development Yorkshire (part of York Museums Trust)
- NHS England
- North Yorkshire Alliance of CVSs
- North Yorkshire Police
- Offices of both York MPs
- Vale of York Clinical Commissioning Group (CCG)
- York Cares
- York Independent Care Group
- York Teaching Hospital NHS Foundation Trust
- Your Consortium Ltd.
- York University
- York University College of Ripon and York St John

The Trustees of York CVS wish to extend their thanks and appreciation to all of its partners for their support and collaboration during 2014-2015.

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.

Staff may sometimes also be Trustees, employees or volunteers of other organisations and are required to declare any potential conflicts of interests as and when they arise.

Risk management

The York CVS risk management matrix and control measures have been reported on regularly as part of Board reports and refreshed annually.

Objectives and Activities

Charitable Objects

The charitable objects of York CVS were revised during 2014 and the following objects were adopted at the Annual General Meeting on 2 December 2014:

- (a) 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.
- (b) 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.
- (c) To promote, assist and encourage the advancement of education in the City of York and its environs and especially on matters concerning social welfare.
- (d) 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.
- (e) 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.
- (f) 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.

Strategic Plan

The York CVS Strategic and Business Plan 2014-2024 outlines how the organisation is meeting its objects. The plan contains our values, mission, and aims and objectives which are listed below. The strategic plan was updated towards the end of the year and now relates to 2015-2018 (see p 31).

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

Our Mission

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

Aims and Objectives

1. Providing Local Leadership

- 1.1 We will increase awareness of York CVS and the causes of our members.
We will deliver frontline services only when we are confident that it is appropriate for us to do so without compromising our relationship with our members.
- 1.2 We will increase our influence through working in partnership.
- 1.3 We will strive to be a model of good practice and support others to do the same.

2. Delivering Support and Development Services

- 2.1 We will make community action and volunteering accessible for all, by supporting individuals and organisations.
- 2.2 We will support identification of the needs of local communities and facilitate improvements in service provision to meet those needs.
- 2.3 We will provide and refer to quality assured advice and learning services for voluntary organisations, community groups and social enterprises (VCSEs) in response to their needs, aimed at improving their effectiveness and sustainability.
- 2.4 We will work with partners to maximise the support available to local organisations.

3. Enabling Voice and Influence

- 3.1 We will facilitate effective communication, networking and collaboration amongst local VCSE organisations, supporting them to make their voices heard and to act on issues that concern them.
- 3.2 We will support VCSE organisations to influence public policy development and service design to ensure that services meet the needs of local people.
- 3.3 We will comment on and where necessary challenge areas of public policy and decisions, especially those affecting the most vulnerable and disadvantaged in our communities.

4. Investing in People

- 4.1 We will strive to be a high performing organisation and a friendly and supportive place to work.
- 4.2 We will value and recognise our staff and volunteers for the contribution they make to the organisation.
- 4.3 We will provide encouragement for learning and development, in respect of an employee or volunteer's contribution to York CVS, and their development as an individual.

5. Being a Sustainable and Well Run Organisation

- 5.1 We will be financially sustainable in order to support our vision, values and mission.
We will increase our sustainability by trading with integrity, maximising the usage of our physical assets and communicating the value of our work to new and existing funders.
- 5.2 We will maintain Strategic, Business and Implementation Plans for the organisation that are clearly defined and understood by Trustees, staff, volunteers and other key stakeholders.
- 5.3 We will have appropriate and effective management systems to support these plans.
- 5.4 We will measure the impact of our work and make this evidence freely available.

Activities of the Charity

During 2014-2015 the following main activities were undertaken:

York CVS Advice and Learning

The provision of information, advice and guidance on many aspects of running a voluntary, community or social enterprise organisation including:

- Starting up a VCSE organisation
- Governance
- Legal compliance
- Financial management
- Funding and income
- Business planning
- Communications and marketing
- Volunteer management
- Employing and working with people

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 Forum
- Public events, outreach and promotional activities
- Fact sheets and template documents
- Online information, social media and e-learning opportunities
- Telephone and email support

Direct Services

The provision of direct services to VCSE organisations including a payroll service, an HR advice service and a yearend accounts preparation and independent examination service.

Volunteering York

The provision of a volunteer brokerage service under the Volunteering York brand.

Forums and Representation

A range of 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. Key Partnership Boards have included the York Health and

Wellbeing Board and its sub-structures and the York Local Strategic Partnership (Without Walls / WOW) and its sub-structures, including the York Economic Partnership. We have also contributed as members of both the Children's and Adults' Safeguarding Boards.

Priory Street Centre

The provision of fully accessible and affordable office space, hot desks, meeting rooms and conference facilities under the Priory Street Centre brand.

Healthwatch York

Healthwatch was set up by the government in April 2013 and there is a local Healthwatch in every area of England. Healthwatch York puts people at the heart of health and social care services.

York Independent Living Scheme

The York Independent Living Scheme, supporting disabled people in receipt of direct payments, under the York ILS brand.

Priory Street Nursery

A day nursery for children under the Priory Street Nursery brand.

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.

Involving volunteers

York CVS is proud to have a growing number of volunteers who support our activities. We are committed to demonstrating good practice in volunteer management and being a role model for the organisations we support with volunteer recruitment and management.

The Trustees of York CVS wish to extend their thanks and appreciation to every volunteer for their knowledge, skills, effort, and most of all their time.

Achievements and Performance during the year

We have set out below the main achievements during the year 2014-2015 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.

1. Providing Local Leadership

In October 2014 Garry Jones left the role of Chief Executive. The Trustees wish to formally record their appreciation for Garry's dedication and skill during his time at York CVS. Luke Barnett was appointed Chief Executive and took up his role in January 2015. Garry, Luke, Melanie McQueen (Deputy Chief Executive) and Rosy Tebbutt (Head of Operations) have continued to represent the VCSE sector on a wide range of City of York Council partnership boards.

York CVS is a statutory member of York's Safeguarding Adults and Children's Board and the Health and Wellbeing Board. We hold VCS representation places on all the partnership boards, including Safer York Partnership, Joint Strategic Needs Assessments (JSNA) steering group and the NHS Provider Alliance. We have developed strategic relationships with the universities and with local businesses to further enhance our philanthropic links. We have supported the York Human Rights City Network initiative and have ensured engagement with the Local Enterprise Partnerships (LEPs) through our sub-regional and regional partnerships.

Catherine Surtees has engaged the VCSE sector in the CYC Rewiring Public services programme by:

1. Bringing together organisations involved in environmental work, to contribute ideas and potentially services to parks, gardens, waste and recycling.
2. Conducting public consultations on children's centres, adult social care services and environmental services.
3. Working with the VCS Forum for Children, Young People and Families on rewiring children's centres in York.
4. Working with initially the VCS Reference Group for Older People and then the wider voluntary sector, to advance the work of the Integrated Care Team within the Better Care Fund, leading to a better understanding by statutory colleagues in health services of the support offered to vulnerable patients by the voluntary and community sector. There is now a better understanding of how that support could be maximised if well organised and funded.
5. Bringing together voluntary and community organisations delivering service to carers, working to implement City of York Council's vision that carers in York will seek support firstly from voluntary sector 'trusted providers' rather than using the Council as their first port of call.

York CVS has continued to support the Living Wage Alliance and during Living Wage week shared our experiences of being the only nursery in York to be a living wage employer.

During the year we have used our website and e-newsletter Voluntary Voice to keep members and stakeholders updated on issues affecting the sector.

During 2014-2015 we continued to operate our two long established frontline services, the Priory Street Nursery and the York Independent Living Scheme, whose achievements are outlined below.

We also continued to provide the Healthwatch York programme whose achievements are also outlined below.

2. Delivering Support and Development Services

York CVS Advice and Learning

Staff: We said goodbye to Melody Clarke (funding advice) and Vin McDermott (finance and accounts officer).

We were delighted to welcome Shahida Iqbal (advice and learning officer) and Jeff Todd (finance and accounts adviser). Both spent an induction period visiting member organisations and as a result have increased the amount of support work we are delivering to the sector.

Volunteers: One of our long standing volunteers with Volunteering York, Christine Bainton, moved on after 5 years with York CVS.

Of note in the year was:

Small charities week, a national annual event each June. York CVS contacted all small charities in York to ensure they are aware of the range of support and services that York CVS offer. As a result we gained 3 new members and offered advice and support on Setting Up and Running your Charity, Volunteers and Volunteering, Managing your Finances, Making the Most of IT, HR & Payroll, Understanding Social Media, Fundraising, Running a Community Building.

Funding Landscape Conference. In October we held our 3rd funding conference which attracted nationally known speakers including: Peter Holbrook CEO of Social Enterprise UK, Dawn Austwick Chief Executive of the Big Lottery Fund, and Dame Hilary Blume, Founder Director of the Charities Advisory Trust. The conference was attended by 80 delegates from around the country who went away inspired by the speakers, more knowledgeable about the funding climate and with practical tips on how to apply for funding.

During **Trustee Week** in November we ran a Treasurer recruitment drive. This included making a Treasurer recruitment pack available on the York CVS website with role description templates and tips for recruiting. We also promoted volunteering opportunities to support organisations to fill trustee vacancies.

The team continued to offer support, guidance and training to start up organisations and small to large charities in York and the surrounding area.

In addition to the range of free services available for organisations the team have also introduced extra value charged for services.

Volunteering York

During 2014-15 the Volunteering York team responded to 2474 enquiries about volunteering, advertised new opportunities on behalf of 197 organisations, were able to provide additional support to 256 customers via face-to-face brokerage work, and successfully helped 222 of these individuals find a suitable volunteer placement.

The big development during the year has been the transition on to the new 'do-it' website; the site went live on 5th January and information for 146 organisations and 441 opportunities were successfully transferred across and re-posted. There has been a gradually increasing number of organisations advertise opportunities using the website's new 'self-serve' facility; 41 organisations have taken this up so far, plus all the volunteer recruiting departments within the City of York Council.

Direct Services

The Payroll service has continued to be busy over the year with over 70 clients, handling payroll for almost 400 employees of VCSE organisations.

The yearend accounts preparation and Independent Examination service also expanded during the year to a total of 90 clients.

The HR Advice service is proving to be a useful addition to the suite of services offered by York CVS. 8 clients used the service and the online factsheets are one of the most popular pages on the website. Our HR Adviser and the Northern Branch of the CIPD held exploratory discussions around establishing a VCSE HR support group.

The above services have been externally accredited at various stages over the past few years and we remain proud to hold the following quality marks and awards recognising our success:

NAVCA Quality Award

NCVO Volunteer Centre Quality Award

Matrix Standards for Information, Advice and Guidance Duke of York Community Initiative Award

3. Enabling Voice and Influence

We have continued to operate four thematic forums and the main Voluntary Sector Forum during the year.

The Voluntary Sector Forum met 4 times. During the year there were two presentations from City of York Council in relation to the rewiring public services programme; Julia Unwin from the Joseph Rowntree Foundation spoke about a poverty free York, which was followed by a workshop, and Harkirit Boparai introduced the work of the York Human Rights City Network.

The four thematic forums: Children and Young People, Mental Health, Learning Difficulties and Older People, and People with Long Term Conditions met up to six times each during the year. They provided a space for information sharing and good practice, consultation and feedback. They were also the source of representatives to formal Partnership Boards including the Mental Health and Learning Difficulties Partnership Board and the Collaborative Transformation Board.

All the Forum Terms of Reference were revised this year, to formalise processes for decision making and representation and the Deputy Chief Executive is leading regular development sessions for the elected Chairs and sector representatives.

In January, York CVS worked collaboratively with the University of York and City of York Council to conduct a state of the sector survey. The findings focussed on the shape of the VCSE sector, its coverage, workforce, finances and challenges. Findings have been shared with partners, members and stakeholders.

Healthwatch York continue to provide an important additional resource for VCSE representation on Health and Social Care issues and with York CVS as host, we have ensured that the voice of the VCSE sector alongside those of patients and the public are coordinated and coherent.

4. Investing in People

Our HR Adviser has continued to review and update a wide range of policies and procedures bringing us up to date with good practice and legislative changes.

We remain Investors in People accredited and renewed our commitment to the Living Wage through reaccreditation.

All teams maintained a level of training and development throughout the year and there

was an increase in usage of webinars as an effective training method, particularly within the finance team. Learning and skills development will remain a key area of focus in the coming years.

Due to the previous year's organisational review there was a higher than average turnover of staff, but the organisation has been successful in recruiting people with a breadth of skills and abilities. A revised format for conducting annual performance development reviews with quarterly updates was developed ready for implementation with all staff from the beginning of 2015/16. This process will ensure staff are able to link their work to the York CVS strategic plan and also identify and plan for their development needs.

York MBSR hosted an Introduction to Mindfulness event for York CVS staff and other VCSE organisations based in the building.

5. Being a Sustainable and Well Run Organisation

Financial sustainability remains a key focus for the organisation. The process of devolved budgets and quarterly budget reporting by managers was successfully implemented during the year with regular updates to the board. The outturn for the year resulted in a small surplus rather than the budgeted deficit. This was predominantly due to a reduction in expenditure, mainly due to time periods of unfilled posts. Going forward into 2015/16 increasing income remains a key priority.

Although we maintained existing systems for monitoring, evaluation and impact assessment, this remains a key area for development in 2015-2016 and will be supplemented with the introduction of key performance indicators.

York CVS undertakes significant primary purpose and ancillary trading in the delivery of services described above and in the provision of accommodation and facilities at the Priory Street Centre.

During 2014-2015 we continued to house 15 other VCSE organisations and we hosted a wide range of meetings and conferences at the Priory Street Centre.

Currently a small amount of trading is conducted that is non-primary purpose under the provisions of the small-scale exemption, for example the provision of refreshments to non-VCSE room hirers. We keep a watchful eye on this aspect of our business to ensure that at the appropriate time we implement a plan for a trading subsidiary should it be needed and in the interests of the CVS overall.

Using our new branding we introduced a range of printed materials to help support teams with the promotion of their services and we refreshed the layout of the website following feedback from users.

At the end of the year we sourced a new room booking system for the Priory Street Centre which during 2015/16 could enable clients to make their own bookings on-line.

Our Other Activities

Healthwatch York

During its second year Healthwatch York has seen their work make a real difference to local services. York Teaching Hospital NHS Foundation Trust and City of York Council have changed the way they work as a result of Healthwatch York's report highlighting the issues deaf people face when they access health and social care services.

This year Healthwatch York produced reports on Discrimination against Disabled People and Loneliness and presented these to York's Health and Wellbeing Board. Changes to local services are already happening as a result of these reports, confirming that when Healthwatch York hear about people's experiences, they use them to help make services better. The launch of their online feedback centre will help Healthwatch York to encourage even more people to share their views during the coming year.

Working in partnership with City of York Council, Healthwatch York volunteers have helped care home residents in the city to have a voice. Council staff report that the skills and expertise which Healthwatch York brings to their programme of consultation visits make it stronger and more representative. More care home residents can have their say as a result of Healthwatch York's involvement. A major focus this year has been to establish regular volunteer-led information hubs at community venues, providing information about local services, support groups and activities.

In response to a need for information and advice to help people look after their mental wellbeing and find organisations which could help them, Healthwatch York produced and published York's first Guide to Mental Health and Wellbeing in the city. The guide has been welcomed by all the key stakeholders in York and most importantly by people living with mental health issues, their families and carers.

Another vital source of advice and information is the revised and updated second issue of Healthwatch York's directory of Health and Social Care Services in York which was published this year. The directory is used by GP practices, pharmacies, care homes and City of York Council staff to signpost customers to support.

As well as making a difference to services locally, Healthwatch York has had an influence nationally. NHS England has found Healthwatch York's report on PLACE (Patient Led Assessment of the Care Environment) assessments and their report on Access to Services for Deaf people very helpful.

A full Healthwatch York report for 2014-2015 is also available on request, and to download

on the Healthwatch York website at <http://www.healthwatchyork.co.uk/wp-content/uploads/2014/06/Annual-Report-Final-Low-Res.pdf>.

York Independent Living Scheme (ILS)

2014 was ILS's 20th anniversary; we held a celebration event in September. As part of our 20 years celebration, we commissioned a film to bring scheme user experiences to life and to demonstrate impact / outcomes of ILS's service provision. The film was showcased at our anniversary celebration which was attended by scheme users, social care practitioners, commissioners and York CVS trustees.

ILS was successful in bidding for NHS England funding – Gearing up for Personal Health budgets. The project commenced beginning of June 2014. As part of the project ILS held a conference on 9th February 2015 in partnership with the local CSU. The conference was publicised to individuals and their families, GPs, Healthcare professionals, Social Care professionals and Voluntary organisations who provide services to vulnerable adults and children. The event was well attended with individuals and their families attending, as well as delegates from local NHS services, local voluntary organisations, care providers and delegates from the Local Authority.

In August 2014 ILS completed its annual evaluation survey: 85% of ILS scheme users were very satisfied with the level of service and support they receive and 15% were satisfied.

In 2014/15, ILS received total of 78 referrals and supported 286 scheme users.

In 2014-15 ILS supported 282 scheme users with 46 new users joining the scheme. Of these, 182 users received advice to employ their own personal assistant and 90 individuals to contract with a care and support agency. ILS supported employer users to fill 79 vacancies. The ILS payroll implemented the new Real Time Information requirements and applied them to 460 personal assistants. ILS held a range of promotional and informative events including coffee mornings. The team also briefed and trained City of York Council Care Managers during the year. The scheme's annual survey returned 81% of users as 'very satisfied' with the support they received from ILS.

Priory Street Nursery

Over the year the Nursery had a change in management and expanded the number of children it could take which resulted in an increase in income and end of year profit. They were successful in achieving a 'Good' rating from Ofsted in November 2014 against an ever more rigorous set of standards, with the inspector recognising the new manager's ability to effectively self-evaluate and plan appropriate next steps for the nursery.

During the year the team has worked on improving the indoor and outdoor environment, refining their systems for tracking the progress of children, further developing their links

with the local schools and children's centre, and have worked closely with the local authority early years adviser. During 2015/16 the nursery will need to expand their staff team and will continue to improve the quality of their services.

Other significant activities including employees, beneficiaries, funders, and the local community

This year was the organisation's 75th anniversary and a range of different activities took place to highlight this achievement. In July Julia Unwin, Chief Executive of Joseph Rowntree Foundation, gave a talk on a 'Poverty Free York' to members and forum members. In September, Professor Bob Doherty gave a lecture on 'Charity to social enterprise' for partners, academics and members. In November, we held a champagne reception and film premiere for philanthropists, funders, partners and the media which demonstrated the impact the work of York CVS has on organisations, individuals and the city at large. Finally, we celebrated our birthday with partners and members at our AGM in December. Radio York picked up on our 75th celebrations and during a week in December had daily interviews with staff, Trustees and members which focussed on the different elements of our work.

As previously referenced, Garry Jones our Chief Executive left us in October to take up a position with Support Staffordshire (Garry's home area). Luke Barnett joined us in January 2015 as Chief Executive, unfortunately he left the role in June 2015 for personal reasons. During the interim period the Deputy Chief Executive and Head of Operations ensured the day to day activities continued. Trustees appointed Kevin Curley CBE in July 2015 as Acting Chief Executive on a part time basis.

There were no other significant changes in the activities of the charity during the year affecting beneficiaries, funders or the local community.

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.

We will produce an annual Reserves Position Statement to be included alongside this Reserves Policy in the Trustees' Annual Report to clearly set out the current reserves figures.

Reserves Position Statement

Free Reserves

Target	£303,000 - £493,000
At 1 April 2014	£253,260
Replenished / (Spent) in year	£45,584
Total at 31 March 2015	<u>£298,844</u>

During the year a deficit of £13,918 was made and our investments went up in value by £59,502, to a total of £135,376 of unrealised gains on investments.

Designated Reserves

Future Maintenance Fund Reserve

Target	no target at present
At 1 April 2014	£82,900
Replenished /(Spent) in year	£(14,152)
At 31 March 2015	£68,748

York CVS Development Fund Reserve

Target	no target at present
At 1 April 2014	£201,866
Replenished /(Spent) in year	£-
At 31 March 2015	£201,866

Holding Fund Reserve

At 1 April 2014	£187,515
Replenished / (Spent) in year	£36,450
At 31 March 2015	£223,965

Fixed Assets Fund Reserve

At 1 April 2014	£799,076
Replenished /(Spent) in year	£(63,368)
At 31 March 2015	£735,708

Total at 31 March 2015	£1,230,287
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Total less Fixed Assets at 31 March 2015	£494,579
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Also see note 13.

Fund Deficits

During the year 2014-2015 York CVS has an overall deficit of £60,709 as per the Income and Expenditure account. This is reduced to £1,207 when the unrealised gain on our investment with CCLA is taken into account. However, this is based on the gain in value of the units as at 31 March 2015 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 £106,605. These are offset by a surplus on unrestricted funds of £50,808 and a deficit on restricted funds of £4,912.

Funding Sources

York CVS's largest 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 is from City of York Council. The majority of this is funding specifically for the York ILS and Healthwatch York. The remainder of the funding (£124,496) covers support to the VCSE sector through three service level agreements and the secondment of a CVS member of staff to the council's rewiring project.

Priory Street Nursery received £148,660 during the year largely on a fees basis, which covered the associated costs and returned a surplus of £10,327.

The community accountancy service brought in funds via the Big Assist programme through sharing their expertise with Voluntary Action North Somerset.

York CVS also received £34,984 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 £37,739 during the year.

Joseph Rowntree Foundation provided £12,000 of income to fund the Dementia Action Alliance project.

York CVS worked with the University of York, and secured partial funding from Santander, for an intern to carry out a project on Inspiring Local Philanthropy which was shared with members and stakeholders. Following the research a group of representatives from the University of York, York CVS, Two Ridings Community Foundation, Joseph Rowntree Foundation, and the Shepherd Group are taking forward the recommendations from this project.

A range of other small grants, contracts and donations were also received during the year each individually worth £10,000 or less from the following organisations and individuals:

CCLA
Charles Brotherton Trust
Co-op
Ed De Nunzio Trust
Friendly Film Society
In Control Partnerships
Micklelegate York Charitable Trust
Real People Theatre
Shepherd & Dickson Charitable Trust
W L Pratt Charitable Trust
William Birch
York Common Good Trust
York Ebor & County Round Table
York University

Thanks also to all the individuals, whose modesty does not permit us to name them, who have supported our work during 2014-2015.

Following the 75th anniversary champagne reception the Chief Executive met with five potential donors to discuss possibilities for philanthropic donations to the sector and/or to York CVS which will be further explored during 2015/16.

Expenditure

During the year York CVS spent £704,689 on services to support VCSE organisations, of which £278,607 was spent in providing space at Priory Street Centre.

A further £468,546 was spent on the three specific project areas of the York ILS, Healthwatch York and Priory Street Nursery.

68% of expenditure is on staffing as our services are predominantly those delivered by people. In 2014-2015 staff costs totalled £817,201. 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 x 2.8 between the lowest and highest paid employee.

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.

- i. Funds held by York CVS on behalf of other organisations should be held with minimal risk and maximum access.
- ii. 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.
- iii. 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.
- iv. Wherever possible, investments will be made with institutions that demonstrated a track record in managing charity funds and that have an ethical investment stance.
- v. The investment position will be reported to the Trustees at least quarterly.

Plans for Future Periods

Aims and Objectives

Early in 2015 the aims and objectives outlined earlier in this report were reviewed and a revised format was adopted under the following headings:

- Enabling leadership, voice and influence
- Linking people to resources, information and support
- Providing services to develop sector and community capacity
- Adapting to support a sustainable sector

Planned Activities

The following main activities are planned for 2015-2016:

Securing the future of Heathwatch York beyond its current funding

Securing the future delivery of the York ILS programme beyond its current funding

Engaging the VCSE sector in the City of York Council 'Rewiring Public Services' programme

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

Developing the marketing of our existing services and piloting new support services

Involving more volunteers in our own work

Improving the identification of need, the evidence base of our work and the monitoring and feedback loop that informs this

Building further upon our joint work with York Cares, Your Consortium and neighbouring infrastructure organisations where it benefits the sector in York

Developing our Forum Support function

Developing staff and volunteer skills and knowledge and our management systems

Growing our income through the targeted investment of reserves

Developing a social prescribing model in the city and securing funding for a pilot

Funds held as Custodian Trustee

At 31 March 2015 York CVS held £1,090,458 for the following organisations in a custodian capacity:

Independent Living Scheme Users direct payment funds
Payroll clients' salaries and associated funds

York Action on Young Homeless funds as a transitional arrangement
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.

Small Company Provisions

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

Declaration

The Trustees' Annual Report and Accounts were approved by the Board of Trustees on 7th October 2015 and signed on behalf of the Trustees by



Matthew Hick
Chair

Responsibilities of the Board of Trustees

The Trustees (who are also directors of York Centre for Voluntary Service 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.

By order of the Board

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 2015 which comprise the Income and Expenditure Account, Statement of Financial Activities, Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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 and its trustees 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 (set out on page 33), 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. 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 2015, and of the charity's incoming resources and application of resources, including its income and expenditure, for the year then ended;

have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities); 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 Directors' 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:

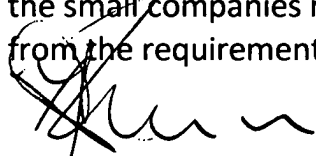
the charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or

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 from the requirement to prepare a strategic report.



16/10/15

Frederick Johnson FCA, Senior Statutory Auditor

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

Income and Expenditure Account for the Year Ended 31 March 2015

	2015	2014
	£	£
Income		
Donations	14,277	3,076
Investment income	26,611	27,510
Interest Receivable	8,373	10,618
Grants and Contracts	181,419	298,020
Rental Income	309,031	284,232
Services to Voluntary Organisations	79,955	82,330
Project Income	519,691	460,385
Total Income	1,139,357	1,166,171
Expenditure		
Staff Costs	821,030	880,876
Other Operating Costs	281,308	349,207
Grants Payable	2,213	750
Depreciation and profit/loss on disposal	95,515	86,105
Total Expenditure	1,200,066	1,316,938
Loss for the Year	(60,709)	(150,767)
Capital Grants	-	10,000
Net Movement in Funds	(60,709)	(140,767)
Statement of Total Recognised Gains and Losses	2015	2014
	£	£
Net movement in funds	(60,709)	(140,767)
Unrealised gain on investment	59,502	21,139
Total gains and losses for the year	(1,207)	(119,628)

All the activities of the company are classified as continuing.

Statement of Financial Activities for the Year Ended 31 March 2015

	Note	Unrestricted funds £	Restricted funds £	Designated funds £	2014/15 Total funds £	2013/14 Total funds £
Incoming Resources						
Incoming resources from generated funds:						
Voluntary Income		12,075	2,202	-	14,277	3,076
Investment Income		26,611	-	-	26,611	27,510
Interest receivable		8,373	-	-	8,373	10,618
Incoming resources from charitable activities						
Grants and contracts	3	135,309	46,110	-	181,419	308,020
Rental income		309,031	-	-	309,031	284,232
Provision of services to voluntary organisations		79,955	-	-	79,955	82,330
Project income	4	369,692	149,999	-	519,691	460,385
Total incoming resources		941,046	198,311	-	1,139,357	1,176,171
Resources Expended						
Costs of generating funds		3,467	-	-	3,467	3,037
Charitable expenditure:						
Core services	5	543,885	59,772	101,032	704,689	895,528
Project costs	5	321,735	141,238	5,573	468,546	399,871
Grants payable	5	-	2,213	-	2,213	750
Governance costs	6	21,151	-	-	21,151	17,752
Total Resource Expended		890,238	203,223	106,605	1,200,066	1,316,938
Net incoming/(outgoing) resources before transfers		50,808	(4,912)	(106,605)	(60,709)	(140,767)
Transfers		(64,726)	(809)	65,535	-	-
Net outgoing resources		(13,918)	(5,721)	(41,070)	(60,709)	(140,767)
Unrealised gains on investment assets		59,502	-	-	59,502	21,139
Net Movement in Funds		45,584	(5,721)	(41,070)	(1,207)	(119,628)
Balances Brought Forward		253,260	47,061	1,271,357	1,571,678	1,691,306
Balances Carried Forward		298,844	41,340	1,230,287	1,570,471	1,571,678

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 2015


	Notes	2015	2014
		£	£
Fixed Assets			
Long leasehold land and buildings	9	702,128	780,918
Equipment	9	33,580	18,157
Investments	10	735,376	675,874
		<u>1,471,084</u>	<u>1,474,949</u>
Current Assets			
Debtors	11	103,834	103,390
Cash at bank and in hand		61,470	34,690
		<u>165,304</u>	<u>138,080</u>
Creditors: amounts falling due within one year	12	(65,917)	(41,351)
		<u>99,387</u>	<u>96,729</u>
Net Current Assets			
		<u>1,570,471</u>	<u>1,571,678</u>
Total Assets Less Current Liabilities			
Funds			
Unrestricted funds – general funds	13	163,468	177,386
Unrestricted funds – revaluation reserve	13	135,376	75,874
Designated funds	13	1,230,287	1,271,357
		<u>1,529,131</u>	<u>1,524,617</u>
Restricted funds	14	41,340	47,061
		<u>41,340</u>	<u>47,061</u>
		<u>1,570,471</u>	<u>1,571,678</u>

Registered number: 493550

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the directors and authorised for issue on 7th October 2015 and are signed on their behalf by:


Matthew Hick
Chair
Director


Rod Peet
Treasurer
Director

Notes to the Accounts 31 March 2015

1. Accounting Policies

Basis of accounting

These accounts have been prepared under the historical cost convention in accordance with applicable accounting standards, the Companies Act 2006 and the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005.

Fund accounting

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

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

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

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. 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.

Resources expended

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

Costs of generating funds comprise the costs associated with the preparation of funding applications and of attracting voluntary income.

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

Governance costs include those costs associated with meeting the constitutional

1. Accounting Policies (continued)

and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

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

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 £	Designated Funds £	Total 2014/15 £	Total 2013/14 £
City of York Council	90,386	34,110	-	124,496	126,019
North Yorkshire & York PCT	37,739	-	-	37,739	37,739
Big Lottery Fund:					
Network North Yorkshire	-	-	-	-	120,127
Awards for All	-	-	-	-	10,000
Placement fees	1,960	-	-	1,960	3,052
North Yorkshire York Forum	-	-	-	-	4,537
Joseph Rowntree Foundation	-	12,000	-	12,000	4,925
Big Assist	4,000	-	-	4,000	-
Other grants	1,224	-	-	1,224	1,621
	<u>135,309</u>	<u>46,110</u>	<u>-</u>	<u>181,419</u>	<u>308,020</u>

4. Project Income

	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 20104/15 £	Total 2013/14 £
Nursery	148,660	-	-	148,660	140,015
Independent Living Scheme	219,392	10,000	-	229,392	176,420
Healthwatch York	-	139,999	-	139,999	139,999
Other	1,640	-	-	1,640	3,951
	<u>369,692</u>	<u>149,999</u>	<u>-</u>	<u>519,691</u>	<u>460,385</u>

5. Resources Expended

Charitable expenditure

	Unrestricted	Restricted	Designated	Total 31.3.15	Total 31.3.14
	£	£	£	£	£
Core Costs					
Facilities	155,234	-	88,840	244,074	
Payroll	23,115	-	-	23,115	
Services	78,848	-	-	78,848	
Community Accounting	20,662	24,162	-	44,824	
Advice & Learning	80,048	23,610	742	104,400	
Forum Support	381	5,314	-	5,695	
Support Costs					
Central Costs	49,297	1,354	-	50,651	
Finance	79,369	-	9,515	88,884	
Human Resources	32,262	-	-	32,262	
Communications & Marketing	24,669	5,332	1,935	31,936	
	<u>543,885</u>	<u>59,772</u>	<u>101,032</u>	<u>704,689</u>	<u>895,528</u>
Project costs					
Nursery	138,333	-	-	138,333	137,417
Independent Living Scheme	183,402	9,092	-	192,494	141,204
Healthwatch York	-	132,146	5,573	137,719	121,250
	<u>321,735</u>	<u>141,238</u>	<u>5,573</u>	<u>468,546</u>	<u>399,871</u>
Grants:					
Colin Stroud Award	-	200	-	200	750
York Award	-	2,013	-	2,013	-
	<u>865,620</u>	<u>203,223</u>	<u>106,605</u>	<u>1,175,448</u>	<u>1,296,149</u>

Split of support costs

	Support Staff costs	Support Other costs £	Support Total £	Direct Staff costs £	Direct Other costs £	Total 31.3.2015 £
Cost of generating funds	-	83	83	2,214	1,170	3,467
Charitable Expenditure						
Core costs						
Advice and Learning	36,947	57,137	94,084	93,270	9,446	196,800
Advice and Learning (accounts)	11,910	18,417	30,327	31,026	194	61,547
Representation	19,946	30,847	50,793	54,941	874	106,608
Priory Street Centre	37,365	57,784	95,149	97,337	86,121	278,607
Payroll Service	7,907	12,228	20,135	20,598	2,237	42,970
CANNY	3,312	5,123	8,435	8,629	1,093	18,157
	<u>117,387</u>	<u>181,536</u>	<u>298,923</u>	<u>305,801</u>	<u>99,965</u>	<u>704,689</u>
Project costs						
Nursery	10,877	15,139	26,016	106,257	6,060	138,333
Independent Living Scheme	27,973	3,581	31,554	131,401	29,539	192,494
Healthwatch York	21,332	14,706	36,038	70,727	30,954	137,719
	<u>60,182</u>	<u>33,426</u>	<u>93,608</u>	<u>308,385</u>	<u>66,553</u>	<u>468,546</u>
Grants						
Colin Stroud Award	-	-	-	-	200	200
York Award	-	-	-	-	2,013	2,013
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,213</u>	<u>2,213</u>
Governance costs	-	2,004	2,004	10,020	9,127	21,151
Total	<u>177,569</u>	<u>217,049</u>	<u>394,618</u>	<u>626,420</u>	<u>179,028</u>	<u>1,200,066</u>

5. Resources Expended (continued)

Support other costs

	2015 £
Depreciation	95,515
Central Costs	1,634
Communications and Marketing	10,246
Finance	19,955
Human Resources	7,827
Insurance	17,648
Irrecoverable VAT	25,821
Building costs	38,403
	<hr/>
	217,049
	<hr/>

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. Governance costs

	2015 £	2014 £
Staff costs	11,097	10,767
Audit	3,800	4,100
Accounts preparation	4,250	-
Legal and professional	-	21
Room Hire and support costs	1,412	2,864
Other	592	-
	<hr/>	<hr/>
	21,151	17,752
	<hr/>	<hr/>

7. Net Incoming Resources for the Year

This is stated after charging:	2015 £	2014 £
Depreciation	95,515	86,105
Auditors' remuneration:		
Audit	3,800	4,100
Other accountancy fees	4,250	-
	<hr/>	<hr/>

8. Staff Costs

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

	2015	2014
Average number of employees	46	45
	=====	=====
Full time equivalents	31	31
	=====	=====
	£	£
Salaries	733,739	759,125
Social security costs	53,207	56,236
Pension costs	30,255	31,924
	=====	=====
	817,201	847,285
	=====	=====

No employee was paid a salary in excess of £60,000 per annum this year or in 2014.

None of the Trustees or any person connected with them received any remuneration from the charity. Expenses totalling £316 (2014: £25) were reimbursed to Trustees in the year.

9. Tangible Fixed Assets

	Leasehold Improvements £	Equipment £	Total £
Cost or Valuation			
At 1 April 2014	1,575,665	99,043	1,674,708
Disposals	-	(3,510)	(3,510)
Additions	-	32,148	32,148
	<hr/>	<hr/>	<hr/>
At 31 March 2015	1,575,665	127,681	1,703,346
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 April 2014	794,747	80,886	875,633
Disposals	-	(3,510)	(3,510)
Provision for year	78,790	16,725	95,515
	<hr/>	<hr/>	<hr/>
At 31 March 2015	873,537	94,101	967,638
	<hr/>	<hr/>	<hr/>
Net book value at 31 March 2015	702,128	33,580	735,708
	<hr/>	<hr/>	<hr/>
Net book value at 31 March 2014	780,918	18,157	799,075
	<hr/>	<hr/>	<hr/>

10. Fixed Asset Investments

	2015 £	2014 £
Market value at 1 April 2014	675,874	454,735
Additions	-	200,000
Net investment gains	59,502	21,139
	<hr/>	<hr/>
Market value at 31 March 2015	735,376	675,874
	<hr/>	<hr/>
Historical cost	600,000	600,000
	<hr/>	<hr/>
UK listed investments are represented by:		
COIF Charities Investment Fund	735,376	675,874
	<hr/>	<hr/>

11. Debtors

	2015 £	2014 £
Trade debtors	58,435	77,469
Other debtors	37,899	18,016
Accrued income	7,500	7,905
	<hr/>	<hr/>
	103,834	103,390
	<hr/>	<hr/>

12. Creditors: amounts falling due within one year

	2015 £	2014 £
Trade creditors	15,225	9,952
Income tax, national insurance and VAT	25,753	13,439
Other creditors	6,771	8,163
Accruals	15,945	9,797
Deferred income	2,223	-
	<hr/>	<hr/>
	65,917	41,351
	<hr/>	<hr/>

Deferred income of £2,223 (2014: £nil) relates to room hire.

13. Unrestricted Funds

	Balance 1.4.2014 £	Incoming £	Outgoing £	Investment gains £	Transfers £	Balance 31.3.2015 £
Designated funds						
Future Maintenance Fund	82,900	-	-	-	(14,152)	68,748
CVS Development Fund	201,866	-	-	-	-	201,866
Holding Fund	187,515	-	9,515	-	45,965	223,965
Fixed Assets Fund	799,076	-	97,090	-	33,722	735,708
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	1,271,357	-	106,605	-	65,535	1,230,287
General fund	177,386	941,046	890,238	-	(64,726)	163,468
Revaluation reserve	75,874	-	-	59,502	-	135,376
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	1,524,617	941,046	996,843	59,502	809	1,529,131
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

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

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.

13. Unrestricted Funds (continued)

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. Transfers represent designation of funds, and a transfer of fixed assets into the new designated Fixed Assets Fund in the year.

14. Restricted Funds

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

	Balance 1.4.2014 £	Incoming £	Outgoing £	Transfers £	Balance 31.3.2015 £
York Compact Expenses Fund	214	-	-	-	214
York Award	6,813	-	2,013	-	4,800
Community Accounting Network					
North Yorkshire	19,860	-	13,662	(809)	5,389
Colin Stroud Award	154	284	200	-	238
Healthwatch York	20,020	140,417	132,146	-	28,291
Bursary Fund	-	1,500	-	-	1,500
Joseph Rowntree Foundation:					
Dementia Action Alliance	-	12,000	12,000	-	-
Independent Living Scheme	-	10,000	9,092	-	908
City of York Council:					
Early Years	-	10,500	10,500	-	-
Early Intervention	-	23,610	23,610	-	-
	<u>47,061</u>	<u>198,311</u>	<u>203,223</u>	<u>(809)</u>	<u>41,340</u>

The York Compact Expenses Fund may be used to off-set expenses incurred by any of the 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 funded by the Big Lottery Fund to improve the levels of knowledge and understanding of voluntary and community organisations' financial management.

The 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.

Healthwatch York is the funding from City of York Council to deliver the Healthwatch York project in accordance with the contract for that service.

14. Restricted Funds (continued)

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

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

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

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

15. Analysis of Net Assets between Funds

	Un- restricted funds £	Designated funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2015 are represented by:				
Tangible Fixed Assets	-	735,708	-	735,708
Investments	335,376	400,000	-	735,376
Current Assets	29,385	94,579	41,340	165,304
Current Liabilities	(65,917)	-	-	(65,917)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Net Assets	298,844	1,230,287	41,340	1,570,471
	<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. 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

17. Pension scheme (continued)

only been made to Growth Plan series 4, a defined contribution scheme. As at the balance sheet date there were 23 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 2011. At this stage the market value of the plan's assets, £780 million and liabilities were £928 million. The valuation revealed a funding deficit of £148 million, equivalent to a funding level of 84.1%.

In accordance with Financial Reporting Standard 17 "Retirement Benefits", York CVS is required to account for the pension costs on the basis of contributions actually payable to the scheme in the year.

York CVS paid contributions to match the member's contribution during the year up to a maximum of either 6% or 8% depending on the length of service of the employee. Members paid contributions at either 6% or 8% or at a lower rate at their discretion.

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, currently at a rate of £9,067 (2014: £8,803) per annum, increasing by 3% per year.

This should ensure that taken with the cash-flow from the other employers in the scheme and investment returns, the deficit will be eliminated. The funding position will be reviewed at the next triennial valuation on 30 September 2017, with the possibility that employer's contributions will be increased.

Financial Reporting Standard 102 (FRS102) comes into effect for periods beginning on or after 1 January 2015, therefore for the year ending 31 March 2016 York CVS will report under FRS102. Under these regulations the amount of pension scheme deficit which will be provided for on the balance sheet of the charity will be £83,045 (2014: £92,113).

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 30 September 2014 the potential liability was advised as being £275,287 (2014: £222,080) including the series 3 scheme.

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

At 31 March 2015 the charity held funds on behalf of others:

	2015 £	2014 £
Independent Living Schemes (agent)	980,038	929,804
Payroll clients (agent)	94,744	67,338
Other organisations (custodian trustee)	15,676	21,765
	<hr/>	<hr/>
	1,090,458	1,018,907
	<hr/>	<hr/>

York CVS acts as a non-principal agent for the Scheme Users and the City of York Council with respect to the Independent Living Scheme project. The Independent Living Scheme's funds are held as part of the services provided to clients of those schemes and are used on their behalf to meet expenditure as per the agreements between the Scheme Users and the City of York Council or in accordance with expenditure authorised by the Scheme User.

York CVS acts as a non-principal agent for organisations using the York CVS payroll service. 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.

Ends