
YORK COUNCIL FOR VOLUNTARY SERVICE

Company Number 493550

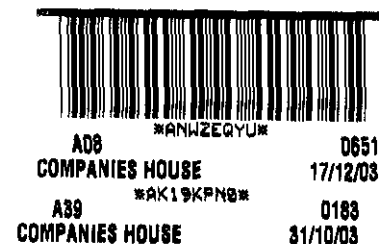
**(A company limited by guarantee and
not having a share capital)**

ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2003

Creers
Chartered Accountants
St Andrew's House
Spen Lane
York
YO1 7FS



YORK COUNCIL FOR VOLUNTARY SERVICE

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YORK COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE BOARD OF TRUSTEES

The Board of Trustees present their annual report and audited accounts of the company for the year ended 31 March 2003. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and accounts of the charity.

PRINCIPAL ACTIVITIES

The principal activities continued to be to initiate, promote and assist schemes, enterprises and activities in the voluntary sector in the City of York and its neighbourhood.

ORGANISATION

The charity is governed by its Memorandum and Articles of Association and is run by the board of trustees with the day to day decisions delegated to the Chief Executive.

RESULTS

A summary of the results for the year is given on page 3 of the accounts.

The attached annual report gives fuller details of the charity's activities and contains further disclosures required by the charity SORP and regulations.

MEMBERS OF THE BOARD OF TRUSTEES

The Board of Trustees is to comprise of not less than eight and not more than fifteen persons elected by and from the members representatives at the annual general meeting, including the honorary officers and in addition, no more than four other persons, who may but need not be connected with any organisation which is a member of the CVS, co-opted by the trustees.

The members of the Board of Trustees in office throughout the year were the honorary officers and the ordinary members as detailed in the annual report.

Honorary Officers

C Hockridge	- Chair	appointed October 2002
J Brierley	- Chair	resigned October 2002
R Suttill	- Vice Chair	
M Dobie	- Honorary Treasurer	

In accordance with the Articles of Association one third of elected trustees shall retire from office. Retiring trustees shall be eligible for re-election.

FIXED ASSETS

Details of the movements in fixed assets during the year are given in Note 6 to the accounts.

AUDITORS

Creers have expressed their willingness to continue in office and a resolution will be submitted at the annual general meeting proposing their re-appointment and authorising the directors to fix their remuneration.

On behalf of the Board

C HOCKRIDGE
Chair



6 August 2003

YORK COUNCIL FOR VOLUNTARY SERVICE

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Company law requires the board to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the net movement of funds of the company for that period. In preparing the accounts the board are required to:

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

The board are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and therefore for taking reasonable steps for the prevention and detection of fraud and other irregularities.

LEGAL AND ADMINISTRATIVE INFORMATION

Company number	493550
Registered charity number	225087
Registered office and principal address	15 Priory Street York YO1 6ET

OTHER ADVISERS

Bankers	Unity Trust Bank Nine Brindleyplace 4 Oozells Square Birmingham B1 2HE	National Westminster Bank plc 1 Market Street York YO1 9YH
Auditors	Creers Chartered Accountants St Andrew's House Spen Lane York YO1 7FS	

YORK COUNCIL FOR VOLUNTARY SERVICE

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2003

	2003	2002
	£	£
INCOME		
Donations	18,686	19,121
Grants and contracts	362,825	238,724
Rental income	158,422	144,508
Services to voluntary organisations	36,107	39,772
Project income	276,337	250,556
Fund raising	220	127
Interest receivable	15,576	17,930
	<hr/>	<hr/>
TOTAL INCOME	868,173	710,738
EXPENDITURE		
Staff costs	611,928	492,987
Other operating costs	206,371	176,984
Depreciation	43,708	44,667
	<hr/>	<hr/>
TOTAL EXPENDITURE	862,007	714,638
SURPLUS/(DEFICIT) FOR THE YEAR	6,166	(3,900)
Capital amounts received	3,384	9,904
VAT payable re prior period	(10,896)	-
	<hr/>	<hr/>
Net movement in funds	(1,346)	6,004
	<hr/>	<hr/>

YORK COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2003

	Note	Unrestricted funds £	Restricted funds £	PSC rest.fund £	Designated funds £	Total funds 2002/03 £	Total funds 2001/02 £
INCOME AND EXPENDITURE							
Incoming Resources							
Donations		10,106	7,675	-	905	18,686	19,121
Activities in furtherance of the Charity's objects:							
Grants and contracts	3	60,557	302,897	3,384	-	366,838	248,628
Rental income		157,873	-	-	-	157,873	144,508
Provision of services to voluntary organisations		36,027	-	-	-	36,027	39,772
Project income		81,228	195,109	-	-	276,337	250,556
Activities for generating funds:							
Fund raising		177	43	-	-	220	127
Interest receivable		15,560	16	-	-	15,576	17,930
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL INCOMING RESOURCES		361,528	505,740	3,384	905	871,557	720,642
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Resources expended							
Costs of generating funds	4	4,262	-	-	4,000	8,262	4,011
Charitable expenditure:							
Core services	4	312,326	2,259	19,877	15,585	350,047	326,909
Project costs	4	73,068	421,465	-	-	494,533	375,514
Grants payable		45	490	-	-	535	434
Management and administration	4	8,630	-	-	-	8,630	7,770
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL RESOURCES EXPENDED		398,331	424,214	19,877	19,585	862,007	714,638
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net incoming/(outgoing) resources before transfers		(36,803)	81,526	(16,493)	(18,680)	9,550	6,004
Allocation of costs		73,766	(73,766)	-	-	-	-
Transfers between funds		(4,163)	4,163	-	-	-	-
VAT payable re prior periods		(10,896)	-	-	-	(10,896)	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
NET MOVEMENT IN FUNDS		21,904	11,923	(16,493)	(18,680)	(1,346)	6,004
Balances brought forward		419,366	130,162	341,486	177,360	1,068,374	1,053,831
Transfer in		-	-	-	-	-	8,539
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
BALANCES CARRIED FORWARD		441,270	142,085	324,993	158,680	1,067,028	1,068,374
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YORK COUNCIL FOR VOLUNTARY SERVICE

BALANCE SHEET AT 31 MARCH 2003

	Notes	2003	2002
		£	£
FIXED ASSETS			
Tangible assets	6	776,724	795,436
CURRENT ASSETS			
Debtors	7	153,918	93,889
Cash at bank and in hand		445,891	384,518
		<u>599,809</u>	<u>478,407</u>
CREDITORS: amounts falling due within one year	8	<u>(309,505)</u>	<u>(205,469)</u>
NET CURRENT ASSETS		<u>290,304</u>	<u>272,938</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u><u>1,067,028</u></u>	<u><u>1,068,374</u></u>
FUNDS			
Revaluation reserve	10	290,000	290,000
Unrestricted funds	10	151,270	129,366
Designated funds	10	158,680	177,360
		<u>599,950</u>	<u>596,726</u>
Restricted funds	11	142,085	130,162
Priory Street Centre restricted fund	11	324,993	341,486
		<u>467,078</u>	<u>471,648</u>
		<u><u>1,067,028</u></u>	<u><u>1,068,374</u></u>

DIRECTORS

(C. HOCKRIDGE
(*C. Hockridge*
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(M DOBIE

Approved by
the Board
6 August 2003



YORK COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS - 31 MARCH 2003

1. ACCOUNTING POLICIES

BASIS OF ACCOUNTING

The accounts have been prepared under the historical cost convention. The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

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 or when funds are raised for a specific purpose.

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.

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. Management and administration costs are those in connection with constitutional and statutory requirements.

Expenditure directly attributable to specific activities has been allocated directly to those cost categories. Certain other costs which are attributable to more than one activity are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

Irrecoverable VAT is included in resources expended except for VAT from the prior year.

TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets costing more than £500 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%

No depreciation has been provided on the freehold land and buildings.

2. LEGAL STATUS OF THE CHARITY

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

YORK COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS - 31 MARCH 2003

3. GRANTS AND CONTRACTS

	Unrestricted funds £	Restricted funds £	PSC rest.fund £	Designated funds £	Total funds 2002/03 £	Total funds 2001/02 £
City of York Council	27,722	52,860	-	-	80,582	80,943
North Yorkshire County Council	-	34,000	-	-	34,000	44,000
Selby and York PCT	32,835	3,489	-	-	36,324	9,183
CHNTO	-	88,385	-	-	88,385	69,636
NY Learning and Skills Council:						
- ACVO Funding	-	89,789	-	-	89,789	34,962
- Grant for Laptop Computers	-	-	-	-	-	9,904
Department for transport	-	-	3,384	-	3,384	-
Y & NY Learning and Skills Network	-	25,257	-	-	25,257	-
Community Fund	-	9,117	-	-	9,117	-
	<u>60,557</u>	<u>302,897</u>	<u>3,384</u>	<u>-</u>	<u>366,838</u>	<u>248,628</u>

4. RESOURCES EXPENDED

	Unrestricted funds £	Restricted funds £	PSC rest.fund £	Designated funds £	Total funds 2002/03 £	Total funds 2001/02 £
Costs of generating funds						
Staff costs	3,444	-	-	-	3,444	3,163
Other costs	760	-	-	4,000	4,760	790
Depreciation	58	-	-	-	58	58
	<u>4,262</u>	<u>-</u>	<u>-</u>	<u>4,000</u>	<u>8,262</u>	<u>4,011</u>
Core services						
Staff costs	210,289	-	-	-	210,289	183,118
Other costs	98,739	-	-	-	98,739	100,696
Depreciation	3,298	2,259	19,877	15,585	41,019	43,095
	<u>312,326</u>	<u>2,259</u>	<u>19,877</u>	<u>15,585</u>	<u>350,047</u>	<u>326,909</u>

YORK COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS - 31 MARCH 2003

4. RESOURCES EXPENDED - continued

	Unrestricted funds £	Restricted funds £	PSC rest.fund £	Designated funds £	Total funds 2002/03 £	Total funds 2001/02 £
Project costs						
Staff costs	64,645	329,295	-	-	393,940	302,798
Other costs	8,423	89,611	-	-	98,034	71,272
Depreciation	-	2,559	-	-	2,559	1,444
	<u>73,068</u>	<u>421,465</u>	<u>-</u>	<u>-</u>	<u>494,533</u>	<u>375,514</u>
Management and Administration						
Staff costs	4,255	-	-	-	4,255	3,907
Other costs	4,303	-	-	-	4,303	3,793
Depreciation	72	-	-	-	72	70
	<u>8,630</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,630</u>	<u>7,770</u>

5. SALARIES

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

	2003	2002
	52	45
	<u>£</u>	<u>£</u>
Salaries	541,132	440,878
Social security costs	38,204	30,400
Pension costs	14,771	12,483
	<u>594,107</u>	<u>483,761</u>

No employee was paid a salary in excess of £50,000 pa.

None of the trustees received any remuneration nor reimbursement of expenses from the charity.

YORK COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS - 31 MARCH 2003

6. TANGIBLE FIXED ASSETS

	Freehold Property £	Leasehold Improvements £	Equipment £	Total £
COST OR VALUATION				
At 1 April 2002	350,000	481,124	94,447	925,571
Additions	-	7,235	17,761	24,996
Disposals	-	-	(866)	(866)
Revaluation	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2003	350,000	488,359	111,342	949,701
	<hr/>	<hr/>	<hr/>	<hr/>
DEPRECIATION				
At 1 April 2002	-	68,750	61,385	130,135
Provision for year	-	24,418	19,290	43,708
Disposals	-	-	(866)	(866)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2003	-	93,168	79,809	172,977
	<hr/>	<hr/>	<hr/>	<hr/>
Net book value at 31 March 2003	350,000	395,191	31,533	776,724
	<hr/>	<hr/>	<hr/>	<hr/>
Net book value at 31 March 2002	350,000	412,374	33,062	795,436
	<hr/>	<hr/>	<hr/>	<hr/>

The freehold property was revalued at 31 March 2001 on an existing use basis by Nigel Naish & Company, Chartered Surveyors.

Had it not been revalued the freehold property would be stated at £60,000 (2002 £60,000).

7. DEBTORS

	2003 £	2002 £
Trade debtors	141,258	73,764
Other debtors	5,800	11,369
Funds due from other organisations	6,860	8,756
	<hr/>	<hr/>
	153,918	93,889
	<hr/>	<hr/>

YORK COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS - 31 MARCH 2003

8.	CREDITORS: amounts falling due within one year	2003 £	2002 £
	Funds held on behalf of others	141,071	70,793
	Social security and other taxes	87,114	53,030
	Creditors and accruals	63,725	50,001
	Deferred income (note 9)	17,595	31,645
		<hr/>	<hr/>
		309,505	205,469
		<hr/>	<hr/>
9.	DEFERRED INCOME	2003 £	2002 £
	Balance at 1 April 2002	31,645	-
	Grants received	29,067	75,645
	Released to Statement of Financial Activities	(43,117)	(44,000)
		<hr/>	<hr/>
		17,595	31,645
		<hr/>	<hr/>

A grant of £17,595 for the year to 31 March 2004 was paid by North Yorkshire County Council in March 2003.

10.	UNRESTRICTED FUNDS	Balance 1.4.2002 £	Incoming £	Outgoing £	Allocation of costs £	Transfers £	Balance 31.3.2003 £
	Designated funds						
	Future maintenance, PSC repair and renewal	74,442	-	(1,928)	-	-	72,514
	Priory Street Centre Development	85,971	905	(10,992)	-	-	75,884
	IT improvements	16,947	-	(6,665)	-	-	10,282
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	Total	177,360	905	(19,585)	-	-	158,680
	Unallocated funds	129,366	361,528	(409,227)	73,766	(4,163)	151,270
	Revaluation reserve	290,000	-	-	-	-	290,000
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	Total	596,726	362,433	(428,812)	73,766	(4,163)	599,950
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The allocation of costs to restricted funds from unrestricted funds represents core staff time spent on the projects, phones, stationery etc and the use of property for the projects including rent, rates, insurance, light and heat.

The transfer from unrestricted funds to restricted funds represents support from core funds to the Volunteer Centre and Ready Steady Groves Club.

YORK COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS - 31 MARCH 2003

11. RESTRICTED FUNDS

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

	Balance 1 April 2002 £	Incoming £	Outgoing £	Allocation and Transfers £	Balance 31 March 2003 £
Independent living	83,356	240,525	(248,414)	-	75,467
Assessment centre for voluntary organisations	11,249	207,843	(175,331)	867	44,628
Ready Steady Groves Club	887	33,702	(38,402)	3,813	-
York Compact Expenses Fund	893	19	(896)	-	16
Volunteer Centre	24	13,875	(14,213)	350	36
Vale of York Community Accounting scheme	15,288	37,779	(46,211)	-	6,856
York Award	8,561	255	(512)	-	8,304
Computers	9,904	-	(2,259)	(867)	6,778
Allocation of costs	-	(28,258)	102,024	(73,766)	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	130,162	505,740	(424,214)	(69,603)	142,085
Priory Street Centre	341,486	3,384	(19,877)	-	324,993
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	471,648	509,124	(444,091)	(69,603)	467,078
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The Assessment Centre for Voluntary Organisations (ACVO) is a registered assessment centre for delivering NVQs to the voluntary sector.

The Independent Living Schemes previously known as Personal Assistance Schemes help disabled people to live independently by employing their own assistants.

The Ready Steady Groves Club did provide after school and holiday play schemes for children in the Groves area in York until February 2003.

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

The Volunteer Centre provides information and help to volunteers and agencies using them.

The Vale of York Community Accounting Scheme provides help and support to voluntary organisations on financial matters.

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

Computers relates to specific grants received for computer equipment.

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

YORK COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS - 31 MARCH 2003

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Revaluation reserve £	Un- restricted funds £	Designated funds £	Restricted funds £	PSC rest.fund £	Total funds £
Fund balances at 31 March 2003 are represented by:						
Tangible fixed assets	-	352,796	86,875	12,060	324,993	776,724
Current assets	-	345,726	71,805	182,278	-	599,809
Current liabilities	-	(257,252)	-	(52,253)	-	(309,505)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total net assets	-	441,270	158,680	142,085	324,993	1,067,028
Revaluation reserve	290,000	(290,000)	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	290,000	151,270	158,680	142,085	324,993	1,067,028
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13. CONTINGENT LIABILITY

The company is currently in negotiations with Customs and Excise regarding the VAT liability.

The outcome of these negotiations is not expected to result in a material additional liability.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

YORK COUNCIL FOR VOLUNTARY SERVICE FOR THE YEAR ENDED 31 MARCH 2003

We have audited the accounts on pages 3 to 12 which have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on page 6.

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

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As described in the Statement of Trustees Responsibilities the trustees are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

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

We read the trustees report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

BASIS OF OPINION

We conducted our audit in accordance with United Kingdom auditing standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

OPINION

In our opinion the accounts give a true and fair view of the state of affairs of the charity as at 31 March 2003 and its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.


CREERS

Chartered Accountants
and
Registered Auditors

St Andrew's House
Spen Lane
York
YO1 7FS

6 August 2003