

Company number 2288239

**Wolverhampton Voluntary Sector  
Council (Limited by Guarantee)**

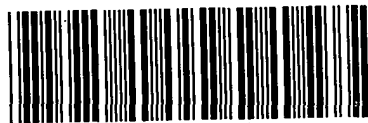
Registered charity number 700910

**Report of the Board of Trustees  
and Financial Statements**

**Year Ended**

**31 March 2014**

MONDAY



\*A3JDZZ6P\*

A08

27/10/2014

#189

COMPANIES HOUSE

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

---

### **Contents**

#### **Page:**

1	Legal and Administrative Information
2 - 21	Board of Trustees Annual Report
22-23	Report of the independent auditors
24	Statement of financial activities - SOFA
25 - 26	Balance Sheet
27 - 40	Notes forming part of the financial statements

# **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

## **Legal and Administrative Information**

---

**2013-14**

### **Charity Name**

Wolverhampton Voluntary Sector Council (WVSC)

### **Board of Trustees**

Kath Rees (Chair)  
James Smith  
Bruce Kirk  
Janet Clarke-Lewis  
Gulam Haider Mayuddin Ellam  
Geoffrey Hopkins  
Mohammad Nazir  
Mirza Baig  
Inez Dacres  
Steve Clay  
Pamela Cole-Hudson  
Michael Moreton

### **Secretary and registered office**

Ian Darch, 16 Temple Street, Wolverhampton, WV2 4AN

### **Senior Management Team**

Ian Darch  
Saffi Price  
Jane Gledhill

Chief Executive  
Deputy Chief Executive - Operations  
Deputy Chief Executive - Finance

### **Company number**

2288239

### **Registered charity number**

700910

### **Auditors**

Muras Baker Jones Limited, Regent House, Bath Avenue, Wolverhampton,  
WV1 4EG

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

**Trustees' Annual Report for the year ended 31 March 2014**

---

### **Financial Statements**

The Trustees, who are also Directors of Wolverhampton Voluntary Sector Council ("WVSC") 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 Wolverhampton Voluntary Sector Council and of the incoming resources and application of resources, including the income and expenditure of the charitable company for the year.

In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that WVSC will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of WVSC and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of WVSC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

All of the current Trustees have taken all the steps that they ought to have taken to make themselves aware of any information needed by the company's auditors for the purposes of their audit and to establish that the auditors are aware of that information. The Trustees are not aware of any relevant audit information of which the auditors are unaware.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### **Structure, Governance and Management**

#### **Administrative Details**

The day-to-day management of WVSC is ultimately the responsibility of the Chief Executive on behalf of the Trustees. The Chief Executive is also responsible, with the Board of Trustees, for the strategic direction of the organisation and delivery of its objectives.

Much of the day-to-day management, including in the areas of finance and office management, is delegated to the Deputy Chief Executive (Operations) and Deputy Chief Executive (Finance) (part time) who is supported by a full time Reception Manager, and Finance Officer (part time), plus other administrative staff. This "core" team provide support to each department within WVSC and to the organisation as a whole.

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

### **Trustees' Annual Report for the year ended 31 March 2014**

---

#### **Governing Document**

WVSC is a charitable company limited by guarantee, incorporated on 19<sup>th</sup> August 1988 and registered as a Charity on 24<sup>th</sup> November 1988. The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being "wound up" members are each required to contribute an amount not exceeding £1.

#### **Recruitment and Appointment of Board of Trustees**

Although WVSC is a small to medium sized organisation, it is a complex one operating in what is an increasingly challenging environment. It is therefore important that the skills and competencies of the trustee body are at a high level. WVSC is also involved in a very diverse range of activities as outlined later in this report and therefore the trustee body needs to demonstrate a broad as well as a high level of skills in carrying out its governance role.

A review of Board membership took place during the year with the aim of establishing a governance structure that best reflects our customers and the environment in which we operate. The outcome of this review, formally accepted at an EGM and verified at a more recent AGM has led to the following board make up:

7 nominated representatives from WVSC members  
4 Individual customers  
3 Partners.

Quorums have been put in place to ensure that any changes or any issues requiring a vote will need to be supported by third sector members

These changes, from a board made up predominately of nominations from WVSC's membership, have led to a governance structure that is more reflective of the environment in which we work and an increase in access to the skills and knowledge that WVSC requires at Board level.

The Trustees of the company are also the Charity Trustees for the purposes of charity law. Under the Company's Articles they are known as members of the Management Committee. Under the requirements of the Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must either retire or be re-elected at the next Annual General Meeting.

#### **Trustees' Induction and Training**

As representatives of member organisations, customers or key partners most Trustees are familiar with the work of WVSC. Each new board members meets with the Chief Executive for an induction and is provided with a recently updated induction pack.

In addition, reports on specific activities are provided at board meetings and training/orientation sessions are organised for Trustees. The strategic direction of WVSC is regularly discussed at board meetings and reviews of our strategic direction are carried out as required by the Board.

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Trustees' Annual Report for the year ended 31 March 2014

---

### **Organisation Structure**

WVSC has a management committee of up to 14 members who meet bi monthly and are responsible, with the Chief Executive, for the strategic direction of the Charity. In addition, the City Council nominate a Councillor with observer status on the board. At the year end the board had 2 vacancies.

The Governance review referred to above also led to changes in the number of committees and frequency of meetings. The structure underneath the board is as follows

A sub-committee of the board (known as the Executive Committee and consisting of up to four Trustees) meets with the Chief Executive on an ad hoc basis as required. This sub-committee provides a forum for more detailed discussion on key issues and advises the board.

The Finance Committee considers more detailed financial issues and makes recommendations to the board on strategic issues arising from the financial and management accounting processes. This committee meets, as required, immediately prior to Board meeting to consider key financial issues in more detail than the board allows.

A Remuneration Committee consisting of the Chair of the Board and the Chairs of the Finance and Personnel sub committees, meets as requested by the Chief Executive to consider issues of staff remuneration.

The Personnel Committee and Pension Committee have been incorporated into the more regular board meetings.

The Chief Executive has delegated responsibility from the board for the provision of services and the day-to-day operation of WVSC. The Chief Executive works closely with managers in executing these responsibilities. The structure below the board comprises a number of elements as follows:

Senior Managers: The Chief Executive and the two Deputy Chief Executives meet on a regular basis to establish that the organisation is delivering its mission, that it is doing so in a consistent and effective manner, and to make any operational adjustments that may be required.

Section Heads: Managers from each area of work meet, as required, with Senior Managers in order to oversee the effective delivery of the organisation's outcomes, to maintain a consistent approach across the organisation, to consider issues affecting the work of the organisation and the wider sector and to share information.

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

### Trustees' Annual Report for the year ended 31 March 2014

---

Staff meetings: Regular staff meetings provide a forum for ensuring a collective understanding of day-to-day matters in areas such as health and safety, and provide a forum for the Chief Executive and others to communicate matters of relevance to all staff.

Staff support: All staff meet regularly for supervision with their Line Managers. The Chief Executive manages the two Deputy CEO's. The Deputy CEO (Operations) and CEO share the management of section heads. The Chief Executive receives supervision from the Chair of the Board.

Financial delegation: Robust financial systems are in place, with levels of financial authority from the Board, through to the Chief Executive down to individual departments, within agreed budgets. Systems for authorising both income and expenditure are in place along with an effective credit control system. Regular reports to the Finance Sub Committee ensure overall financial prudence and allow for the management of any financial risk.

Staff Committees: There are a number of staff committees that meet to consider operational issues in areas such as Health and Safety, "environmentally friendly" practices, and others as the need arises.

#### **Partner Organisations**

WVSC is a member of the National Association for Voluntary Community Action (NAVCA), the national umbrella organisation. It is also a member of The National Council for Voluntary Organisations (NCVO). In 2011 we achieved the NAVCA quality mark demonstrating competence in the 5 core CVS activities.

As an umbrella organisation for the sector, WVSC has a major strategic role in Wolverhampton and, in line with Government policy, works with partners locally, sub-regionally and nationally in order to achieve shared outcomes. As such, WVSC works in partnership at a number of levels and these can be summarised as follows:

Members: WVSC has a role in working with its members and other VCO's to "champion" the sector. This involves working with organisations in response to issues affecting the sector and carrying out a co-ordinating role to ensure that the sector is effectively represented at a strategic level across the city.

Consortia Partners: Consortia working both within the VCS and across sectors is growing and developing as an accepted approach for achieving better outcomes for local people. WVSC have been leading the way in the development of consortia both across the City and beyond.

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

### Trustees' Annual Report for the year ended 31 March 2014

---

In particular:

- People in Partnership (PIP) has been established as a vehicle through which consortia of Voluntary and Community Organisations (VCO's) can work together to deliver substantive services, in particular, public services. WVSC has been funded by Wolverhampton Council, BIG and Ministry of Justice in developing PIP. PIP has a robust membership of Voluntary and Community organisations. We are awaiting the outcome of the Transforming Rehabilitation programme competition, having achieved agreement with two of the applying "primes" that PIP would work as a delivery partner if those primes were to be successful.
- WVSC is the lead body for Talent Match: a lottery funded, Black Country project aimed at supporting people aged 18-24, who have been NEET for at least a year, nearer and into employment. Led by young people the project will aim to work with third sector partners in order to deliver some challenging outcomes.
- WVSC is also the lead body for a consortium of third sector organisations whose aim is to improve the lives of primary aged children through an intensive programme of mentoring and specific support to families.
- Black Country Together (BCT) has been developed by the four CVS's in order to deliver services on a sub regional level. WVSC is one of the four members of the organisation. BCT has recently been awarded a contract worth £2M, from the Arts council (subject to Business Plan).

Third Sector Partnership: WVSC leads on the Third Sector Partnership (TSP), which consists of representation from Voluntary and Community groups and organisations and has become a key focus to ensuring a strong and clear voice for the sector on a range of strategic and policy issues.

Statutory Sector: The Chief Executive of WVSC is a member of the City Board, working closely with statutory sector colleagues in reviewing and overseeing the delivery of Wolverhampton's City Strategy. He has recently agreed to Chair one of two City Board sub groups, which will focus on tackling social and economic exclusion.

WVCS, often through the Chief Executive, also represents the sector on a wide range of other forums. At the current time these include:

Adult Delivery Board  
Childrens Trust Board  
Public Health Delivery Board  
Community Learning Trust  
Community Cohesion Forum  
Black Country Consortium  
Royal Wolverhampton Hospitals Trust



## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

### Trustees' Annual Report for the year ended 31 March 2014

---

Through the Third Sector Partnership WVSC also facilitates representation on a range of strategic and operational forums including:

The Police and Crime board  
Employment and skills board  
Health and Well Being board  
Safeguarding boards

In addition, the board and senior staff of WVSC work closely with statutory sector colleagues on a range of strategic matters such as asset transfer, social value, strategic funding and so on.

#### **Risk Management**

The risks facing WVSC can be considered under 3 broad headings as follows:

##### **Financial**

Internal Control Risks: The risk of financial mismanagement and, in the extreme, fraudulent activity:

These are minimised within WVSC by having in place robust financial controls and policies and procedures for safe management of financial resources. In addition, WVSC has a robust and effective credit control system in place that serves to ease cash flow difficulties and minimise bad debts. In the year under report the Board agreed, for the third year, in light of ongoing uncertainty, change and opportunity, to a planned use of unrestricted reserves to underpin delivery. In the event, only part of this was required and as a result of successful funding applications and careful financial management, WVSC returned a small unrestricted deficit of £852, before reserves transfers.

External Financial Risks: WVSC's income is generated through grants, contracts and direct, paid for, services. The main risk relates to the changing role of local authorities and the reduction in the funding they make available to third sector partners. This has led to a significant reduction in the financial resources available through local authorities.

Our response to this has been many faceted and includes the following:

- Development and leadership of the range of collaborations with the wider VCS in Wolverhampton and beyond (see above)
- Spreading the source of our income, with less reliance on Local Authority funds
- Building influence for WVSC and the wider VCS at strategic forums throughout the City

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

### **Trustees' Annual Report for the year ended 31 March 2014**

---

#### **Operational**

We work in an environment where the weight and complexity of legal requirements in areas such as health and safety, employment law and equal opportunities is growing, and this places all organisations at risk. In order to help manage this WVSC has a very strong senior management structure. The Deputy Chief Executive (Operations) takes a lead on internal policies and procedures, many of these have been recently reviewed and a clear procedure for future review has been put in place. The board are ultimately responsible for overseeing this area of work and WVSC also has in place a number of staff-led committees including in the areas of health and safety, equality duties and recruitment. These committees are tasked with responding to the operational requirements of the legislative framework. That said, ongoing reductions in the core team as a result of funding reductions does place greater pressure on those that remain and is therefore accompanied by some increase in risk and a need to ensure clear processes for covering operational issues. This is one focus of the Senior Management team that meets regularly and as part of its agenda considers any operation issues that need to be addressed.

#### **Personnel**

Most organisations have a high level of dependency on their key staff. This is exacerbated within WVSC where the diversity of our activities and high levels of specialism among senior staff places us at significant risk if those staff were to leave through resignation or illness - in several areas there are no ready-made replacements that would be able to cover beyond the short term. With an established structure for sharing knowledge through, for example, the Section Heads Meetings, we are developing our ability to respond to any loss of a staff member, but it is envisaged that our reliance on key workers will continue to be high. Notice periods for the Chief Executive and Deputies are three months and for other managers it is two months; this does reduce the risk of key posts being left unfilled for any significant time.

During the year under report there has been only one major staffing issue relating to postings on the facebook page of a Project Manager, reported to the Chief Executive, and partners by a potential customer. Following an investigation the worker was dismissed by the Chief Executive for gross misconduct, having been found to have brought WVSC into disrepute. This dismissal was upheld on appeal. The staff member has now lodged an appeal with the Employment Tribunal which is being vigorously contested.

Last year's report referred to one staff member whose level of sickness absence led to dismissal, and re-instatement following appeal. A reduction in funding followed in the coming months, resulting in the post in question being made redundant.

Towards the end of the year under report TUPE negotiations were underway, with a view to Health Watch staff being transferred from WVSC to Health Watch Wolverhampton. This was as a result of the service being transferred in April 2013 to this newly established body. As requested by the City Council, WVSC had continued to employ HW staff while the new

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

### Trustees' Annual Report for the year ended 31 March 2014

---

organisation established itself with a view to transfer taking place in 2014. Negotiations are still going on at the time of writing but are nearing completion.

In recognition of our loss of some internal Human resource expertise we have, during the year entered into a formal arrangement with a local solicitor with specific knowledge of HR issues and are now able to access specialist advice through a retainer arrangement.

### **Objectives and Activities**

WVSC works to maintain and develop a thriving and diverse Voluntary and Community Sector and achieves this through the following objectives:

- **To work with groups and organisations, enabling them to provide high quality support and services:** This involves addressing the organisational development needs of community groups, organisations and networks who wish to undertake community action or deliver local services. Throughout 2013/14 this area of work continued to be delivered on significantly reduced resources and as a result has focused on funding advice and more general support using the Firm Foundations and small groups toolkit as the structure for doing so. In addition our community accountancy service is developing well and as part of this we offer some support service free at the point of delivery; charging for other services such as bookkeeping, pre audit preparation, management accounting, and Independent Examinations.
- The development of PIP, reported above, provided an additional support route for those organisations with an aspiration to deliver public services, and in the year resources through the Ministry of Justice have allowed us to continue to provide this additional support. The future of PIP and its capacity building role will be dependent on securing a substantive contract. PIP is currently focusing on the MoJ transforming rehabilitation programme and is in discussions with two "primes" with a view to providing services in Wolverhampton. Whatever the outcome of those discussions, PIP will continue to seek out opportunities for our sector to collaborate in the delivery of substantive public service contracts.
- **To support groups of people to influence the decision making processes that matter to them:** This includes increasing the capacity of local communities so that people are empowered to participate in local decision making and are able to influence service delivery. This involves supporting members of groups and organisations to be involved in strategic meetings or to contribute to public consultations, for example through our role in supporting Health Watch. This work also aids community cohesion and develops social capital by supporting people from different backgrounds so that they feel valued for the part that they play in making their community a better place to live and creating a sense of belonging. For example, supporting groups of people who have a mental illness, people who use drug treatment services, and offering volunteering opportunities through the Volunteer Service.

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

### **Trustees' Annual Report for the year ended 31 March 2014**

---

- **To promote and champion Wolverhampton's VCS locally, regionally and nationally:** As the city's key umbrella organisation for the sector, we have an important role in ensuring that the environment in which we work is one in which our sector can thrive. Led by the Chief Executive, with significant input from other staff and the board, this involves engagement across the City and beyond with key decision makers, ensuring that the sector's role and potential role is fully recognised and valued, ensuring that the sector is in a position to benefit from new initiatives and to be kept abreast of important changes, and is given the opportunity to influence strategy and policy.
- **To develop opportunities for people to engage in volunteering:** Volunteering is a key tenet of the emerging environment both as a means of improving the skills and confidence of local people to support moves into employment and as a vehicle for avoiding inactivity and the associated mental and physical effect on an individual's wellbeing. During the year we successfully tendered to continue to deliver the City's volunteer service. This has allowed us to work with c100 new people per month carrying out volunteering work, and nearly 220 Voluntary and Community Organisations offering placements. Our work with "experts by experience", and our Improving Futures project, also provides volunteering opportunities.

All the outcomes that we have developed with commissioners are in furtherance of one or more of these objectives.

A detailed breakdown of the activities that deliver these objectives is provided later in this report under "Achievement, performance and financial review".

### **Public Benefit**

A thriving Third Sector is a key aim of central government so that the groups and organisations that make up the sector are able to play a full role in delivering services, including public services. Recasting the relationship between people and government; citizens empowered; opportunities extended and communities coming together to make lives better are key to current political thinking. In this context WVSC:

- A) Supports the development of capacity within the sector to position it to play a fuller part in the delivery of services
- B) Enables meaningful participation in the work of partners both City-wide and at the neighbourhood level

The identifiable benefits, delivered both through supporting groups and organisations, and directly to "Experts by experience", fall broadly within these two areas.

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

### Trustees' Annual Report for the year ended 31 March 2014

---

#### Principle 1: Identifiable benefits:

##### 1a) Key benefits are:

- A strong and effective Third Sector in the city
- A clear voice for citizens, specifically those who use public services to influence and improve those services and the policies that inform them.

##### 1b) Related to our aims:

By supporting voluntary organisations to operate more effectively and by providing a clear voice for citizens, both through groups and as individuals, our benefits are directly related to our aims.

##### 1c) Balanced against harm: With reference to each benefit outlined above:

- A strong and effective Third Sector improves the quality of provision and choice to those who commission services. There are many services both public and otherwise that are delivered better by the Third Sector for a number of reasons including flexibility, reach and cost effectiveness. This is accepted and supported by all political parties at the time of writing and is particularly supported by the Coalition Government.
- A clear voice for citizens helps to ensure that resources are used to best meet the needs of beneficiaries. It is possible that giving a disproportionate voice to one particular interest or point of view could be detrimental and thus WVSC works hard to ensure that a balanced picture informed by a wide range of voices is presented through the activities outlined below.

#### Principle 2: Benefit to the public

2a) Beneficiaries appropriate to the aims: Beneficiaries are “voluntary organisations” and the community within Wolverhampton and the surrounding areas. The vast majority of our work has been within Wolverhampton with these beneficiaries. Some cross boundary work has taken place within the Black Country and, less so, the West Midlands. In all this work Wolverhampton organisations and communities have benefited and remained our focus. People in Partnership provides a vehicle for supporting voluntary organisations to work together to delivery public services and provides some capacity building to help them do so. Any surpluses generated will be used to the benefit of the local community.

2b) Not restricted by geography or ability to pay: WVSC's basic services remain free at the point of delivery although with the reduced availability of funding we do make charges for work beyond the core offer, this is particularly the case with regard to support in the area of finance management. No organisation within the area of benefit was denied a service because of inability to pay and we will continue to make every effort to maintain this approach.

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

### **Trustees' Annual Report for the year ended 31 March 2014**

---

2c) People in poverty must not be excluded: No charges are made to individuals for WVSC's services and thus people in poverty are not excluded. A flexible approach to delivery including visiting groups and individuals, providing information in written and electronic forms etc, also ensures that no-one is excluded as a result of poverty.

2d) Private benefit must be incidental: WVSC gives occasional grants to groups to help them achieve their charitable aims – these are not used to provide any personal benefit to group members. WVSC provides for expenses to be paid to volunteers including board members. These expenses are to cover the costs to the individuals of engaging in forums or carrying out specific tasks.

### **Volunteers**

WVSC operates the city's Volunteer Service (Wolverhampton Volunteers). The service places in excess of 1000 volunteers a year with some 280 registered organisations offering placements. The service also supports volunteers into training through the provision of a brokering service. In the year under report in excess of 1000 individuals were provided with either external training or training opportunities through the placement provider. Also within the year we have continued to be commissioned by local Children's Centres to provide the training aspect of our Volunteer Service, supporting people within the very heart of our community to develop confidence, skills and experience.

Wolverhampton Volunteers has achieved the quality standard - the Volunteer Centre Quality Accreditation (VCQA) - developed by Volunteer England, which focuses on the six core functions of a volunteer centre. They have also been heavily involved in the Investing in Volunteers pilot – a quality standard being developed and tested for organisations involving volunteers.

The centre is increasingly becoming a hub for volunteering across the whole city, helping to ensure a co-ordinated and standardised approach based on the principles of good practice, supported through the Compact Code of Practice on Volunteering, further ensuring recognition of the value of volunteers within Wolverhampton. This includes regular support sessions with placement providers to improve their knowledge and practice, and outreach where capacity allows.

Within WVSC we work alongside a number of volunteers, this includes those engaged in our user involvement work and volunteers recruited as part of the Improving Futures Project which provides volunteer mentors to support children aged 5-10. Organisationally we have developed a robust Volunteering Policy and accompanying Volunteer Agreement which outlines expectations and levels of support including regular supervision and access to training opportunities. All volunteers are subject to the policies and procedures of WVSC in the same way as paid staff, this includes those related to the protection of Children and Vulnerable adults.

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

**Trustees' Annual Report for the year ended 31 March 2014**

---

### **Achievements, Performance and Financial Review**

WVSC's activities are diverse and varied. A summary of the year's achievements and any financial issues can best be addressed through brief reference to each area of work in turn:

#### **Unrestricted funds**

##### **Capacity Building:**

As reported last year, in light of the changing external landscape both financially and politically, the decision was taken to consolidate our services and adopt a more holistic approach to supporting voluntary and community organisations. The focus has been on providing advice and guidance, and supporting staff within organisations to develop the relevant skills in order to ensure their organisation is fit for purpose, more sustainable, and able to engage in the new commissioning processes if required. This approach, which is delivered within the framework of the Firm Foundations and small group toolkits, is now embedded and accepted amongst groups within the City and continues to be in high demand. An in year cut in funding of £18,700 has led to a deficit in the budget for this work. It is anticipated that further cuts will be imposed next year and we will need to identify alternative sources of funding and support in order to sustain this essential activity in the years ahead (see future plans).

##### **Primary Purpose Trading and other sales:**

Income from sales has decreased to £56,077 from £73,755 last year (£40,360 2011/12). This is mainly due to a drop in tenancy income and a small decrease in paid-for community accountancy services and accountable-body fees. Community Accountancy is now part-funded, and so offers more free services, and the accountable body fees are due to increase in 14-15.

Largely as a result of payments in advance by some funders we have had periods where we have been relatively "cash rich" – in order to capitalise on this we have worked hard to maximise income from bank interest, despite low interest rates, and this generated £7,413 in the year .

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

### **Trustees' Annual Report for the year ended 31 March 2014**

---

#### **VC-Connect Database:**

The development of a Customer Information Management System has enabled us to communicate much more effectively with the sector; target organisations with relevant information; champion the sector more effectively by having a clearer understanding of the size and shape of the sector as well provide us with performance management information. During the year the database has been extending, incorporating data from a number of partners – it is now accepted as the database of the sector for the sector. The development of our Website will soon see our database being outward facing, communications improving and effectiveness being enhanced.

#### **Newsletter:**

Utilising the comprehensive database (above) a fortnightly electronic newsletter focusing on funding, training, information sharing and vacancies has been developed. It is very well received by Voluntary and Community Organisations.

#### **Restricted funds**

**Capacity Builders Refurbishment:** Capital funding was awarded by Capacity Builders in both 2008/09 and 2009/10. This allowed us to re-design the layout of our premises, moving reception to the ground floor to significantly improve access (2009/10), having previously added computers to allow visitors to access the internet and our funding portal. The expenditure on both funds relates to depreciation in the year with the carried forward funds (£5,869 and £7,602) designated against depreciation in future years.

**Compact:** The Compact is central to establishing the rules of engagement between the Statutory and Third Sectors and has been embedded into the culture of relationship between public and VCS. The restricted reserve of £13,632 carried forward is to be used for partnership work with the local authority in furtherance of the aims of the compact and effective joint working.

**Fundability:** This is a fund given as a lump sum to WVSC in 2004/05, to be used to support training activity for the Third Sector in Wolverhampton. The fund was not utilised in the year under report as other resources were available. These alternative funds will not be available during 2014/15 and it is anticipated that this resource will be used to support WVSC's training programme in the near future. The fund currently stands at £7,378.



## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

### Trustees' Annual Report for the year ended 31 March 2014

---

**Families in Focus:** Funded via the City Council as part of a national programme this resources is utilised to employ a family support worker, working with families who are part of the improving futures project. The work started late in the year with expenditure limited to £4,011. Funding for this work was paid in advance and thus the bulk of it is treated as deferred income and will be spent during 2014/15 in delivering the service.

**Health and Well Being:** Funding for this project came to an end on 31/03/13 and the two staff who were delivering this work were made redundant. The balance on this fund is currently restricted subject to negotiations with public sector funders. The loss of the project at a time when the health and social care structures are going through significant change is of concern. It is hoped that an application to the Public Health Transformation fund will allow us to play an ongoing role in influencing the delivery of Health and Social Care Service moving forward (see future plans).

**Health Watch:** At the beginning of 2013/14 the City Council established a new organisation to run the Health Watch Service (HWW). At the same time they asked WVSC to continue to employ the staff and support the service for the year. During the year HWW continued to provide a clear voice for groups and individuals in Wolverhampton, on Health and Social Care policy, service and delivery. At the time of writing negotiations are well under way with a view to staff being transferred to HWW and the relationship between WVSC and HWW is currently being reviewed. Once TUPE is complete the surplus of £32,152 will be passported to HWW. It is anticipated that WVSC will continue to support HWW in the year ahead through a licence agreement.

**Improving Futures:** Funded by the BIG lottery this project is a collaborative, early intervention project working with a range of third sector organisations to improve the lives of children aged 5-11 years through an intensive programme of mentoring. It is a four-year city wide project with the year under report being year two. The project is delivered by a partnership of VCO's led by WVSC, with strong support and commitment from the Local Authority and other aligned partners. During the year challenges with recruiting mentors has led to some re-profiling with the support of funders. The balance of £49,570 is primarily as a result of there being less mentors than anticipated, and lower than expected take up of spot purchasing opportunities. It is anticipated that the re profiling will led to a balancing of the surplus in years 3 and 4. The project has placed 50 children with mentors in its first 18 months and all "completers" saw a reduction in SDQ (strengths and difficulties questionnaire) levels which compares favourably to the target of 75%.

**Infrastructure Support:** Local Authority funding with which we work to improve the capacity and impact of the Voluntary and Community Sector in the City. Activities are reported under Capacity Building (above). During the year the Local Authority imposed a reduction in funding of £18,700. The WVSC board decided to continue with prevailing activities and despite some savings against the original budget, this in year cut led to a deficit of £12,708.

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

### Trustees' Annual Report for the year ended 31 March 2014

---

**Local Involvement Network (LiNK):** WVSC successfully tendered to deliver the LiNK service for three years until 31.03.13, when Health Watch was established. The surplus of £75,086 was generated during those three years as part of a commercial contract and negotiations are therefore underway to transfer this funds into unrestricted reserves.

**Mental Health Empowerment Project/MHE Supporting Groups/PAHM:** Historically there have been 2 elements to the work of this project. On 31/12/14 funding was withdrawn for the strategic element of the work – this led to the Project Manager for this element being made redundant and the administrator post becoming part time. The work to support user led groups has continued with some 20 groups receiving support. Plans to re-tender the strategic element of the work were aborted when no suitable tenders were received and we were approached to make a proposal to work with the Positive Action Mental Health Group (PAHM), supporting it to engage at a strategic level across the City, this proposal was accepted and allowed us to recruit a part time worker to deliver this role. The overall deficit £1,548 is made up of a £3,094 deficit on the MHE empowerment budget is as a result of unbudgeted redundancy payment to the outgoing staff member; an underspend of £1,595 on the group support budget as a result of careful financial management; an underspend of £2,042 on the PAHM budget (timing issues in staff recruitment) and planned use of the MHE reserve of £2,091. The reserve balance of £48,350 is a combination of designated reserves and those established by good management over the years. The reserve will be utilised in the delivery of the project into the future dealing with planned and emerging events.

**Micro Enterprise:** The initial 18 months of this project comes to an end in June 2014 – there is an option for a 12 month extension within the original contract. The project has exceeded all its targets in establishing and supporting the development of “micros”. At the time of writing a proposal to continue this work with reduced resources is being considered by our Local Authority Funders. Reserves of £5,285 have emerged as a result of prudent expenditure and these reserves will be used to extend the project while we await the outcome of the proposal to secure funding for a further year.

**National Offender Management Service: (NOMS):** This project has served to continue the development of People in Partnership with the expressed aim of supporting it to be able into bid the Ministry of Justice Transforming Rehabilitation Programme. Work has included developing the size and capacity of PIP members, and negotiating with potential “prime” contractors. The outcome of this work will become clearer as the results of the tender process are known during the third quarter of 2014/15. The balance of £2,299 will be spent on project delivery until NOMS funding finishes at the end of June 2014; at that point any surplus will be returned to the funder in line with their conditions of grant.

**Quality Initiative:** This fund was made available in a previous year by the City Council in order to carry forward quality initiatives proposed by groups within the sector. Plans are in hand to utilise this resource, linked to the “Firm Foundations” toolkit referred to elsewhere, although they have not yet been implemented, and thus the fund of £10,000 remains on the balance sheet.

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

### Trustees' Annual Report for the year ended 31 March 2014

---

**(Drug) Service User Involvement Project (SUIT):** This project works alongside users and ex-users of drug treatment services to support them in influencing the design and delivery of drug treatment services and provides direct support to service users using a model based on abstinence based recovery. This work is funded through public health and funding included a repeat of last years "uplift" in recognition of the impact of that post on our outcomes. The funding also allows for the production of "Substance" - a well regarded magazine produced by the project. The project has gained a significant reputation for the scope and quality of its work. It is providing significant added value through its work with volunteers whose involvement in the project is opening up opportunities for them to progress. The reserves balance, now totalling £48,638 after a very small in year deficit (£153) will be used in future delivery of the project. A small amount of reserves is set aside for depreciation costs. The development of The Recovery Foundation CIC (TRF) will allow the SUIT model to be spread beyond Wolverhampton and its surrounding area and help to sustain SUIT locally into the future; income has already been generated by work in Telford.

**Talent Match:** Development funding was made available in the year to produce a project plan for the delivery of the Talent Match Programme. The under spend of £689 will be utilised within the main Talent Programme project that has emerged from this development work. The grant from the Big Lottery of £10.3M will be used to move support c1400 young people who are furthest from the workplace, nearer and into employment. At least 300 will secure sustainable employment while those that don't will be well along the journey to doing so. The project is Black Country wide and runs for 5 years. Its key focus is on mentoring, with each young person being offered a mentor on no more than a 10:1 ratio. While WVSC employ the Talent Match core staff team, the bulk of the resources will be used to procure Talent Match hubs, hosts and other interventions to support young people. Key to the project is that young people, with businesses, will be central to all decision making. Grant payments are made in advance and the surplus of £198,160 is as a result of a later than planned start, which has been agreed with the funder.

**Transforming Local Infrastructure:** The year under report included the final six months of the TLI project. The project ended in September 2013 and positive outcomes include: the development of ONE database for the VCS in Wolverhampton, the ongoing development of People in Partnership (reported above), the establishment and continuation of a number of "clusters" including those relating to "purchasing" and funding, the development of the "Together we Can" website, improved relationships within the VCS and with the public sector. A small under spend of £1,862 (c0.5%) was returned to the funder.

**Third Sector Partnership:** £57K was made available via the LSP to cover the three years from 2012/13 to 2015/16. This funding supports the smooth running of the third sector partnership, including funds for administration, room hire, refreshments and specific support for the Compact.

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

### **Trustees' Annual Report for the year ended 31 March 2014**

---

**Wolverhampton Volunteers:** We successfully tendered for the on-going delivery of the Volunteer Centre during the year. The funding available does not fully cover the costs of effective delivery and 2014/15 will see us working to secure resources to fill that gap which has led to a deficit of £19,143 in the year. The remaining balance of £9,611 will be utilised in the same way. The board of WVSC are prepared to support this deficit while efforts are made to rectify what is, in the medium/long term an unsustainable situation. This project continues to thrive in terms of its impact and outputs. At the current time c100 volunteers a month are registering, the number of organisations working with volunteers through Wolverhampton Volunteers has grown to some 280 and the project's profile is both widespread and highly regarded. It is increasingly seen as the 'hub' of volunteering within the City.

### **Overall Achievements and Performance**

During the year there was a significant increase in income from £1,291,158 to £1,535,141 (this following a year that saw income grow from £766,697. This is an extremely positive picture, particularly bearing in mind the austere conditions under which it was achieved. This increase is caused primarily by our success in successfully identifying appropriate funding opportunities. During the year these have been Talent Match and NOMS and in financial terms they more than made up for the loss of the Health and Well Being project and reductions in areas such as MHE and our "core" funding.

The deficit, of £852 before transfers, in our unrestricted funds is significantly below budget, and was underwritten by the board at the beginning of the year, and is a testament to good budgeting, excellent financial management and ongoing success in securing additional resources through which to deliver our outcomes. The surpluses on our restricted funds are referred to throughout this report and are primarily as a result of timing issues, this is particularly the case with regards to Talent Match.

The year under report, as with last year, has been a challenging one as we have maintained the quality of our provision while developing the new approaches outlined above – this against a backdrop characterised by ongoing threats to our funding, primarily by the City Council. While there are improvements in the economy as a whole this difficult landscape is unlikely to improve while funding for local authorities continues to decline. Part of the response to this is to continue to diversify our sources of income and identify new and even more effective ways of delivering our work. Some pointers for the future are referred to under "plans for the future" below.

### **Reserves Policy**

The reserves considered in the Reserves Policy, are the "free reserves". These are the sum of the Unrestricted General Reserves, less Fixed Assets within Unrestricted Activity. These free reserves include designated funds. WVSC reviewed its reserves policy in 2009-10 so that it aligns more closely with the pursuance of the charity's objectives and management of risk therein. The rationale for WVSC's reserves is: to bridge the gap between the spending and

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

### Trustees' Annual Report for the year ended 31 March 2014

---

receiving of resources, to provide sustainability and continuity within times of income shortfall, and to enable WVSC to respond to key developments in the sector. The Trustees aim to build reserves which would enable WVSC to continue to fulfil its commitment to achievement of outcomes for at least 6 months, and to honour its liabilities at any point in time. For the 2014-15 budget plan, this policy gives a figure to work towards of £601,502. Within this amount, funds of £90,677 are closure costs, which are now represented by a designated fund, and £510,825 are the running costs for 14-15 as required by the reserves policy.

As at 31 March 2014, WVSC's free reserves are £262,251. Re 14-15, the Board have authorised some use of reserves in the 14-15 budget – up to a maximum of £39,313. This then leaves £90,677 for closure costs, and a residue of £132,261 as contribution towards the target of 6 months running costs, as directed by the reserves policy.

In 13-14, WVSC began the financial year with a possible deficit of £54,383 from general reserves, which turned around to be a total deficit of £13,560. The 14-15 budget again shows a projected deficit of £39,313, but we continue to work with new opportunities, and respond creatively to the changing environment, with the aim that the year end picture, as at 31/3/15, will show a more positive result.

#### Plans for the future

WVSC will continue to focus on the delivery of its mission and outcomes while exploring new sources of funding and support to enable us to continue to do to a high standard. Our governance review referred to elsewhere in this report will strengthen our position. In addition a number of opportunities are likely to present themselves in the year ahead. These include:

**European Funding:** The new focus on Social Inclusion with a minimum 10% (£15M) to be spent in that area of work is a boost to our sector; the offer of “match” from Big has been warmly received and total funding in excess of £30M is likely to be made available across the Black Country, with a focus on VCS provision; this is a big boost. WVSC will be working with Black Country partners in order to ensure the VCS is well placed to benefit and, as part of this, will be making every effort to secure resources to build capacity and skill within our sector, initially through the Building Better Opportunities Development Fund. Over the coming months Black Country Together hope to apply to act as the “Managing agent” for the Social Inclusion element of the ESF fund (matched by Big) – if successful this would provide a significant opportunity to build on our role of supporting and building the capacity of the wider sector.

**Victims Support:** The landscape of support to victim's of crime is changing with the establishment, for example, of the Police and Crime Commissioner, the emergence of local Police and Crime Boards and the vision, expressed by the PCC, of wider VCS delivery. At the time of writing, resources of some £67K have been made available to support organisations working with victims of crime. This money has been made available to our sector via WVSC, in order to build the strength and capacity of organisations working in this area.

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

### Trustees' Annual Report for the year ended 31 March 2014

---

**Public Health Transformation:** Funding (£60K over two years – £30K to WVSC)) was secured on the cusp of 2013/14 and 2014/15. With this resource WVSC, working with partners within the City Council, will be taking a lead in helping to ensure the development of a whole systems approach to the delivery of Health and Social Care services in the City.

**People in Partnership** continues to provide a route through which our sector can work together to delivery substantive services. It is anticipated the future will include a greater focus on Social Investment as a means of delivering high quality prevention services while continuing to delivery crucial acute provision.

**The Recovery Foundation** CIC has already secured work in Telford and will be tendering for the Birmingham user involvement project from a very strong position. The relationship between TRF and WVCS is still being finalised but we are well placed to utilise SUIT's strong reputation to mutual benefit, ultimately of course for the good of people wishing to exit drug treatment.

**Talent Match:** Already the largest project run by WVSC it may well lead to opportunities to secure additional resources through, for example, utilising our power to "match" – an early opportunity may present itself with the emergence of the Youth Employment Initiative. Successful delivery of a project of this size will serve to enhance WVSC's reputation.

In short; while the times ahead will continue to challenge, with the demise of a number of very well regarded projects already having occurred, WVSC will need to continue to remain fleet of foot and willing to respond to new opportunity as they arise, so long as, in delivering them, we are better able to deliver our wider vision.

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Trustees' Annual Report for the year ended 31 March 2014

---

### Auditors

Messrs Muras Baker Jones Limited have signified their willingness to continue in office as auditors should the next Annual General Meeting so decide.

### Board of Trustees

Kath Rees (CHAIR)

Mirza Baig

Shaikh Ellam

James Smith

Bruce Kirk

Janet Clarke Lewis

Geoffrey Hopkins

Mohammed Nazir

Inez Dacres

Steve Clay

Pamela Cole-Hudson

Michael Moreton

Pauline Callaghan

Rosie Paskins

Resigned 14 June 2013

Resigned 14 June 2013

By order of the Board of Trustees



Ian T Darch  
Secretary  
3 October 2014



Kath Rees  
Chair  
3 October 2014

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

We have audited the financial statements of Wolverhampton Voluntary Sector Council for the year ended 31 March 2014 which comprise the Statement of Financial Activities, including Income and Expenditure Account, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the 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 trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's 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 2, 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.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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 Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.



**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF  
WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL - continued**

**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 2014, and of its 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.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



Muras Baker Jones Limited  
Chartered Accountants  
and Statutory Auditor

3 October 2014

Regent House  
Bath Avenue  
Wolverhampton  
WV1 4EG

Muras Baker Jones Limited is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006.

**WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**  
**Statement of Financial Activities for the year ended 31 March 2014**  
**(Incorporating an Income and Expenditure Account)**

	Note	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
<b>INCOMING RESOURCES</b>					
Incoming Resources from generated funds					
Voluntary Income		-	-	-	-
Investment Income		7,413	-	7,413	9,131
Incoming Resources from charitable activities	4	48,664	1,479,064	1,527,728	1,282,027
<b>TOTAL INCOMING RESOURCES</b>		<u>56,077</u>	<u>1,479,064</u>	<u>1,535,141</u>	<u>1,291,158</u>
<b>RESOURCES EXPENDED</b>					
Charitable Activities	5	51,130	1,306,177	1,357,307	1,190,236
Governance Costs	6	5,799	-	5,799	5,275
<b>TOTAL RESOURCES EXPENDED</b>		<u>56,929</u>	<u>1,306,177</u>	<u>1,363,106</u>	<u>1,195,511</u>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>	7	(852)	172,887	172,035	95,647
Transfers between funds	14	(12,708)	12,708	-	-
<b>NET MOVEMENT IN FUNDS</b>	14	<u>(13,560)</u>	<u>185,595</u>	<u>172,035</u>	<u>95,647</u>
Total funds brought forward		275,812	360,543	636,355	540,708
<b>TOTAL FUNDS AT 31 March 2014</b>		<u><u>262,252</u></u>	<u><u>546,138</u></u>	<u><u>808,390</u></u>	<u><u>636,355</u></u>

**WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**  
**Balance Sheet at 31 March 2014**

			2014	2013
	Note	£	£	£
<b>Fixed assets</b>				
Tangible assets	8		14,141	21,355
Investments	9		1	1
<b>Current assets</b>				
Debtors	10	83,133	32,439	
Aldermore/Shawbrook/Virgin		635,829	267,436	
Deposit Funds				
Cash at bank and in hand		195,893	457,225	
		<u>914,855</u>	<u>757,100</u>	
<b>Creditors: amounts falling due within one year</b>	11	(120,607)	(142,101)	
<b>Net Current assets</b>			<u>794,248</u>	<u>614,999</u>
<b>Net assets</b>	13		<u>808,390</u>	<u>636,355</u>
<b>Reserves</b>				
<b>Unrestricted Funds:</b>				
General unrestricted fund			170,245	173,996
Designated funds			92,007	101,816
<b>Restricted Funds:</b>				
Capacity Builders Refurb 08-09			5,869	7,974
Capacity Builders Refurb 09-10			7,602	10,284
Compact			13,632	13,632
Fundability			7,378	7,378
Health and Well Being (HWB)			24,896	24,905
Health Watch			32,152	-
Infrastructure Support			5,223	-
Big Lottery Fund Grant: Improving Futures			49,570	18,328
LINK			75,086	75,086
Mental Health Empowerment			48,350	49,898
Micro Enterprise			5,285	-
NOMS			2,299	-
Quality Initiative			10,000	10,000
Service Users Involvement - SUIT			48,638	48,791
Big Lottery Fund Grant: Talent Match			198,849	689
Third Sector Support			1,698	1,449
Transforming Local Infrastructure Grant			-	63,375
Volunteer Services			9,611	28,754
<b>Total Funds</b>	14		<u>808,390</u>	<u>636,355</u>

**WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**  
**Balance Sheet at 31 March 2014**

---

The Directors are satisfied that the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. However, an audit is required in accordance with section s154 of the Charities Act 2011.

**Directors' responsibilities:**

- i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of the accounts.

**These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).**

**The financial statements were approved by the Board of Trustees and authorised for issue on 3 October 2014.**



**Kath Rees**  
Chair of Board of Trustees



**Steve Clay**  
Board Member

**Company Number: 2288239**

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

Notes forming part of the financial statements for the year ended 31 March 2014 (*continued*)

---

### **1 Liability of Members**

WVSC is a company limited by guarantee. It does not have a share capital and the liability of each member is limited to the guarantee given by that member, which shall not exceed £1. There are no beneficial interests and under the terms of its Memorandum and Articles of Association any surplus can only be applied towards the promotion of WVSC's objectives, and no dividend or other form of distribution can be paid to its members.

### **2 Accounting Policies**

#### Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and comply with best practice as recommended by the Statement of Recommended Practice "Accounting and reporting by charities" (SORP 2005), issued by the Charity Commission.

#### Cash flow statement

WVSC has taken advantage of the exemption conferred by Financial Reporting Standard 1 'Cash Flow Statements (Revised 1996)', to not prepare a cashflow statement on the grounds that it is a 'small' company under the Companies Act 2006.

#### Pension costs

Certain employees are members of the West Midlands Pension Fund ("WMPF"). The pension cost charge in the financial statements represents contributions due to this scheme in respect of earnings during the year, which are based on recommendations by the fund actuary.

The disclosures required by FRS 17 have not been included in the financial statements. WVSC is in a multi-employer defined benefit pension scheme, WMPF, and FRS 17 requires such organisations to identify their share of the pension scheme's assets and liabilities. However, within SORP 2005 this is only to be achieved if it can be done so on a "consistent or reasonable basis". WVSC believes that an actuarial valuation would not be a reasonable use of public funds, and the directors therefore have decided not to provide this financial information on the balance sheet in the financial statements. WVSC manages contributions to its pension fund in line with the WMPF valuation recommendations, pension costs for all of the projects are fully budgeted for, and WVSC receives an actuarial valuation on the WMPF scheme on a three yearly basis. Issues around risk management of the pension fund are continually assessed through work with staff at WMPF, and at Board of Trustees' Meetings.

#### Tangible fixed assets and depreciation

Tangible fixed assets are normally capitalised where the cost exceeds £1,000, and are stated at cost less depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset, on a straight line basis over its expected useful life, as follows:

## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2014 (*continued*)

---

Office equipment	over 5 years
Computers	over 4 years
Refurbishment on lease	over time remaining on the premises lease agreement

If a project's lifetime is less than the lifetime of the Fixed Asset, then the remaining net book value is written off at the end of the life of the project.

The accounting for depreciation leads to a discrepancy between some financial statements submitted to funders, and the fund activity shown in the statutory accounts of WVSC. If a project has a funder which requires that a capital purchase is to be presented as a cash item rather than as a capitalised item, as required by Charity Accounting rules, then a discrepancy emerges between the amount claimed from the funder, and the fund accounting in the statutory accounts. Where this is the case, that particular discrepancy is referred to in the Trustees Report.

### Grants payable

Grants payable to local organisations are recognised in the financial statements when there is a commitment to make a payment.

### Incoming Resources

Revenue grants are received from various funders - see note 4 - in order to finance WVSC's activities and are accounted for in the income and expenditure account on an accruals basis.

Where revenue grants are received which have donor-imposed restrictions as to the timing of the related expenditure, any income received in advance is deferred.

Where revenue grants are received, which do not have donor imposed restrictions as to the timing of the related expenditure, the income is accounted for when received.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Incoming resources from the provision of legal, payroll and other core services are accounted for when earned.

Donated services and facilities are included at the value to the charity, where they can be quantified.

Investment income is included when receivable.

### Resources expended

Resources expended are recognised in the period in which they are incurred and include attributable VAT, where it can not be recovered.

Resources expended on charitable activities consist of costs incurred in the direct delivery of services and the support costs which are allocated to each of these areas of service provision.

# WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2014 (continued)

## Operating leases

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

## Fund accounting

Unrestricted funds comprise grants and other incoming resources receivable, or generated for the objects of the charity, without further specific purpose, and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Designated funds are unrestricted funds earmarked by the Trustees out of unrestricted general funds for specific purposes or projects.

3	Grants payable	2014		2013	
		Number	£	Number	£
	Grants to Improving Futures Partners	4	92,795	3	59,548
	Grants to Self-Help Groups – Mental Health Empowerment	16	15,808	13	15,146
	Grants to Micro Enterprise Partners	1	4,000	1	1,333
	Grants to Transforming Local Infrastructure Partners	6	67,920	6	93,784
		<u>27</u>	<u>180,523</u>	<u>23</u>	<u>169,811</u>
4	Incoming Resources from Charitable Activities	Unrestricted	Restricted	Total	Total
		2014	2014	2014	2013
		£	£	£	£
	Big Lottery Fund Grants	-	516,881	516,881	159,613
	BIG	-	79,988	79,988	235,079
	Wolverhampton City Council (WCC)	-	509,260	509,260	451,949
	Wolverhampton City Council/Public Health	-	262,639	262,639	126,812
	Ministry of Justice	-	40,781	40,781	198,840
	Gifts In Kind	-	58,078	58,078	17,181
	Non Grant Income	48,664	11,437	60,101	92,553
		<u>48,664</u>	<u>1,479,064</u>	<u>1,527,728</u>	<u>1,282,027</u>

**WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

 Notes forming part of the financial statements for the year ended 31 March 2014 (*continued*)

**5 Breakdown of Costs of Charitable Activity**

	Staff Costs	Other Charitable Costs	Support Costs	Total 2014	Total 2013
	£	£	£	£	£
Core Activities	-	-	32,860	32,860	28,407
Infrastructure Support incl Trading	7,661	6,881	3,728	18,270	37,388
<b>TOTAL UNRESTRICTED</b>	<b>7,661</b>	<b>6,881</b>	<b>36,588</b>	<b>51,130</b>	<b>65,795</b>
Cap Builders Refurb 08-09	-	2,105	-	2,105	2,665
Cap Builders Refurb 09-10	-	2,682	-	2,682	2,682
Families in Focus	2,448	1,178	385	4,011	-
Health and Well Being (HWB)	150	(141)	-	9	64,267
Healthwatch	88,624	80,999	29,159	198,782	-
Big Lottery: Improving Futures	59,330	196,784	6,639	262,753	160,206
Infrastructure Support	99,291	2,680	8,292	110,263	116,590
LINK	-	-	-	-	155,936
Mental Health Empowerment/Self Help/PAMH	84,732	23,604	25,948	134,284	151,002
Micro Enterprise	30,945	18,058	4,000	53,003	23,709
NOMS	11,434	23,381	3,667	38,482	-
Service User Involvement (SUIT)	79,257	18,517	33,892	131,666	128,768
Big Lottery: Talent Match	24,398	47,656	11,750	83,804	328
Third Sector Partnership	13,000	4,751	-	17,751	17,551
Transforming Local Infrastructure Grant	20,011	119,454	3,898	143,363	175,409
Volunteer Services	85,859	4,360	33,000	123,219	125,328
<b>TOTAL RESTRICTED</b>	<b>599,479</b>	<b>546,068</b>	<b>160,630</b>	<b>1,306,177</b>	<b>1,124,441</b>
<b>TOTAL EXPENDITURE</b>	<b>607,140</b>	<b>552,949</b>	<b>197,218</b>	<b>1,357,307</b>	<b>1,190,236</b>



**WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**Notes forming part of the financial statements for the year ended 31 March 2014 (*continued*)

---

5a Support Cost Breakdown by activity	2014 £	2013 £
Staff costs	93,770	101,971
Property	51,332	51,284
Office	43,359	48,219
Depreciation	1,370	4,029
Professional fees	7,387	5,421
	<hr/>	<hr/>
Total	197,218	210,924
	<hr/>	<hr/>

**Basis of allocation of costs:**

**Staff costs:** These are the staffing costs associated with work undertaken in the specific project areas as listed in note 5. Most staff work wholly in one project area, and their staff costs are allocated to that project. If their time is shared between projects, then the staffing cost is split accordingly. The staffing cost comprises gross salary plus on costs, including pension costs where applicable.

**Other charitable costs:** These are costs within the projects, incurred in the pursuance of the aims and objectives of each project. These costs are specific only to the project which they are allocated to.

**Support Costs:** These are costs which are incurred in the running of the organisation. They would include for example, core staff costs, rent, insurance, heat and light, IT support, repairs and maintenance, and any other costs which are associated with core staff executing their tasks, which are required in order to support all the projects and contracts within the organisation.

These costs are calculated on a budget basis, at the beginning of the financial year, and allocated as per numbers of full-time staff members in each project. Any support costs which are not recovered in the actual year, are seen as an additional core service support cost.

Re Note 5: In 2013-14, "core activities" is showing a cost in support costs, of £32,860. This represents the fact that the total support costs for WVSC were not fully recharged to projects/contracts. Core (Unrestricted Funds) has had to bear this cost therefore in 2013-14.

# WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2014 (*continued*)

## 6 Breakdown of Governance Costs

	2014	2013
	£	£
Audit and related fees	5,799	5,032
AGM	-	243
	<u>5,799</u>	<u>5,275</u>

## 7 Net incoming/(outgoing) resources before transfers

	2014	2013
	£	£
<b>This is stated after charging:</b>		
Rentals under operating leases	25,000	25,000
Auditors' remuneration	5,799	5,032
Auditors' remuneration – non audit services	-	-
Depreciation: owned fixed assets	7,214	10,431
	<u>7,214</u>	<u>10,431</u>

## 8 Tangible Fixed Assets

	Refurb On Lease	Computers and Office Equipment	Total
	£	£	£
<b>Cost</b>			
31 March 2013	34,996	128,757	163,753
<b>31 March 2014</b>	<u>34,996</u>	<u>128,757</u>	<u>163,753</u>
<b>Depreciation</b>			
31 March 2013	16,642	125,756	142,398
Charge for the year	4,787	2,427	7,214
<b>31 March 2014</b>	<u>21,429</u>	<u>128,183</u>	<u>149,612</u>
<b>Net book value</b>			
31 March 2014	<u>13,567</u>	<u>574</u>	<u>14,141</u>
31 March 2013	<u>18,354</u>	<u>3,001</u>	<u>21,355</u>

**WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**Notes forming part of the financial statements for the year ended 31 March 2014 (*continued*)**9 Fixed Assets Investments**

The company's investments at the balance sheet date in the share capital of companies include the following:

People in Partnership (Wolverhampton) Community Interest Company

Nature of the business: The company was incorporated on 12 July 2011 and has not traded during the year 2013-14. Initially WVSC held 100% of the holding, however the articles were amended in May 2013, so that WVSC now holds 25% of the holding.

Class of share	% Holding		
Ordinary	25.00		
Aggregate capital and reserves		<b>2014</b>	<b>2013</b>
		<b>1</b>	<b>1</b>
		<u>          </u>	<u>          </u>

**10 Debtors**

	<b>2014</b> <b>£</b>	<b>2013</b> <b>£</b>
Trade debtors	79,280	31,531
Payments in advance	3,853	908
	<u>          </u>	<u>          </u>
	<b>83,133</b>	<b>32,439</b>
	<u>          </u>	<u>          </u>

**11 Creditors: amounts falling due within one year**

	<b>2014</b> <b>£</b>	<b>2013</b> <b>£</b>
Deferred income	65,406	35,338
Other creditors	12,275	26,048
Accruals	42,926	80,715
	<u>          </u>	<u>          </u>
	<b>120,607</b>	<b>142,101</b>
	<u>          </u>	<u>          </u>

**WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**
**Notes forming part of the financial statements for the year ended 31 March 2014 (continued)**

<b>12</b>	<b>Analysis of Deferred Income</b>	<b>B/f 01.04.13</b>	<b>Released</b>	<b>Received</b>	<b>C/f 31.03.14</b>
	Funder of Deferred Income	£	£	£	£
	Sales Income	5,868	5,868	389	389
	WCC Public Health (SUIT)	5,700	5,700	5,700	5,700
	WCC (Micro Enterprise)	14,770	14,770	-	-
	WCC (Third Sector Partnership)	9,000	9,000	19,000	19,000
	WCC (Families in Focus)	-	-	27,989	27,989
	WCC Public Health (MHE)	-	-	12,328	12,328
	<b>TOTALS</b>	<b>35,338</b>	<b>35,338</b>	<b>65,406</b>	<b>65,406</b>

<b>13</b>	<b>Analysis of Net Assets Between Funds</b>	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>TOTAL 2014</b>
		£	£	£	£
	Fixed Assets	1	-	14,141	14,142
	Current Assets	182,638	92,007	640,210	914,855
	Current Liabilities	(12,394)	-	(108,213)	(120,607)
	<b>Net Assets at 31 March 2014</b>	<b>170,245</b>	<b>92,007</b>	<b>546,138</b>	<b>808,390</b>

# WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2014 (continued)

## 14 Reserves and Reconciliation of Movements in Funds

	31 March 2013 £	Transfers £	Incoming Resources £	Outgoing Resources £	31 March 2014 £
<b>Unrestricted funds:</b>					
General unrestricted fund	173,996	(2,899)	56,077	56,929	170,245
Designated funds including operation liabilities	101,816	(9,809)	-	-	92,007
<b>Restricted funds:</b>					
Capacity Builders Refurb 08-09	7,974	-	-	2,105	5,869
Capacity Builders Refurb 09-10	10,284	-	-	2,682	7,602
Compact	13,632	-	-	-	13,632
Families in Focus	-	-	4,011	4,011	-
Fundability	7,378	-	-	-	7,378
Health and Well Being (HWB)	24,905	-	-	9	24,896
Health Watch	-	-	230,934	198,782	32,152
Big Lottery Grant: Improving Futures	18,328	-	293,995	262,753	49,570
Infrastructure Support	-	12,708	102,778	110,263	5,223
LINK	75,086	-	-	-	75,086
Mental Health Empowerment	49,898	-	132,736	134,284	48,350
Micro Enterprise	-	-	58,288	53,003	5,285
NOMS	-	-	40,781	38,482	2,299
Quality Initiative	10,000	-	-	-	10,000
Service User Involvement - SUIT	48,791	-	131,513	131,666	48,638
Big Lottery Grant: Talent Match	689	-	281,964	83,804	198,849
Third Sector Partnership	1,449	-	18,000	17,751	1,698
Transforming Local Infrastructure Grant	63,375	-	79,988	143,363	-
Volunteer Services	28,754	-	104,076	123,219	9,611
	<b>636,355</b>	<b>0</b>	<b>1,535,141</b>	<b>1,363,106</b>	<b>808,390</b>

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

Notes forming part of the financial statements for the year ended 31 March 2014 (*continued*)

---

### **Note: Reserves and Reconciliation of Movements in funds – Transfers between funds:**

In 2013-14 there was a transfer within Unrestricted Funds: £9,809 was transferred from designated funds to general unrestricted funds. This reflects the reserves calculation which specifies "closure" costs. These closure costs are £90,677 for the forthcoming year 14-15, which is a reduction of £9,809 from last year's accounts. This is due to a reduction in lease liabilities.

In 2013-14 there was also a transfer of funds between unrestricted and restricted funds. Unrestricted funds transferred £12,708 to the Restricted Fund Infrastructure Support. This reflects the Board's decision to support the capacity building service with organisational reserves, up to this value.

**Purpose of Funds** The information provided below is a brief summary on each fund. Further information is detailed in the Trustees' Report.

### **UNRESTRICTED FUNDS:**

**General Unrestricted Fund:** This is used to fund the activities of the unrestricted elements of Core Activities – partnership working across the sector and with statutory sector, some capacity building and advocacy within the sector which isn't funded through the WCC grant, payroll, reprographics, newsletter, website, and general infrastructure support services. All the above are also provided to projects/restricted fund activities within WVSC. For more detail on unrestricted funds reserves, please see paragraph on unrestricted reserves within the TAR.

**Designated Funds:** The balance in designated funds is £92,007. This represents £1,330 for improving safety within the organisation for staff and visitors, and £90,677 for operational liabilities/closure costs. Please see reference to reserves policy in the TAR.

### **RESTRICTED FUNDS:**

**Capacity Builders Refurbishment nos. 1 and 2:** one-off grants to improve accessibility of WVSC's premises and resources.

**Compact:** to establish rules of engagement between the statutory and voluntary and community sectors.

**Families in Focus:** to support families whose children receive a service through Improving Futures.

**Fundability:** to support training activity for the VCS in Wolverhampton.

**Health and Well Being:** to promote inclusion and participation in decision making forums and structures.

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

Notes forming part of the financial statements for the year ended 31 March 2014 (*continued*)

---

**Health watch:** to ensure patients and customers are able to influence and comment on health and social care provision in the city.

**Big Lottery Grant - Improving Futures** is a partnership of third sector organisations, led by WVSC, whose aim is to improve the lives of primary aged children through an intensive programme of mentoring and specific support to families.

**Infrastructure Support:** this is to support capacity building with local third sector organisations, and then in addition to part - fund the role of championing the sector.

**LINK:** to enable the citizens of Wolverhampton to have a say about Health and Social Care Services.

**Mental Health Empowerment:** to support and enable the involvement of adults with mental health needs in the planning, influencing and monitoring of services.

**Micro – Enterprise:** this is a project aimed at developing the social care market.

**NOMS:** to develop structures, and the capacity of local third sector organisations, so that they are better placed to play a role in delivery of substantive services.

**PAMH:** to ensure the voice of Mental Health Service users is able to influence Mental Health Services.

**Quality Initiative:** to pursue quality initiatives proposed by groups within the sector.

**(Drug) Service User Involvement:** to work with users and ex-users of drug services, to support them in influencing the provision of drug treatment services.

**Talent Match:** this is a Lottery Funded Programme aimed at 18-24 year olds, who have been not in education or employment for a year.

**Third Sector Partnership** – this is funding to develop the effectiveness of the Wolverhampton Third Sector Partnership, and as part of this, the funding is used to support the ongoing recognition of the Compact.

**Transforming Local Infrastructure** is a partnership of third sector organisations, led by WVSC, whose aim is to transform the way support is provided to the Voluntary and Community Sector through developing and supporting networks of voluntary organisations to work together to share resources, drive down costs, access support and increase sustainability.

**Volunteer Services:** a service providing potential volunteers and organisations who would like to engage with volunteers, the chance to come together.

## **15 Information regarding members of the Board of Trustees**

The names of persons who are members of the Board are given in the Report of the Board of Trustees.

**WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**Notes forming part of the financial statements for the year ended 31 March 2014 (*continued*)**Remuneration:**

Under the terms of the Memorandum of Association, no member of the Board nor any connected person shall receive any remuneration from WVSC. Board members are offered reimbursement for travel expenses. The amounts involved are negligible.

**16 Particulars of Employees**

The average number of persons employed by WVSC during the year was:

	2014	2013
General activities	30	31

The aggregate payroll cost of these persons was as follows:

	2014 £	2013 £
Wages and salaries	607,947	593,811
Social security costs	46,877	45,316
Other pension costs	46,086	52,828
	<u>700,910</u>	<u>691,955</u>

No employees earned more than £60,000 during the year.

**17 Revenue Grants from Wolverhampton City Council under Section 137 Local Government Act 1988 relating to five areas of funding:**

	Families In Focus	Infrastructure Support	Micro Enterprise
Other	1,523	11,657	23,460
Salaries	2,488	86,423	34,561
<b>Totals</b>	<b>4,011</b>	<b>98,080</b>	<b>58,021</b>

**Revenue Grants from Wolverhampton City Council under Section 137 Local Government Act 1988 relating to five areas of funding ctd:**

	Third Sector Partnership	Volunteer Services	2014	2013
Other	6,000	39,291	81,931	72,632
Salaries	13,000	80,477	216,949	221,668
<b>Totals</b>	<b>19,000</b>	<b>119,768</b>	<b>298,880</b>	<b>294,300</b>



## WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2014 (*continued*)

### 18 Pensions

Some of the employees of the charity are members of the West Midlands Metropolitan Authorities Pension Fund, which is a multi-employer scheme. The Fund is financed by contributions paid by both employees and the charity, and by earnings received on investments. The scheme is a Defined Benefits Scheme.

In accordance with the Actuarial Valuation as at 31 March 2010 and subsequent advice from the Actuaries, contributions to the scheme for 2013/14 from employees were payable at a variable rate according to graded rates of pensionable pay, and employer's contributions for 2013/14 were payable at a rate of 12.1% of pensionable pay plus 6.2% of pensionable pay per annum, plus an additional lump sum of £9,1000.

In accordance with the Actuarial Valuation as at 31 March 2013, contributions to the Scheme for 2014/15 from the employees, are payable at a variable rate according to graded rates of pensionable pay, and employer's contributions for 2014/15 to 2016/17 are payable at a rate of 15.3% of pensionable pay plus 6.4% of pensionable pay per annum, for 22 years to meet the funding shortfall. Also, the charity is required to make additional lump sum contributions towards meeting the shortfall. The amounts payable for the above three years are £12,000, £12,500 and £13,100 respectively

It is assumed that the Administering Authority will continue to invest a significant proportion of the assets of the Fund in UK and overseas equities, and that these will produce a future investment return that exceeds the current yield available on bonds.

The deficit within the Scheme attributable to WVSC, as at 31 March 2013, was £337,000 and this is based on funding at 78%.

### 19 Taxation

WVSC is not liable to tax on any of its income because of its charitable status.

### 20 Operating Lease Commitments

At 31 March 2014 WVSC had annual commitments under non-cancellable operating leases as follows:

	2014		2013	
	Land and Buildings £	Other £	Land and Buildings £	Other £
Expiry date:				
In one to two years		6,527		10,320
In two to five years	25,000		25,000	5,295
	<u>25,000</u>	<u>6,527</u>	<u>25,000</u>	<u>15,615</u>

## **WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL**

Notes forming part of the financial statements for the year ended 31 March 2014 (*continued*)

---

WVSC has an option to terminate the rental lease on giving one year's notice. The landlord can terminate the lease in the event of default by WVSC.

### **21 Related Party Transactions**

Ian Darch, the Chief Executive of WVSC, sits on the Children's Trust Board, and in 11-12 WVSC became the Accountable Body for Improving Futures, a project funded by the Lottery. This project receives in kind funding from the Children's Services, which in 13-14 was to the value of £58,078.

Ian Darch is a director of YOW. YOW purchased community accountancy services from WVSC in 13-14 and is also now a tenant at WVSC. In 13-14 YOW paid WVSC a total of £4,636.

YOW is also a funded partner in the TLI project and in 13-14 received £16,718.

Kath Rees is the CEO of the Haven, Wolverhampton, and a director of WVSC. The Haven is a funded partner in the Improving Futures project, and in 13-14 received £29,423.

Mohammed Nazir is a director of WVSC, and CEO of BME United. BME United is a funded partner in the TLI project and in 13-14 received £10,403.

Asha Darch, daughter of Ian Darch, CEO, was a volunteer on the Improving Futures programme and in 13-14 received expenses of £187.

### **22 Contingent Liability**

During the year under report a staff member was dismissed, following postings on facebook, as detailed earlier in the Trustees Annual Report. This is now scheduled to go to Tribunal. It is being vigorously contested, however the Trustees consider that if the claim for unfair dismissal was to be proven, the potential liability, the quantum of which cannot be determined, is unlikely to be material.