

Company Registration Number: 2902472

Charity Registration Number 1034697

**COUNCIL FOR VOLUNTARY SERVICE
NORTHAMPTON AND COUNTY
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2017**

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**COUNCIL FOR VOLUNTARY SERVICE
NORTHAMPTON AND COUNTY
(A Company Limited by Guarantee)**

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2017

Company Registration Number: 2902472

Charity Registration Number: 1034697

Registered office: 32 – 36 Hazelwood Road
Northampton
NN1 1LN

Executive Committee: Hugh Fenton – Chair
Michael M Loe – Vice Chair
Derek Bensley – Treasurer
Robert Goulbourne (from 9 August 2016)
Bernard Lock
John C Nightingale

Company Secretary Derek Bensley

Bankers: Barclays Bank plc
Northampton

Solicitors: Toller LLP
Northampton

Independent Examiners: DNG Dove Naish
Northampton

**COUNCIL FOR VOLUNTARY SERVICE
NORTHAMPTON & COUNTY
(A Company Limited by Guarantee)**

FOR THE YEAR ENDED 31ST MARCH 2017

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**COUNCIL FOR VOLUNTARY SERVICE
NORTHAMPTON & COUNTY
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REPORT OF THE EXECUTIVE COMMITTEE

The members of the Executive Committee, being Directors of the Council, present their report together with Financial Statements for the year ended 31 March 2017.

Structure and Governance

The Council is a Company Limited by Guarantee, having no share capital. It is also a registered charity. Trustees and managers operate under its Memorandum and Articles of Association.

The Executive Committee members (trustees) are appointed at the Annual General Meeting. At least one third must stand for re-election each year on a rotation basis. There can be up to twelve trustees; currently there are six, none of whom are nominees of major funders. The current members (trustees), being Directors of the Council, are listed at the front of these financial statements.

Upon election or appointment new Trustees are provided with induction information and meet key staff.

The senior staff conduct day-to-day management of the Council, reporting regularly to the Chair and then the Committee. Staff members during the year are listed on page 24.

The Council has a membership of nearly 300 organisations in the County. The Trustees report to them at Annual meetings. CVS services are not restricted to members.

The Council is financially independent except for contractual commitments to funders and service users.

Objectives and Activities

The Objects of the Council are to promote any charitable purposes for the benefit of the Community in Northamptonshire, and to promote and organise co-operation in achieving them.

We meet those objectives through contributing to County and other plans and strategies, through providing direct services to help voluntary organisations achieve their full potential, and through piloting programmes that address new issues and areas of need.

We aim to avoid heavy reliance on renewable grant funding. The Council earns the majority of its income from fees received for direct services, and from contracts to deliver innovative projects.

We do seek grant funding for strategic developments that will accelerate our achievement of long-term financial independence.

**COUNCIL FOR VOLUNTARY SERVICE
NORTHAMPTON & COUNTY
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REPORT OF THE EXECUTIVE COMMITTEE (continued)

Public Benefit

The public benefit from the work of CVS Northamptonshire is achieved through the work of those voluntary and community organisations that we support. Our support services to front line voluntary sector organisations enable them to concentrate on delivering benefits to the general public or the sectors of it in which they focus their work.

Activities

During the year, we focussed on the delivery of our main support services and programmes which are fee-charged to the individual service users. We have introduced additional services and additional benefits to our members, more are planned.

Our involvement in infrastructure planning for the sector in the year centred on the membership of Trustees and senior staff on a range of planning and representative bodies.

Achievements and Performance

CVS receives no grant funding so we have to charge modest fees for our services. Needless to say these are delivered at professional levels and recognised by users as such. This means listening to our user needs, designing and delivering quality services that the voluntary, charitable sectors recognise to be of direct and practical help in achieving their own objectives, and offer good value for money. Each of our services combine professional expertise with an understanding of the voluntary and not-for-profit sector built over a 100 years plus experience.

Community Finance Service

During the year we have continued to help organisations across the County. Listening to the users of our services and their needs we have developed new and expanded services. Sadly, as organisations cease to operate, because of their funding situation, we lost business, but on a positive note we have gained business from groups as our services are cost effective. In 2016/2017 we handled £5.0m on behalf of our other organisations. Our operations have been similar to the previous year but with reasonable growth.

Independent Examinations/Accountancy Services

Independent Examinations, often referred to as IE's, is a major part of Good Governance, and good financial control. Trustees should, if they do not require an audit, have their records/accounts independently examined. It is a safeguard for Trustees, donors, funders and users. It also gives Trustees assurance they are meeting their legal obligations regarding governance.

There are many advantages for Trustees, apart from the legal requirement. A qualified person looks at financial systems and procedures to ensure laid down systems are actually operating and adhered to. Also potential weaknesses are identified in financial systems before a serious problem occurs. CVS, as part of its support role to the sector, will recommend how areas can be improved, which could reduce our costs in the future.

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REPORT OF THE EXECUTIVE COMMITTEE (continued)

Funders will always request accounts and can be reassured of governance etc., if accounts have been independently checked.

Although CVS does not carry out audits, we do prepare accounts, schedules and appropriate file documentation for audit, which can reduce audit costs. We work with many auditors across the County.

Why do we provide an IE service? Because the funds of groups are limited and this service can save a group a considerable amount of money.

What do our Users say about our service?

"Thank you as always for your support, I really don't know what I would do without you."

"You have done a great job – thank you."

Payrolls

This year has been very interesting with the continuing development / provision of the new service relating to Workforce Pensions.

CVS has continued providing the sector with a cheaper processing-only service. We also provide a quality comprehensive payroll service, which includes paying employees, HMRC and general HR information. This is a quality service provided by highly trained, but friendly, helpful and approachable staff.

During the year 5,886 payslips were produced, which means on an average month this one service supported 125 employers across the County, voluntary groups and charities.

What do our Users say about our service?

"The service we receive from CVS continues to be excellent, nothing is too much trouble for the staff who are involved in making sure our payroll and pensions are delivered accurately and on time."

"I think it's working well – had no problems. Payroll is better now we are doing it on line and transferring over the wages. Thank you"

With the new Workforce Pension underway, some groups will not be affected until 2017/2018. For many the thought is enough to throw gloom in the area. It may sound very simple, but for those of us who remember the introduction of the Stakeholder Pension, we know this is not the case.

With so many stages and with high penalties for non-compliance, this is not something to get wrong. Even with our highly skilled experienced payroll staff, it has required many training hours.

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REPORT OF THE EXECUTIVE COMMITTEE (continued)

For the small-medium sized groups the whole process is overwhelming. The users asked for help and in response CVS developed a Workforce Pension Support Service, taking over the reins once an organisation has registered with the Pension Regulator.

So take the headache away and speak to us! We not only provide a service we can also provide a presentation session on the Workforce Pension for your staff, volunteers and Trustees, and answer questions- such as:

- Am I eligible?
- What if I don't want to join?
- What if I already have a pension?
- I am over state pension age – can I join?
- How much will it cost me?
- From an employer's point of view – how do I assess employees?

Let's hear from one of our users who has just gone through the process:

"CVS saved me considerable time and effort by sorting out a pensions' scheme for me. Using a professional organisation who understand exactly what is required, when I do not, is a far more cost effective than doing it ourselves."

Accounting / Bookkeeping Services

Although these services have been around on a small scale for many years, we have not greatly advertised them. The services continue to grow by word of mouth, more than marketing.

As funding across the sector reduces year on year, making our resources scarce, it is a battle between meeting legislative requirements and delivering front line support.

Responding to requests from the sector to provide accounting support, CVS's Trustees have developed this service, which is delivered by qualified staff.

The service is flexible to meet the needs of individual organisations, and it is cost effective. Whether the function is performed in-house or at CVS's offices, you have access and support from a friendly team.

**COUNCIL FOR VOLUNTARY SERVICE
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REPORT OF THE EXECUTIVE COMMITTEE (continued)

This service can include (the list is not exclusive):

- Costings for funding applications
- Full cost-recovery budget setting
- Day-to-day bookkeeping
- Cash flow forecasts
- Preparing accounts in a required format
- Completing and submitting Gift Aid claims
- VAT Returns
- Financial procedures
- Financial systems

It's a "WIN-WIN" service – no need to employ qualified accounting staff. No HR headaches or commitments, no continually training staff. All the problems are handled by CVS.

"The fabulous CVS Team look after our funds and payroll and are a great support to our agency" (The Lowdown)

Human Resource Assistance

We produce a free periodical newsletter updating users on statutory processes, requirements, changes in employment law and standards. As the newsletter is unfunded and free we are sorry we can only produce a limited number.

Funding Support Service

We offer a funding bid checking/writing service which offers support tailored to suit the needs of the individual organisation. This service is used by a number of organisations for a range of bids – from the relatively small (such as Awards for All and Local Community Funds), to major ones (including Reaching Communities). We are hoping for further growth in this area.

In 2016/2017 we assisted a local organisation with business planning, provided start-up support following successful bids and prepared funding bids which resulted in a total of over £450,000 being raised for our clients.

"The support from CVS has been invaluable to the success of our Reaching Communities bid "Home Wasn't Built in a Day". They kept us to task and to time which was really important! His advice particularly as we gathered and collated evaluations and evidence was always thoughtful; his understanding of the project and his help to articulate and clarify this was great. Through this project we are now able to offer enhanced training to our volunteers and open up unique training opportunities to families through integrated workshops alongside partner organisations within the Borough of Corby. The ultimate aim is to widen access to services for those children and families who will most benefit from them whilst providing crucial support to families in their own homes where there is a need for extra support of a practical nature. As an organisation we are very grateful for the experience and knowledge that was offered to us throughout the entire application process. Thank you." (Home-Start Corby)

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REPORT OF THE EXECUTIVE COMMITTEE (continued)

Trustees Network

Funded by The Big Lottery initially, we managed to obtain funds from the Northampton Community Foundation to continue with the Network, hoping that it will eventually become self-sustaining. Meetings are held 3-4 times a year. Topics are decided by Network members themselves. The group of volunteers are mostly unsupported and consistently overlooked.

The Network provides support around governance, management issues, financial, funding policies, strategic planning etc. Also peer support for new Trustees and an opportunity to work with other Trustees, as well as listening to speakers on a wide range of subjects. Update bulletins between meetings give information, articles, updates and signposting.

In summary, details of some of the services available from CVS:

- Payroll - Comprehensive
- Payroll - Processing only
- Pension Support Service
- Basic HR support
- Independent Examination
- Bookkeeping/Accounting
- Financial procedures
- Setting-up Bookkeeping and Accounting systems
- Seminars
- Trustee Network
- Training Courses
- Funding Search Service
- Bid Writing
- Bid Checking
- Business planning/business plan
- Training Sessions in Fundraising.

And more.....

Big Assist

CVS is an approved supplier of support to VCS Organisations under the Big Assist Programme.

General Support

We handled over 8,100 (2016 - 5,500) enquiries and calls for information/support in the year. We monitor the issues raised to identify the key areas where help is needed. We are often the organisation that groups call on for support for financial and HR problems, even if they are not users.

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REPORT OF THE EXECUTIVE COMMITTEE (continued)

Staff / Volunteers

Our staff and volunteers play a vital role in the success of CVS. This is greatly appreciated by the Trustees.

On 31 March 2017, Brenda Peers-Ross retired as Director of CVS after over 33 years' service. Brenda started as a Bookkeeper, spent many years as Finance Manager before becoming Director ten years ago. The Trustees wish to thank Brenda for her invaluable contribution to CVS and the Voluntary & Community sector, her professionalism and expertise will be greatly missed.

Premises:

Our activities are now based in one suite in 32-36 Hazelwood Road. A 2-year lease, with an annual break clause, is operating.

Financial Review

The year ending 31.03.2017 was one with no new project funding to absorb of both fixed and relevant variable costs and was significantly responsible for the loss for the year.

Income from our core charitable activities was slightly more than last year and we were unable to reduce costs by £9,711 from those of last year to £137,529.

Despite the deficit of £25,637, our unrestricted fund balance at the year-end was £72,081 which will ensure our operations in the year end 31.03.2018. With new work coming in and cost reductions, we are moving toward a breakeven.

Restricted Funds held at the 31st March 2017⁶ amounted to £1,708 - NCF Trustee's Network £1,306 and Centra £402.

Risk Assessment

The Council does not believe it is subject to any substantial risk beyond the liabilities disclosed in its Annual Report and Accounts.

The organisation has public, employer and professional indemnity insurance to protect it in case of a claim.

Reserves and Investment Policies

The current reserve policy is to maintain sufficient cash flow for known commitments, replacement of certain assets. Most of the Council's income is by way of grants/fees received at various times in the year.

For reasons of convenience in transferring and depositing money, the Council's investment policy was chosen from the best deposit accounts available from the Council's existing Building Society and Bankers.

**COUNCIL FOR VOLUNTARY SERVICE
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REPORT OF THE EXECUTIVE COMMITTEE (continued)

Looking forward

It is CVS's intent to continue to focus on our present main activities – Community Finance (Accountancy, Bookkeeping, Independent Examinations, Payroll and Pension Support). Funding Support, being an Accountable Body for restricted funds, managing funds for other organisations and HR assistance. These will all be carried out on the basis of recovering all our costs – operating at break-even or a slight surplus.

Continual staff training is undertaken to ensure that our services are up to date.

We will continue to support Voluntary & Community sector organisations with advice/assistance, particularly on financial, governance, business planning and HR matters. This is support for both Trustees and managers. We are aiming to make the Trustee Network self-funding.

Where they become available, we will take up funding opportunities in our core work areas. In addition, we will take on project management work when an appropriate request/offer is made by another organisation.

**COUNCIL FOR VOLUNTARY SERVICE
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STATEMENT OF RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

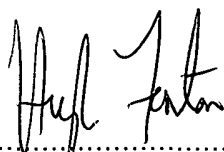
The charity trustees (who are also director of CVS, for the purpose of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards and the methods and principles of the Charities SORP.

Company Law requires the members of the Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for that period. In preparing those financial statements, the members of the Executive Committee are required to:

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

The members of the Executive Committee are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They have a general responsibility for taking such steps as are reasonably open to them to safe guard the assets of the company and to prevent and detect fraud and other irregularities.

SIGNED ON BEHALF OF THE EXECUTIVE COMMITTEE



.....
Hugh Fenton – Chair/Director

Date: 22nd August 2017

**COUNCIL FOR VOLUNTARY SERVICE
NORTHAMPTON & COUNTY
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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COUNCIL FOR VOLUNTARY SERVICE
NORTHAMPTON AND COUNTY**

We report on the accounts of the charitable company for the year ended 31 March 2017 which are set out on the attached pages.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to our attention.

Our instructions were extended from the above to carry out additional work by way of a review of the systems operating on the handling of charity clients' monies (see note xx to the accounts) and our report is extended accordingly. The work performed is not to the extent which would be required under a full audit.

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- 1 which gives us reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Report on the handling of charity clients' monies

In respect of the extended instructions noted above we carried out a review of the systems operating on the handling of charity clients' monies and report that we did not identify any errors or weaknesses in the system and that the system appears to be operating effectively.



V W Griffiths FCA
DNG Dove Naish
Chartered Accountants
Eagle House
28 Billing Road
Northampton
NN1 5AJ

Date: 31 August 2017

**COUNCIL FOR VOLUNTARY SERVICE
NORTHAMPTON & COUNTY
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PRINCIPAL ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice SORP (FRS102) issued 1st January 2015, applicable UK Accounting Standards and the Charities Act 2011.

Format

The company has taken advantage of the provisions of the Companies Act 2006 and presented an income and expenditure account in the form of a statement of financial activities on the grounds that it enables the financial statements to show a true and fair view of the result for the period.

The principal accounting policies of the company are set out below.

Incoming Resources

Voluntary Income

Voluntary income, including donations, legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment Income

Interest is brought into account on a receivable basis and dividend income on a received basis.

Income from Charitable Activities

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned. Grant income in this category provides funding to support performance activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Resources Expended

Expenditure is recognised when a liability is incurred.

1. Costs of Generating Funds are those costs incurred in attracting voluntary income.
2. Charitable Activities include expenditure associated with direct services and membership support.
3. Governance Costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

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PRINCIPAL ACCOUNTING POLICIES (continued)

Allocation of Costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Costs are allocated to functional headings on the basis of direct costs plus overheads on a fair and reasonable estimated basis.

	Governance	Support costs
	£	£
Trustees/meeting costs	777	-
Independent Examination	525	-
Salaries and related costs	-	3,572
Office costs	-	215
Accounting	-	618
Property costs	-	133
	-----	-----
	1,302	4,538
	=====	=====

Investments

Investments are included at market value.

Leased Assets

Payments made under operating leases are charged to the income and expenditure account on a straight-line basis over the lease term.

Contributions to Pension Funds

The pension costs charged represent the amounts of contributions payable to the scheme in respect of the accounting period.

Tangible Fixed Assets and Depreciation

Depreciation is calculated to write down the cost of all tangible fixed assets by instalments over the expected useful lives. The directors have set a materiality lever of £5k per individual item under which no purchase will be capitalised. Specific policies are as follows

Computers and short life assets 2 – 3 years straight method
Long life assets 5 – 10years straight line method

At present the charity has no fixed assets.

VAT

CVS is partially registered for VAT, which is chargeable on certain direct services. Income and expenditure relating to the services are shown exclusive of VAT. Where irrecoverable VAT applies expenditure is shown at actual cost.

**COUNCIL FOR VOLUNTARY SERVICE
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PRINCIPAL ACCOUNTING POLICIES (continued)

Fund Accounting

Funds held by the charity are either:

- Unrestricted General Funds – these are funds that can be used in accordance with the charitable objects at the discretion of the Executive Committee.
- Designated Funds – these are funds set aside by the Executive Committee out of unrestricted funds for specific future purposes or projects.
- Restricted Funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanations of the nature and purpose of each fund is included in the notes to the financial statements.

Reserves

Reserves are need to bridge the gap between the spending and receiving of income. Direct support provided to the sector is invoices on a time basis after the completion.

The trustees consider the ideal level to be between 3 - 6 months running costs to ensure adequate cash flow. Based on 2017 figures for 6 months, this would be £68,500.

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2017

	Note	Unrestricted Funds £	Restricted Funds £	2017 £	2016 £
Income from:					
Donation & legacies	1	941	-	941	212
Charitable activities	2	108,982	-	108,982	106,628
Investment income	3	316	-	316	439
Total Income		110,239	-	110,239	107,279
Expenditure on:					
Raising funds		-	-	-	-
Charitable Activities	4	136,889	640	137,529	246,698
Total expenditure		136,889	640	137,529	246,698
Net gains/losses on investments	6	195	-	195	(210)
Net income/(expenditure)		(26,455)	(640)	(27,095)	(139,629)
Transfer between funds		818	(818)	-	-
Net movements in funds		(25,637)	(1,458)	(27,095)	(139,629)
Reconciliation of funds:					
Total funds brought forward		97,718	3,166	100,884	240,513
Total funds carried forward		72,081	1,708	73,789	100,884

All income and expenditure derive from continuing activities.

The statement of financial activities is incorporating the income and expenditure accounts and includes all gains and losses recognised during the year

STATEMENT OF FINANCIAL POSITION AS AT 31ST MARCH 2017

		2017	2016
	Note	£	£
Fixed Assets			
Investments	6	5,523	5,328
		<u>5,523</u>	<u>5,328</u>
Current Assets			
Debtors	7	19,589	17,027
Cash at Bank and in Hand		<u>54,909</u>	<u>87,834</u>
		74,498	104,861
Creditors - Amounts falling due within one year	8	(6,232)	(9,305)
Net current assets/(liabilities)		<u>68,266</u>	<u>95,556</u>
Net assets/(liabilities)		<u><u>73,789</u></u>	<u><u>100,884</u></u>
Charity Funds:			
Unrestricted/ designated reserves	10	72,081	97,718
Restricted: CVS Projects	11	<u>1,708</u>	<u>3,166</u>
		<u><u>73,789</u></u>	<u><u>100,884</u></u>
Analysis of Funds Held			
Funds held for CVS Projects		1,708	3,166
Balance of Funds		<u>72,081</u>	<u>97,718</u>
		<u><u>73,789</u></u>	<u><u>100,884</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

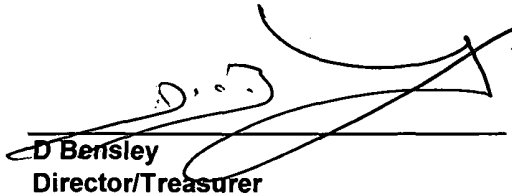
(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Executive Committee on 22nd August 2017, and signed on their behalf by:



Hugh Fenton
Director/Chair



D Bensley
Director/Treasurer

The notes on page 16 to page 22 form part of these financial statements.

1 Income from donations and legacies:

	2017		2016	
	Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds
	£	£	£	£
Donations, legacies & similar incoming resources	941	-	212	-

2 Charitable activities:

	2017		2016	
	Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds
	£	£	£	£
Groundwork	-	-	-	1,600
Grants	-	-	-	1,600
Fees, rent and hire income	103,813	-	104,045	297
Management, personnel and policies	1,825	-	24	-
Seminars, courses and training events	525	-	307	-
Bid writing/checking	1,495	-	355	-
Sundries and other income	1,324	-	-	-
	108,982	-	104,731	1,897

3 Investment income:

	2017	2016
	£	£
Dividends receivable on quoted investments	63	73
Interest receivable	253	366
	316	439

4 Expenditure on charitable activities:

	Charitable Activities		Governance		Total 2017	Total 2016
	Unrestricted	Restricted	Unrestricted	Restricted		
	£	£	£	£	£	£
Employment Costs	108,410	157	-	-	108,567	111,495
Recruitment costs	1,100	-	-	-	1,100	-
Volunteers and other expenses	146	-	-	-	146	131
Office expenses	6,806	156	-	-	6,962	9,480
Equipment r&m and renewals	5,082	-	-	-	5,082	7,706
Professional & Financial costs	10	-	775	-	785	4,195
Premises costs	12,153	-	-	-	12,153	13,747
Events, projects, other costs	2,407	327	-	-	2,734	99,944
	136,114	640	775	-	137,529	246,698

The total restricted spend in 2016 amounted to £99,458, unrestricted £147,240.

4 Expenditure on charitable activities (continued)

	2017 Staff Costs	Other Costs	Dep'n	Total
	£	£	£	£
Charitable Activities	104,995	27,158	-	132,153
Governance Costs	-	775	-	775
Support costs	3,572	1,029	-	4,601
	108,567	28,962	-	137,529

	2016 Staff Costs	Other Costs	Dep'n	Total
	£	£	£	£
Charitable Activities	107,923	129,424	-	237,347
Governance Costs	-	4,321	-	4,321
Support costs	3,572	1,458	-	5,030
	111,495	135,203	-	246,698

Other costs include independent examiners fees of £1,000 (2016: auditors remuneration £3,730) and rental agreement of £10,762. (2016: £10,762).

, Membership Support costs are part restricted and part unrestricted.

5 Trustees and Employees:

	2017	2016
	£	£
Wages and salaries	92,896	94,463
Social security costs	4,254	5,303
Other pension costs	2,563	2,563
Deficit Pension contribution	7,814	8,318
	<u>107,527</u>	<u>110,647</u>
Training and conferences	152	118
Travel	888	957
	<u>108,567</u>	<u>111,722</u>

The average number of employees by head count 6 (2016:6).
On a full-time equivalent basis, during the year was:

	2017	2016
Main Activities and Community Finance Team	<u>5</u>	<u>5</u>
	<u>5</u>	<u>5</u>

This excludes volunteer help.

Pension Scheme - CVS is a member of The Pensions Trust, and match employees' contributions up to 5% of gross salary.

At 30.09.2011 the Pension Trust had a triennial valuation of the Growth Plan which revealed a deficit of £147.6 million on a Technical Provisions basis. Because of this they have put in a 10 year recovery plan. Until that provision is reached an employer withdrawing from the Scheme would incur a debt. In the case of CVS that has been estimated as £110,846 at 30.09.2016 (£110,846 at 30.09.2015). However CVS has 3 active members of the Scheme and currently the Trustees have no intention of voluntarily withdrawing from the Scheme thus the liability does not arise at this time.

During the year £7,813.92 additional payment has been made to reduce this liability on the historical Pension Scheme, which closed in 2011.

The additional deficit contribution required from CVS for the year from 1 April 2017 is £8,048.33, again this payment relates to the historical pension scheme.

During the year the trustees received no remuneration (2016: £nil). The total expenditure reimbursed to the trustees amounted to £146 , one trustee claimed travel to and from Executive meetings. (2016: £126.00).

No employee earned in excess of £60,000 during the year.

Remuneration paid to Directors in the year £32,474.

6 Fixed assets - Investments

	At Cost £	At Market Value 2017 £	2016 £
Cost or Valuation			
At 1 April 2016	5,100	5,328	5,538
Unrealised gains/(losses) on valuation	-	195	(210)
Matured during the year	-	-	-
At 31 March 2017	<u>5,100</u>	<u>5,523</u>	<u>5,328</u>
Investments comprise:			
Quoted equities	100	523	328
Government bonds	5,000	5,000	5,000
	<u>5,100</u>	<u>5,523</u>	<u>5,328</u>

Investments representing more than 5% of the portfolio value are:

	At 31.03.17 £	At 31.03.16 £
National Savings Bank	5,000	5,000

7 Debtors:	2017 £	2016 £
Trade debtors	14,137	14,352
Prepayments	5,452	2,675
	<u>19,589</u>	<u>17,027</u>

8 Creditors: Amounts falling due within one year	2017 £	2016 £
Other creditors	(52)	-
Accruals	(1,275)	(5,090)
HMRC - VAT payable	(4,905)	(4,215)
	<u>(6,232)</u>	<u>(9,305)</u>

9 Share capital and members liability:

The company is limited by guarantee and does not have a share capital.

In the event of the company being wound up, every member, whilst a member and within one year of ceasing to be a member, undertakes to contribute a maximum of £1 to meet the liabilities of the company. At 31 March 2017, there were 319 members. (2016:317)

10 Unrestricted/ Designated Funds:

Of the unrestricted funds of the company, a certain proportion are designated funds which have been set aside by the Trustees for specific purposes.

	At 01.04.16	Movement in Year	Transfers	Movement in Investment Value	At 31.03.17
	£	£	£	£	£
Designated funds: Trustees Network	-	383	297	-	680
Designated funds: IT equipment	1,850	-	-	-	1,850
Designated funds: General Reserve	95,868	(27,033)	521	195	69,551
	97,718	(26,650)	818	195	72,081

Trustees Network - Individual membership fees towards the cost of trustee network meetings.

CVS is currently dependent on earning income to sustain its activities, earned income is sometimes invoiced after work is completed the Trustees have designated a general reserve to enable current commitment to be met. The aim of the general reserve is to generate 6 - 9 months running costs.

Designated IT equipment - to continue to provide support the sector CVS depends heavily on IT equipment, which becomes obsolete after a period of time.

The trustees designate a reserve for replacement based on a renewal programme the cost of which are provide by external IT support provider.

The designated reserves are reviewed annually, or more frequent if appropriate.

Reserves are built up from unrestricted (earned income) income.

11 Restricted Funds:

The income funds of the company include restricted funds comprising the following balances of donations and grants to be held on trust to be applied for specific purposes.

	At 01.04.16	Incoming Resources in year	Outgoing Resources in year	Transfers	At 31.03.17
	£	£	£	£	£
NCF	2,601	-	(527)	(768)	1,306
Centra	565	-	(113)	(50)	402
	3,166	-	(640)	(818)	1,708

NCF grant is to support the Northamptonshire Trustees Network.

CVS is the accountable body for Centra grant received from Groundwork.

12 Analysis of Net Assets Between Funds:

Fund balances at 31 March 2017 are represented by:

	Unrestricted Funds	Restricted Funds CVS Projects	Other	Total
	£	£	£	£
Tangible fixed assets	-	-	-	-
Investments	5,523	-	-	5,523
Current assets	72,790	1,708	-	74,498
Current liabilities	(6,232)	-	-	(6,232)
Total	72,081	1,708	-	73,789

13 Leasing Commitments:

At 31 March 2017, the company had annual commitments under non-cancellable operating leases as set out below:

	Land and Buildings	
Operating leases which expire in :	2017	2016
	£	£
Less than 1 year	8,000	8,000
Within 2 - 5 years	-	-
After more than 5 years	-	-

14 Pensions:

The company makes pension contributions on behalf of certain employees into various money-purchase schemes administered in funds independent from the company. This amounted to £2,563 in the year (2016:2,563) Payments are made from unrestricted funds.

There is a commitment to make an additional payment in 2017/2018 of £8,048.33. (2016/2017:£7,813.92) Additional payments are to reduce the historical pension fund deficit to £110,846. This figure has an effective date of 30 September 2016.

15 Ultimate Controlling Party:

The company is under the ultimate control of its Executive Committee, the members of which are shown at the front of these financial statements.

16 Funds held on behalf of Third Parties:

Funds held and administered on behalf of external organisations via payroll and accountancy services amounted to £5 million for the year (2016: £5.6 million).

	At 01.04.16	Movement In	Movement Out	At 31.03.17
	£	£	£	£
Funds held on behalf of third parties	212,208	5,015,892	(5,035,123)	192,977

17 Legal Form

The charity is a private company limited by guarantee registered in England and Wales. Its registered office and charity number are shown on page 1.

18 First year adoption

This is the first year in which the financial statements have been produced on FRS 102. There have been no adjustments to the reported income for the year or the opening and closing funds as a result of the transition.

**COUNCIL FOR VOLUNTARY SERVICE
NORTHAMPTON & COUNTY
(A Company Limited by Guarantee)**

STAFF LIST TO 31ST MARCH 2017

DIRECTOR

Brenda Peers-Ross (retired 31 March 2017)

FINANCE

Payroll –Co-ordinator

Christine Andrews

Accounting Technician

Lorraine Scullion

Administrator

Janice Care

Assistant Payroll Co-ordinator

Elaine Brennan

FUNDRAISING

Fundraising Development Officer

Trevor McHugh

CLEANING SERVICES

Cleaner

Paul McCartney

**COUNCIL FOR VOLUNTARY SERVICE
NORTHAMPTON & COUNTY
(A Company Limited by Guarantee)**

MEMBERS AS AT 31ST MARCH 2017

Abbeyfield Kettering & District	Daventry & District Citizen's Advice Bureau
Abbeyfield Dorcas	Daventry & District Crossroads
Abington Avenue United Reform Church	Daventry & S. Northants Lifelong Learning
Accommodation Concern	Daventry 0-14year Liaison Group
Advance Housing & Support Ltd	Daventry Area Community Transport (DART)
African & Caribbean Elders Services	Daventry Care & Repair
African Heritage Culture & Arts Network	Daventry Contact
Age UK Northamptonshire	Daventry Toy Library
Aldem Action	Daventry Volunteer Centre
Al-Jamat Ul Muslim of Bangladesh	Daventry Welfare Rights
Alzheimer's Disease Society Central	Daylight Centre
Alzheimer's Society South Northants	Deaf Connect
Alzheimer's Northampton & District	DIAL Northants (Corby)
Animals in Need	DIAL Northants (Daventry)
Aquarius Action	Diocese of Peterborough
Arbours Church Trust	Doddridge Centre
ARK in Oundle	Dostiyo Asian Women's Centre
Arthritis Care (Kettering & District)	East Northants Voluntary Action
Arthritis Care (Central England)	Eastern View Newsletter
Autism Independent (UK)	East Northants Headway
Banbury & District volunteer Bureau	East Northants MIND
Barry After School Club	Eastfield Residents Association
Beanfield Special Needs PGS	Eating Disorders Group
Bellinge Community House	Emmanuel Group of Churches
Bethany House for Under Privileged Children	Encounters
Blackthorn Good Neighbours Project	English Churches Housing
Boothville Community Council	Enterprise Training Project
Boys Brigade/Girls Brigade	EPIC (Elderly People in Crisis)
British Red Cross	Families in Partnership
Broadmead Baptist Church	Family Care
BTCV Trust for Conservation	Family Support Link
Buckingham Canal Society	Friends of Favell House
CAN – Drug & Alcohol Team	Friends of Northampton General Hospital
Capricorn Club	Gharana Housing & Community Care
Care & Repair Northamptonshire	Girl Guiding Northampton
Care Management Services	Goodwill Solutions
Carers Form Northamptonshire	Greens Norton Gardeners Society
Caring & Sharing Trust	Hackleton Pre-School Group
Casa Alianza UK	Haemophilia Society
Castle Residents Association	Hardingstone Village Hall
Cathedral of Our Lady & St. Thomas	Headway (Northampton)
CHAT Oundle	Headway East Northants
Children United	Health Visitors Association
Children's Aid Team	Home Instead Senior Care
Citizen's Advice Northamptonshire	Home-Start Corby
Community Service Volunteers (CSV)	Home-Start Daventry & South Northants
Corby & District Cancer Care	Home-Start East Northants
Corby & District ME Support Group	Home-Start Kettering
Corby Community Arts Association	Home-Start Northampton
Corby Voluntary Car Pool	Home-Start Wellingborough & District
Corby Voluntary & Community Service	Hope Centre
Corby Women's Centre	Housing & Money Advice Centre
Crossroads Care	Housing & Care 21
Crossroads Care South Northants	Huntington's Disease Association
Cruse (Northampton Branch)	IHWO (Northampton)
Cystitis & Overactive Bladder Foundation	Indian Family Association

**COUNCIL FOR VOLUNTARY SERVICE
NORTHAMPTON & COUNTY
(A Company Limited by Guarantee)**

MEMBERS AS AT 31ST MARCH 2017

Industrial Rehab Workshop	Northampton Door-to-Door Service
Inspiration FM	Northampton Irish Support Group
Jesus Centre	Northampton NLP
Kettering Citizens Advice Bureau	Northampton Osteoporosis Support Group
Kettering Division Girl Guiding	Northampton Counselling Service
Kettering Information Services	Northampton RSI Support Group
Kettering Out & Proud Association	Northampton Sailability
Kettering Voluntary Network KVN	Northampton Somali Self-Help Group
Kettering Welfare Rights Advisory Service	Northampton Speakers' Circle
Kettering Youth Information services	Northampton Vietnamese Association
Keystone Escape Youth Centre	Northampton Volunteering Centre
King's Heath Adventure Club	Northampton West Indian Parents' Association
King's Heath Fitness	Northampton Women's Aid
Kyle Henman Trust	Northampton Youth Ministry Office
La Leche League Northampton	Northamptonshire ACRE
Leonard Cheshire Care at Home	Northampton Albanian Group
Liberian Association	Northamptonshire Black History Association
Liquidiser	Northamptonshire Children's Resource Centre
Little Harrowden Village Hall	Northamptonshire Women's Institutes
Livability	Northamptonshire Hindu Association
Live at Home – Northampton	Northamptonshire Libraries & Information
Manna House Counselling Service	Northamptonshire Police
Marriage Care Northampton	Northamptonshire Pre-School Learning Alliance
Mayday Trust	Northamptonshire Probation Service
MDF Bipolar Organisation	Northamptonshire Racial Equality Council
MENCAP – Community Support	Northamptonshire Rape & Incest Crisis Centre
MENCAP Homes Foundation	Northamptonshire Scout Council
Mental Handicap Resource Centre	Northamptonshire Sickle Cell Support Group
Mentoring & Befriending E. Midlands	Northamptonshire Society for Autism
MIND Kettering	Northamptonshire Somali Community
MIND Northampton & District	Northamptonshire YMCA
MIND Oundle	Northants CDA Ltd
MIND Rushden	Northants Fibromyalgia Support Group
MIND Thrapston & Raunds	Northants Network Art
MIND Wellingborough	NSPCC
MND Association (Motor Neurone)	Off the Hook
Nagarjuna Buddhist Centre	Open Channels
NARA Breathing Charity	Oundle & district PHAB
NASBH Northants – Spina Bifida	Oundle Special Children's Association
National Autistic Society	Our Way Language School (OWLS)
National Rheumatoid Arthritis Society	Oxfam
National Schizophrenic Friendship	Pardesi Kabila Association
NAYC – Youth Development	Parent Befriending Group
NCC Youth Service	Parkinson's Disease Society
NCH Wellingborough Family Centre	Patel Samaj of Northamptonshire
Need to Know	Permorganics Food & Sustainability Project
Nene Valley Christian Family Refuge	Pink Rooster
Nene Valley Fibromyalgia Group	PLACC Parklands & Learning Care Centre
Networking Women	Positive Parents
New Community in Social Enterprise	Pravasi Mandal
New Testament Church of Ladies Ministries	Pyramid Drop-in Centre
Northampton Abington Community Assoc.	Rainbows Children's Hospice
Northampton Afro-Caribbean Organisation	Relate (Northamptonshire)
Northampton Arthritis Care Link Group	Rockingham Forest Trust
Northampton Arts Development	Round-About Club
Northampton Bangladeshi Association	Royal United Benificent Association
Northampton Connolly Association	Rutland Sailability
Northampton Crown Court Witness Service	Sailing with Spirit

**COUNCIL FOR VOLUNTARY SERVICE
NORTHAMPTON & COUNTY
(A Company Limited by Guarantee)**

MEMBERS AS AT 31ST MARCH 2017

Salvation Army	Thorplands Out of School Club
Samaritans	Time2Talk
SCOPE	The Resource Centre
SERVE	The Resources in the Community Trust
Service Six	Tools for Self Reliance Northampton
SHIP (Sexual Health Information Project)	Towcester Area Door to Door
Shire Community Services	UCN Community Volunteers
Shopmobility Northampton	U-KAN 2
Sikh Community Centre	Victim Support – Daventry & South Northants
SOLAR	Victim Support – Northampton
Solve It	Victim Support Kettering & Corby
Soroptomist International	Victoria Centre
South Africa Society	Vine Community Trust
South Northants Mencap	Visitor's Centre Wellingborough Prison
South Northampton Volunteer Bureau	Volunteer Action Oundle
Southfields Residents Association	Volunteer Centre Thrapston
Spencer Contact	Volunteer Reading Help
Spencer Matters	We Care
SSAFA – Forces Help	Welfare Rights Advisory Service
St. Giles Church Centre	Wellingborough & District Talking Newspapers
St. John Ambulance	Wellingborough Afro-Caribbean Association
St. Matthew Housing	Wellingborough Early Years Liaison Group
St. Peter & St. Andrew Corby	Wellingborough Integrated Social Enterprises
St. Vincent De Paul Society	Wellingborough Oriental Sports & Social Club
Stanley Mews Community Trust	Wellingborough Shopmobility
Step by Step	Wellingborough Welfare Rights
Stuart Haseley Memorial Fund	Whitefriars Anglican Church
Substance Misuse Service	Wildlife Trust
Sunflower Centre	Women's Survivors Network
ASC Greens Norton After School	Workbridge Enterprises Ltd
Teamwork Trust	World Mandate Ministries
The Bangladeshi Youth Association	Yardley Hastings Good Neighbours
The Compassionate Friends	YMCA St. John's
The Meeting Point Youth Club	Youth Service Daventry Area
The Lowdown	
The Parish Church of St. Mary Burton Latimer	