

## Chartered Accountants

Established Nineteen Twenty Six

BURNLEY, PENDLE AND ROSSENDALE  
COUNCIL FOR VOLUNTARY SERVICE

## FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH, 2020

TUESDAY



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A02 27/10/2020 #1

COMPANIES HOUSE

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A11 27/10/2020 #244

COMPANIES HOUSE

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
**OFFICERS, PROFESSIONAL ADVISORS AND REGISTERED OFFICE**

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**PRESIDENT:** The Mayor of Burnley

**EXECUTIVE COMMITTEE  
MEMBERS - TRUSTEES:**

Mrs. S. Biggs	Chairman
Mrs. M. Lishman	Vice Chair
Mrs. S. Hughes	
Dr. W. Park	
Mr. H. Eccles	
Mrs. I. Burton	(Resigned September 2019)
Mrs. B. Ashworth	
Ms. L. Pate	
Mr. F. Wren	
Mr. P. Kenyon	
Mrs. J. Oakes	
Mr. W. Blackburn	
Mrs N. Zaman	
Mr H. Thomas	
Dr. J. Taylor	

**- REPRESENTATIVES:** Local councils and Lancashire County Council can provide representatives who are allowed to attend meetings but have no voting rights.

**CHIEF OFFICER:** Mrs. C. Blythe

**REGISTERED OFFICE  
AND PRINCIPLE ADDRESS:** The CVS Centre  
62-64 Yorkshire Street  
Burnley  
Lancashire  
BB11 3BT

**AUDITORS:** Ashworth Moulds  
11, Nicholas Street  
Burnley  
Lancashire  
BB11 2AL

**SOLICITORS:** Southern  
Lodge House  
2nd Floor  
Cow Lane  
Burnley  
Lancashire  
BB11 1NN

**BANKERS:** Yorkshire Bank plc  
25, Manchester Road  
Burnley  
Lancashire  
BB11 1HX

**REGISTERED COMPANY NUMBER:** 3328219

**REGISTERED CHARITY NUMBER:** 1062446

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

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## **BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

### **CHAIRMAN'S REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2020**

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The past year has been an exciting and challenging year as our organisation continues to grow and develop. Whilst we have responded to new initiatives trustees have committed to using reserves to ensure services and support have not been disrupted following changes to our funding income. Demand for our services has increased during the year. Therefore we have invested in our staff to ensure we are able to respond as quickly as possible to any situation. Inevitably, however there has been an impact on our bottom line which has made the year has been challenging.

Trustees play a very active role in supporting our Chief Officer, her senior team, the staff and volunteers. Everyone plays a crucial part in ensuring Burnley, Pendle and Rossendale CVS (CVS) continues the work it began 85 years ago. Our mission has never changed and we continue to look for opportunities that help people to help others. The voluntary, community and faith sector in all its many guises and at all levels from the national to the small volunteer led local group play a vital part in supporting others. On a daily basis we see and hear stories that make us proud to be involved and play our part in enabling others to do what they do so brilliantly well.

As in recent years the Trustees' Report provides a great deal of information regarding the Charity's operation in the year under review and to offer thoughts on future activities. CVS staff and Ashworth Moulds have again assisted a great deal to ensure that the presentation of the financial details comply with relevant accounting requirements. These reflect a true state of the affairs of the charity and enable comparison with previous year's figures.

During the year we met all the usual conditions and criteria from our service level and grant Agreements and increased requirements for monitoring. It is satisfying to note that once again all our funders and partners have been pleased with the information that we provided when they formally reviewed the contracts.

We have continued to consider staffing as a result of the funding in place. As mentioned earlier trustees have committed to using some reserves – in line with our policies – to ensure that we have staff in place to deliver projects.

I would like to conclude this report by extending thanks to a number of people and organisations. No business is effective without a leader and we have a Chief Officer who is prepared to deal with the challenges that inevitably occur. Christine has been ably supported by her senior team.

My thanks also go to the following organisations who have supported us during the year. Our accountants Ashworth Moulds, our solicitors Southern and our key funders and partners, Burnley Borough Council, Pendle Borough Council and Rossendale Borough Council, Lancashire County Council. I also thank East Lancashire Clinical Commissioning Group, Public Health, Lancashire Association of CVS, Little Green Bus (consortium lead for Lancashire Community Transport) Big Lottery – Reaching Communities and Gannow Big Local, BBC Children in Need. We have lots of funders and receive donations from many other organisations and individuals. My thanks go to each and every one of them. Without your support and belief in our organisation to support others it would not be possible for us to do everything that we do.

Finally, I extend my appreciation to everyone involved with CVS, in particular staff and Volunteers and my fellow trustees.

**Susan Biggs**  
Chairman



## **BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2020**

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The Executive Committee (Trustees) of Burnley, Pendle and Rossendale Council for Voluntary Service present their Annual Report for the year ended 31<sup>st</sup> March, 2020 under the Companies Act 2006 and the Charities Act 2011, together with the audited financial statements for that year. The accounts comply with the Companies Act 2006, the charity's governing document and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January, 2015).

#### **1. REFERENCE AND ADMINISTRATIVE DETAILS**

Burnley, Pendle and Rossendale Council for Voluntary Service, also known as CVS, is a registered charity (No. 1062446) and a company (No. 3328219) which is limited by guarantee. Its registered office is at The CVS Centre (formerly the East Lancashire Voluntary Sector Resource Centre), 62-64 Yorkshire Street, Burnley, Lancashire BB11 3BT.

The present Trustees, and any past Trustees who served during the year, are given on the foregoing statement of officers, professional advisors and registered office, together with the name of the Chief Officer, The President and the external advisers of the charity.

#### **2. STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is governed by its Memorandum and Articles of Association adopted on 27<sup>th</sup> August 1997 and amended on 16<sup>th</sup> September 2003. Further revised Articles of Association were adopted at the Annual General Meeting in September 2011. The organisation is in the process of reviewing its Articles of Association to ensure they are fit for the organisation's purpose.

The Board of Trustees is responsible for the overall governance of the charity. Trustees are either elected or co-opted from the membership and the total number of trustees may not exceed 18. Trustees can either be elected by nomination from a member organisation or as an individual member. Elected trustees remain in office for three years and are eligible for re-election, with one third of the Board being elected each year. Co-opted trustees are appointed by the Board of Trustees and serve for the remainder of that operational year. In addition, the Local Authorities in the area are entitled to nominate representatives to the Executive Committee and these are detailed on the foregoing statement of officers, professional advisors and registered office.

There is a strong and effective partnership between Trustees and staff which contributes significantly to the organisation's continued success.

Trustees are required to meet at least five times per year. These meetings include four quarterly Board meetings where Trustees review strategy and operational activity and agree plans and budgets and the Annual General Meeting. In addition Trustees are encouraged to participate in at least one of the charity's sub-committees (Strategy and Finance). New Trustees and Local Authority representatives are given an Induction Pack containing everything they need to know about the charity and its work for effective and informed decision making.

The Board delegates the exercise of certain powers in connection with the management and administration of the charity as set out below. This is controlled by regular reporting back to the Executive Committee so that all decisions made can be ratified by the full board in due course.

##### **(i) Strategy**

The purpose of this sub-committee is to gather and provide information, guidance and recommendations for the full Board of Trustees on the strategic direction and requirements of Burnley, Pendle and Rossendale Council for Voluntary Service.

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## **BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2020 (Continued)**

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## **2. STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)**

### **(ii) Finance**

The purpose of this sub-committee is to gather and provide information, guidance and recommendations for the full Board of Trustees on the financial direction and requirements of Burnley, Pendle and Rossendale Council for Voluntary Service.

### **(iii) Chief Officer**

The Chief Officer manages the day to day administration of the charity and its projects and is responsible for implementing policies agreed by the Executive Committee. The Chief Officer supports the other 28 members of staff together with short term additional project personnel and volunteers as required from time to time.

In addition, task and finish groups are set up as required in regard to The CVS Centre and CVS Gannow Community Centre.

#### **Pay policy for senior staff**

The directors, who are the Organisation's trustees, and the senior management team, comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All directors/trustees give of their time freely and no director/trustee received remuneration in the year. Details of directors/trustees expenses are disclosed in note 10 to the accounts and details of related party transactions in note 20 to the accounts.

The pay of the senior staff is reviewed annually and normally increased in accordance with average earnings. In view of the nature of the charity, the directors benchmark against pay levels in other similar organisations of a similar size run on a voluntary basis and using the NJC pay scales and other guidance issues by ACEVO and NAVCA. NJC scales are a local government pay scales, which are extensively used in the voluntary sector and are a result of negotiations between trade unions (Unite, Unison and GMB) and Local Government Association.

Trustees carry out an annual salary review.

If recruitment has proven difficult in the recent past a market addition is also paid with the pay maximum no greater than the highest benchmarked salary for a comparable role.

#### **Statement of Trustee's Responsibilities**

Legislation requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Council as at the end of the financial year and of its income and resources expended for that period.

In preparing those accounts the Trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Council will continue in operational existence.

## **2. STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)**

The Trustees have overall responsibility for ensuring that the charity has appropriate systems and controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable then to ensure that financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and for their proper application as required by Charity Law, and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities and to provide reasonable assurance that:

- the charity is operating efficiently and effectively;
- all assets are safeguarded against unauthorised use or disposition and are properly applied;
- proper records are maintained and the financial information used within the charity, or for publication, is reliable;
- the charity complies with relevant laws and regulations.

Internal controls over all forms of commitment and expenditure continue to be refined to improve efficiency. Processes are in place to ensure that performance is monitored and that the appropriate management information is prepared and reviewed regularly by both the management and Board of Trustees. A programme of financial controls is in place, supervised by an appointed trustee.

The systems of internal control are designed to provide reasonable assurance against material misstatement or loss. They include:

- an operational plan and budget approved by the Trustees;
- regular consideration by the Trustees of financial results and variances from budgets;
- delegation of day to day management authority and separation of duties.

## **3. OBJECTIVES AND ACTIVITIES OF THE CHARITY**

The Charity's objects and its principal activities continue to be the promotion of any charitable purpose for the benefit of the community in Lancashire; to promote, co-ordinate, support and develop community activities and to unite citizens of all classes, both men and women, irrespective of political or religious opinion, in the promotion of health and social welfare.

The Charity is a Local Support and Development Organisation which exists to develop, support and promote voluntary action and charitable activity. This activity can be summarised in six key statements:

- (i) We provide a range of support services to groups such as training, information, advice, payroll and office functions including access to sources of funding and constitutional advice;
- (ii) We, through contact with individuals and groups, identify gaps in the provision of services and develop initiatives to meet those needs;
- (iii) We bring together voluntary, community and faith organisations to discuss issues of common concern. This helps avoid duplication of effort and helps to ensure that groups work together;
- (iv) We help to disseminate information about statutory service provision and development;
- (v) We represent the views of the voluntary sector on many statutory led committees;
- (vi) We are engaged in strategic partnership activity.

In addition, the charity delivers direct services to the community.

In setting and reviewing our objectives and planning our activities, the Trustees have given careful consideration to the Charity Commission's General Guidance on public benefit. Our work is designed to support voluntary activity and develop the vitality of the voluntary, community and faith sector to improve lives and neighbourhoods.

## BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

### TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2020 (CONTINUED)

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#### 4. STRATEGIC REPORT

The description under the headings "Achievements and performance" and "Financial Review" meet the company law requirements for the trustees to present a strategic report.

#### 5. ACHIEVEMENTS AND PERFORMANCE

The later end of the year ended 31<sup>st</sup> March, 2020 saw CVS working closely with the hubs in each area to support the response to the Covid-19 pandemic. However the year's key performance indicators and the impact of our achievements can be summarised as follows:

- We have provided over **830** hours of in depth support to over **300** organisations providing a broad range of development and capacity building support and training from advice on establishment to governance to funding information and support for expansion. In addition over 500 groups receive information on a regular basis.
- We have supported **308** individuals into a variety of the **298** volunteering roles available through our supportive work with organisations.
- We have completed more refurbishment to the Gannow Community Centre, supported by Gannow Big Local.
- We are in year 2 of delivering the Reaching Communities - Growing Gannow project. 3 members of staff are based in the Centre
- The Yorkshire Street building has continued to benefit from additional refurbishments.
- Over **21,000** people visited the 2 centres over the year.
- We have maintained a lease on a property in Nelson and have 2 offices in the AB & D Centre in Bacup.
- We have supported a wide range of organisations in their development of applications for funding such as to Trust Funds and The Big Lottery and we have seen notable successes as groups with whom we have worked have been successful in funding applications.
- We have facilitated a number of grants programmes including The Social Prescribing small grants programme (funded by ELCCG - East Lancashire Clinical Commissioning Group), Eric Wright Charitable Trust and Gannow Big Local. As a result **81** successful organisations were awarded a total of **£198,943**. The Distress Relief fund also awarded **24** grants to individuals totalling **£4,681** and CVS provided administrative support to the Cliviger Benefit Fund which awarded grants totalling **£28,746**.
- The Community Connector programme – part of the wider Social Prescribing programme continued with 6 part time connectors, administration and management support making up a team across the 3 districts. They were joined in January 2020 with 6 full time Social Prescribing Link workers attached to the PCN (primary care networks) in our area. **2,098.5** hours of support was provided and the programme has received fantastic feedback from beneficiaries.
- We have remained the **Locally Trusted Organisation for Gannow Big Local** and have supported the Big Local Gannow steering group with activities during the implementation of the existing 3 year plan. We have supported the steering group to write a plan for the next 4 years.
- Our Children and Young People Department has expanded to include work with Looked after Children and those at risk of CSE (child sexual exploitation). The Young Carers project continued to support 50 Young Carers, with an increasing waiting list for the much valued support.
- Our Volunteer Transport scheme has provided **14,527** journeys this year. Another huge annual increase. Feedback on our overall service has been **overwhelmingly positive**.
- We continue to use social media including Facebook and Twitter which enable us to communicate effectively and speedily with our contacts.
- Examples include **an average of over 4,800** unique visitors to our website each month. In total over 109,000 visits over the year.
- We have attracted new sources of funding to support our operations including a private sector contribution. Our grateful thanks to everyone who has supported us.



**5. ACHIEVEMENTS AND PERFORMANCE (Continued)**

Our services and support are available to members and non-members alike although some require fully paid up membership. No Trustee has received any private benefit from the charity.

**6. FINANCIAL REVIEW**

The Statement of Financial Activities shows net deficit for the year of £73,736 and our reserves stand at £1,055,142 in total, as shown on page 13. The net deficit for the year of £73,736 is made up of a deficit of £92,641 on unrestricted funds and a surplus of £18,905 on restricted funds.

**Reserves Policy**

The Executive Committee have established a policy whereby the unrestricted funds not committed or invested in fixed assets ("the free reserves") held by CVS should be approximately six months of total income. At this level, the Executive Committee feels that they would be able to continue the current activities of CVS in the event of a short term unexpected drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed were this to happen.

The Trustees have considered the need for the Charity to sustain a level of reserves commensurate with its needs. In doing so, the Trustees have reflected that:-

- funding is not always clear or confirmed at the start of any financial year;
- funding is often paid in arrears;
- the Charity has an obligation to pay its bills expeditiously
- some staff contracts will be fixed term, limited to specific projects or permanent and, in the light of changing legislation, will attract redundancy pay entitlement.

The Trustees recognise that the charity is now at that state and will continue to monitor both the level and impact. The trustees are investing the free reserves to support the charity's activities.

At present, the free reserves for the General Fund, which stand at £473,202 (2019: £570,903), are below the level set by the policy. The Executive Committee are currently monitoring the position and considering ways in which to raise additional unrestricted funds.

**Principle risks and uncertainty**

The trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity faces;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank, and active management of trade debtors and creditors balances to ensure sufficient working capital by the charity.

Attention has also been focussed on non-financial risks arising from fire, health and safety of staff, volunteers and the public. These risks are managed by ensuring relevant accreditation is up to date, having robust policies and procedures in place, and regular awareness training for staff.

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## **BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2020 (CONTINUED)**

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#### **6. FINANCIAL REVIEW (CONTINUED)**

##### **Significant Events**

Burnley, Pendle and Rossendale Council for Voluntary Service have adopted and approved a business continuity plan which is reviewed and amended on an annual basis.

The purpose of this business continuity plan is to prepare Burnley, Pendle and Rossendale Council for Voluntary Service in the event of extended service outages caused by factors beyond our control (e.g., natural disasters, man-made events), and to restore services to the widest extent possible in a minimum time frame. All Burnley, Pendle and Rossendale Council for Voluntary Service sites are expected to implement preventive measures whenever possible to minimize operational disruptions and to recover as rapidly as possible when an incident occurs.

The plan identifies vulnerabilities and recommends necessary measures to prevent extended communications service outages. It is a plan that encompasses all Burnley, Pendle and Rossendale Council for Voluntary Service outreach sites and operations facilities.

CVS maintains a number of reserves. Note 21 includes a description of each one, together with information as to their nature and purpose.

##### **General Fund**

Any surplus funds are left to accumulate in the General Reserve where they will be held to form the financial basis for future development, extension and provision of services for the people of Burnley, Pendle and Rossendale.

##### **Grant Making Policy**

CVS receives monies from various bodies which it then seeks to distribute to organisations and individuals in response to applications sought and received. In particular, CVS invites applications for funding to the CCG Prescription for Wellbeing Grant, the Gannow Big Local Community Fund and the Eric Wright Charitable Trust. Applications are considered by independent funding panels that are convened by CVS with appropriate expertise and representation to ensure impartiality. The panel independently / collectively review each application against specific criteria, set by the agency which gave the initial monies to CVS to administer. If the grant application is approved, CVS advises the applicant, provides constructive feedback (on request), and offer appropriate post application support. The successful applicant will receive the Terms and Conditions and evaluation process. CVS will continue to provide support to all successful applicants during the life cycle of the grant/fund.

Additionally, CVS distributes invested funds to provide relief for distress suffered by families in the Burnley area. It distributes sums amounting to no more than the annual interest and reserves from the investment fund each year. Criteria for the distribution of such grants are specified in the Trust Deed and the distribution policy is reviewed annually by the Trustees. Applications must come from an intermediary organisation and grants are paid to suppliers of services and goods not in cash to the family in distress.

Other miscellaneous amounts of money are received by CVS from a variety of sources on an ad hoc basis. Such grants are paid out by CVS in accordance with any instructions specified by the original grant donor.

Funds for CVS grant making are restricted or designated funds from donations, grants or funding arrangements made to CVS.

##### **Investment Policy and Performance**

Under the Articles of Association, CVS has the power to make any investment which the Executive Committee Members see fit. The Committee has considered the most appropriate policy for investing funds and has found that specialised unit trusts, designed for the charity sector, meet their requirements ethically and on a long term view to generate both income and capital growth.

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
**TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2020 (CONTINUED)**

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**6. FINANCIAL REVIEW (CONTINUED)**

**Investment Policy and Performance (Continued)**

The Executive Committee consider the return on investments, at approximately 3.46% in the year (2019: 3.28%), to be satisfactory given the difficult current economic market. The rate of interest achieved on bank deposits ranged from approximately 0.75% to 1.65% which is poor but the best that can be obtained given the current market rates. The charity will continue to actively look to achieve the best possible return on its investments.

**Tangible Fixed Assets**

Details of movements in Fixed Assets are set out in Note 11 and Investments summarised in Note 12 to the Accounts.

**Funding**

The present level of funding is adequate to support the continuation of CVS's projects for the short term, and the Executive Committee Members consider the financial position of CVS to be satisfactory. Future funding is applied for and given the support of local authorities, government agencies and other funding bodies, CVS intends to continue its core activities together with such additional projects as can be arranged with specific financial support from third parties.

**Pension Scheme**

CVS participates in a multi-employer pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. As at 31<sup>st</sup> March, 2020 the fund was in deficit and the net present value of the deficit reduction contributions payable by CVS under the deficit funding agreement that relates to the deficit was £10,213 (see note 24 on pages 34 to 36). The company has again chosen not to include this amount as a liability, to be consistent. Full disclosure is made in the notes to the accounts.

The trustees are taking professional advice as to how to address this deficit and mitigate any future risks.

**7. PLANS FOR FUTURE PERIODS**

During 2020/21, we are fortunate in that we will continue to deliver all of our activities and have also enhanced some of the projects.

- We will continue to review, develop and update our strategy and business plans to continue to develop our vision and model to deliver our objectives.
- We will work with partners to bid for grants and contracts to support delivery of our charitable objects.
- We will continue to develop consortia to support the sector to bid for contracts.
- We will look to develop effective and innovative ways of project delivery.
- We will work in partnership with statutory agencies to ensure that the sector influences policy development and service design.
- We will continue to strengthen and enhance our approach to impact measurement.
- We will continue to improve and market the facilities of the CVS buildings on Yorkshire Street, Gannow Community Centre in Burnley, the CVS Centre building in Nelson, and our presence in Rossendale.
- We will continue to invest in our information technology and communications systems to improve the services we offer.

## **BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2020 (CONTINUED)**

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#### **7. PLANS FOR FUTURE PERIODS (Continued)**

- We will continue to support our groups and volunteer programmes within the resources we have.
- We will maintain delivery and development of the Big Local Gannow programme.
- We will deliver the NHS East Lancs. Clinical Commissioning Group's Social Prescribing small grants scheme and the Social Prescribing Link Worker programme and will continue to seek and develop opportunities and relationships to encourage statutory agency investment for this kind of support for Voluntary, Community and Faith groups.
- We will continue to develop our existing project delivery: Children and Young People services, Volunteer Community Transport, Volunteering and Social Prescribing as well as looking at new opportunities that benefit our communities.
- We will invest, from our reserves when needed, to strengthen the core services offered.
- We will look for alternative funding streams to support our operations.

#### **COVID 19**

Since March 2020 CVS has changed its way of working substantially due to the COVID 19 pandemic. The plans that CVS had laid in the previous year generally put us in an excellent place and enabled an immediate response working in partnership with the hubs across our three districts. All existing projects have continued to be funded and, apart from a cessation of room hire income, things have remained steady. The majority of work is now undertaken remotely with CVS playing an integral role in all three borough hubs and generating additional work and funding from the COVID 19 response. This will continue to be the pattern for the foreseeable future.

#### **8. AUDITORS**

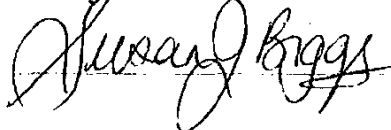
The Auditors, Messrs. Ashworth Moulds have signified their willingness to remain in office. A Resolution to re-appoint them will be proposed at the Annual General Meeting.

#### **9. STATEMENT OF DISCLOSURE**

- (a) So far as the trustees are aware, there is no relevant audit information of which the company's auditors are unaware, and
- (b) They have taken all the steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

#### **10 APPROVAL**

This report was approved by the Executive Committee Members and Trustees on 21<sup>st</sup> October, 2020 and signed on their behalf:-



Mrs. S. Biggs (Chairman)

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

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**Opinion**

We have audited the financial statements of Burnley, Pendle and Rossendale Council for Voluntary Service (the "charitable company") for the year ended 31st March, 2020 which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Statement), the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 "*The Financial Reporting Standard applicable in the UK and Republic of Ireland*" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March, 2020 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's *responsibilities for the audit of the financial statements* section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate, or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The other information comprises the information included in the Chairman's Report and Trustees' Report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF**

### **BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

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#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.

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

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report included within the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a strategic report.

#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on pages 3 and 4, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

### BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

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#### **Auditor's responsibilities for the audit of the financial statements (continued)**

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Mark Holmes BA FCA (Senior Statutory Auditor)**  
**for and on behalf of Ashworth Moulds**  
**Chartered Accountants, Statutory Auditor**

**11 Nicholas Street**  
**Burnley**  
**BB11 2AL**

*21st October, 2020*

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE STATEMENT)**  
**YEAR ENDED 31ST MARCH, 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	Year ended 31.03.20 Total Funds £	Unrestricted Funds £	Restricted Funds £	Year ended 31.03.19 Total Funds £
<b>INCOME AND ENDOWMENTS FROM:-</b>							
Donations and Legacies	2	8,648	3,304	11,952	2,537	8,141	10,678
Charitable Activities	4-5	198,945	824,033	1,022,978	225,156	771,530	996,686
Investment Income	3	4,873	1,879	6,752	4,973	1,835	6,808
<b>TOTAL INCOME AND ENDOWMENTS</b>		<b>212,466</b>	<b>829,216</b>	<b>1,041,682</b>	<b>232,666</b>	<b>781,506</b>	<b>1,014,172</b>
<b>EXPENDITURE ON:</b>							
Charitable Activities	7-8	284,246	829,400	1,113,646	261,903	821,725	1,083,628
<b>TOTAL EXPENDITURE</b>		<b>284,246</b>	<b>829,400</b>	<b>1,113,646</b>	<b>261,903</b>	<b>821,725</b>	<b>1,083,628</b>
<b>Net Gains/(Losses) on Investments</b>	12		(1,772)	(1,772)		4,092	4,092
<b>NET EXPENDITURE</b>		<b>(71,780)</b>	<b>(1,956)</b>	<b>(73,736)</b>	<b>(29,237)</b>	<b>(36,127)</b>	<b>(65,364)</b>
<b>Transfers between Funds</b>	21	(20,861)	20,861	-	(697)	697	-
<b>NET (EXPENDITURE)/INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>(92,641)</b>	<b>18,905</b>	<b>(73,736)</b>	<b>(29,934)</b>	<b>(35,430)</b>	<b>(65,364)</b>
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>(92,641)</b>	<b>18,905</b>	<b>(73,736)</b>	<b>(29,934)</b>	<b>(35,430)</b>	<b>(65,364)</b>
<b>Reconciliation of Funds</b>							
Total Funds Brought Forward at 01.04.19		576,952	551,926	1,128,878	606,886	587,356	1,194,242
<b>TOTAL FUNDS CARRIED FORWARD AT 31.03.20</b>	21	<b>484,311</b>	<b>570,831</b>	<b>1,055,142</b>	<b>576,952</b>	<b>551,926</b>	<b>1,128,878</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 16 to 37 form an integral part of these accounts.



**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
**Company Registration Number 3328219 (England and Wales)**

**BALANCE SHEET AS AT 31ST MARCH, 2020**

	NOTES	2020		2019	
		£	£	£	£
<b>FIXED ASSETS</b>					
Buildings and Fixtures, Fittings and Equipment	11		394,128		398,374
Investments	12		54,181		55,953
<b>TOTAL FIXED ASSETS</b>			<b>448,309</b>		<b>454,327</b>
<b>CURRENT ASSETS</b>					
Debtors and Prepayments	13	137,935		94,216	
Cash at Bank and in Hand	14	591,472		646,005	
<b>TOTAL CURRENT ASSETS</b>		<b>729,407</b>		<b>740,221</b>	
<b>Creditors : Amounts falling due within one year</b>	15	<b>122,574</b>		<b>65,670</b>	
<b>NET CURRENT ASSETS</b>			<b>606,833</b>		<b>674,551</b>
<b>TOTAL ASSETS LESS LIABILITIES</b>			<b>1,055,142</b>		<b>1,128,878</b>
<b>THE FUNDS OF THE CHARITY</b>					
Unrestricted	21		484,311		576,952
Restricted	21		570,831		551,926
<b>TOTAL CHARITY FUNDS</b>		<b>£</b>	<b>1,055,142</b>	<b>£</b>	<b>1,128,878</b>

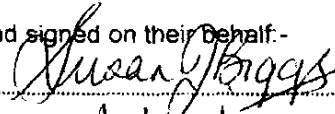
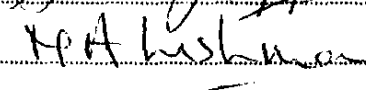
The notes on pages 16 to 37 form an integral part of these accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved by the Executive Committee Members and Trustees on

21st October, 2020

and signed on their behalf:-

 Mrs. S. Biggs (Chairman)  
 Mrs. M. Lishman (Vice Chair)

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31 MARCH 2020**

**STATEMENT OF CASH FLOWS**

	Note	2020 £	2019 £
<b>Cash Flows from Operating Activities:</b>			
<b>Net Cash (Used In) / Provided By Operating Activities</b>	<b>1</b>	<u>(61,285)</u>	<u>(101,658)</u>
<b>Cash Flows from Investing Activities</b>			
Interest from Investments		6,752	6,808
<b>Net Cash Provided By / (Used In) Investing Activities</b>		<u>6,752</u>	<u>-</u>
<b>Change in Cash and Cash Equivalents in the Year</b>		(54,533)	(94,850)
Cash and Cash Equivalents at the Beginning of the Year		646,005	740,855
<b>Cash and Cash Equivalents at the End of Year</b>	<b>2</b>	<u><u>£ 591,472</u></u>	<u><u>646,005</u></u>
<b>1 Reconciliation of Net Income/(Expenditure) to Net Cash Flow from Operating Activities</b>		<b>2020 £</b>	<b>2019 £</b>
Net Income/(Expenditure) for the Reporting Period (as per the Statement of Financial Activities)		(73,736)	(65,364)
Adjustments for:			
Depreciation Charges		18,398	17,241
Investment Income		(6,752)	(6,808)
Profit on Investments		1,772	(4,092)
Purchase of Fixed Assets		(14,152)	(9,806)
(Increase)/ Decrease in Debtors		(43,719)	(29,020)
Increase/ (Decrease) in Creditors		56,904	(3,809)
<b>Net Cash Provided By / (Used In) Operating Activities</b>		<u>(61,285)</u>	<u>(101,658)</u>
<b>2 Analysis of Cash and Cash Equivalents</b>		<b>2020 £</b>	<b>2019 £</b>
Cash in Hand		264,251	321,523
Notice Deposits (less than 3 months)		327,221	324,482
		<u><u>591,472</u></u>	<u><u>646,005</u></u>

**3 Analysis of Changes in Net Funds**

The charity had no debt during the year.

# **BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

## **NOTES TO THE ACCOUNTS**

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### **1 ACCOUNTING POLICIES**

#### **Company Information**

Burnley, Pendle and Rossendale Council for Voluntary Service is a company limited by guarantee incorporated in England and Wales. The registered office is at The CVS Centre (formerly the East Lancashire Voluntary Sector Resource Centre), 62/64 Yorkshire Street, Burnley, Lancashire BB11 3BT.

#### **1.1 Basis of Accounting**

The accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January, 2015. The charity is a Public Benefit Entity as defined by FRS 102. Assets and liabilities are initially recorded at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The financial statements are prepared in sterling, which is the function currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

#### **1.2 Going Concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees have taken into account the impact of COVID-19 on their assessment of going concern. The charity has adequate cash reserves and available unrestricted funds. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the accounts.

#### **1.3 Fund Accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

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**1 ACCOUNTING POLICIES (CONTINUED)**

**1.4 Income**

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy, and it is probable that the income will be received. The following specific policies are applied to particular categories of income.

- Donations and legacies income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Income from grants, service level agreements and contracts where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts as they cannot be measured easily and are not considered significant.
- Investment income is included when receivable.

**1.5 Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 7.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

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**1 ACCOUNTING POLICIES (CONTINUED)**

**1.6 Tangible Fixed Assets**

All material expenditure on the acquisition of fixed assets is capitalised at the amount expended.

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets less their estimated residual value, over their expected useful lives as follows:-

Freehold land and buildings	2% straight line basis
Fixtures, fittings and equipment	15% - 25% straight line basis
Motor vehicles	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to the Statement of Financial Activities.

- 1.7 At each reporting period end date, the charity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the charity estimates the recoverable amount of the cash-generating unit to which the asset belongs.

**1.8 Investments**

Investments are stated at market value. Realised and unrealised gains and losses are dealt with in the Statement of Financial Activities. Investment income plus associated tax recoverable is credited to income on an accruals basis, using dates of payment for dividends.

**1.9 Cash at Bank and in Hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.10 Financial Instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instrument Issues' of FRS 102 to all of its financial instruments.

A financial instrument is a contract giving rise to a financial asset (such as trade and other debtors, cash and bank balances) or a financial liability (such as trade and other creditors, bank and other loans, hire purchase and lease creditors).

Financial instruments are recognised in the charity's balance sheet when the charity becomes a party to the contractual provisions of the instrument.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

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**1 ACCOUNTING POLICIES (CONTINUED)**

**1.10 Financial Instruments (continued)**

All the charity's financial instruments are basic financial instruments and are recognised at amortised cost using the effective interest method.

**Amortised cost:** the original transaction value, less amounts settled, less any adjustment for impairment.

**Effective interest method:** where a financial instrument falls due more than 12 months after the balance sheet date and is subject to a rate of interest which is below a market rate, the original transaction value is discounted using a market rate of interest to give the net present value of future cash flows.

**Derecognition of financial instruments**

Financial assets cease to be recognised only when the contractual rights to the cash flows expire, or when substantially all the risks and rewards of ownership are transferred to another entity.

Financial liabilities cease to be recognised when and only when the charity's obligations are discharged, cancelled, or they expire.

**1.11 Value Added**

Value added tax is not recoverable by CVS and as such it is included in the relevant costs in the Statement of Financial Activities.

**1.12 Corporation Tax**

No taxation charge is included in the accounts since the charity has been set up for charitable purposes and has been accepted as being a charity for tax purposes.

**1.13 Employee Benefits**

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

**1.14 Pensions**

The pensions costs charged in the financial statements represent the contributions payable by the charity during the year.

**BURNLEY PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
**YEAR ENDED 31ST MARCH, 2020**  
**NOTES TO THE ACCOUNTS (CONTINUED)**

	Core Activities	Carers Service	Volunteering	Gannow Community Centre and The CVS Centre	Community Capacity Bdng, Dev & Empowerment	Year ended 31.03.20 Total	Year ended 31.03.19 Total
	£	£	£	£	£	£	£
<b>2 Income from Donations and Legacies</b>							
Donations	5,038	6,465	110	109	230	11,952	10,678
<b>3 Income from Investments</b>							
Bank interest	4,880	-	-	-	-	4,880	4,973
Other	1,872	-	-	-	-	1,872	1,835
	6,752	-	-	-	-	6,752	6,808
<b>4 Income from Charitable Activities</b>							
SLA Grants (see note 5)	426,142	65,126	74,001	64,022	215,293	844,584	834,486
Rents & Service Charge Receivable	-	-	-	66,513	-	66,513	64,152
Payroll Bureau Fees	2,598	-	-	-	-	2,598	2,465
Membership Fees	1,410	-	-	-	-	1,410	2,420
Administration Fees	47,967	-	-	-	-	47,967	42,539
Other	25,132	-	-	6,529	-	31,661	30,079
Seminars/Room Hire	12	-	-	28,233	-	28,245	20,545
	503,261	65,126	74,001	165,297	215,293	1,022,978	996,686

**BURNLEY PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

	Core Activities	Carers Service	Volunteering	Gannow Community Centre and The CVS Centre	Community Capacity Bdg, Dev & Empowerment	Year ended 31.03.20 Total	Year ended 31.03.19 Total
	£	£	£	£	£	£	£
<b>5 Grant Providers - SLAs</b>							
Burnley Borough Council	23,000	-	-	-	-	23,000	22,050
Lancashire County Council	200	-	-	-	5,220	5,420	-
East Lancs NHS	57,274	-	5,296	-	-	62,570	16,921
Pendle Borough Council	11,500	-	-	-	4,615	16,115	15,385
Big Local Trust	-	-	-	-	150,693	150,693	150,413
East Lancs Clinical Commissioning Grp	329,668	-	-	-	-	329,668	327,668
Gannow Big Local	-	-	-	-	-	-	9,300
Little Green Bus	-	-	51,263	-	-	51,263	40,228
Children in Need	-	58,780	-	-	-	58,780	42,360
Lancashire Association of CVS	-	-	17,442	-	31,946	49,388	112,543
Big Lottery Fund and ESF Building Better Opportunities Grant	-	-	-	-	2,819	2,819	7,825
Big Lottery Fund Reaching Communities Grant	-	-	-	64,022	-	64,022	64,408
Lancashire Police and Crime Commissioner	4,000	-	-	-	-	4,000	-
Eric Wright Charitable Trust	-	-	-	-	20,000	20,000	10,087
Lancashire Environment Fund	-	-	-	-	-	-	5,544
Canalside Community Grant	-	-	-	-	-	-	5,100
Pilgrim Trust	-	2,500	-	-	-	2,500	-
Christal Foundation	-	-	-	-	-	-	3,000
Bibas Foundation	-	3,846	-	-	-	3,846	1,154
Other	500	-	-	-	-	500	500
	426,142	65,126	74,001	64,022	215,293	844,584	834,486

**6 Grants Received as Agent**

**i) Padiham Flood Fund**

In the year ended 31st March, 2016 CVS was asked by Burnley Borough Council to hold donations received in relation to the Padiham Flood fund and pay grants out from the fund as requested. Donations totalling £4,941 were received and payments made of £550 in the year ended 31st March, 2016 leaving a balance of £4,391 as at 31st March, 2016. In the year ended 31st March, 2017 further donations of £962 were received and payments of £4,803 made. This left a balance of £550 as at 31st March, 2017 and at subsequent year ends until the monies were paid over to Padiham Town Council during the year ended 31st March, 2020. The receipts and payments have not been included in these accounts however since they are not part of CVS's activity.

**ii) Canalside Project Monies**

At 1st April, 2018 CVS was holding £288 on behalf of the Canalside Community Association. During the year ended 31st March, 2019 there was expenditure of £273 on tuck shop and arts and craft items leaving a balance of £15. This was been shown under creditors as "Monies Held for Others" as at 31st March, 2019. During the year ended 31st March, 2020 the remaining monies were used on arts and craft activities leaving a balance of nil as at 31st March, 2020. The payments have not been included in these accounts however since they are not part of CVS's activity.

**iii) Burnley Wood Community Centre**

During the year ended 31st March, 2020 CVS received £5,000 from Burnley Borough Council following the closure of Burnley Wood community centre in order to pay outstanding utility bills for the centre of £3,999. This left a balance of £1,001 as at 31st March, 2020 and this has been included in CVS's accounts as "Other Creditors" as at 31st March, 2020. The receipt and payments have not been included in these accounts however since they are not part of CVS's activity.



**BURNLEY PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**7 TOTAL EXPENDITURE**

	<b>Basis of Allocation</b>	<b>Core Activities</b>	<b>Carers Service</b>	<b>Volunteering</b>	<b>Gannow Community Centre and The CVS Centre</b>	<b>Community Capacity Bdg, Dev &amp; Empowerment</b>	<b>Year ended 31.03.20 Total</b>	<b>Year ended 31.03.19 Total</b>
<b>Costs Directly Allocated to Activities</b>								
Staff Costs (including Pension Costs)	Direct	232,043	47,141	44,725	83,406	42,594	449,909	368,149
Travel and Other Expenses - Staff	Direct	5,978	2,865	627	25	670	10,165	12,024
Travel and Other Expenses - Volunteers	Direct	746	-	25,167	1,555	-	27,468	25,106
Grant Funding (see note 8)	Direct	174,031	-	-	-	29,753	203,784	252,395
Direct Expenditure for Community Projects	Direct	1,653	1,300	-	6,647	101,452	111,052	98,407
Premises Costs	Direct	-	-	-	25,094	-	25,094	31,271
Respite Costs	Direct	-	5,805	-	-	-	5,805	5,011
Fundraising and Publicity	Direct	796	-	-	-	457	1,253	5,880
Other Expenses	Direct	18	362	4	10	4	398	45
Legal and Professional Fees	Direct	-	-	-	-	-	-	1,280
Audit Fees - Statutory	Direct	3,742	634	696	1,644	821	7,537	7,153
<b>Support Costs Allocated to Activities</b>								
Premises Costs	Floor Area	32,278	4,528	4,857	13,557	3,752	58,972	66,835
General Office and Finance Staff	Staff Time	79,654	-	-	940	8,571	89,165	86,979
Training Costs	Usage	2,393	568	133	616	11,993	15,703	15,641
Project Administration Fees	Usage	32,767	4,000	1,400	5,400	7,627	51,194	53,420
Communications	Usage	13,191	936	1,537	3,815	4,415	23,894	23,009
Advertising, Fees & Subs	Usage	4,778	695	590	2,594	398	9,055	8,682
Depreciation	Usage	2,370	185	-	13,735	2,108	18,398	17,241
Other Expenses	Usage	79	-	-	2,209	1	2,289	2,714
Accountancy	Staff Time	1,243	215	232	548	273	2,511	2,386
		<b>587,760</b>	<b>69,234</b>	<b>79,968</b>	<b>161,795</b>	<b>214,889</b>	<b>1,113,846</b>	<b>1,083,628</b>

**Notes:**

i) Some of the categories of support costs include expenses which have been allocated on various different basis. The method of allocation disclosed is that which relates to the major cost within the category.

Some of the amounts shown under support costs may actually include a small element of costs which in theory could be attributable directly to activities. However, it is not possible to easily separate these costs from the support element and so they have all been included together.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

<b>8</b>	<b>ANALYSIS OF GRANT FUNDING</b>	<b>Grants to Institutions</b>	<b>Grants to Individuals</b>
	Core Activities	169,350	4,681
	Building Development and Empowerment	29,593	-
		<u>£ 198,943</u>	<u>£ 4,681</u>
	<b>Grant Funding to Institutions:</b>		
	Large grants to institutions:		
	- Prescription for Wellbeing re Pendle Leisure Limited grant		10,042
	Small grants to institutions		188,901
			<u>£ 198,943</u>

There were 80 smaller grants awarded in the year. These grants ranged from £68 to £9,878 the average being £2,361 per grant.

These grants were made to a number of voluntary, community and faith sector organisations including local sports and youth clubs in order to promote volunteering, community development and social cohesion.

	<b>Year ended 31.03.20</b>	<b>Year ended 31.03.19</b>
<b>9</b>	<b>NET INCOME / (EXPENDITURE) FOR THE YEAR</b>	
	This is stated after charging:-	
	Depreciation	£ 18,398 £ 17,241
	Auditors Remuneration	£ 7,537 £ 7,153
	Accountancy Services	£ 2,511 £ 2,386

<b>10</b>	<b>STAFF COSTS</b>		
	Wages and Salaries	487,760	413,427
	Social Security Costs	31,808	25,508
	Pension Costs (See note 18)	19,506	16,193
		<u>£ 539,074</u>	<u>£ 455,128</u>

No employee earned more than £60,000 per annum (2019 : £NIL ).

The charity trustees were not paid or received any other benefits from employment with CVS in the year (2019 :NIL ) neither were they reimbursed expenses during the year (2019 : £ NIL). No charity trustees received payment for professional or other services supplied to the charity.

The key management personnel comprise the charity trustees, the Chief Executive Officer, the Finance and HR Officer and the Senior Development Officer. The total employee benefits of the key management personnel of CVS were £110,483 (2019 : £ 105,895 ).

The average weekly number of staff employed by CVS during the year was as follows:-

	<b>No.</b>	<b>No.</b>
Direct Charitable Work	25	25
Administrative	4	4
	<u>29</u>	<u>29</u>

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

<b>11</b>	<b>TANGIBLE FIXED ASSETS</b>	<b>Freehold Land &amp; Buildings</b>	<b>Fixtures, Fittings &amp; Equipment</b>	<b>Motor Vehicle</b>	<b>Total</b>
	<b>Cost</b>				
	At 1st April, 2019	528,155	140,888	2,000	671,043
	Additions	-	14,152	-	14,152
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	At 31st March, 2020	£ 528,155	£ 155,040	£ 2,000	£ 685,195
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	<b>Depreciation</b>				
	At 1st April, 2019	153,968	118,326	375	272,669
	Charge for the Year	10,563	7,335	500	18,398
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	At 31st March, 2020	£ 164,531	£ 125,661	£ 875	£ 291,067
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	<b>Net Book Value</b>				
	At 31st March, 2020	£ <u>363,624</u>	£ <u>29,379</u>	£ <u>1,125</u>	£ <u>394,128</u>
	At 31st March, 2019	£ <u>374,187</u>	£ <u>22,562</u>	£ <u>1,625</u>	£ <u>398,374</u>
<b>12</b>	<b>INVESTMENTS</b>			<b>Year ended 31.03.20</b>	<b>Year ended 31.03.19</b>
	3,647 Income Units held in COIF charity fund for the League of Social Services Distress Fund at market valuation			54,181	55,953
	Less: Market Valuation Brought Forward			55,953	51,861
				<u>          </u>	<u>          </u>
	Unrealised Gain/(Loss) for the Year (as shown in the Statement of Financial Activities)			£ (1,772)	£ 4,092
				<u>          </u>	<u>          </u>
<b>13</b>	<b>DEBTORS AND PREPAYMENTS</b>				
	Trade Debtors			40,199	11,778
	Accrued Income			76,275	61,417
	Monies owed to Distress Relief Fund by Council for Voluntary Service General Fund			5,603	8,405
	Other Debtors			15,858	12,616
				<u>          </u>	<u>          </u>
				£ 137,935	£ 94,216
				<u>          </u>	<u>          </u>

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

		<b>Year ended 31.03.20</b>	<b>Year ended 31.03.19</b>
<b>14</b>	<b>CASH AT BANK AND IN HAND</b>		
	Yorkshire Bank plc		
	- Distress Relief Fund	6,918	6,911
	- Council for Voluntary Service	256,851	313,904
	Royal Bank of Scotland	2	2
	United Trust Bank	168,737	165,998
	Virgin Money	158,484	158,484
	Cash in Hand		
	- Council for Voluntary Service	112	258
	- The CVS Centre	95	125
	- The Gannow Community Centre	273	323
		<u>£ 591,472</u>	<u>£ 646,005</u>
<b>15</b>	<b>CREDITORS AND ACCRUALS</b>		
	Trade Creditors	5,472	4,527
	Grants Received in Advance	101,865	42,899
	Monies owed by Council for Voluntary Service		
	General Fund to Distress Relief Fund	5,603	8,405
	Monies Held for Others	1,001	565
	Accrued Expenses	8,633	9,274
		<u>£ 122,574</u>	<u>£ 65,670</u>
<b>16</b>	<b>DEFERRED INCOME</b>		
	Deferred income comprises income received for a specified future time period after 1st April, 2020.		
	Balance as at 1st April, 2019	42,899	
	Amount Released to Income from Charitable Activities	(42,899)	
	Amount Deferred in Year	101,865	
		<u>£ 101,865</u>	
<b>17</b>	<b>COMPANY STATUS</b>		
	The charity is a company limited by guarantee and without having a share capital. The guarantee is limited to £1 per member.		
<b>18</b>	<b>PENSION COSTS</b>		
	The charity participates in a multi-employer pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. Membership is voluntary and the charity provides a contribution of 5% of gross salary, if matched by a minimum 5% contribution by the employee. The pension cost charge represents contributions payable by the charity to the fund and amounted to £ 19,506 (2019 : £ 16,193 ).		

Note 24 provides details of a contingent liability arising from participation in this scheme.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE****YEAR ENDED 31ST MARCH, 2020****NOTES TO THE ACCOUNTS (CONTINUED)****19 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

<b>Year ended 31st March, 2020</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
Tangible Fixed Assets	11,109	383,019	394,128
Investments	-	54,181	54,181
Current Assets	488,963	240,444	729,407
Current Liabilities	(15,761)	(106,813)	(122,574)
	<u>£ 484,311</u>	<u>£ 570,831</u>	<u>£ 1,055,142</u>
<b>Year ended 31st March, 2019</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
Tangible Fixed Assets	6,049	392,325	398,374
Investments	-	55,953	55,953
Current Assets	586,804	153,418	740,222
Current Liabilities	(15,901)	(49,770)	(65,671)
	<u>£ 576,952</u>	<u>£ 551,926</u>	<u>£ 1,128,878</u>

**20 RELATED PARTY TRANSACTIONS**

- i) In the year ended 31st March, 2020 CVS received a grant of £10,000 from Pendle Borough Council towards its core activity. This income is shown in the financial statements under incoming resources from charitable activities.

A further £4,615 was receivable from Pendle Borough Council to help with the integration of Syrian refugees into Pendle and this has been included in the financial statements for the year ended 31st March, 2020 under incoming resources from charitable activities.

In March 2020 Pendle Borough Council awarded £1,500 to CVS to provide an immediate response to the COVID 19 pandemic and the national lockdown. This income is shown in the financial statements under incoming resources from charitable activities.

Pendle Borough Council also nominate councillors to be representatives on the Executive Committee of CVS. These councillors have no voting powers at CVS.

- ii) In the year ended 31st March, 2020 CVS received a grant of £21,500 from Burnley Borough Council towards its core expenditure. This income is shown in the financial statements under incoming resources from charitable activities.

In March 2020 Burnley Borough Council awarded £1,500 to CVS to provide an immediate response to the COVID 19 pandemic and the national lockdown. This income is shown in the financial statements under incoming resources from charitable activities.

Both Mrs. M. Lishman and Ms. L. Pate are trustees of CVS and also councillors of Burnley Borough Council. Burnley Borough Council also nominate two councillors to be representatives on the Executive Committee of CVS. These councillors have no voting powers at CVS.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**20 RELATED PARTY TRANSACTIONS (continued)**

- iii) Mrs. C. Blythe is the Chief Executive of CVS and also a director of ONE Lancashire Limited and Lancashire Association of Councils for Voluntary Service and also a trustee / director of Lancashire BME Network Ltd.

Details are provided below of monies receivable from Lancashire Association of Councils for Voluntary Service, and amounts expended from them, in the year ended 31st March, 2020:-

	Receivable	Expended
ESIF Project	17,442	20,410
ESOL Project	31,946	25,091
	<hr/>	<hr/>
	£ 49,388	£ 45,501
	<hr/>	<hr/>

The main expenditure was on salaries, premises and communications costs.

In the year ended 31st March, 2020 Lancashire BME Network Ltd paid a membership fee of £15 to CVS.

- iv) All the trustees are nominated by a member group or are individual members and they pay an annual membership fee of £15 per member group or £10 per individual. The member groups which have nominated a trustee in this way are listed below:-

Burnley Leisure Trust	Pendle Seniors Group
Belmont Community Association	Soroptimist International of Pendleside
Mid Pennine Arts	Seniors Together in Rossendale (STIR)
Lancashire BME Network	Big Light On
Pendle New Neighbours	Stacksteads Countryside Park Group
Lancashire Women	Civic Pride Rossendale
SMILE Mediation	Positive Action in the Community

- v) Mr. P. Kenyon is a trustee of CVS and also a trustee of SMILE Mediation Ltd. In the year ended 31st March, 2020 CVS paid £4,200 to SMILE Mediation Ltd for a training programme and a further £50 for room hire.
- vi) Mrs. M Lishman is a trustee of CVS and also a trustee of Lancashire Women. In the year ended 31st March, 2020 CVS paid a grant of £7,548 to Lancashire Women from the Prescription for Wellbeing fund.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**21 MOVEMENT IN FUNDS - Year ended 31st March, 2020**

	At 31.03.19	Income including gains and losses	Expenditure	Transfers	Notes	At 31.03.20
<b>Unrestricted Funds</b>						
General		134,855	(201,766)			
Gateway Vol/Training Engagement		-	(600)			
Communicars		56,669	(59,522)			
Rosendale Communicars		-	18			
ESIF Project		17,442	(20,410)			
Young Carers		3,500	(1,966)			
<b>Total Unrestricted Funds</b>	£ 576,952	212,466	(284,246)	(20,861)	1	484,311
<b>Restricted Funds</b>						
Distress Relief	70,579	1,879	(6,453)			66,005
The CVS Centre - Running	(59,308)	74,095	(77,186)			(62,399)
Young Carers - Respite	7,706	1,495	(1,595)			7,606
COVID19 Emergency Response	-	3,000	(191)			2,809
Fair Share Trust	21	-	(18)			3
Big Local	(25,907)	150,693	(165,467)			(40,681)
Young Carers Activity Project	(6,364)	1,470	(11,790)			(16,684)
Mental Health Young Carers	(6,854)	48,901	(41,931)			116
Volunteering ONE Lancs	186	-	-	(186)	1	-
ESOL Project	36,713	42,011	(32,815)			45,909
Building Better Opportunities Project	582	-	(54)	(528)	1	-
Big Lottery Fund and ESF Building Better Opportunities Grant	(16,541)	2,819	(7,853)	21,575	1	-
Looked After Children	2,138	9,879	(5,709)			6,308
Young Carers Art and Wellbeing	2,950	-	(1,635)			1,315
Youth Empowerment Project	1,147	3,846	(3,107)			1,886
Eric Wright Small Grants Scheme	7,782	20,000	(8,575)			19,207
Takepart Pathfinder	565	-	-			565
CVS Gannow Community Centre - Running	67,402	91,311	(74,046)			84,667
The CVS Centre - Building	225,285	-	(7,563)			217,722
CVS Gannow Community Centre - Building	143,000	-	(3,000)			140,000
Fixtures, Fittings and Equipment	708	-	-			708
Prescription for Wellbeing	97,008	329,668	(345,071)			81,605
Young Carers Female Empowerment	-	2,500	(1,510)			990
Social Prescribing Link Worker	-	45,649	(35,443)			10,206
EL CCG Funded Social Prescribing	3,128	-	(160)			2,968
<b>Total Restricted Funds</b>	£ 551,926	829,216	(831,172)	20,861		570,831
<b>Total Funds</b>	£ 1,128,878	1,041,682	(1,115,418)	-		1,055,142

Note:

- The balances on the Volunteering ONE Lancs, Building Better Opportunities Project and Big Lottery Fund and ESF Building Better Opportunities Grant restricted funds have been cleared out at 31st March, 2020 by means of a transfer from the unrestricted fund since the projects had finished.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**21 MOVEMENT IN FUNDS - Year ended 31st March, 2019**

	At 31.03.18	Income including gains and losses	Expenditure	Transfers	Notes	At 31.03.19
<b>Unrestricted Funds</b>						
General		123,785	(121,510)			
Gateway Vol/Training Engagement		40,242	(66,670)			
Communicars		45,779	(53,649)			
Rossendale Communicars		-	(1,984)			
ESIF Project		20,860	(17,517)			
Young Carers		2,000	(573)			
<b>Total Unrestricted Funds</b>	<b>£ 606,886</b>	<b>232,666</b>	<b>(261,903)</b>	<b>(697)</b>	<b>1</b>	<b>576,952</b>
<b>Restricted Funds</b>						
Distress Relief	68,056	6,277	(3,754)			70,579
The CVS Centre - Running	(45,618)	66,951	(80,641)			(59,308)
Young Carers - Respite	8,397	1,978	(2,669)			7,706
Fair Share Trust	132	-	(111)			21
Big Local	39,783	150,413	(216,103)			(25,907)
Health Champions	2,123	-	(2,250)	127	1	-
Young Carers Activity Project	267	10,100	(16,731)			(6,364)
Mental Health Young Carers	(5,193)	37,946	(39,607)			(6,854)
Volunteering ONE Lancs	-	-	186			186
Male Sessional Project	(274)	-	(296)	570	1	-
ESOL Project	10,861	50,550	(24,698)			36,713
Building Better Opportunities Project	67	6,276	(5,761)			582
Big Lottery Fund and ESF Building Better Opportunities Grant	484	7,825	(24,850)			(16,541)
Looked After Children	-	5,668	(3,530)			2,138
Young Carers Art and Wellbeing	-	3,000	(50)			2,950
Youth Empowerment Project	-	1,154	(7)			1,147
Eric Wright Small Grants Scheme	7,393	10,087	(9,698)			7,782
Takepart Pathfinder	614	-	(49)			565
CVS Gannow Community Centre - Running	31,550	99,705	(63,853)			67,402
The CVS Centre - Building	232,848	-	(7,563)			225,285
CVS Gannow Community Centre - Building	146,000	-	(3,000)			143,000
Fixtures, Fittings and Equipment	708	-	-			708
Children and Adolescents Mental Health Services	500	-	(500)			-
Prescription for Wellbeing	85,500	327,668	(316,160)			97,008
EL CCG Funded Social Prescribing	3,158	-	(30)			3,128
<b>Total Restricted Funds</b>	<b>£ 587,356</b>	<b>785,598</b>	<b>(821,725)</b>	<b>697</b>		<b>551,926</b>
<b>Total Funds</b>	<b>£ 1,194,242</b>	<b>1,018,264</b>	<b>(1,083,628)</b>	<b>-</b>		<b>1,128,878</b>

Note:

- 1) The balances on the Health Champions and Male Sessional Project restricted funds have been cleared out at 31st March, 2019 by means of a transfer from the unrestricted fund since both projects had finished.



## **BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

### **NOTES TO THE ACCOUNTS (CONTINUED)**

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#### **21 MOVEMENT IN FUNDS (continued)**

##### **Redundancy Provision**

It has been calculated that an amount of £63,962 (2019 : £66,709 ) would be required to cover redundancy payments of employees (non-contract). No provision has been made for this in the accounts.

##### **Description of Funds**

##### **RESTRICTED FUNDS**

##### **Distress Relief**

This fund was set up to provide financial assistance to people in distress within the area of Burnley.

##### **The CVS Centre - Running (formerly Voluntary Sector Resource Centre)**

Running expenses of The CVS Centre (formerly the Rachel Kay Shuttleworth Building).

##### **Young Carers - Respite**

Provision of respite care for young carers within the Burnley, Pendle and Rossendale area.

##### **Fair Share Trust**

This is an initiative funded by the New Opportunities Fund (National Lottery) programme to target areas that suffer considerable disadvantage. The Pendle wards of Marsden, Walverden and Southfield have been identified as beneficiaries. The programme is to be delivered over a ten-year period to March 2013 and aims to build capacity, sustainability and social capital in local communities and improve the local environment.

##### **Big Local**

The Gannow area of Burnley has been designated a Big Local area to receive up to £1 million from the Big Lottery to improve the area over a ten year period. The first stage of the programme is to develop a local profile and plan. BPRCVS was asked to be the local trusted organisation to handle a Getting Started budget and employ an outreach worker.

##### **Health Champions**

To encourage volunteers from local community groups to promote health messages within those groups and provide feedback to statutory agencies about difficulties and barriers affecting communities accessing health services and activities. The project finished in the year ended 31st March, 2019.

##### **Young Carers Activity Project**

To provide opportunities for respite activity for young people who have informal caring responsibilities.

##### **Mental Health Young Carers**

Caring for someone with Mental Health or substance misuse problems. Improve young carers self-esteem and confidence and reduce isolation.

##### **Volunteering ONE Lancashire**

This is a project to create a county-wide coordinated approach to volunteering. Funding is from Lancashire County Council and delivered via the One Lancashire infrastructure support programme. CVS hosts the county project manager and the local co-ordinator.

##### **Male Sessional Project**

This is a small pilot project to provide support to young male carers through group activities. The project finished in the year ended 31st March, 2019.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

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**21 MOVEMENT IN FUNDS (continued)**

**RESTRICTED FUNDS (continued)**

**ESOL Project**

This is part of the Lancashire-wide Syrian refugee resettlement project to provide support to enable adults to access ESOL classes as a pathway to integration.

**Building Better Opportunities Project (BB01/2/3 Projects)**

Burnley, Pendle and Rossendale Council for Voluntary Service are delivering this programme as part of a Lancashire-wide project overseen by the Lancashire Association of CVS. The role involves working with the Building Better Opportunities (BBO) team to deliver support to help BBO clients to access volunteering opportunities and monitor progression towards and into work. The project finished in the year ended 31st March, 2020.

**Big Lottery Fund and ESF Building Better Opportunities Grant (BB04 Project)**

Digital inclusion. Burnley, Pendle and Rossendale Council for Voluntary Service are Pennine Lead for the programme and support the delivery partners by operating a resource bank of equipment. The project finished in the year ended 31st March, 2020.

**Eric Wright Small Grants Scheme**

Burnley, Pendle and Rossendale Council for Voluntary Service have been commissioned to facilitate a small grants programme funded by the Eric Wright Charitable Trust to support voluntary, community and faith groups in our area.

**Takepart Pathfinder**

The Burnley, Pendle and Rossendale Takepart Pathfinder commenced in August 2009 following a successful bid to the Department of Communities and Local Government. The main aims of the project are to support people to take a more active role in their communities and society generally by overcoming barriers and encouraging them to take on civic and civil roles. The project finished at 31st March, 2011.

**CVS Gannow Community Centre - Running**

Running expenses of the Gannow Community Centre.

**The CVS Centre - Building (formerly Rachel-Kay Shuttleworth Building)**

Represents monies given or awarded to the charity from various sources in order to purchase and renovate the Voluntary Sector Resource Centre.

**CVS Gannow Community Centre - Building**

Represents the acquisition by the charity of the Gannow Community Centre premises on Adamson Street, Burnley.

**Fixtures, Fittings and Equipment**

This fund represents monies given or awarded to the charity from various sources in order to buy specific capital items.

**Children and Adolescents Mental Health Services**

This is a one off grant programme aimed at small voluntary, community and faith groups to provide activity to address locality health priorities to meet the needs of children and young people who are experiencing emotional health and wellbeing issues. The project finished in the year ended 31st March, 2019.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

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**21 MOVEMENT IN FUNDS (continued)**

**RESTRICTED FUNDS (continued)**

**Prescription for Wellbeing**

The purpose of this fund is to provide three strands of complementary activity:-

- a programme of grants to be made available to small voluntary, community and faith groups to deliver activities supporting the East Lancs. Clinical Commissioning Group's strategic aims;
- engagement activity support where engagement and partnership brings together groups to complement activity; and
- a community navigator programme to provide handholding support to enable individuals to access community activity.

**East Lancashire Clinical Commissioning Group Funded Social Prescribing**

A small grants scheme available to voluntary community & faith sector groups in Burnley, Pendle and Rossendale. The aim of the programme is to promote wellbeing, support the prevention of ill health and / or actively help reduce inappropriate use of GPs and admissions to hospitals.

**Looked after Children**

This project delivers support sessions for Looked After Children to develop individual support plans and activities. This will lead to raised aspirations and increased confidence.

**Young Carers Art and Wellbeing**

A project working with young carers around expression through art. The project funded an artist to work with our young carers through the medium of abstract art and different techniques to develop a final piece that would be used for an exhibition.

**Youth Empowerment Project**

Working with local business, this project aims to encourage aspirations amongst young people.

**COVID-19 Emergency Response Fund**

Burnley, Pendle and Rossendale Council for Voluntary Service are partners in each of the district hubs set up to provide an immediate response to the COVID 19 pandemic and the national lockdown. CVS provided the resource for the volunteering offer and matching staff and volunteers to people needing help with a wide range of things, initially mainly shopping and medication. Burnley, Pendle and Rossendale Council for Voluntary Service applied for funding to support that response.

**Social Prescribing Link Worker Project**

A national project of support which enables each PCN (primary care network) to fund a Social Prescribing link worker. The link workers in our area are employed by CVS on behalf of the PCNs to carry out the work which complements and enhances the existing Social Prescribing programme.

**Young Carers Female Empowerment Project**

A project to support and empower females, age 7 - 18, who are facing disadvantage and/or adverse childhood experiences, in particular those at risk of CSE (child sexual exploitation). It is a pilot project and funds the salary of a part time worker.

**UNRESTRICTED FUNDS**

**General Fund**

Held to form the financial basis for future development, extension and provision of services for the people of Burnley, Pendle and Rossendale.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**21 MOVEMENT IN FUNDS (continued)**

**UNRESTRICTED FUNDS (continued)**

**Gateway Volunteer/Training Engagement**

To deliver activity over 5 priority areas throughout Burnley, Pendle & Rossendale which includes group support & development, information, community engagement, volunteering

**Communicars / Rossendale Communicars**

To provide a Community Car Service throughout the areas of Burnley, Pendle and Rossendale. A team of local Volunteer Drivers provides the service, using their own cars,

**ESIF Project - strengthening communities**

This fund provides partial funding from the European Social Fund to support individuals with complex needs into volunteering.

**Young Carers**

Provide support and information to young carers in the Burnley, Pendle and Rossendale area.

**22 OTHER CONTINGENCY**

In October, 2011 Burnley, Pendle and Rossendale Council for Voluntary Service was awarded a contract by Carers Link to help them deliver a range of services for carers on behalf of Lancashire County Council. The contract was for the period 1<sup>st</sup> October, 2011 to 31<sup>st</sup> March, 2013 with an option for it to be extended by twelve months up to a total of two years.

There is a possibility that some of the monies receivable by Burnley, Pendle and Rossendale Council for Voluntary Service falls under the scope of VAT and consequently a VAT creditor may exist at 31<sup>st</sup> March, 2020. However, it is not possible to quantify this and so no amount has been included in the accounts.

Conversely, there may be a corresponding debtor for the same amount which has likewise not been included in these accounts as it is not possible to quantify. The debtor may arise since the amount of monies paid out by Lancashire County Council to Carers Link and then from Carers Link to Burnley, Pendle and Rossendale Council for Voluntary Service may be increased to reflect this VAT liability.

**23 COMMITMENTS UNDER OPERATING LEASES**

As at 31st March, 2020 the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as set out below:-

	2020 £	2019 £
Land and Buildings	2,667	4,267
Equipment	17,281	7,774
	<u>19,948</u>	<u>12,041</u>

## BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

YEAR ENDED 31<sup>ST</sup> MARCH, 2020

### NOTES TO THE ACCOUNTS (Continued)

#### 24 CONTINGENT LIABILITY

##### PENSION OBLIGATION – The Growth Plan

The company participates in the scheme, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

##### Deficit contributions

From 1 April 2019 to 31 January 2025:	£11,243,000 per annum	(payable monthly and increasing by 3% each on 1st April)
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Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £793.4m, liabilities of £969.9m and a deficit of £176.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

##### Deficit contributions

From 1 April 2016 to 30 September 2025:	£12,945,440 per annum	(payable monthly and increasing by 3% each on 1st April)
From 1 April 2016 to 30 September 2028:	£54,560 per annum	(payable monthly and increasing by 3% each on 1st April)

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31<sup>ST</sup> MARCH, 2020**

**NOTES TO THE ACCOUNTS (Continued)**

**24 CONTINGENT LIABILITY (CONTINUED)**

	31 March 2020 (£s)	31 March 2019 (£s)	31 March 2018 (£s)
Present value of provision	10,213	12,390	11,564

**PRESENT VALUES OF PROVISION**

**RECONCILIATION OF OPENING AND CLOSING PROVISIONS**

	Period Ending 31 March 2020 (£s)	Period Ending 31 March 2019 (£s)
Provision at start of period	12,390	11,564
Unwinding of the discount factor (interest expense)	156	185
Deficit contribution paid	(2,056)	(1,490)
Remeasurements - impact of any change in assumptions	(277)	113
Remeasurements - amendments to the contribution schedule	-	2,018
Provision at end of period	10,213	12,390

**INCOME AND EXPENDITURE IMPACT**

	Period Ending 31 March 2020 (£s)	Period Ending 31 March 2019 (£s)
Interest expense	156	185
Remeasurements – impact of any change in assumptions	(277)	113
Remeasurements – amendments to the contribution schedule	-	2,018
Contributions paid in respect of future service*	*	*
Costs recognised in income and expenditure account	*	*

\*includes defined contribution schemes and future service contributions (i.e. excluding any deficit reduction payments) to defined benefit schemes which are treated as defined contribution schemes. To be completed by the company.

**ASSUMPTIONS**

	31 March 2020 % per annum	31 March 2019 % per annum	31 March 2018 % per annum
Rate of discount	2.53	1.39	1.71

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE****YEAR ENDED 31<sup>ST</sup> MARCH, 2020****NOTES TO THE ACCOUNTS (Continued)****24 CONTINGENT LIABILITY (CONTINUED)**

The following schedule details the deficit contributions agreed between the company and the scheme at each year end period:

**DEFICIT CONTRIBUTIONS SCHEDULE**

<b>Year ending</b>	<b>31 March 2020 (£s)</b>	<b>31 March 2019 (£s)</b>	<b>31 March 2018 (£s)</b>
Year 1	2,118	2,056	1,490
Year 2	2,181	2,118	1,535
Year 3	2,247	2,181	1,581
Year 4	2,314	2,247	1,628
Year 5	1,986	2,314	1,677
Year 6	-	1,986	1,728
Year 7	-	-	1,779
Year 8	-	-	916
Year 9	-	-	-
Year 10	-	-	-
Year 11	-	-	-
Year 12	-	-	-
Year 13	-	-	-
Year 14	-	-	-
Year 15	-	-	-
Year 16	-	-	-
Year 17	-	-	-
Year 18	-	-	-
Year 19	-	-	-
Year 20	-	-	-

The company must recognise a liability measured as the present value of the contributions payable that arise from the deficit recovery agreement and the resulting expense in the income and expenditure account i.e. the unwinding of the discount rate as a finance cost in the period in which it arises.

It is these contributions that have been used to derive the company's balance sheet liability.

**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31<sup>ST</sup> MARCH, 2020**

**NOTES TO THE ACCOUNTS (Continued)**

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**25 EVENTS AFTER THE REPORTING DATE**

In early 2020 the Coronavirus pandemic (Covid-19) spread to the UK and in March 2020 the UK Government announced measures to mitigate the spread in the UK, including social distancing and a "lockdown". Despite these measures being supplemented by a range of financial support packages made available to businesses, it is considered that overall there will be some adverse financial impact on the charity in the financial year 2020/21. The financial effect cannot be reliably estimated given the uncertainties, notably the extent of the "lockdown" together with the potential resurgence of the virus.



**BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

**APPENDIX**

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<b>DEFINITION OF ACTIVITY HEADINGS</b>	<b>38</b>

## **BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2020**

### **DEFINITION OF ACTIVITY HEADINGS**

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The various funds have been included under the activity headings as shown below:-

- i) Core Activities – General, Distress Relief, Gateway Volunteering/Training Engagement, Prescription for Wellbeing Project, Children and Adolescents Mental Health , COVID 19 Emergency Response Fund and Social Prescribing Link Worker Project.
- ii) Carers Services – Young Carers, Young Carers Respite, Young Carers Activity Project, Mental Health Young Carers, Male Sessional Project, Looked after Children, Young Carers Art and Wellbeing, Youth Empowerment Project and Young Carers Female Empowerment Project.
- iii) Volunteering – Communicars, Rossendale Communicars, Volunteer ONE Lancashire, ESIF Project and Building Better Opportunities Project (BBO1 / BBO2 / BBO3).
- iv) Gannow Community Centre and The CVS Centre – The CVS Centre - Running, CVS Gannow Community Centre - Running, The CVS Centre - Building and CVS Gannow Community Centre - Building and Fixtures and Fittings.
- v) Building, Development & Empowerment – Fair Share Trust, Big Local, Heritage Project, Health Champions, ESOL Project, Big Lottery Fund and ESF Building Better Opportunities Grant (BBO4 Project), Eric Wright Small Grants Scheme, Takepart Pathfinder, Prescription for Wellbeing and EL CCG Funded Social Prescribing.