

Charity Registration No 1094444

Company Registration No 04531024 (England and Wales)

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT

(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2012

THURSDAY



A1N7F2H5

A09

06/12/2012

#234

COMPANIES HOUSE

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
REFERENCE AND ADMINISTRATIVE INFORMATION**

Trustees

David Matthews (Chair)
Melanie Hookway
Timothy Gray
Lillian Barker
Darren Green
Rebecca Frankenberg
Chris Bromley
Stephen Hopkins

Statutory Members

Cllr J Cooper
Cllr M Reddish
Cllr S Hambleton

Secretary/Chief Officer

Janette Bourne (resigned 29/09/2011)
Jackie Wheeler (appointed 3/10/2011)

Charity number

1094444

Company number

04531024

Registered office

12 Andrew Place
Newcastle-under-Lyme
Staffordshire
ST5 1DL

Independent examiner

S J Archer FCA
Geens Chartered Accountants
68 Liverpool Road
Stoke-on-Trent
ST4 1BG

Bankers

Unity Trust Bank plc
Nine Brindley Place
Birmingham
B1 2HB

CCLA Investment Management Limited
80 Cheapside
London
EC2V 6DZ

Solicitors

Knight & Sons
The Brampton
Newcastle-under-Lyme
ST5 0QW

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT (A COMPANY LIMITED BY GUARANTEE) CONTENTS

	Page
Trustees' report	1 - 9
Statement of trustees' responsibilities	10
Independent examiners' report	11
Statement of financial activities	12
Balance sheet	13 - 14
Notes to the financial statements	15 - 22

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT (A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2012

The trustees present their report and financial statements for the year ended 31 March 2012

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

Structure, governance and management

NCVS was registered as a Charity in May 1963, and is a company limited by guarantee incorporated on 10 September 2002. In the event of the company being wound up, each member may be liable to contribute a sum not exceeding £1, while he/she is a current member or within one year afterwards. The charity is constituted and is governed by its Memorandum and Articles of Association as agreed in 2002.

TRUSTEES

The trustees, who are also the directors for the purpose of company law, and who served during the year were David Matthews (Chair)

Allan Brown (Vice Chair)

(Retired 19 January 2012)

Melanie Hookway

Timothy Gray

Lillian Barker

Darren Green

Rebecca Frankenberg

Chris Bromley

Stephen Hopkins

RECRUITMENT AND APPOINTMENT OF TRUSTEES

Trustees (who are also Directors of the Company under company law) are elected at the Annual General Meeting and are subject to retirement by rotation. A Board of up to 12 Trustees governs NCVS. David Matthews was elected as Chair in October 2002 and has remained in this important and valued position to date. The Board appoints Trustees taking into account a skill matrix and ensuring representation from all communities. Any voluntary or community group either based or operating in Newcastle is eligible for membership, and may nominate Trustees.

The Board is also reflective in membership, to the community that it serves. The Company Secretary/Chief Officer is a member of the Board, but has no voting rights.

The Chief Officer is responsible for ensuring that the charity delivers the services specified and key performance indicators are met. The Chief Officer also has responsibility for the day-to-day operational management of the services delivered by NCVS, supervision of the staff team, and also ensuring that the team continue to develop their skills and working practices in line with good practice.

For yet another year, it is again pleasing to note that the NCVS Board members remained constant throughout this year with the re-election of the Officers and members at the Annual General Meeting held on 9 November 2011.

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT (A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

TRUSTEE INDUCTION AND TRAINING

The NCVS Trustee induction procedure takes account of the needs of the individual, depending on their current knowledge of the Charity and their current skill base

On taking up the post of Trustee, NCVS provides an Induction Pack (The Good Trustee Guide, NCVO publication), which introduces the roles and responsibilities to the Trustee

The Trustee is also provided with copious amounts of the Charity's background information, a full set of current policies and procedures, current financial position, as set out in the latest published accounts, and a copy of the latest Business Plans and objectives of the Charity

NCVS invite new Trustees to attend a "meet and familiarise" session at the Charity's premises. This serves a dual purpose, with the Trustee given the opportunity to meet the staff members, and to familiarise themselves with the day-to-day operation of the Charity

A "training needs analysis" is undertaken with the individual, who is offered appropriate training courses, specifically to enhance their skills for the benefit of the Charity and the individual. Directors are asked to sign a Director's Contract and a Director's Declaration, which details their responsibilities and rights and checks eligibility to act as a Trustee

New Board members are now offered a Trustee Recruitment & Development training programme and NCVS have adopted this programme into its induction for new Trustees to the Board

RELATIONSHIPS WITH OTHER CHARITIES AND PARTNERSHIPS

Working in partnerships with member organisations, in both the Voluntary and Community sector and the public sector is a strong element of the work NCVS is engaged with. During the year, the main overarching partnerships that NCVS participated in were the Newcastle Strategic Partnership Board and the Stoke on Trent and Staffordshire Consortium of Infrastructure Organisations (SCIO). Through the Newcastle Strategic Partnerships Board NCVS have throughout the year contributed to the development and implementation of Locality working in the Borough. During the year NCVS also continued to work closely with Staffordshire Moorlands CVS on the service delivery of the Health Link Project and the contracted delivery of the Volunteer Centre services in Newcastle

RISK MANAGEMENT

The Board of Trustees is well aware that there is a requirement to include a statement on the risks to which NCVS is exposed and actions taken to manage those risks

Trustees continue to review the risk as part of the implementation of a quality control process (PQASSO) in all areas of NCVS in order to establish a risk register

The most significant and ever present risk identified is the loss of one or more of our funding sources

The level of reserves held by NCVS remains constant, and it is carefully reviewed to ensure that both spending and financial commitments remain in line with income. Income and expenditure is being monitored in total and is compared with the financial plans on a quarterly basis in order to minimize such risks

Health and Safety is monitored on a continual basis and through a regular agenda item at Staff Meetings to ensure all risks around Health and Safety in the workplace are raised and addressed

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT (A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

Objectives and activities

Giving due consideration to the Charity Commission's guidance in respect of Public Benefit, the overall objectives of NCVS are to enhance local community development by developing the local community and voluntary sectors. Our key services are

SERVICES AND SUPPORT

NCVS promotes the effectiveness of local voluntary and community organisations and groups by providing them with a range of development and support services. These include

- a) Specialist organisation development & advice (e.g. funding and strategic services, service development)
- b) Resources (e.g. meeting rooms, ICT equipment)
- c) Support (e.g. model policies and procedures, employment advice)
- d) Services (e.g. payroll, accounts, events/seminar planning, business planning)
- e) Information (e.g. newsletter, training)

LIAISON

As a focal point for the local Voluntary and Community sector, NCVS enables networking between individuals and groups within the sector, and between local groups and the statutory and private sectors. This allows local VCS groups to learn from one another, establish contacts and work more effectively. NCVS helps different communities to organise their own networking activity.

REPRESENTATION

At local level, NCVS ensures the involvement of VCS groups in shaping and delivering services by representing the interest of the local VCS at strategic and policy level. A vehicle that enables this to take place is the Newcastle Voluntary Sector Forum (NVSF) - of which NCVS acts as the Secretariat with the Chief Officer taking the role of Vice Chair of the Forum to Geoff Etherton's position of Chair of the Forum.

At County level, the NVSF represents itself within the Staffordshire Third Sector Network (S3SN) - therefore ensuring the local Voluntary and Community sector voice is heard at County level and participates in and influences direction of the Sector.

NCVS are active members of the Compact Implementation Group, which in this year, re-structured itself to focus on embedding the use of the Compact with key partners, including Voluntary & Community sector organisations - and provide opportunities for local communities to put forward their views on local, regional and national Compact policies.

DEVELOPMENT WORK

NCVS core work is to support local VCS groups in developing their capacity and enhancing their work, helping them to become more competitive and sustainable. A range of business development support is available to our member groups, some of which are available at an affordable cost for more intense support.

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT (A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

STRATEGIC PARTNERSHIPS

A key role for NCVS is representing the voluntary and community sector of Newcastle in various partnerships. It is at these partnership tables that the role is combined with facilitating direct representation of front line organisations which is largely achieved through the Newcastle Voluntary Sector Forum (VSF).

NCVS plays a key role in empowering local groups to take part in partnerships, through the mechanisms of the Newcastle Voluntary Sector Forum and is directly involved in building the capacity of groups to engage in this area of important work for the Sector. Geoff Etherton, as the current Chair of the Newcastle Voluntary Sector Forum, has a position on the LSP Board which meets twice a year. Within the wider structure of the LSP, the VCS is represented and engaged within their other areas of speciality such as the Childrens Trust Board.

Locally NCVS's partnership work is principally within the framework of the Newcastle Local Strategic Partnership (LSP) with agencies such as Staffordshire County Council, Newcastle Borough Council, Staffordshire Police, Staffordshire Fire & Rescue, North Staffordshire Primary Care Trust, Aspire Housing and many more.

NCVS also actively engage in a number of sub regional partnerships through SCIO (Stoke and Staffordshire Consortium of Infrastructure Organisations) - a consortium consisting of 11 Infrastructure organisations in Stoke on Trent and Staffordshire.

During the year, NCVS continued to play an active and participative role in the developments of the Stoke on Trent and Staffordshire Consortium of Organisations (SCIO). Janette Bourne resigned from Newcastle CVS in October 2011 and Jill Norman from Staffordshire Moorlands CVS became the Chair of the SCIO Chief Officers Group. David Matthews represented NCVS at SCIO Consortium Board Meetings to ensure direct influence by NCVS in the Consortiums development with regard to services delivered to the front line member organisations. SCIO has a 3-year Service Level agreement (2010 -2013) with Staffordshire County Council which enables the further building of infrastructure around three important areas - Staffordshire 3rd Sector Network, infrastructure development of the Staffordshire Volunteer Centres and Development capacity within SCIO members. The SCIO Business Plan, which has had the overall objective of enabling consortium partner to work together to align the delivery of core support & development services across the County continues apace with the latter end of the year looking at a proposed change in the governance structure of the Consortium to better meet the challenges of the current financial recession. The Plan looked at economies of scale, raising delivery standards and qualifications of its workforce and the sector alike.

NCVS Chief Officer ensured that the NCVS Board was kept fully informed and engaged throughout the year, with respect to SCIO's activity and focus and commitment to the role to enable the NCVS Board to engage and influence the eventual structure.

NCVS's mission is to engage and support Voluntary and Community organisations to help them reach their full potential - building better communities.

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT (A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

USE OF VOLUNTEERS

The Directors wish once again to thank our volunteers for their contribution to another successful year

NCVS utilises Volunteers in one principal service delivery area known as Door2Door service (low cost transport service for elderly people with disabilities, within the Borough of Newcastle under Lyme) The Volunteer drivers (currently 16 drivers) utilise their own vehicles, and are recompensed on a pence per mile basis The client is charged a fee, which is lower than standard taxi fees locally This service provides a vital lifeline for some of the most socially excluded and vulnerable people in the area The service provides them with a degree of independence, enabling attendance to health & social care appointment and social activities

The Door2Door drivers are highly valued members of the team at NCVS, ably co-ordinated by Margaret Dobell who arranges the successful journeys that are taken by our clients 2011/12 saw the service transport some 420 people on 4863 journeys within the Borough

During the year the D2D service has undergone a number of changes to its delivery to ensure the service is sustainable Volunteer driver and customers are kept up to date with a regular Newsletter which seeks their views on the service which is then enhanced by an annual satisfaction survey which regularly results (on average) a 98% satisfaction rate

Achievements and performance

OBJECTIVES AND ACTIVITIES

The main objectives and activities for the year continued to focus on the core service delivery of support, promotion, development and representation of the Voluntary and Community sector member organisations

During this year, NCVS continued to actively participate in the work activity of SCIO (Stoke on Trent and Staffordshire Consortium of Organisations) with considerable contribution by the Chief Officer and contributions from Development Workers to sub group activity - influencing and contributing to the direction of the SCIO five principle work streams In line with the current SCIO 3-year business plan, the partners continue the work to align the delivery of core services across the County The Plan looks at economies of scale, raising delivery standards and qualifications of its workforce and the sector alike

ACTIVITIES

During the year, NCVS has continued to support a wide range of voluntary and community groups with their development and sustainability needs We have continued to provide advice and information on financial management, funding, quality standards, business planning, and social enterprise development NCVS offers a low cost training programme consisting of informal courses that up skill individuals working within VCS member organisations to enable them to participate in the running and management of their organisation to a high standard

During this year, NCVS training offer was more keenly aligned to the SCIO Training programme This had a two fold benefit of the offer of more extensive training to the NCVS membership and the utilisation of NCVS qualified staff in delivering training on behalf of SCIO at commercial rates This activity is seeing a small income for NCVS which is anticipated to grow year on year

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2012**

Other project activity during the year has included

Big Lottery programme BASIS (Building & Sustaining Infrastructure Services)
Partnership Bid NCVS (Lead body), Staffordshire Moorlands CVS, Saltbox & Voluntary Action, Stoke

July 2009 saw the start of a BASIS programme delivery by the above named partners. The project employs 4 development officers, 3 part time and 1 full time within the 4 partner organisations, and is delivered across the three districts of North Staffordshire. The project will build the capacity of voluntary and community organisations through accessible local development services supported by a shared cluster team providing second tier support in development, income generation, infrastructure, volunteer recruitment and management. The programme also aims to achieve efficiencies within the three Volunteer Centres by implementing standard products, processes and services. A Community Accountancy service provides for front line organisations. The development officers engage with faith and black minority ethnic groups across North Staffordshire. It is pleasing to report that the outcomes of the programme are on track and in some areas exceeding expectations. This funded programme is due to end June 2013.

Community Engagement

This year saw the second and final year of the Community Engagement Worker, Helen Wainwright. Helen continued to work throughout the areas of Chesterton and Knutton & Cross Heath. This is a partnership appointment, funded by the Staffordshire Partnership and NCVS employ the post. The programme ended in September 2011.

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT (A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

Newcastle Volunteer Centre

The Newcastle Volunteer Centre has continued in working together with Staffordshire Moorlands Volunteer Centre and Stoke Volunteer Centre throughout the year. This has largely been enabled by funding through the Big Lottery BASIS programme - to fund the post of a North Staffordshire Volunteer Centre Manager. The three North Staffordshire Volunteer Centres have developed their working practices to achieve enhanced accessibility of the service for volunteers and volunteer involving organisations across North Staffordshire.

The Newcastle Volunteer Centre has also received money from the NHS to fund the 'Early Detection for Cancer Project' (EDCP) and the ERDF project. The EDCP employs staff to train and recruit volunteers to alert people to the early detections of certain cancers. These are alerted by way of events and support sessions. The ERDF project is funded by the European Union and match funded by SCIO to recruit volunteers and place them into volunteer positions in the hope that they will gain experience to further their experience to be able to obtain employment.

In a wider sense, the three North Staffordshire VC's continue to be a key contributor to the Staffordshire Volunteer Centre Network which has introduced common work practices and procedures leading to a common product across Staffordshire.

The quality standards have added value to an already excellent product, but resourcing of this important area of work continued to be an issue during the year.

Door2Door Transport Service

D2D receives support from Staffs County Council Passenger Transport Directorate and is in contract locally with Social Care & Health.

A number of management changes were made during the year to sustain the healthy state of the service, revised pricing structures were put into place. The service still provides value for money for the customers and is valued throughout the borough.

North Staffordshire Health Link Officer funded post North Staffordshire NHS

In times of cuts to budgets in all sectors, it is pleasing to report that NCVS once again negotiated a contract which funded the provision of a Third Sector and Health Link Officer post with North Staffs NHS. The contract's value however was reduced to £39,587. It is anticipated that next year the funding will be further reduced.

INVESTMENT POWERS, POLICY AND PERFORMANCE

The NCVS policy states that it will invest surplus funds in the sustainability of delivery of its core services. NCVS aims to carry sufficient cash in bank current, or higher deposit accounts to fund its predicted working capital requirements.

Reserve funds are deposited in a high interest account (COIF Charities Deposit Fund) which historically attracted a higher return than average deposit accounts, without risk to other funds, whilst maintaining maximum use of the working capital. In this year, and again affected by the current economic climate the higher return on interest has reduced from 1.285% to 0.70% per annum. Therefore during this year, NCVS has continued to investigate alternative deposit accounts, and continues to acknowledge the risk associated with having all reserves in the COIF account in the current economic climate.

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2012

Financial review

The overspend on unrestricted funds is £14,265 and there has been an underspend of restricted funds of £6,948

The charitable company has adopted a policy that unrestricted free reserves have been built up in order to adequately cover the running costs of the organisation for a maximum period of six months. In line with the current reserves policy, the reserve can also be utilised to assist future cash flow should funding be delayed, with the agreement of the Board of Trustees

Included in the reserve allocation, is a calculated allowance to cover the contingent liability for possible redundancy costs arising from project completions. The contingent figure of £30,633 has been set aside to satisfy this situation. This amount is catered for in the current total amount of unrestricted reserves, which stand at a figure of £37,791. The intention is to continue to build reserves through planned operating surpluses

The current reserves position is in line with this policy

PRINCIPAL FUNDING SOURCES

NCVS were successful in obtaining a commission (value £12k) to support and train Third Sector organisations to access and navigate themselves through the new Commissioning Framework

NCVS received a contribution of £24,587 to the core funding from Staffordshire County Council, to enable NCVS to carry out its charitable objectives. The Directors wish to, once again, record their acknowledgement and thanks for this continued support to the company. A summary of transactions with those parties is set out in note 2 of the financial statements

Although the contribution towards the core funding is greatly appreciated from our statutory partners (as described above), the charity could not carry out its full charitable objectives, without raising further restricted funds from trust funders, such as the Big Lottery Fund (BLF)

NCVS, acting as the Accountable body and bid writer, secured a Big Lottery BASIS (Building & Sustaining Infrastructure Services) programme grant to the value of just over £400,000 over 4 years. See Achievement & Performance above for further detail

NCVS, as a member of SCIO, negotiated and signed the Letter of Engagement that will support NCVS to continue to deliver and sustain the Volunteer Centre services in Newcastle

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2012

Plans for the future

- a) Develop and Increase income streams to improve NCVS sustainability by increasing the services offered to the sector
- b) Further develop Door2Door Transport Service to become self sustainable and possibly expand the service to a wider area
- c) Continue to grow the Volunteer centre working in partnership with Staffs Moorlands CVS
- d) Enhance our services by successfully tendering for new services (with possible collaborative bidding with partners)
- e) Development of resources available to the Sector
- f) Support local organisations to develop capacity to tender for public services
- g) Increase the capacity of the VCS to develop new ways of thinking on collaborative bidding
- h) Secure funding bids
- i) Gain accreditation with OCN and develop a training programme
- j) Increase the IT training and offer an intense training package
- k) Enhance our partnership working on key strategic planning initiatives
- l) Work with the Big Lottery on an investment of £1 million pound into Staffordshire covering the areas of Cannock, Lichfield and Newcastle to assist young people age 18-24 back into employment

THE TEAM AT NCVS

Once again the NCVS Trustees would like to thank the committed members of the NCVS staff team for their dedication in delivering good quality support services to our member organisations

FUNDS HELD AS CUSTODIAN TRUSTEE

NCVS does not hold funds as Custodian Trustees on behalf of others

On behalf of the board of trustees



David Matthews (Chair)

Trustee/Director

Dated 25 September 2012

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT (A COMPANY LIMITED BY GUARANTEE) STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees, who are also the directors of Newcastle-under-Lyme Community & Voluntary Support for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year

In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

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

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT (A COMPANY LIMITED BY GUARANTEE) INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT

I report on the financial statements of the charity for the year ended 31 March 2012, which are set out on pages 12 to 22

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Newcastle-under-Lyme Community & Voluntary Support for the purposes of company law, are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

- (i) examine the financial statements under section 145 of the 2011 Act,
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- (iii) to state whether particular matters have come to my attention

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (a) which gives me reasonable cause to believe that in any material respect the requirements
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - (ii) to prepare financial statements which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities,
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached



S J Archer FCA

Geens Chartered Accountants
68 Liverpool Road
Stoke-on-Trent
ST4 1BG

Dated 25 September 2012

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2012**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2012 £	Total 2011 £
<u>Incoming resources from generated funds</u>						
Voluntary income	2	59,473	-	8,045	67,518	62,519
Investment income	3	883	-	-	883	547
		60,356	-	8,045	68,401	63,066
Incoming resources from charitable activities	4	21,033	-	195,305	216,338	287,999
Other incoming resources	5	-	-	1,288	1,288	-
Total incoming resources		81,389	-	204,638	286,027	351,065
<u>Resources expended</u>						
Charitable activities						
Direct charitable expenditure	6	98,407	2,624	194,391	295,422	377,386
Total resources expended		98,407	2,624	194,391	295,422	377,386
Net (outgoing)/incoming resources before transfers		(17,018)	(2,624)	10,247	(9,395)	(26,321)
Gross transfers between funds		2,753	546	(3,299)	-	-
Net (expenditure)/income for the year/ Net movement in funds		(14,265)	(2,078)	6,948	(9,395)	(26,321)
Fund balances at 1 April 2011		52,056	6,378	49,432	107,866	134,187
Fund balances at 31 March 2012		37,791	4,300	56,380	98,471	107,866

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET**

AS AT 31 MARCH 2012

	Notes	2012 £	£	2011 £	£
Fixed assets					
Tangible assets	11		4,300		6,378
Current assets					
Debtors	12	15,913		41,498	
Cash at bank and in hand		109,440		120,329	
		<u>125,353</u>		<u>161,827</u>	
Creditors: amounts falling due within one year	13	<u>(19,182)</u>		<u>(48,339)</u>	
Net current assets			<u>106,171</u>		<u>113,488</u>
Total assets less current liabilities			<u>110,471</u>		<u>119,866</u>
Provisions for liabilities	14		<u>(12,000)</u>		<u>(12,000)</u>
Net assets			<u><u>98,471</u></u>		<u><u>107,866</u></u>
Income funds					
Restricted funds	16		56,380		49,432
Unrestricted funds					
Designated funds	17		4,300		6,378
Other charitable funds			<u>37,791</u>		<u>52,056</u>
			<u><u>98,471</u></u>		<u><u>107,866</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2012. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

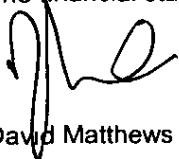
The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET (CONTINUED)**

AS AT 31 MARCH 2012

The financial statements were approved by the Board on 25 September 2012



David Matthews (Chair)
Trustee/Director

Company Registration No. 04531024

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012**

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention

They have also been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006

1.2 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. The value of services provided by volunteers has not been included

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable

Income from investments is included in the year in which it is receivable

1.3 Resources expended

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

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows

Fixtures, fittings & equipment	25% p a straight line
--------------------------------	-----------------------

1.5 Pensions

The charity operates a defined contributions pension scheme. Contributions are charged in the financial statements as they become payable in accordance with the rules of the scheme

1.6 Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds for use at the discretion of the trustees

Designated funds are unrestricted funds earmarked by the trustees for particular purposes

Restricted funds are to be used for specific purposes as laid down by the donor or through the terms of an appeal

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2012

2 Voluntary income

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Donations and gifts	2,285	8,045	10,330	5,331
Grants receivable for core activities	57,188	-	57,188	57,188
	<u>59,473</u>	<u>8,045</u>	<u>67,518</u>	<u>62,519</u>
Donations and gifts				
Unrestricted funds				
Miscellaneous income			225	2,924
Affiliation fees			2,060	2,407
			<u>2,285</u>	<u>5,331</u>
Restricted funds				
Training donations			8,045	-
			<u>8,045</u>	<u>-</u>
Grants receivable for core activities				
Unrestricted funds				
Newcastle-under-Lyme Borough Council			12,000	12,000
Staffordshire County Council			24,587	24,587
Door2Door			20,601	20,601
			<u>57,188</u>	<u>57,188</u>

3 Investment income

	2012 £	2011 £
Interest receivable	<u>883</u>	<u>547</u>

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2012**

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Charitable activities	21,033	195,305	216,338	287,999

Included within income relating to charitable activities are the following grants

S C I O	9,643	28,750
Network Partnership & Information	39,587	46,175
Rank Foundation	-	10,000
Coalfields Regeneration Trust re BCIT	(500)	45,821
Big Lottery Fund - BASIS	94,186	96,947
Newcastle-under-Lyme Borough Council	15,087	32,001
Volunteer Centre income	29,813	6,630
Staffs Moorlands re EDCP	17,132	-
	204,948	266,324

5 Other incoming resources

	2012 £	2011 £
Other income	1,288	-

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2012 £	Total 2011 £
Charitable activities					
<u>Direct charitable expenditure</u>					
Activities undertaken directly	165,709	2,624	127,089	295,422	377,386

Other costs include an amount payable to the independent examiner of £2,220 (2011 £2,137)

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2012**

7 Activities undertaken directly

	2012 £	2011 £
Other costs relating to direct charitable expenditure comprise		
Subcontract fees	74,123	117,494
Premises	16,291	16,870
Training	1,338	2,316
Travel and subsistence	4,897	5,923
Communication	4,257	2,602
Stationery and photocopying	10,224	9,721
Hire of rooms	-	4,818
Repairs and equipment	4,519	1,396
Accountancy fees	2,220	2,137
Professional fees	1,553	3,100
Other expenses	7,397	5,071
Recruitment	-	639
IT maintenance	270	3,283
	<u>127,089</u>	<u>175,370</u>

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, and none of them were reimbursed travelling expenses (2011 1 was reimbursed £51)

9 Employees

Number of employees

The average monthly number of employees during the year was

	2012 Number	2011 Number
	<u>10</u>	<u>9</u>
Employment costs	2012 £	2011 £
Wages and salaries	148,886	174,484
Social security costs	11,548	16,447
Other pension costs	5,275	7,506
	<u>165,709</u>	<u>198,437</u>

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2012**

10 Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

11 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2011	81,417
Additions	546
	<hr/>
At 31 March 2012	81,963
	<hr/>
Depreciation	
At 1 April 2011	75,039
Charge for the year	2,624
	<hr/>
At 31 March 2012	77,663
	<hr/>
Net book value	
At 31 March 2012	4,300
	<hr/>
At 31 March 2011	6,378
	<hr/>

12 Debtors	2012	2011
	£	£
Trade debtors	15,527	40,280
Other debtors	126	-
Prepayments and accrued income	260	1,218
	<hr/>	<hr/>
	15,913	41,498
	<hr/>	<hr/>

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2012**

13 Creditors amounts falling due within one year	2012	2011
	£	£
Taxes and social security costs	3,125	3,340
Other creditors	20	-
Accruals	16,037	19,954
Deferred income	-	25,045
	<u>19,182</u>	<u>48,339</u>

14 Provisions for liabilities

This provision is for work required at the expiration of the premises lease

15 Pension and other post-retirement benefit commitments

Defined contribution

The company operates a defined contribution pension scheme for the benefit of the employees, which is administered by Scottish Equitable. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund.

	2012	2011
	£	£
Contributions payable by the company for the year	<u>5,275</u>	<u>7,506</u>

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2012**

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes

	Movement in funds			
	Balance at 1 April 2011	Incoming resources	Resources expended	Transfers Balance at 31 March 2012
	£	£	£	£
Health Links	5,936	39,587	(42,883)	-
Big Lottery Fund re BASIS	37,679	94,186	(87,727)	-
Community Engagement Worker	3,486	15,087	(15,320)	(3,253)
Volunteer Centre	2,331	29,813	(25,718)	-
Early Detection of Cancer	-	18,420	(16,018)	(546)
Training	-	8,045	(6,725)	-
Building Capacity in the Third Sector	-	(500)	-	500
	<u>49,432</u>	<u>204,638</u>	<u>(194,391)</u>	<u>(3,299)</u>
				<u>56,380</u>

Purpose of restricted funds

Health Links - this project was established in April 2003. The project facilitates mechanisms for enabling the Voluntary and Community sector to influence the way services are delivered and commissioned. It also enables the sector to participate in strategic partnership working.

BASIS - this project is funded by the Big Lottery Fund to assist in building a collaborative VCS infrastructure in North Staffordshire.

Community Engagement Worker - funded by Newcastle-under-Lyme Borough Council to support the salary of a Community Engagement Officer.

Volunteer Centre - this is a fund allocated by the European Union match funded by SCIO to recruit volunteers and volunteer positions.

Early Detection of Cancer - this project is funded by the NHS to raise awareness of the early detection of cancer through events and publicity.

Training - this project is funded by organisations who require training from staff at NCVS annually.

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2012**

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes

	Balance at 1 April 2011	Movement in funds			Balance at 31 March 2012
		Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Fixed assets	6,378	-	(2,624)	546	4,300
	<u>6,378</u>	<u>-</u>	<u>(2,624)</u>	<u>546</u>	<u>4,300</u>

Purposes of designated funds

Fixed assets - this fund represents the book value of the office equipment, computers and furniture

18 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2012 are represented by				
Tangible fixed assets	-	4,300	-	4,300
Current assets	68,973	-	56,380	125,353
Creditors amounts falling due within one year	(19,182)	-	-	(19,182)
Provisions for liabilities	(12,000)	-	-	(12,000)
	<u>37,791</u>	<u>4,300</u>	<u>56,380</u>	<u>98,471</u>

19 Commitments under operating leases

At 31 March 2012 the company had annual commitments under non-cancellable operating leases as follows

	Land and buildings	
	2012	2011
	£	£
Expiry date		
Between two and five years	<u>9,236</u>	<u>-</u>