

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 PERIOD ENDED 30 JUNE 2013

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

Trustees	David Matthews (Chair) Melanie Hookway Timothy Gray Darren Green Rebecca Frankenberg Stephen Hopkins
Statutory Members	Cllr J Cooper Cllr M Reddish Cllr S Hambleton
Secretary/Chief Officer	Jackie Wheeler
Charity number	1094444
Company number	04531024
Registered office	12 Andrew Place Newcastle-under-Lyme Staffordshire ST5 1DL
Independent examiner	S J Archer FCA Geens Limited 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	Knights Solicitors LLP The Brampton Newcastle-under-Lyme Staffordshire ST5 0QW

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

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

FOR THE PERIOD ENDED 30 JUNE 2013

The trustees present their report and financial statements for the period ended 30 June 2013

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

NVCS 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 period were

David Matthews (Chair)

Melanie Hookway

Timothy Gray

Lillian Barker

(Resigned 27 September 2012)

Darren Green

Rebecca Frankenberg

Chris Bromley

(Resigned 27 September 2012)

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 NVCS. David Matthews was elected 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 Office 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 NVCS, supervision of the staff team, and also ensuring that the team continue to develop their skills and working practices in line with good practice.

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

FOR THE PERIOD ENDED 30 JUNE 2013

Trustee induction and training

The NCVS Trustee induction procedure takes account of the need 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 partnership 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 Partnership 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 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 (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

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

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

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

FOR THE PERIOD ENDED 30 JUNE 2013

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 sector. 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 continued 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.

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 Children's 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 engages 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.

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

FOR THE PERIOD ENDED 30 JUNE 2013

During the year, NCVS continued to play an active and participative role in developments of the Stoke on Trent and Staffordshire Consortium of Organisations (SCIO), Jill Norman from Staffordshire Moorlands CVS is 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 been the overall objective of enabling consortium partners to work together to align the delivery of core support & development services across the County continues apace 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

Use of volunteers

The Directors wish once again to thank our volunteers for their contribution during the 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 Margret Dobell who arranges the successful journeys that are taken by our clients 2012/13 saw the transport service continue within the Borough

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

FOR THE PERIOD ENDED 30 JUNE 2013

Achievements and performance

The main objectives 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 work activity of SCIO (Stoke on Trent and Staffordshire Consortium of Organisations) with considerable contribution by the chief Office 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.

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 of financial management, funding, quality standards, business planning, and social 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 twofold benefit of the offer of more extensive training to the NCVS membership and the utilisation of NCVS qualified staff in delivering training in behalf of SCIO at commercial rates. This activity is seeing a small income for NCVS which is anticipated to grow year on year.

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 & VAST

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 ended 30 June 2013.

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

FOR THE PERIOD ENDED 30 JUNE 2013

Newcastle Volunteer Centre

The Newcastle Volunteer Centre has continued in working together with Staffordshire Moorlands Volunteer Centre and Stoke Volunteer Centre throughout the period. 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 employ 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 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

Door2Door 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.

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 interest 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 account, without risk to other funds, whilst maintaining maximum use of the working capital. During the period, 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 PERIOD ENDED 30 JUNE 2013

Financial review

The total net out going resources for the period was £70k Of which £25k related to unrestricted and designated funds and the reaming £45k related to restricted funds

The unrestricted funds at the period end were £16,627 (2012 £42,091)

The restricted funds at the period end were £11,631 (2012 £56,380)

Principal funding sources

NCVS received a contribution of £28k to the core funding from Staffordshire County Council, to enable NCVS to carry out its charitable objectives The Directors with to, once again, record their acknowledgement and thanks for this continued support to the company

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 objective, without raising further restricted funds from trust funders, such as 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

Plans for the future

With substantial funding and contracts coming to an end, and with replacement like for like funding being unlikely, the Trustee's made the decision on 27th March 2013 that to ensure the survival of the Charity, so that the Charities objectives and activities can continue to benefit the local community that a merger with VAST would be the best course of action

This would safeguard the Jobs of most of the staff and enable the volunteers to continue their good work for the community The NCVS Trustees would like to thank the commitment of the members of staff and volunteers during the period for their dedication and delivery of 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

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

FOR THE PERIOD ENDED 30 JUNE 2013

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)

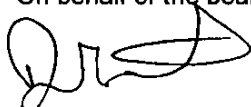
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period

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

On behalf of the board of trustees



David Matthews (Chair)

Trustee/Director

Dated 28 January 2014

**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 period ended 30 June 2013, which are set out on pages 10 to 23

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 qualified statement

During my examination it became apparent that many supplier invoices supporting payments made by the charity were not available for inspection. In addition to this the minutes of trustees' meetings that were held during the year could not be provided to us when requested.

In connection with my examination, apart from matters referred to above indicating that the accounting records maintained are not in accordance with section 386 of the Companies Act 2006, nothing has come to my attention

- (a) which gives me reasonable cause to believe that in any material respect the requirements to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities have not been met, or
- (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

28th January 2014

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

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 30 JUNE 2013

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2013 £	Total 2012 £
<u>Incoming resources from generated funds</u>						
Voluntary income	2	65,000	-	11,352	76,352	67,518
Investment income	3	1,458	-	-	1,458	883
		66,458	-	11,352	77,810	68,401
Incoming resources from charitable activities	4	58,926	-	172,114	231,040	216,338
Other incoming resources	5	537	-	-	537	1,288
Total incoming resources		125,921	-	183,466	309,387	286,027
<u>Resources expended</u>						
Charitable activities	6					
Direct charitable expenditure		202,273	6,540	170,764	379,577	295,422
Total resources expended		202,273	6,540	170,764	379,577	295,422
Net (outgoing)/incoming resources before transfers		(76,352)	(6,540)	12,702	(70,190)	(9,395)
Gross transfers between funds		55,211	2,240	(57,451)	-	-
Net outgoing resources		(21,141)	(4,300)	(44,749)	(70,190)	(9,395)
Other recognised gains and losses (Losses)/gains on investment assets		(23)	-	-	(23)	-
Net movement in funds		(21,164)	(4,300)	(44,749)	(70,213)	(9,395)
Fund balances at 1 April 2012		37,791	4,300	56,380	98,471	107,866
Fund balances at 30 June 2013 - transferred to VAST		16,627	-	11,631	28,258	98,471

**NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE PERIOD ENDED 30 JUNE 2013**

	Fifteen Month Period ended 30 June 2013 £	Year ended 31 March 2012 £
Total income	309,387	286,027
Total expenditure from income funds	379,577	295,422
Net expenditure for the period	<u>(70,190)</u>	<u>(9,395)</u>

The summary income and expenditure account is derived from the statement of financial activities on page 9 which, together with the notes on pages 14 to 23, provides full information on the movements during the period on all funds of the charity

STATEMENT OF RECOGNISED GAINS AND LOSSES

Net expenditure for the period	(70,190)	(9,395)
Unrealised gains on investment assets held by income funds	(23)	-
	<u>(70,213)</u>	<u>(9,395)</u>

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

AS AT 30 JUNE 2013

	Notes	2013 £	£	2012 £	£
Fixed assets					
Tangible assets	11	-		4,300	
Investments	12	4,977		-	
		<u>4,977</u>		<u>4,300</u>	
Current assets					
Debtors	13	499		15,913	
Cash at bank and in hand		69,449		109,440	
		<u>69,948</u>		<u>125,353</u>	
Creditors' amounts falling due within one year	14	<u>(34,667)</u>		<u>(19,182)</u>	
Net current assets		<u>35,281</u>		<u>106,171</u>	
Total assets less current liabilities		<u>40,258</u>		<u>110,471</u>	
Provisions for liabilities	15	<u>(12,000)</u>		<u>(12,000)</u>	
Net assets		<u><u>28,258</u></u>		<u><u>98,471</u></u>	
Income funds					
Restricted funds	17	11,631		56,380	
Unrestricted funds					
Designated funds	18	-		4,300	
Other charitable funds					
Unrestricted income funds		16,650		37,791	
Revaluation reserve		23		-	
		<u>16,627</u>		<u>37,791</u>	
		<u><u>28,258</u></u>		<u><u>98,471</u></u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 30 June 2013. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

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

AS AT 30 JUNE 2013

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

The financial statements were approved by the Board on 28 January 2014



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 PERIOD ENDED 30 JUNE 2013**

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention modified to include the revaluation of certain fixed assets

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

On 1st July 2013, the assets and underlying funds of the charity Voluntary Action Stoke on Trent (VAST), a charity registered in England & Wales - charity registration number 1049663

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
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1.5 Investments

Fixed asset investments are stated at market value. Unlisted shares are valued with reference to their underlying net assets

1.6 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

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 30 JUNE 2013

1 Accounting Policies

(continued)

1.7 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

2 Voluntary income

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Donations and gifts	2,443	11,352	13,795	10,330
Grants receivable for core activities	62,557	-	62,557	57,188
	<u>65,000</u>	<u>11,352</u>	<u>76,352</u>	<u>67,518</u>
Donations and gifts				
Unrestricted funds				
Miscellaneous income			1,002	225
Affiliation fees			1,441	2,060
			<u>2,443</u>	<u>2,285</u>
Restricted funds				
Training donations			11,352	8,045
			<u>11,352</u>	<u>8,045</u>
Grants receivable for core activities				
Unrestricted funds				
Newcastle-under-Lyme Borough Council			11,557	12,000
Staffordshire County Council			27,529	24,587
Door2Door			23,471	20,601
			<u>62,557</u>	<u>57,188</u>

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 30 JUNE 2013

3 Investment income

	2013	2012
	£	£
Interest receivable	1,458	883

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Charitable activities	58,926	172,114	231,040	216,338

Included within income relating to charitable activities are the following grants

S C I O	9,374	9,643
Network Partnership & Information	-	39,587
Coalfields Regeneration Trust re BCiT	-	(500)
Big Lottery Fund - BASIS	139,101	94,186
Newcastle-under-Lyme Borough Council	-	15,087
Volunteer Centre income	21,688	29,813
Staffs Moorlands re EDCP	24,328	17,132
Big Lottery Talent Match	33,013	-
	227,504	204,948

5 Other incoming resources

	2013	2012
	£	£
Other income	537	1,288

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 30 JUNE 2013

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2013 £	Total 2012 £
Charitable activities					
<u>Direct charitable expenditure</u>					
Activities undertaken directly	189,174	6,540	183,863	379,577	295,422

Other costs include an amount payable to the independent examiner of £2,300 (2012 £2,220)

7 Activities undertaken directly

	2013 £	2012 £
Other costs relating to direct charitable expenditure comprise		
Subcontract fees	122,770	74,123
Premises	23,197	16,291
Training	1,518	1,338
Travel and subsistence	5,909	4,897
Communication	6,669	4,257
Stationery and photocopying	11,988	10,224
Repairs and equipment	737	4,519
Independent examiners' fees	2,300	2,220
Professional fees	44	1,553
Other expenses	7,250	7,397
IT maintenance	1,481	270
	<u>183,863</u>	<u>127,089</u>

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the period, and none of them were reimbursed travelling expenses (2012 £NIL)

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 30 JUNE 2013

9 Employees

Number of employees

The average monthly number of employees during the period was

2013	2012
Number	Number
9	10

Employment costs

	2013	2012
	£	£
Wages and salaries	175,924	148,886
Social security costs	8,858	11,548
Other pension costs	4,392	5,275
	189,174	165,709

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.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 30 JUNE 2013

11 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2012	81,963
Additions	2,240
	<hr/>
At 30 June 2013	84,203
	<hr/>
Depreciation	
At 1 April 2012	77,663
Charge for the period	6,540
	<hr/>
At 30 June 2013	84,203
	<hr/>
Net book value	
At 30 June 2013	-
	<hr/>
At 31 March 2012	4,300
	<hr/>

12 Fixed asset investments

	£
Market value at 1 April 2012	-
Acquisitions at cost	5,000
Change in value in the period	(23)
	<hr/>
Market value at 30 June 2013	4,977
	<hr/>
Historical cost	
At 30 June 2013	5,000
	<hr/>
	<hr/>

Fixed asset investments comprise a 12.5% shareholding in Compact Contract Management C I C, which was incorporated on 22nd September 2011.

NEWCASTLE-UNDER-LYME COMMUNITY & VOLUNTARY SUPPORT
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FOR THE PERIOD ENDED 30 JUNE 2013

13 Debtors	2013	2012
	£	£
Trade debtors	499	15,527
Other debtors	-	126
Prepayments and accrued income	-	260
	<u>499</u>	<u>15,913</u>

14 Creditors: amounts falling due within one year	2013	2012
	£	£
Taxes and social security costs	442	3,125
Other creditors	6,086	20
Accruals	28,139	16,037
	<u>34,667</u>	<u>19,182</u>

15 Provisions for liabilities

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

16 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. At the period end an amount of £225 was unpaid in respect of pension contributions and is included in other creditors (2012 £NIL)

	2013	2012
	£	£
Contributions payable by the company for the period	<u>4,392</u>	<u>5,275</u>

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FOR THE PERIOD ENDED 30 JUNE 2013**

17 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 2012	Incoming resources	Resources expended	Transfers	Balance at 30 June 2013
	£	£	£	£	£
Health Links	2,640	-	-	-	2,640
Big Lottery Fund re BASIS	44,138	139,101	(132,959)	(50,280)	-
Talent Match	-	33,013	(37,884)	4,871	-
Volunteer Centre	6,426	-	-	(6,426)	-
Early Detection of Cancer	1,856	-	-	(1,856)	-
Training	1,320	-	-	-	1,320
Computer project	-	11,352	(3,681)	-	7,671
	<u>56,380</u>	<u>183,466</u>	<u>(174,524)</u>	<u>(53,691)</u>	<u>11,631</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.

Talent Match - this project targets people furthest from the jobs market to tackle youth unemployment.

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.

Computer project - this project provides an array of computer training.

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FOR THE PERIOD ENDED 30 JUNE 2013

18 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

	Movement in funds			
	Balance at 1 April 2012	Incoming resources	Resources expended	Transfers Balance at 30 June 2013
	£	£	£	£
Fixed assets	4,300	-	(6,540)	2,240
	4,300	-	(6,540)	2,240

Purposes of designated funds

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

19 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 30 June 2013 are represented by				
Investments	4,977	-	-	4,977
Current assets	39,966	-	29,982	69,948
Creditors amounts falling due within one year	(16,316)	-	(18,351)	(34,667)
Provisions for liabilities	(12,000)	-	-	(12,000)
	16,627	-	11,631	28,258
Unrealised gains included above				
On investments	(23)	-	-	(23)
	(23)	-	-	(23)
Reconciliation of movements in unrealised gains				
Net gains on revaluations in period	(23)	-	-	(23)
Unrealised gains at 30 June 2013	(23)	-	-	(23)

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20 Commitments under operating leases

At 30 June 2013 the company had annual commitments under non-cancellable operating leases as follows

	Land and buildings	
	2013	2012
	£	£
Expiry date		
Between two and five years	9,236	9,236
	<u> </u>	<u> </u>