

NEWCASTLE - UNDER - LYME  
COUNCIL FOR VOLUNTARY SERVICE

(COMPANY LIMITED BY GUARANTEE)

TRUSTEES REPORT AND  
FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2004

CHARITY NUMBER: 1094444

COMPANY NUMBER: 04531024



**NEWCASTLE - UNDER - LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31 MARCH 2004**

**CONTENTS**

	<u>Page</u>
Legal and Administrative Information	1
Report of the Directors	3
Report of the Independent Auditors	8
Statement of Financial Activities (Including Income and Expenditure Account)	10
Balance Sheet	11
Notes forming part of the Financial Statements	12-18

**NEWCASTLE - UNDER - LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31 MARCH 2004**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**LEGAL STATUS**

The organisation is a charitable company limited by guarantee, incorporated on 10 September 2002 (Company Number 04531024) and registered as a charity on 31 October 2002 (Charity Number 1094444)

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

The company acquired the assets and liabilities of Newcastle under Lyme Council for Voluntary Service, (Charity Number 242433) on 1 November 2002 and is to continue with that Charity's objectives. Newcastle CVS was formed under a charter of constitution dated 1963.

The Directors who have served during the period are set out below. The Directors are elected by the membership organisations of NCVS at the Annual General Meeting, with the exception of Newcastle Borough Council and Staffordshire County Council. Newcastle borough Council is entitled to nominate three Directors. Staffordshire county council is entitled to nominate two Directors. Other Directors may be co-opted to the committee by the elected members of the committee. The Directors meet 4 times a year but there are sub-groups which meet more frequently. These sub groups operate under specific terms of reference with delegated functions as determined by the Executive Committee. Each sub-group has its decisions ratified by the Executive Committee. A Chief Officer is appointed by the trustees to manage the day to day operations of the Charity.

**REGISTERED OFFICE**

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

**TRUSTEES**

**DIRECTORS**

Chair	Sally Hedderwick (until October 03) David Mathews (from October 03)
Vice Chair	Lillian Barker
Vice Chair	Allan Brown
Treasurer	Sheila Morgan

**VOLUNTARY SECTOR ELECTED BOARD MEMBERS**

Sheila Morgan (OBE)  
Lillian Barker, Chesterton Community Forum  
Ann Collard, Relate  
Tina Mendolia, Citizens Advice Bureau  
Allan Brown

**CO-OPTED OBSERVER**

Marcus Warnes, Local Strategic Partnership Co-Ordinator

**NEWCASTLE - UNDER - LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31 MARCH 2004**

**LEGAL AND ADMINISTRATIVE INFORMATION (CONTINUED)**

**STATUTORY MEMBERS**

Cllr John Tatton, Newcastle Borough Council

Cllr M. Maddox, Newcastle Borough Council

Cllr B.C. Lawton, Newcastle Borough Council

**ADVISERS**

**CHIEF OFFICER:** Karon Phillips

**SOLICITORS:** Knight and Sons, The Brampton  
Newcastle, Staffordshire

**AUDITORS:** Barringtons (Newcastle) Limited, Richmond House,  
570-572 Etruria Road, Basford, Newcastle under Lyme  
Staffordshire, ST5 0SU

**BANKERS:** Co-op Bank, Kings Valley, Yew Street, Stockport,  
Cheshire, SK4 2JU

**INSURANCE BROKERS:** Newstead Insurance Brokers, Newstead House, Alderflat Drive,  
Trentham, Stoke on Trent, Staffordshire, ST4 8XB

**NEWCASTLE – UNDER – LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**REPORT OF THE BOARD OF DIRECTORS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

The Directors present their report along with the financial statements of Newcastle-under-Lyme Council for Voluntary Services (NCVS) for period April 2003 – March 2004. The Directors have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and financial statements of the charity.

**LEGAL STATUS**

NCVS was formed under a charter of constitution dated 1963 and is a registered charity (number: 1094444). It became a Company Limited by Guarantee (number: 4531024) on 10<sup>th</sup> September 2002. The management of the company is the responsibility of the Board of Directors.

**ACTIVITIES**

The principal activity of NCVS is to support, promote and develop the voluntary sector, local communities and partnership working within the borough of Newcastle-under-Lyme.

**RESULTS**

At 31 March 2004 general funds stand at £79982 and restricted funds at £35696. It should be noted that the company continues the work undertaken previously by Newcastle CVS, an unincorporated body, formed by constitution in 1963.

**ORGANISATION**

Members of the Executive Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the period and up to the date of this report are set out on page 1. The Directors are elected by the membership organisations of NCVS at the Annual General Meeting, with the exception of the statutory members from Newcastle Borough Council and Staffordshire County Council. Other Directors may be co-opted to the committee by the elected members of the committee. The Directors meet at least four times a year but there are sub-groups which meet more frequently. These sub-groups operate under specific terms of reference with delegated functions as determined by the Board of Directors. Each sub-group has its decisions ratified by the Board. A Chief Officer is appointed by the Directors to manage the day-to-day operations of the charity.

**CORE FUNDING**

The company receives a contribution to the core funding of the organisation from Newcastle-under-Lyme Borough Council and Staffordshire County Council, to enable the company to carry out its charitable objectives. Newcastle-under-Lyme Borough Council also provides financial assistance for the use of the offices at Andrew Place. The Directors wish to record their acknowledgement and thanks for this continued support for the company. A summary of transactions with those parties is set out in note 2 of the financial statements.

**NEWCASTLE-UNDER-LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**  
**REPORT OF THE BOARD OF DIRECTORS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

**REVIEW OF ACTIVITIES AND ACHIEVEMENTS**

The following projects were undertaken during the period:

***Training & Development Team Report***

Another successful period of work, thanks to the support of the New Opportunities Fund, Community Fund and Single Regeneration Fund.

The key aims for the team were to:

- strengthen voluntary and community organisations to enable involvement in regeneration initiatives
- to address training needs by providing a quick response
- to train and develop members of the target communities
- to establish new voluntary and community organisations where the need is identified.

We did this through a combination of meeting with individuals and groups from particular organisations and offering the relevant information and advice. We also developed a training programme, derived from the stated training needs of our customers.

**The following are statistics from the Training and Development Team**

**Training**

- |                              |     |
|------------------------------|-----|
| • No of training events held | 17  |
| • No of topics covered       | 17  |
| • Full day training events   | 12  |
| • No of delegates attended   | 154 |

**Support and Development**

- |  |     |  |
|--|-----|--|
| • No of 1:1 support and development                  | 295 |  |
| • No of organisations who acted on information given | 23  |  |
| • No of organisations signposted                     | 86  |  |

**Evaluation**

- Pilot study undertaken with voluntary and community organisations 15

***Network, Partnership & Information Team Report***

July 2003 saw the start of the new team known as the *Network, Partnership and Information Team* at NCVS.

Janette Bourne (Manager) lead the team working with Vicki Lewis (Network Officer) and Sue Whalley (Information Officer). Vicki and Sue bring a wealth of knowledge and experience to this team, and will continue to facilitate mechanisms for NCVS' membership groups to have their voices heard through some of the many forums, newsletters and information exchanges.

The voice and opinions of our membership organisations being heard through established 2-way channels of communication, is an area the NPI Team continues to champion. The team facilitates the Learning Disability Forum, which brings together users of services for people with a learning disability and our Health partners.

The Voluntary Sector Forum elected their Chairperson and Vice Chairperson at a recent meeting, and are currently producing an Action Plan which aims to tackle common issues

**NEWCASTLE-UNDER-LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**REPORT OF THE BOARD OF DIRECTORS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

experienced by the many and varied Voluntary Sector member organisations in Newcastle. Vicki Lewis, Network Officer ably administers this Forum.

This year has seen a marked increase in engaging our members in health-based consultations. A recent example was the "Choosing Health" consultation, which sought to send thoughts and opinions on local health delivery to the Government.

Over the year, some 400 members of Voluntary & Community organisations were reached and engaged through various means of communication on health issues.

Information through our quarterly membership newsletter "In Touch" continues, and is ably edited by Information Officer, Sue Whalley.

The Primary Care Trust and Social Services have committed to funding NCVS for this work to continue in 2004 - 2005.

One new initiative that the team is interested to participate with is the introduction of the Patient and Public Involvement Forums being introduced to each Primary Care Trust across the country. The forums will be made up of 15 - 20 local people who will be invited to bring the patient's voice into the National Health Service with a view to influencing the services that are delivered to patients. We at NCVS are keen for our members to be involved in the forums to influence strategic priorities and the day-to-day management of health services in the local area.

The Team delivered the following functions, roles and services with and on behalf of NCVS members:

- one-one support to voluntary and community health groups
- access Voluntary sector networks, partnerships and forums
- established relationships with voluntary and community groups
- distribution of information and advice
- membership representation on Health Partnership Boards and Area Based Initiatives
- mechanisms for voluntary sector involvement in decision making
- health promotion
- facilitate involvement of members in health consultations, surveys and questionnaires.

**FOR THE FUTURE**

***Strategic Investment in the Voluntary Sector***  
***Infrastructure Investment Plan (IIP)***

The Staffordshire Consortium of Infrastructure Organisations (SCIO) is a developing consortium membership consisting of the 9 Staffordshire CVS's, 2 Racial Equality Councils, Rural Community Council and the Staffordshire Community Youth Service. SCIO with funding already agreed by DEFRA and potential funding from ACD over the coming two – three years will have delivered on the IIP. This will mean that over the coming years there is the potential for a sustainable change in the architecture and reconfiguration of infrastructure across Staffordshire. This could have long-term implications for NCVS.

***futurebuilders***

This is an investment fund of £125 million over 3 years to enable the Voluntary and Community Sector to deliver Public Service Delivery. The fund will cover four key government public service priorities, Health & Social Care, Crime & Social Cohesion, Education & Learning and Support for Children and Young People. Given the wide range of

**NEWCASTLE-UNDER-LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**  
**REPORT OF THE BOARD OF DIRECTORS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

services NCVS provides and the work undertaken by its members, *futurebuilders* offers us all the opportunity to bring forward and develop the many initiatives we have to ensure that our community is able to access the services it needs. For many years there have been discussions and agreement about the need for a voluntary sector base in Newcastle. *futurebuilders* may enable us to turn this vision into a reality.

***Learning and Training Consortium***

NCVS are playing a leading role in the development of the Staffordshire Training Consortium. The aims of the consortium are to help organisations formalise, develop and deliver training within the sector and to ensure that they can handle the requirements of funders in a way that does not place too great a stress or demand on their organisation.

***Newcastle and Staffordshire COMPACT***

COMPACTs are being developed on a Borough and County base. In Newcastle, NCVS is one of the lead agencies for the development of the Newcastle COMPACT. These agreements are currently being developed through a consultation process between voluntary organisations, community groups and statutory organisations. The COMPACT will record the principles that will be used to ensure that consultation and partnership working between representatives from all organisations will be carried out in a way that is productive for all. The COMPACT, in its first version, should be agreed by October 2003.

***Growth of the NCVS***

***Community Accountant***

April 2004 saw the start of the Community Accountancy role within NCVS. A number of organisations have been contacted and the Community accountant has helped with improving and setting up new finance systems. It will also enable the groups and individuals we work with to gain qualifications and we are also planning to have our training programme accredited via the Open College Network.

***Community Development Team***

We will be working over the next year to establish our community development team. The work of this team will link in very closely with the priorities within the Community Development Strategy. As a result it will ensure that NCVS are seen as the most appropriate development agency for Community Development Activity.

***Growth of team of NCVS***

Support for CVS members will be extended by recruiting and developing a team of volunteers to develop our information services and events administration

**INVESTMENT POLICY AND PERFORMANCE**

The Directors policy is risk averse. The reserve funds, advanced payments and other funding have been investing with COIF Charities Deposit Fund. The interest rate on these deposits have ranged between 5.1% per annum and 3.6% per annum.

**RESERVES POLICY**

The company has adopted a policy on reserves that it should aim to hold unrestricted free reserves of a sum approximately equal to twelve months' running costs plus a contingent liability for possible redundancy costs arising from project completions. The current reserves position is in line with this policy.



**NEWCASTLE-UNDER-LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**  
**REPORT OF THE BOARD OF DIRECTORS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

**RISK MANAGEMENT**

The Charities (Accounts and Reports) Regulations 2000 place a new legal requirement on the Directors to include a statement on the risks to which NCVS is exposed and actions taken to mitigate those risks. As a result of this the Directors have instigated a review of 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. This will enable actions to be taken to mitigate risk and for those actions to be monitored against the register.

**RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

Company law requires the executive committee to prepare financial statements for each financial period which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial period. In preparing those financial statements, the executive committee should follow best practice and:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The executive committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The executive committee is also responsible for safeguarding the assets of the charitable company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STAFF AND VOLUNTEERS**

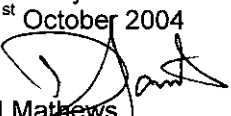
The Directors thank the staff and volunteers for their contribution to another successful year.

**AUDITORS**

Barringtons (Newcastle) Limited will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the Special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board of Directors of Newcastle-under-Lyme Council for Voluntary Service on 21<sup>st</sup> October 2004

  
David Matthews.....Director

**NEWCASTLE – UNDER-LYME**  
**COUNCIL OR VOLUNTARY SERVICE**

**YEAR ENDED 31 MARCH 2004**

**INDEPENDENT AUDITORS REPORT TO THE TRUSTEES OF**  
**NEWCASTLE-UNDER-LYME COUNCIL FOR VOLUNTARY SERVICE**

We have audited the financial statements for Newcastle Council for Voluntary Service for the year ended 31 March 2004 which comprise the Statement of Financial Activities, the Balance sheet and the related notes. These financial statements have been prepared under the historical cost convention.

**Respective Responsibilities of trustees and auditors**

As described in the Trustees' Report, the trustees (who are also the directors of Newcastle-under-Lyme Council for Voluntary Service Limited for the purposes of Company Law) are responsible for the preparation of the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you, if in our opinion, the Trustees Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records or if we have not received all the information and explanations we require for audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Trustees' Annual Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

**Basis of Audit opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**NEWCASTLE-UNDER-LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31 MARCH 2004**

**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF**  
**NEWCASTLE-UNDER-LYME COUNCIL FOR VOLUNTARY SERVICE (CONTINUED)**

**Opinion**

In our opinion the financial statements give a true and fair view of the charity's affairs at 31 March 2004 and of its incoming resources and application of resources, including its income and expenditure, in the period then ended and have been properly prepared in accordance with the Companies Act 1985.

*Barringtons (Newcastle) Limited*

**Barringtons (Newcastle) Limited**

Richmond House  
570-572 Etruria Road  
Basford  
Newcastle-under-Lyme  
Staffordshire  
ST5 0SU

Dated: 21 October 2004

**NEWCASTLE - UNDER - LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED - 31st MARCH 2004**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2004 £	5mth period end 31.03.03
<b>INCOMING RESOURCES</b>					
Donations for Core Funding	3	46618		46618	1610
Activities to further the charity's objects:					
Grants received from government, public and private bodies	3	0	262576	262576	98215
Activities to generate funds:					
Other incoming resources	4	22162		22162	4504
Investment income		3797		3797	1076
<b>Total Incoming Resources</b>		<b>72577</b>	<b>262576</b>	<b>335153</b>	<b>105405</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable Expenditure</b>					
Activities in furtherance of charity objects and support costs	5	68266	216748	285014	126442
Management and Administration	5	6410	4232	10642	7648
<b>Total Resources Expended</b>		<b>74676</b>	<b>220980</b>	<b>295656</b>	<b>134090</b>
<b>Net Outgoing resources</b>					
- Net expenditure for the period		(2099)	41596	39497	(28685)
Management Charge Transfers	1	22206	(22206)	0	0
<b>Net Movement in Funds</b>		<b>20107</b>	<b>19390</b>	<b>39497</b>	<b>(28685)</b>
<b>Fund Balances brought forward at 31st March 2003</b>		<b>59875</b>	<b>16306</b>	<b>76181</b>	<b>104866</b>
<b>Total Funds at 31 March 2004</b>		<b>79982</b>	<b>35696</b>	<b>115678</b>	<b>76181</b>

Movements in funds are disclosed in Note 9 to the financial statements.

**NEWCASTLE - UNDER - LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**BALANCE SHEET AS AT 31 MARCH 2004**

	Notes	2004	5mth period end 31.03.03
		£	£
<b>Fixed Assets</b>			
Furniture and Equipment	6	4407	8,312
<b>Current Assets</b>			
Debtors and Prepayments	7	12668	9435
Cash at Bank and In Hand		<u>129059</u>	<u>75628</u>
		141727	85063
<b>Creditors: amounts falling due within one year</b>	8	(21289)	<u>(8027)</u>
<b>Net Current Assets</b>		<u>120438</u>	77036
		<u>124845</u>	<u>85348</u>
<b>Provisions</b>			
Dilapidations Provision	12	(9167)	(9167)
<b>Net Assets</b>		<u>115678</u>	<u>76181</u>
<b>Funds</b>	9		
Unrestricted Funds		79982	59875
Restricted Funds		35696	16306
		<u>115678</u>	<u>76181</u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the management committee on 21st October 2004 and signed on its behalf by:



Name: David Matthews  
Office Held: Director and Chair

**NEWCASTLE - UNDER - LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE ACCOUNTS FOR THE YEAR**  
**ENDED 31 MARCH 2004**

**1 Accounting Policies**

***Basis of preparation of accounts***

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.

***Fund Accounting***

Unrestricted Funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for any other purpose.

Restricted Funds are funds which are to be used in accordance with the specific instructions imposed by the donor.

***Incoming resources and deferred income***

Incoming resources are accounted for on a receivable basis and those relating to future accounting periods are deferred and recognised at that time. No incoming resources are included net of expenditure. Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year which they are receivable.

***Resources expended and cost allocation***

Expenditure is recognised in the period that the liability arises. Costs are allocated directly to the fund to which they relate. Internal recharges for management fees are allocated based on staff time and office space.

***Fixed assets and depreciation***

Fixed assets are stated at cost less depreciation. Provision for depreciation is made at annual rates calculated to spread the cost of each asset, less its residual value, evenly over its expected useful life. The rate currently in use for all fixed assets is 25% on cost per year.

**2 Donations**

Unrestricted funding was received Newcastle under Lyme Borough Council, Staffordshire County Council, Local Network Fund and North Staffs Partnership.

**3 Incoming Resources from activities to further the Charity's objects**

***Grants received from government, public and private bodies***

	<b>Total 2004 £</b>	<b>5mth period end 31.03.03 £</b>
<b><i>Unrestricted</i></b>		
Newcastle-under-Lyme Borough Council	9070	0
Staffs County Council	23168	0
Local Network Fund	4380	1610
N.S Partnership	10000	0
	<u>46618</u>	<u>1610</u>
<b><i>Restricted</i></b>		
Training & Development	0	(4000)
VSD Community Fund Phase 2	92467	37884
Healthy Living Centre	80818	34274
Network Partnership & Information	56900	0
Health & Community Care	6406	10678
Community Services Directory (NULBC)	600	0
NMP (Lower Milehouse CDA)	25385	0
Neighbourhood Forums	0	6612
Health Action Zone	0	12767
	<u>262576</u>	<u>98215</u>
	<u>309194</u>	<u>99825</u>

**NEWCASTLE - UNDER - LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE ACCOUNTS FOR THE YEAR**  
**ENDED 31 MARCH 2004 (CONTINUED)**

**4 Other incoming resources**

	Total 2004 £	5mth period end 31.03.03 £
Services	5012	903
Room Hire	590	916
Training	1330	275
Affiliation Fees	2380	60
Sundry income	1025	2350
Accountable Body	3547	0
Conference Income	8278	0
	<u>22162</u>	<u>4504</u>

**5 Charitable expenditure**

	Unrestricted Funds £	Restricted Funds £	Total 2004 £	5mth period end 31.03.03 £
<b><i>Activities in furtherance of Charity objects and support costs</i></b>				
Salaries, NI, Pension and Agency Staff	47788	179242	227030	85820
Premises	1162	6420	7582	3821
Training	9693	9985	19678	8173
Travel and Subsistence	1388	1828	3216	986
Communication	2830	3956	6786	3480
Stationery, Photocopying	1062	5709	6771	3977
Hire of Rooms	23	1276	1299	221
Repairs, equipment	1184	662	1846	6092
Depreciation	813	3092	3905	12451
Recruitment	0	537	537	0
LMCDA	0	3547	3547	0
Other Expenses	2323	494	2817	1421
	<u>68266</u>	<u>216748</u>	<u>285014</u>	<u>126442</u>

***Management and administration***

These consist of:

Audit fees	4436	0	4436	2500
Other Professional Fees	1646	1606	3252	5085
Accountable Costs	0	1486	1486	0
Insurance	328	1140	1468	63
	<u>6410</u>	<u>4232</u>	<u>10642</u>	<u>7648</u>

***Staff Costs***

Salaries	201237	80148
Social Security Costs	18244	3943
Pension Costs	7549	1729
	<u>227030</u>	<u>85820</u>

No employee earned £50,000 p.a. or more.

The average number of paid staff for the period was 15.

No payments were made to Directors

**NEWCASTLE - UNDER - LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE ACCOUNTS FOR THE YEAR**  
**ENDED 31 MARCH 2004 (CONTINUED)**

**5 Charitable expenditure (continued)**

***Restricted Project Expenditure***

	Total	Health & Comm. Care	Neighbourhood Forums	Health Action Zone	LSC
Salaries,NI,Pension and Agency Staff	179242				
Premises	6420				
Training	9985				
Travel and Subsistence	1828				
Communication	3956				
Stationery, Photocopying	5709				
Hire of Rooms	1276				
Repairs, equipment	662				
Depreciation	3092	342	79	1542	401
Recruitment	537				
Accountable Body	3547				
Other Expenses	494				
	<u>216748</u>	<u>342</u>	<u>79</u>	<u>1542</u>	<u>401</u>

***Management and administration***

These consist of:

Accountancy and Professional Fees	1605				
Accountable Costs	1486				
Insurance	1141				
	<u>4232</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

	Community Fund	HLC	NPI	Lower Milehouse CDA
Salaries,NI,Pension and Agency Staff	66962	61181	41758	9341
Premises	2528	1494	2398	
Training	2556	5153	2276	
Travel and Subsistence	643	762	423	
Communication	1152	1564	1240	
Stationery, Photocopying	2520	1957	1232	
Hire of Rooms	798	140	338	
Repairs, equipment	165	362	135	
Depreciation	649	79		
Recruitment				537
Accountable Body				3547
Other Expenses	244	65	185	
	<u>78217</u>	<u>72757</u>	<u>49985</u>	<u>13425</u>

***Management and administration***

These consist of:

Accountancy and Professional Fees	801	606	198	
Accountable Costs				1486
Insurance	414	422	305	
	<u>1215</u>	<u>1028</u>	<u>503</u>	<u>1486</u>



**NEWCASTLE - UNDER - LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE ACCOUNTS FOR THE YEAR**  
**ENDED 31 MARCH 2004 (CONTINUED)**

***Pension Costs***

During the period the Charity established a defined contribution scheme for the benefit of the employees which is administered by Scottish Equitable. Where an employee opts for a personal/stakeholder pension the charity contributes to that scheme instead. The costs of providing pensions is charged to the SOFA as they become due and payable.

***Trustees' Expenses etc.***

No members of the managing Committee nor any person connected with them has received or is due to receive any remuneration for the period directly or indirectly from the Charity's funds.

**6 Fixed Assets**

	<b>Furniture and Equipment £</b>
<b>Cost</b>	
At 1st April 2003	62873
At 31 March 2004	<u>62873</u>
<b>Depreciation</b>	
At 1st April 2003	54561
Charge for the period	<u>3905</u>
At 31 March 2004	<u>58466</u>
<b>Net book value at 31 March 2004</b>	<u>4407</u>
<b>Net book value at 31 March 2003</b>	<u>8312</u>

**7 Debtors and Prepayments**

	<b>Total 2004 £</b>	<b>5mth period end 31.03.03 £</b>
Due within one year.		
Accrued income	0	5625
Other debtors	<u>12668</u>	<u>3810</u>
	<u>12668</u>	<u>9435</u>

**NEWCASTLE - UNDER - LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE ACCOUNTS FOR THE YEAR**  
**ENDED 31 MARCH 2004 (CONTINUED)**

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

	Total 2004 £	5mth period end 31.03.03 £
Receipts in advance	15300	4986
Other creditors	5989	3041
	<u>21289</u>	<u>8027</u>

**9 Analysis of Funds**

	Fixed Assets £	Net Current Assets £	Total 2004 £	5mth period end 31.03.03 £
<b><i>Unrestricted Funds</i></b>				
Newcastle Council for Voluntary Service	647	79335	79982	59875
<b><i>Restricted Funds</i></b>				
Health and Community Care	308	4646	4954	5296
Voluntary Sector Development	0	2255	2255	2255
Neighbourhood Forums	134	1515	1649	1728
Training and Development	0	(2269)	(2269)	(2269)
Health Action Zone	1134	(3040)	(1906)	(364)
Surestart	0	496	496	496
Community Technology Information Support	0	(337)	(337)	(337)
Learning and Skills	722	150	872	1273
Community Fund	1241	14448	15689	11144
HLC	221	(6185)	(5964)	(2916)
NPI	0	2776	2776	0
H & S + Comm Serv Dir	0	7006	7006	0
NMP (Lower Milehouse)	0	10475	10475	0
	<u>4407</u>	<u>111271</u>	<u>115678</u>	<u>76181</u>

**10 Taxation**

The charitable company is exempt from corporation tax on its charitable activities.

**NEWCASTLE - UNDER - LYME  
COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE ACCOUNTS FOR THE YEAR  
ENDED 31 MARCH 2004 (CONTINUED)**

**11 Movements in Funds**

	At 31/03/03	Incoming Resources	Outgoing Resources	Transfers	5mth period end 31.03.03
<b>Unrestricted Funds</b>					
Newcastle Council for Voluntary Service	59875	72577	(74676)	22206	79982
Total Restricted Funds	59875	72577	(74676)	22206	79982
<b>Restricted Funds</b>					
Health and Community Care	5296	0	(342)	0	4954
Voluntary Sector Development	2255	0	0	0	2255
Neighbourhood Forums	1728	0	(79)	0	1649
Training and Development	(2269)	0	0	0	(2269)
Health Action Zone	(364)	0	(1542)	0	(1906)
Surestart	496	0	0	0	496
Community Technology Information Support	(337)	0	0	0	(337)
Learning and Skills	1273	0	(401)	0	872
Community Fund	11144	92467	(79432)	(8490)	15689
HLC	(2916)	80818	(73786)	(10080)	(5964)
NPI	0	56900	(50488)	(3636)	2776
H & S + Comm Serv Dir	0	7006	0	0	7006
NMP(Lower Milehouse CDA)	0	25385	(14910)	0	10475
	16306	262576	(220980)	(22206)	35696
					0
<b>Total Funds</b>	<b>76181</b>	<b>335153</b>	<b>(295656)</b>	<b>0</b>	<b>115678</b>

**Purposes of Restricted Funds**

*Health and Community Care (H & S Care)*

This project was completed prior to, and there was no activity during 2003/2004, other than charging depreciation costs and reviewing cost allocations This balance will be transferred into core NCVS funds.

*Voluntary Sector Development*

This project was to extend CVS support to voluntary and community groups in urban and rural Newcastle-under-Lyme, by providing development officers.

This project was completed prior to, and there was no activity during 2003/2004, other than charging the remaining depreciation costs and a review of cost allocation. This balance will be transferred into core NCVS funds.

*Neighbourhood Forums*

This project was completed prior to, and there was no activity during 2003/2004, other than charging depreciation costs and reviewing cost allocations This balance will be transferred into core NCVS funds.

*Voluntary Sector Development/Healthy Living Centre (HLC)*

The aim of the Voluntary Sector Development (Phase 1) was to build the capacity of voluntary and community organisations. The project was completed prior to 2002/2003. The Voluntary Sector Development (Phase 2) and HLC continue this work until September 2004.

*Health Action Zone*

This project was completed prior to, and there was no activity during 2003/2004, other than charging depreciation costs and reviewing cost allocations This balance will be transferred into core NCVS funds.

*Surestart*

This project was completed prior to, and there was no activity during 2003/2004, other than charging the remaining depreciation costs and a review of cost allocation. This balance will be transferred into core NCVS funds.

*Community Technology Information Support*

This project was completed prior to, and there was no activity during 2003/2004, other than charging depreciation costs and reviewing cost allocations This balance will be transferred into core NCVS funds.

*Learning and Skills*

This project was completed prior to, and there was no activity during 2003/2004, other than charging depreciation costs and reviewing cost allocations This balance will be transferred into core NCVS funds.

*Community Fund*

This project was to extend CVS support to Voluntary and Community groups and to provide training to these organisations.

*Network Partnership and Information team*

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.

*NMP (Lower Milehouse CDA)*

Newcastle CVS acted as an accountable body for Lower Milehouse Community Development Association

**NEWCASTLE - UNDER - LYME**  
**COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE ACCOUNTS FOR THE PERIOD**  
**ENDED 31 MARCH 2004 (CONTINUED)**

**12. Provisions**

The following provision exists to provide for work required at the expiration of the premises lease.

	<b>Dilapidations</b> <b>£</b>
As at 1st April 2003	9167
Charged against premises during year	<u>0</u>
As at 31 March 2004	<u><u>9167</u></u>

**13. Status of Company**

The Company is limited by the guarantee of its members, every member of the company undertakes to contribute £1 to the company assets whilst a member.