

Company Number 4283003
Charity Number 1090036

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

REPORT AND CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2008



BRADFORD COMMUNITY AND VOLUNTARY SERVICE

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BRADFORD COMMUNITY AND VOLUNTARY SERVICE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2008

The directors and trustees present their report and the audited accounts for the year ended 31 March 2008.

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS

Bradford Community and Voluntary Service is a charitable company. The charity was registered on 1 April 2002. The charity number is 1090036. The company number is 4283003.

The registered office and operating address is:

19-25 Sunbridge Road
Bradford
West Yorkshire
BD1 2AY

The directors of the company, who are the charity trustees and who served during the year and up to the date of production of this report, were:

S A Crowe (Chairperson)
Y. Bramall (Vice-Chairperson)
A. Taylor (Treasurer)
S D. Douglas
D. Odunukwe (retired, November 2007)
A. K. Nair
P. Cutler
C. Smith
E. Bullough (retired, November 2007)
T. Storr
A. Singh
C. Graham (appointed, November 2007)
R. Maysun (appointed, June 2008)

Company Secretary: A Clipsom

Principal staff: Anthony Clipsom – Director (Chief executive)
Alex Peel – Deputy Director

Auditors: Ian Pickup & Co
Chartered Accountants and Registered Auditors
123 New Road Side
Horsforth
LEEDS
LS18 4QD

Bankers: Unity Trust Bank plc
Nine Brindleyplace
BIRMINGHAM
B1 2HB

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2008

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance

Bradford Community and Voluntary Service is a registered charity, constituted as a company limited by guarantee and is therefore governed by a memorandum and articles of association.

All the directors of the company are also trustees of the charity. The trustees who served during the year under review and to date are set out on page 2. In accordance with the Articles of Association, Sue Crowe, Andy Taylor, Ashok Kumar Nair and Phil Cutler will retire by rotation at the next annual general meeting, and being eligible can offer themselves for re-election.

Recruitment, induction and training of trustees

The trustees are conscious of the need to ensure that they have an appropriate range of skills to manage the Charity, and the need to ensure a Board which is representative of the range of members groups. To this end, the Board audits their skills on an annual basis to have a clear idea of their training needs. While recruitment of trustees is a democratic process, the trustees issue task descriptions to potential candidates to ensure they have a clear idea of the requirements of the role. New trustees receive induction files of general information, including structures, budgets, staff roles and policies.

Management

The charity is organised so that the trustees meet regularly to manage its affairs.

Day-to-day management is undertaken by the Director, assisted by the Deputy Director. The Director is *de facto* chief executive and is directly accountable to the Chairperson and collectively to the wider board of trustees. The organisation is divided into specialist departments or teams. Each team is managed by a team leader, who is accountable to either the Director or Deputy Director.

Bradford Community and Voluntary Service remains committed to the improvement and development of sound personnel management structures.

Related parties

BCVS is involved in a number of partnerships in order to fulfil its objects. Particularly close working relationships exist with the other four CVS's in the Bradford District (Bingley, Ilkley, Keighley and Shipley), with the Bradford Volunteer Centre and with West Yorkshire Community Accounting Service. The latter two organisations have dedicated places on their trustee boards for representatives chosen by BCVS.

Bradford CVS is also the sole member of Bradford Community Payroll and Accounts Ltd. (Reg. No. 3036613) and, in consequence, appoints the directors of that company.

Risk

A risk review continues to be an ongoing aspect of all project planning monitoring and quality assurance. Many of the procedures such as authorisation, monitoring, and reporting, staff vetting and appraisal, safety procedures for staff, property and clients, and adequate insurance cover, were already in place.

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2008

OBJECTIVES AND ACTIVITIES

The object of the charity as defined by the memorandum of articles of association is 'to promote any charitable purposes for the benefit of the community in the City of Bradford and in particular the advancement of education, the protection of health and the relief of poverty, disease and sickness' through promoting, supporting and representing the interests of the voluntary sector in Bradford.

These broad objects are interpreted through the NAVCA defined "core functions" of a CVS - (development, support, liaison and representation and partnership), which ultimately lead to two major strands of work: - work to support groups and work to create and sustain inter and intra sectoral relationships,

ACHIEVEMENTS AND PERFORMANCE

Group Support

BCVS offers a range of support services, but these can broadly be divided in three: organisational development support, information and practical services.

Organisational development is carried out with a broad range of organisations and ranges from setting up of new groups to the winding up of existing services. It is provided by a number of projects within the organisation, including CVS Training, the Voluntary Organisations Support Officers (VOSO's), Bfunded and the Community Centres Development Project, with further input from Health and Children and Young People's teams. This year, our work has seen the impact of the full impact of new staff who came into post at the end of the previous financial year (2006-7) and changes in the training team, which resulted in the recruitment of an additional staff member in March 2008. The effect has been a more responsive service, with more capacity for outreach to communities. Funding for all projects has been secured for the year 2008-09, which means that the service should continue at the present level in the coming year.

Two one-off projects have taken place this year. An organisational toolkit called ECHO was developed and launched. A successful grant programme involving community centre security has been managed, having an impact on some 17 centres across the district. We have also done preliminary work which will lead to the development in the coming financial year of a project seeking to develop a Gypsy and Traveller community organisation.

Information provision varies from informal enquiry handling to formal provision of information through newsletters. We continue to provide our newsletter, Briefing Bradford, to member organisations and subscribers. Over 6,000 copies of Briefing Bradford per year are produced and circulated. For much of the year, an electronic bulletin was also produced but technical issues and staff shortages caused the suspension of this service toward the end of the financial year. Our website (www.bradfordcvs.org.uk) has continued to be well used and it has been decided to upgrade this in the coming year, along with a review of our electronic communications.

Practical services are primarily access to equipment, such as our high-volume photocopier, and to meeting and training room space. Our training facilities were upgraded this year, with new seating and the purchase of an interactive whiteboard, which has proved popular.

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2008

Creating & Sustaining Relationships

The essence of *Liaison & Representation* work is to bring groups together to discuss issues and to ensure that viewpoints developed through this are communicated to relevant decision-makers. We have continued to support two major networks of VCS organisations, Children and Young Peoples Network and Healthnet. The strategic context in which these networks operate has altered because of **changes to the Bradford Local Strategic Partnership**, which triggered a restructure of partnerships in the district. This has particularly affected the health field, with the development of a new Health and Well Being partnership. A key area of work for both these partnerships has been promoting a VCS view in the development of a new district Sustainable Communities Strategy and subsequent production of a Local Area agreement, work that will continue into the new financial year.

Mention should also be made of the hosting of a Compact Development project this year, which, while short-lived, re-energised Compact development in the district and led to the adoption of a Compact by the local PCT. While the project will not continue in the new year, it has left a legacy of ongoing work.

While *partnership work* can overlap with the representative role, it is in essence about the joint planning, design and delivery of services. We are involved in two distinct strands of partnership work: strategic and operational partnerships.

BCVS staff have played an active role in several of the district's multi-agency strategic partnerships. In addition to the work of the two representational networks described above, BCVS has been heavily involved in the Stronger Communities agenda in relation to the Sustainable Community Strategy. We have continued to work closely with other local infrastructure organisations, both within the district through the Bradford and District Infrastructure Support Organisations group (ISO), and at sub-regional level through the West Yorkshire Local Development Agencies group (WY LDA).

Operationally, we have continued to play a key role in the Bfunded Project, a partnership between Bradford Council and VCS infrastructure organisations to provide information and advice on funding to VCS organisations, and Bradford Infrastructure Support Organisations Network (BISON), a partnership of VCS infrastructure organisations commissioned to provide infrastructure services. Our training provision has benefited greatly from our role in B-Supported, a district wide consortium around co-ordination of organisational development training for local groups.

Fundraising

BCVS does not have a strategy for raising funds from the public, our main work being funded by grants, commissions and contracts. During the year, we have actively sought new funds to carry out our objectives. In particular this year, we have obtained new funding for our training work.

FINANCIAL REVIEW

The trustees consider that the financial performance of the charity has continued to improve this year. The Statement of Financial Activities for the group shows a net surplus before tax for the year of £1,340, made up of a surplus of £49,233 on Unrestricted Funds and a deficit of £47,893 on Restricted Funds, reflecting the spending on projects of funds received in previous years. The Statement of Financial Activities for the charity shows a net deficit for the year of £16,638. However, this included the deficit of £47,893 on projects, offset by a surplus of £31,255 on Unrestricted Funds (core activities). The latter figure included a gift aided donation from the

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2008

trading subsidiary of £17,977, paid out of its surplus of £35,955. Total group funds at 31 March 2008 were £317,730, of which £191,381 were restricted.

Funds available are adequate to continue the ongoing work of the charity, although the organisation will continue to seek general unrestricted funds to further develop its infrastructure.

The management committee have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be equivalent to 3 months of the general running costs, which equates to approximately £48,000 in general funds. At 31st March 2008, the charity had £80,716 in free reserves. This reflected a marked improvement during 2007-8 and indications are that this improvement will continue in 2008-9. However, the trustees continue to consider ways in which additional unrestricted funds can be raised.

The principal funding source in this financial year was, as it has been for a number of years, Bradford Metropolitan District Council. Other significant funds came from Connexions, Big Lottery and Neighbourhood Renewal Fund (via Bradford Council) and local Primary Care Trusts. Capacity Builders also provided significant funding this year, much of which was for onward transmission to partners, though some funding was retained for children and young people's work and training.

At 31 March 2008 the charity held funds as custodian on behalf of BIP Crime Initiative (£1500), Longitudinal Research (£4645) and Y&H Regional Forum (£925). These are held within a separate bank account to ensure segregation from the charity's assets.

PLANS FOR FUTURE PERIODS

In 2008-09, building management will become self sufficient through charges to tenants and users. Two new projects will begin; the Gypsy and Traveler Project mentioned above and a new sub-regional partnership project

AUDITORS

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Ian Pickup & Co be re-appointed as auditors of the company will be put to the Annual General Meeting.

STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES

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 company as at the end of the financial year and of the surplus or deficit of the company for that period.

In preparing those financial statements the trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2008

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

STATEMENT OF DISCLOSURE OF INFORMATION TO AUDITORS

The trustees of the company who held office at the date of approval of this annual report confirm that:

- so far as they are aware, there is no relevant audit information, information needed by the company's auditors in connection with preparing their report, of which the company's auditors are unaware; and
- they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of this information.

This report has been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005) and was approved by the directors and trustees on 8 October 2008 and signed on its behalf by:



A. Clipsom
Secretary

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRADFORD COMMUNITY AND VOLUNTARY SERVICE

We have audited the financial statements of Bradford Community and Voluntary Service for the year ended 31 March 2008, which comprise the primary statements such as the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and trustees and auditors

As described in the Statement of Responsibilities of the Directors and Trustees the directors and trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you 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 Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information outside the report.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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.

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRADFORD COMMUNITY AND VOLUNTARY SERVICE

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of affairs of the charitable company and group as at 31 March 2008 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Directors' Report is consistent with the financial statements.



Ian Pickup & Co
Chartered Accountants & Registered Auditors
123 New Road Side
Leeds
LS18 4QD

8 October 2008

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2008 – CHARITY ONLY

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2008	TOTAL FUNDS 2007
INCOMING RESOURCES	£	£	£	£
Incoming resources from generated funds:				
Voluntary income:				
Grants and donations	155,117	-	155,117	164,162
Activities for generating funds:				
Investment income	11,602	-	11,602	9,288
Incoming resources from charitable activities	54,913	419,807	474,720	563,398
Total incoming resources	<u>221,632</u>	<u>419,807</u>	<u>641,439</u>	<u>736,848</u>
RESOURCES EXPENDED				
Charitable activities:				
Core Activities	155,495	-	155,495	185,125
Funding Information	-	39,215	39,215	32,660
Health Team	-	58,674	58,674	74,690
Children & Young People's Activities	-	129,717	129,717	166,603
Training Division	-	97,311	97,311	104,732
Other Activities	-	139,934	139,934	122,086
Governance costs	34,882	2,849	37,731	37,887
Total resources expended	<u>190,377</u>	<u>467,700</u>	<u>658,077</u>	<u>723,783</u>
Net income / (expenditure) and net movement in funds for the year	31,255	(47,893)	(16,638)	13,065
Total funds at 1 April 2007	<u>50,825</u>	<u>239,274</u>	<u>290,099</u>	<u>277,034</u>
Total funds at 31 March 2008	<u>82,080</u>	<u>191,381</u>	<u>273,461</u>	<u>290,099</u>

The notes on pages 14 to 24 form part of these accounts.

There were no recognised gains and losses for 2008 and 2007 other than those included above.

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2008

	NOTE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2008	TOTAL FUNDS 2007
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income:					
Grants and donations	2	137,140	-	137,140	144,220
Activities for generating funds:					
Trading subsidiary		150,996	-	150,996	148,649
Investment income		40,577	-	40,577	29,050
Incoming resources from charitable activities	3	45,886	419,807	465,693	555,303
Total incoming resources		374,599	419,807	794,406	877,222
RESOURCES EXPENDED					
Costs of generating funds:					
Trading subsidiary operations		138,289	-	138,289	132,232
Charitable activities:					
Core Activities		152,195	-	152,195	183,325
Funding Information		-	39,215	39,215	32,660
Health Team		-	58,674	58,674	74,690
C & YP Team		-	129,717	129,717	166,603
Training Division		-	97,311	97,311	104,732
Other Activities		-	139,934	139,934	122,086
Governance costs		34,882	2,849	37,731	37,887
Total resources expended	4	325,366	467,700	793,066	854,215
Net income/(expenditure) before tax	5	49,233	(47,893)	1,340	23,007
Taxation on net income for year	15	(3,812)	-	(3,812)	(2,839)
Net income / (expenditure) after tax and net movement in funds for the year		45,421	(47,893)	(2,472)	20,168
Total funds at 1 April 2007		80,928	239,274	320,202	300,034
Total funds at 31 March 2008	13/14	126,349	191,381	317,730	320,202

The notes on pages 14 to 24 form part of these accounts.

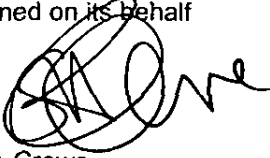
There were no recognised gains and losses for 2008 and 2007 other than those included above.


BRADFORD COMMUNITY AND VOLUNTARY SERVICE

CONSOLIDATED BALANCE SHEET AS AT 31 MARCH 2008

		GROUP		CHARITY	
	NOTE	2008 £	2007 £	2008 £	2007 £
FIXED ASSETS					
Tangible assets	9	8,203	10,860	5,050	5,322
CURRENT ASSETS					
Stock		2,268	2,368	1,268	1,397
Debtors	10	89,647	157,034	82,698	147,924
Cash at bank and in hand		270,710	191,724	227,984	169,437
CREDITORS: Amounts falling due within one year	11	(53,098)	(39,424)	(43,539)	(31,621)
NET CURRENT ASSETS		309,527	311,702	268,411	287,137
TOTAL ASSETS LESS CURRENT LIABILITIES		317,730	322,562	273,461	292,459
CREDITORS: Amounts falling due after more than one year	12	-	(2,360)	-	(2,360)
NET ASSETS		317,730	320,202	273,461	290,099
CAPITAL					
Restricted funds	13	191,381	239,274	191,381	239,274
Unrestricted funds: charity	13	82,080	50,825	82,080	50,825
trading subsidiary	13	44,269	30,103	-	-
TOTAL FUNDS		317,730	320,202	273,461	290,099

These financial statements were approved by the board of trustees on 8 October 2008 and signed on its behalf


S A Crowe
Director and Trustee


A Taylor
Director and Trustee

The notes on pages 14 to 24 form part of these accounts.

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

1. ACCOUNTING POLICIES

a) Basis of preparation of accounts

The financial statements are prepared under the historical cost convention and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing. The accounts have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities, issued in March 2005, applicable accounting standards and the Companies Act 1985.

b) Basis of consolidation

The group financial statements consolidate the financial statements of the company and its wholly-owned subsidiary undertaking for the year to 31 March 2008. The results of the subsidiary for the year are included in the group income and expenditure account.

c) 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.

- Voluntary income is received by way of donations and gifts and is included in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified.
- The value of services provided by volunteers is not included.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- Where income is received specifically for expenditure in a future accounting period that amount is deferred.

d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered :

- Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs incurred in the governance of the charity, including its management and administration costs and constitutional and statutory requirements.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis to reflect the usage of the resource.

e) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on all assets at an annual rate of 33.3% on a straight-line basis.

Items of furniture and equipment with a purchase price exceeding £1,000 are capitalised whether purchased from restricted or unrestricted funds. However, alterations or renovations to the Voluntary Services Centre are not capitalised because the building is not owned by the Charity.

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

f) Stock

Stock consists of office consumables and cleaning materials and is stated at the lower of cost and net realisable value.

g) Unrestricted funds

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.

h) Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

i) Pension costs

Contributions payable are charged to the income and expenditure account in the period to which they relate.

2. GRANTS AND DONATIONS

	Unrestricted funds £	Restricted funds £	2008 Total £	2007 Total £
Donations	2,140	-	2,140	85
Commissioned payments receivable for core activities -	95,000	-	95,000	104,135
Donated services and facilities	40,000	-	40,000	40,000
	<u>137,140</u>	<u>-</u>	<u>137,140</u>	<u>144,220</u>

Donated services and facilities relate to premises used by the charity. An equivalent amount is included within the cost of core activities (building and premises costs).

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted funds	Restricted Funds	2008 Total	2007 Total
	£	£	£	£
Big Lottery Funding – Bsupported Project	-	21,509	21,509	-
Bradford & Airedale Teaching PCT: Health Network	-	70,216	70,216	44,894
Bradford MDC:Area Committees (VOSO's)	-	60,000	60,000	43,260
Bradford MDC:Children & Young Persons Strategic P'ship	-	47,604	47,604	45,000
Bradford MDC: Training Division grant	-	32,500	32,500	31,708
Bradford Youth Service: (support for) Voluntary Youth Organisation Network	-	-	-	10,000
Bradford Youth Service: Voluntary Youth Sector Training Fund	-	-	-	32,241
Capacity Builders: Project grants (various)	-	31,861	31,861	35,275
Change-Up: Project grants (various)	-	1,615	1,615	44,473
Children's Workforce Dev. Council: Workforce Strategy	-	9,000	9,000	20,000
Connexions West Yorkshire: Voluntary Youth Organisation Network	-	20,000	20,000	20,000
Connexions: Former NSF groups	-	-	-	11,000
Connexions: PJ12 Funding (Personal Development Courses)	-	-	-	2,000
Connexions : Grant for Database development	-	2,500	2,500	-
Connexions: Recharge Grant	-	-	-	5,050
Community Network: Building Improvement	1,250	-	1,250	-
Community Network: Gypsies & Travellers	-	-	-	500
Community Network: Self-help Directory	-	-	-	2,040
Community Network: (support for) Children & Young Persons VCS Network	-	7,500	7,500	10,000
European Regional Dev. Fund – Bfunded Phase Two	-	-	-	25,000
European Union : "Forum Politik" grants	-	-	-	14,320
Governance Hub: Project grants (various)	-	-	-	4,190
Neighbourhood Learning in Deprived Communities: Training	-	4,869	4,869	8,625
Regen '2000	-	9,102	9,102	13,805
Safer & stronger Communities (SSC): C Centre support	-	20,021	20,021	30,500
SSC: Bfunded Phase Three	-	40,809	40,809	12,148
SSC: Community Centre training	-	3,375	3,375	4,500
Support services	6,374	19,917	26,291	17,627
Total Grants and contracts	7,624	402,398	410,022	488,156
Sales of services to community and voluntary organisations	13,491	17,409	30,900	45,597
Rental income	24,771	-	24,771	21,550
Total incoming resources from charitable activities	45,886	419,807	465,693	555,303

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

4. TOTAL RESOURCES EXPENDED

	Basis of Allocation	Trading subsidiary	Core Activities	Funding Information	Health Team	C & YP Team	Training Division	Other Activities	Governance Costs	Total 2008	Total 2007
		£	£	£	£	£	£	£	£	£	£
Costs directly allocated to activities:											
Staff & Related Costs	Direct	120,875	53,204	26,396	40,735	62,192	45,525	78,982	-	427,909	413,780
Building & Premises Costs	Direct	2,372	40,348	-	-	-	382	-	-	43,102	53,475
Supplies & Services	Direct	7,564	10,017	2,193	5,891	18,331	35,498	33,410	-	112,904	181,638
Transport & Travel Costs	Direct	511	203	250	330	385	281	942	-	2,902	3,212
Establishment Costs	Direct	1,110	-	276	346	1,047	395	3,662	4,649	11,485	9,737
Other Expenses	Direct	3,472	787	-	1254	26,402	912	1,519	-	34,346	54,311
Depreciation Costs	Direct	2,385	-	-	-	-	-	-	-	2,385	2,843
Support costs allocated to activities:											
Admin & Mgt staff costs	Staff time	-	19,270	8,866	7,729	17,261	10,450	17,715	33,082	114,373	86,248
Building & premises costs	Usage	-	16,935	372	1,066	1,082	815	1,119	-	21,389	23,952
Supplies and services	Usage	-	6,902	862	1,323	2,575	1,431	2,585	-	15,678	16,914
Depreciation	Usage	-	4,529	-	-	442	1,622	-	-	6,593	8,105
TOTALS		138,289	152,195	39,215	58,674	129,717	97,311	139,934	37,731	793,066	854,215

Activities:

Trading subsidiary operations – the subsidiary company, Bradford Community Payroll and Accounts Limited, provides a comprehensive payroll service for some 450 VCS groups.

Core Activities – activities funded from the “main grant” from Bradford MDC, viz development & support to local groups and an information/publications service including the publication eight times per year of the newsletter *Briefing Bradford*. In 2007-8, a transitional grant of £9,000 from Bradford MDC was receivable, in order to provide facilities for user groups at the Voluntary Services Centre. From 1st April, 2008, these facilities will have to be provided from other resources.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

Other Activities – a number of short-term or minor projects. These include Voluntary Organisation Support Officers, community centre support and the continuing Capacity Builders Programme.

	2008	2007
	£	£
Depreciation of owned tangible fixed assets	8,978	10,948
Auditors' remuneration: audit	4,106	4,016
: tax re 2008	125	-
: tax re 2007 and prior	375	-
Grants payable (note 6)	11,660	18,470

	2008 £	2007 £
Grants payable to institutions:		
- to increase and improve ICT skills in the voluntary and community sector	-	7,709
- to provide training	6,911	7,129
- to facilitate attendance at meetings	4,749	3,632
	<u>11,660</u>	<u>18,470</u>

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

7. EMPLOYEES' INFORMATION

	2008	2007
	£	£
Salaries and wages	466,785	435,788
Social security costs	43,458	39,337
Pension costs	11,199	7,971
	<u>521,442</u>	<u>483,096</u>

No employee earned £60,000 or more during the year. (2007: None).

The average monthly number of persons employed by the group during the year, calculated on the basis of full time equivalents, was as follows:

	2008	2007
	FTE	FTE
Management, development and support	2	2
Finance and support services	4	4
Information and library	2	2
Project staff	10	10
Trading subsidiary	5	5
Total	<u>23</u>	<u>23</u>

8. TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

No travel and administrative expenses were reimbursed to the directors/trustees during the year (2007: £nil). None of the directors/trustees received any emoluments during the year (2007: nil).

9. TANGIBLE FIXED ASSETS

	GROUP	CHARITY
	Fixtures, Equipment & Computers £	Fixtures, Equipment & Computers £
Cost or valuation:		
1 April 2007	53,208	33,786
Additions	6,321	6,321
Disposals	-	-
31 March 2008	<u>59,529</u>	<u>40,107</u>
Depreciation:		
1 April 2007	42,348	28,464
Charge for the year	8,978	6,593
Disposals	-	-
31 March 2008	<u>51,326</u>	<u>35,057</u>
Net book value		
31 March 2008:	<u>8,203</u>	<u>5,050</u>
Net book value		
31 March 2007:	<u>10,860</u>	<u>5,322</u>

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

10. DEBTORS: DUE WITHIN ONE YEAR

	GROUP		CHARITY	
	2008	2007	2008	2007
	£	£	£	£
Trade debtors	78,706	90,523	55,253	67,714
Prepayments and accrued income	3,614	4,543	2,045	3,300
Other debtors	7,327	61,968	7,327	61,968
Amount owed by group undertaking	-	-	18,073	14,942
	<u>89,647</u>	<u>157,034</u>	<u>82,698</u>	<u>147,924</u>

11. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	GROUP		CHARITY	
	2008	2007	2008	2007
	£	£	£	£
Bank loan	2,306	3,590	2,306	3,590
Trade creditors	34,456	14,237	33,269	13,390
Grant repayable	-	5,000	-	5,000
Taxation and social security costs	8,372	6,956	-	-
Other Creditors	7,964	4,641	7,964	4,641
Deferred income	-	5,000	-	5,000
	<u>53,098</u>	<u>39,424</u>	<u>43,539</u>	<u>31,621</u>

12. CREDITORS - AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	GROUP		CHARITY	
	2008	2007	2008	2007
	£	£	£	£
Bank loan – between 1 and 2 years	-	2,360	-	2,360
– between 2 and 5 years	-	-	-	-
	<u>-</u>	<u>2,360</u>	<u>-</u>	<u>2,360</u>

The bank loan is unsecured and repayable in 36 monthly instalments. Interest is payable at 4% per annum over the bank's base rate.

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

13. ANALYSIS OF FUNDS – GROUP & CHARITY

	Balance at 1 April 2007 £	Incoming resources £	Expenditure £	Transfers £	Balance at 31 March 2008 £
Restricted Funds:					
Anti-Racism Peer Education Programme	1,500	-	-	-	1,500
Area Committees ("VOSO's")	21,539	60,000	(69,375)	-	12,164
BCVS Training Division (former JTB)	40,890	106,451	(97,793)	-	49,548
Bfunded Phase One	4,218	-	-	-	4,218
Bfunded Phase Two	3,409	-	-	-	3,409
Bfunded Phase Three	3,391	40,809	(39,503)	-	4,697
Capacity Builders (Incl. CPP)	4,616	15,000	(19,720)	-	(104)
Children & Young Persons Team	76,379	77,708	(108,868)	-	45,219
Community Centre Support	15,757	20,021	(33,026)	-	2,752
Childrens Workforce Dev. Council	-	9,000	(9,498)	-	(498)
District Infrastructure (C-Up) (CDF)	9,485	9,666	(7,123)	-	12,028
Forum Politik	(12)	12	-	-	-
Gypsies & Travellers (Cnet)	500	-	-	-	500
Health Network	2,302	70,216	(59,027)	-	13,491
ICT Project (Change-Up)	541	-	-	-	541
Membership Development Project (Cnet)	2,208	-	-	-	2,208
Performance Hub (BME)	(117)	1,640	(1,523)	-	-
Premises Development (Change-Up)	1,570	-	-	-	1,570
Regen '2000	(482)	9,102	(9,993)	-	(1,373)
Self Care Directory	2,484	182	(81)	-	2,585
VCS Business Planning Pilot	5,000	-	-	-	5,000
Vol. Youth Sector Training Fund	44,096	-	(12,170)	-	31,926
Total Restricted Funds	239,274	419,807	(467,700)	-	191,381
Unrestricted funds:					
Charity	50,825	194,628	(187,077)	23,704	82,080
Trading subsidiary	30,103	179,971	(142,101)	(23,704)	44,269
Total unrestricted funds (Note)	80,928	374,599	(329,178)	-	126,349
TOTAL FUNDS	320,202	794,406	(796,878)	-	317,730

NOTE – Expenditure above includes a corporation tax charge in respect of the subsidiary of £3,812.

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

The purposes of the restricted funds are as follows:

Anti-Racism Peer Education Programme – monies provided by Bradford Youth Service from the Transforming Youth Work development fund for research into and development of a peer education approach by young people to address racism.

Area Committees ("VOSO's") – development and support services to voluntary organisations in Bradford North, South and West, funded through Bradford MDC Neighbourhood Support Services.

BCVS Training Division – organisation (and partial direct provision) of subsidised training to increase the capacity and effectiveness of VCS groups. Funding comes from Bradford MDC and the Big Lottery Fund.

Bfunded – funding information, advice and support to VCS groups and social enterprises in the Bradford District. Funding is through Safer and Stronger Communities, Bradford MDC and Fit 4 Funding.

Capacity Builders (incl. CPP) - The Consortium Projects Programme is re-branded Change Up funding used for short-term projects with disadvantaged communities, including employment practice support and training. Some of the work was done by the BCVS Training Division and some by other VCS organisations in the District.

Children & Young Persons Team – the team facilitates support, information, representation and advocacy to organisations registered with the Children and Young People's VCS network, and provides admin support to the Children and Young People's VCS Forum. Funding is now mainly from Bradford MDC.

Childrens Workforce Development Council – the CWDC are a government agency to promote reform in the children and young people workforce. Under their "Workforce Strategy Partners Programme, 2007-10", BCVS Children & Young People's Team receive an annual grant of £20,000 to build capacity in the VCS around workforce issues.

Community Centre Support - a project to pull together and offer support, advice and training to community centres in Bradford District.

District Infrastructure (CDF) – the Consortium Development Fund is a follow-on to the Change-Up funding which attempted to pull together Infrastructure Support Organisations in the District..

Gypsies & Travellers (Cnet) – This funding was to support consultation with gypsy and traveller groups in the Bradford District. In 2008-9, the project will expand, employing a dedicated worker and funding provided by the Equality & Human Rights Commission.

Health Network - a network of VCS health organisations across the Bradford District, providing development support, information and VCS representation. In 2008-9, funding continues to be from the Healthy Communities Funding team.

ICT Project (Change-Up) - funding to increase and improve ICT skills in the voluntary and community sector.

Membership Development Project (Cnet) – a project of the Association of CV's in Bradford district to increase membership of three CV's in order to create improved networks for Cnet to link into.

Performance Hub (BME) – a partnership initiative with ABCD and COEMO, this project examined the support needs of BME frontline organisations in the Bradford district and the infrastructure support available to them. The project came to an end in 2007-8.

Premises Development (Change-Up) – funding to support frontline organisations in obtaining and maintaining suitable physical bases from which to operate current and develop new services.

Regen '2000 – a project in Bradford 3 (postal district), which piloted organisational health checks with groups and produced the publication "ECHO" (Essential Checklist for a Healthy Organisation). The funding came to an end in 2007-8.

Self Care Directory – The directory of health and health-related VCS organisations across the Bradford district, completed during 2006-7. The publication continues to be available to VCS groups.

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

13. RESTRICTED FUNDS – GROUP & CHARITY (CONTINUED)

VCS Business Planning Pilot – Production of business planning packs for the Voluntary & Community Sector.

Voluntary Youth Sector Training Fund – a resource aimed at funding staff and volunteer training and development in the field of youth work.

Certain restricted funds (Note 13) have small debit balances. These are expected to be cleared with income to be received after the year-end.

14. ANALYSIS OF NET ASSETS BY FUND - GROUP

	Tangible fixed assets £	Net current assets £	Total £
Restricted Funds	3,686	187,695	191,381
Unrestricted Funds	4,517	121,832	126,349
Total	8,203	309,527	317,730

14. ANALYSIS OF NET ASSETS BY FUND – CHARITY

	Tangible fixed assets £	Net current assets £	Total £
Restricted Funds	3,686	187,695	191,381
Unrestricted Funds	1,364	80,716	82,080
Total	5,050	268,411	273,461

15. TAXATION ON PROFIT ON ORDINARY ACTIVITIES

	2008 £	2007 £
U K current year tax:		
UK corporation tax @ 20% (2007: 19%)	3,812	2839

The tax charge arises on the part of the profit of the subsidiary company that was not distributed by way of a gift-aid donation.

BRADFORD COMMUNITY AND VOLUNTARY SERVICE

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

16. SUBSIDIARY COMPANY – BRADFORD COMMUNITY PAYROLL AND ACCOUNTS LIMITED

These consolidated accounts include the results of Bradford Community Payroll and Accounts Limited (company number 3036613), a company incorporated in England and Wales and limited by guarantee, its sole member being Bradford Community and Voluntary Service. The liability of the charity in the event of the Bradford Community Payroll and Accounts Limited being wound up is limited by a sum not exceeding £1. The principal activity of Bradford Community Payroll and Accounts Ltd is to provide services which support voluntary action, in particular payroll.

The trading results of the subsidiary company, as extracted from the audited accounts, are summarised below:

Subsidiary Company	2008 £	2007 £
Turnover	154,296	150,449
Operating expenses	(147,316)	(140,327)
Operating profit	6,980	10,122
Investment income receivable	28,975	19,762
Net income for year	35,955	29,884
Gift Aid donation to Bradford Community and Voluntary Service	(17,977)	(19,942)
Profit on ordinary activities before taxation	17,978	9,942
Taxation on profit on ordinary activities	(3,812)	(2,839)
Retained profit	14,166	7,103
Balance at 1 April 2007	30,103	23,000
Balance at 31 March 2008	44,269	30,103

17. COMMITMENTS

At 31 March 2008 the charity had no commitments under non-cancellable leases (2007: £nil).

18. PENSIONS

The charity operates a defined contribution stakeholder pension scheme for core activities staff, with CIS General Insurance Ltd. At 31st March 2008, 7 employees were members of the scheme. The charity also manages contributions to pension schemes for project management staff in respect of 3 (2007: 3) employees. These are accounted for on a defined contribution basis at 5% of gross salary.

The subsidiary company operates a defined contribution pension scheme.

Pension contributions payable for the year by the group were £11,199 (2007: £7,971) and contributions unpaid at 31 March 2008 were £1,235 (2007: £nil).

19. SURPLUS OF PARENT COMPANY

The charity has taken advantage of certain exemptions allowed under section 230 of the Companies Act 1985. Of the consolidated surplus for the year a deficit of £16,638 (2007 - surplus £13,065) has been dealt with in the financial statements of the charitable company on page 11.