

Registered Charity Number
1090036

Registered Company Number
04283003

Bradford Community and Voluntary Service
Report and Consolidated Accounts
For The Year Ended
31 March 2013

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Bradford Community and Voluntary Service
Report and accounts
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Bradford Community and Voluntary Service Company Information

Directors

A Taylor	Resigned 3 May 2012
A K Nair	
C Smith	
F Haq	Resigned 3 May 2012
R Arora	Resigned 1 April 2012
G Rogan	Resigned 3 May 2012
J Jewitt	Appointed 3 May 2012
A Pinder	Appointed 3 May 2012
H Siddique	Appointed 3 May 2012
G Harwood	Appointed 20 June 2012
P A Smith	Appointed 20 June 2012
T Higgins	Appointed 20 June 2012

Secretary

A Clipsom	Chief Executive Officer and Secretary
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Independent Auditor

Ian Featherstone FCCA
Naylor Wintersgill Limited
Carlton House
Grammar School Street
Bradford
BD1 4NS

Bankers

Unity Trust Bank
Nine Brindleyplace
Birmingham
B1 2HB

Registered office

19 - 25 Sunbridge Road
Bradford
West Yorkshire
BD1 2AY

Registered charity number

1090036

Registered company number

04283003

Bradford Community and Voluntary Service

The report of the trustees for the year ended 31 March 2013

Introduction

The trustees present their annual report and accounts for the year ended 31st March 2013. The board of trustees are satisfied with the performance of the charity during the year and the position at 31st March 2013 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006, the Statement of Recommended Practice, "Accounting and Reporting by Charities", revised in 2008.

Structure, governance and management

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.

Bradford Community and Voluntary Service is also known as Bradford CVS.

The members of the management committee, who are also the directors for the purpose of company law, who served during the year are shown on page 1. No trustees are due to retire by rotation at the next annual general meeting in accordance with the Articles of Association, as the trustees elected in the relevant year have previously resigned. The strength of the Board's has consequently been maintained by co-option.

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. The trustees also seek to co-opt new trustees to strengthen the Board in areas of perceived weakness. New trustees received induction files of general information, including structures, budgets, staff roles and policies.

All trustees give their time voluntarily. During the year the members claimed travel expenses amounting to £8 (2012 - £49).

Management

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

Day-to-day management is undertaken by the chief executive officer (CEO). The CEO is directly accountable to the Chair 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 the CEO.

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

Bradford Community and Voluntary Service

The report of the trustees for the year ended 31 March 2013

Related Parties

Bradford CVS is involved in a number of partnerships in order to fulfil its objectives. The closest relationships exist with KIVCA (Keighley and Ilkley Voluntary and Community Action), Shipley and Bingley Voluntary Services, the Community Empowerment Network (Cnet) and Volunteering Bradford, the five organisations forming Bradford District Infrastructure Partnership (BDIP).

Volunteering Bradford and West Yorkshire Community Accounting Service have dedicated places on their trustee boards for representatives chosen by Bradford CVS. Bradford CVS is also the sole member of Bradford Community Payroll and Accounts Limited (Company number 03036613) 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 aspects of risk management, such as authorisation, monitoring, and reporting, staff vetting and appraisal, safety procedures for staff, property and clients, and adequate insurance cover, are embedded in our policies and operating procedures.

A summary of the objects of the charity as set out in its governing document

The object of the charity as defined by the Memorandum of Articles of Association is 'to promote any charitable purpose 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, 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.

The aims, objectives and activities of the charity are reviewed annually, and achievements assessed. When reviewing the aims and objectives of the charity, in planning future activities, the trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regards to public benefit guidance published by the Commission.

Achievements and performance

Quality Award

BCVS is currently in the process of renewing its NAVCA Quality Award.

Bradford Community and Voluntary Service

The report of the trustees for the year ended 31 March 2013

Partnership work

Partnership work remains a key part of BCVS' work. Some of the details of this are given below, in the relevant key work areas. In addition, we have been involved in two major areas

Development of the Bradford and District VCS Assembly

Several staff are engaged in work in support of Bradford District Assembly, the representative VCS body for the district. Much of BCVS' strategic engagement role with Bradford Council and the Bradford District PCT is carried out through this route. Extensive work has been done by the CVS Chief Officer, Anthony Clipsom, representing the VCS in commissioning discussions and in debate about the future infrastructure needs of the local VCS.

Bradford Infrastructure Development Partnership

Discussions have continued throughout the year on the establishment of a more formal structure for Bradford District Infrastructure Partnership. Joint meetings have taken place at trustee and managerial level. Several staff teams work together across the organisations, including the VOSO staff. There has been successful joint activity with Cnet in the development of Greenmoor Big Local Partnership.

Key Work Areas

During the year, BCVS operated a number of teams to deliver its services. The activities of these departments are summarised below.

Community Centre Support Worker

Staff: Clive Whittaker

Brief description:

Bradford CVS employs a community centre support worker to help support and advise voluntary organisations which run community buildings. Clive Whittaker has been in post since 2007. He is aided by his fellow development workers at Bradford CVS. The work encompasses individual advice to centres, a Bradford wide electronic information network, signposting to specialist organisations and networking events.

Key outcomes and achievements

31 editions of the ever popular 'Centre Forward' e-newsletter were sent to over 200 recipients advising community centre workers and trustees of a range of news, support and funding advice.

A number of centres reached a point of crisis but were supported by the project to resolve funding issues.

Governance within community associations remained a pressing issue with a number of centres developing issues between workers and trustees as a result of poor governance. Again the project was able to assist a number of groups.

Work has been undertaken to sustain Community First funding panels in City Ward and Great Horton Ward. The CCSW has also played a key role in the development of the Big Local project in Scholemoor and Lidget Green.

A 'mutual support network' of community centres has been formed and facilitated. This has resulted in a good practice event and a number of networking events.

"We, as members of the Frizinghall Community Association are greatly indebted to the commitments and efforts of Clive. He has practically and physically supported our association with his valuable time, knowledge and experience. His advice is greatly valued."

Bradford Community and Voluntary Service

The report of the trustees for the year ended 31 March 2013

Facts and figures

- 50 centres supported directly
- 14 centres accessing support through brokerage
- 7 training courses / events delivered to management committees
- 8 Network events facilitated

CVS Training

Staff CVS Training has 2 staff members Alex Peel, Training Co-ordinator and Diane Fox, Administration and Finance Officer

Brief description

We are part-funded by BMDC to provide training for the voluntary and community sector in Bradford District through a programme of short courses and tailored in-house governance sessions. We also have some Neighbourhood Learning in Deprived Communities funding to provide capacity building training for organisations that deliver community learning and to promote active citizenship. We are the District coordinators for the Cascade project that supports community buildings and community anchors, funded by Big Lottery Fund.

Key outcomes / achievements.

- We continue to provide a broad training programme which aims to meet the needs of the sector in Bradford District, covering topics such as Financial Procedures, Fundraising, Volunteer and Staff Management, First Aid, Organisational Effectiveness and Communications Skills
- We liaise with a range of partners such as WYCAS and Fit4Funding to ensure that the courses are up to date, relevant and affordable
- From October 2011 - July 2012 we used NLDC funding to run the OCN 10 hour units in Business Planning, Monitoring and Evaluation and Planning a Fundable Project and we used the funding to develop and run our own version of the OCN Governance Award
- From October 2012 we began an NLDC-funded programme covering Funding for Community Groups, Governance (accredited), Community Development (accredited), Communications and Counselling and Role of the Treasurer

Facts and figures

- Delivered 351 learner hours of in-house training for local groups on Governance, Legal Structures, Charitable Status, Strategic and Organisational Development
- Of those attending our general programme during the year, 98% rated our training as Good or Very Good
- 43 organisations participated in our NLDC programme from October 2012
- Overall, 680 people from 186 organisations attending our training during the year

Health Partnership Project

Staff. Emma Baylin (to August 2012), Jackie Thompson (from September 2012)

Brief description.

The Health Partnership Project (HPP) is a partnership project between BCVS, KIVCA and SBVS which facilitates communication and joint working between the emerging NHS structures in the Bradford Metropolitan District Council Area and the voluntary and community sector. Primary objectives of the project are to ensure that the VCS is appropriately involved in decision making and planning, that VCS organisations are recognised for their contribution to health and wellbeing across the district and that they are supported to remain commissionable and sustainable.

Bradford Community and Voluntary Service

The report of the trustees for the year ended 31 March 2013

Key outcomes /achievements.

- Development of the HPP website to include a wider range of information in a more accessible form and the provision of a linked website that carries information about Health and Wellbeing Hubs. This includes a reminder service to hub participants to encourage attendance and regular updates via e-mail on new items added to the main HPP site
- Development of Community Maps a web-based directory of VCS and other services that is searchable by theme, service type and name and by post-code /area. Negotiation with NHS partners to gain agreement to Community Health Maps being a primary source of information to GPs and emerging multi-disciplinary teams attached to GP clusters by placing a link to the site on System 1, the GP data system. Staff in surgeries were trained to facilitate and encourage use of the site. Successful bids for non-recurrent funding from the PCT/shadow CCGs were submitted to enable the service to be refined and extended to cover parts of Craven in North Yorkshire
- Supporting NHS colleagues in delivering a number of events to consult and engage NHS professionals, VCS organisations and the public. This includes taking a lead role in delivering a joint Hub event to enable VCS organisations to contribute to defining priorities for service development and commissioning and presenting and facilitating at NHS engagement events across Bradford District
- Delivered training and individual support to VCS organisations including sessions to improve impact evaluation and outcomes measurement. Slots within NHS workshops on the role of the VCS in personalisation and integrated care and on Community Health Maps were delivered to NHS professionals
- One team member received training in Social accounting and Social Return on Investment (SROI) methodologies to build capacity to deliver training to other VCS organisations. Training packages and underpinning materials were developed in both areas
- Significant contributions were made to the Every Baby Matters initiative across the district, including taking a key role in strategic planning and promoting the involvement of the wider VCS in this area of work at both a strategic and an operational (service delivery) level. This included Every Baby Matters week
- Contributed to plans for the establishment of the Urgent Care system in West Yorkshire/Bradford
- Contributed to service design in relation to Multi-disciplinary teams (Integrated Care) in the emerging CCG areas across Bradford
- Successful bid to Bradford PCT for funding for the delivery of a Self-Care Project (funding available 2013)

Facts and figures

- 12 VCS reps have been supported in joining key decision making groups and work groups within the NHS Bradford Transformation and Integration Programme
- Presentations delivered to 100 attendees at Department of Health national event
- Training and awareness raising regarding Community Health Maps to circa 48 staff in 5 GP surgeries
- 2 workshops on HPP organisational mapping delivered to circa 80 VCS and statutory sector colleagues attending NHS Bradford events associated with the NHS Transformation Programme/Integrated Care
- 2 Proving Your Worth (Social Return on Investment) training sessions delivered with 45 VCS organisations attending
- Increasing use of HPP website across the year with in excess of 7,000 site visits, 70 people registering for regular bulletins, in excess of 6,000 substantial documents downloaded. Use of the website is showing rapid growth and it is becoming a highly valued resource judging by the regularity with which people use it

Bradford Community and Voluntary Service

The report of the trustees for the year ended 31 March 2013

Information Service

Staff. Gavin Massingham (Information Officer) / Paul Colley (Publications Officer)

Brief description:

The Information Service provides information in response to enquiries from groups, developing information resources and an information strategy, maintaining information systems including database, producing Briefing Bradford newsletter, maintaining the Bradford CVS website www.bradfordcvs.org.uk and developing web resources

Key outcomes / achievements:

The work of the Information Service - responding to enquiries from groups and the public, providing information through the website and in Briefing Bradford, as well as the support we provide to colleagues to aid them in their work - is key to Bradford CVS fulfilling its mission and upholding its key values. The work of the Information Service empowers the Voluntary and Community Sector of Bradford District by passing on the knowledge they need to do their work and promotes collaboration and innovation in working methods.

The Information officer has also been heavily involved with DIVA Bradford (www.divabradford.org.uk). DIVA is an online directory of VCS groups in Bradford District and has undergone a major update this year to make it more useful and flexible as a source of information about the Voluntary Sector. DIVA has also been under threat from funding cuts and the Information Officer has played a key role in supplying evidence of its vital nature as a key resource as well as in drawing up contingency plans to deal with any funding changes.

Voluntary Organisation Support Officers

Staff BCVS has three VOSOs, Peter Tate (ft), Chris Barker(p/t), Clive Whittaker(p/t)

Brief description

The Voluntary Organisation Support Officers (VOSO) project provides development advice and support to voluntary organisations in the constituencies of Bradford East, Bradford South and Bradford West. This usually takes the form of assistance with policies, business planning, employment advice, insurance, governance, health checks, charity registration and signposting to other 'funding ready' and developing fundable projects which meet the needs of their clients and will have measurable impact.

HowDoo magazine

" CVS gave a fresh perspective and their knowledge of the voluntary sector (past, present and future) made things much clearer. Furthermore, we were extremely satisfied by their honest approach. They asked the right questions to understand the brief, and following our engaging discussions they pointed us in the direction of relevant resources of information. In a very short period of time they offered the understanding we required to develop a clear strategy towards making our plans a reality."

Key outcomes and achievements.

We have, sadly, worked with a number of groups to assist them to close down, scale back, deal with redundancies or merge with other organisations, due to financial difficulties. Whilst painful for the groups, this type of assistance is invaluable in assisting the sector to restructure to new realities.

We continue to work with a wide variety of groups including community based groups, arts based organisations, sports groups, older peoples groups, disability groups and immigrant groups.

We have advised a number of groups on setting up as social enterprises and continue to work with other groups to develop more socially enterprising ways of working.

We have been contracted to deliver support to the 'GreenMoor' Big Local programme through the 'getting started' grant. We have also been integral to a number of Community First panel funding schemes in selected wards in the district.

We have encouraged a number of groups to share good practice and explore collaboration through mutual support networks.

Bradford Community and Voluntary Service

The report of the trustees for the year ended 31 March 2013

Facts and figures.

Between April 2012 and March 2013 we delivered

- 227 minor assists
- 33 major assists
- 21 health checks
- 13 events

Young Lives Bradford

Staff YLB has two staff, Kerr Kennedy and Dionne Norman. Additional administrative support is provided by Diane Fox.

Brief description

Young Lives Bradford is a network of over 340 VCS organisations who deliver services to children and young people in the Bradford district. The network is supported by the Children and Young People's team of Bradford CVS and provides

- Regular, up to date, information on all issues relating to children and young people's services within the District
- Advice and guidance on a wide range of issues, resulting from the changes to service delivery – including training for staff and volunteers and information and resources on Safeguarding
- A voice for the voluntary and community sector at all levels of Bradford's Children's Trust body – The Children & Young People's Partnership, The Bradford Safeguarding Children Board and other strategic groups at local, sub-regional, regional and national levels
- Support for capacity building and training for voluntary sector groups
- Acts as first point of contact for other stakeholder agencies (e.g. Youth Service, Early Years and Play Service, NHS, Local Authority)

"An excellent networking and information sharing event" *Domestic Violence Services, Keighley*

Key outcomes / achievements.

- Co-ordinated representation and advocacy of the voluntary and community sector at a strategic level
- Contributed to development of local Children & Young People's Plan, Child Poverty Strategy, Participation Strategy, Parenting Strategy, Teenage Pregnancy Strategy, and other Children's services Strategic initiatives. Contribute to the Governance of the Children's Trust Board, the Bradford Safeguarding Children Board and the Confederation of Training Providers Executive
- Contribute to the governance and initiatives of the Bradford VCS Assembly as one of the recognised Forums
- Facilitated regular strategic forum and Safeguarding Steering Group meetings for the VCS
- Co-ordinated VCS input to achieving positive outcomes for children and young people such as SatNav (an ESF NEET training fund), Youth Contract, Participation Strategy, Talent Match (Big Lottery) and Fulfilling Lives – a Better Start (Big Lottery)
- Secured and administered funding support for capacity building and training for volunteers and apprentices
- Administered a £60,000 Govt Youth contract grant fund – 'Young Futures' - for the Voluntary Youth Sector on behalf of Bradford Council
- Influenced resource distribution and policy through dialogue with our partners in the statutory sector
- Brought VCOs together to work more collaboratively including the on-going development of a delivery consortia of network members
- Facilitated ad hoc forums on Youth Sector collaboration (with Bradford Youth Service) and Alternative Education providers

Bradford Community and Voluntary Service

The report of the trustees for the year ended 31 March 2013

Facts and figures.

- 465 people working with children and young people in the district receive our weekly e-bulletin keeping them up to date with issues relevant to the sector
- 62 people attended our Annual Networking Event (January 2013) and 85 people have attended the three quarterly network forums
- We provide regular Twitter and Facebook communications to over 275 followers
- Facilitated 3 Safeguarding Training days

We have been very happy to meet in the Mabel Booth room and to use the splendid facilities provided

Thank you very much for your past help and kindness '

Association of Wrens Bradford Branch

Support Services

Reception/admin

Staff Admin services have three part-time staff, Diane Fox, Cheryl Cowling, Narrinda Kaur Smith and (from September 2012) Admin Apprentice, Andre Kaine John

Brief description

The team provide reception services in the office including dealing with clients in person and on the telephone following good customer care practice. We also take bookings for meeting rooms, assist clients and staff to use the photocopier and any other information they require either face to face or over the phone. BCVS also hire out equipment and we operate this system. We supply the Training Manager with dedicated admin support. We also carry out any admin tasks which are required of us e.g. typing letters, frank and send any outgoing post, prepare and send mail-outs out when required, filing and all other clerical work.

Key outcomes / achievements

At Bradford CVS we are on the frontline and the first faces that staff and members of the public encounter. We are polite, professional and approachable. Our aim is to help and assist in any way possible. We sign post staff and members of the public to where they need to be. We help internally and externally. Our apprentice has increased the flexibility of the team to cope more readily with staffing demands.

Facts and figures:

- Approx 600 enquires dealt with through reception each quarter

Building

Staff Rob Holmes (Building Manager), Dave Bogg (caretaker), Karen Duff and Ellen Lloyd (cleaners)

Brief description.

The BCVS

Building Team currently consists of four days of building management services, plus part time caretaking and cleaning. The main areas of work for building services are as follows -

- Management of building related services gas, water, electricity, security alarm, fire alarm, lift, access control, air con, plumbing, electrical, heating
- Provide a safe and secure working environment for tenants and other visitors to the building
- Provide comfortable and easy to use facilities for hirers of meeting rooms
- Cleaning team (Karen and Ellen) to keep the building clean and tidy for building users
- Caretaker (Dave) to provide a safe and secure environment for evening/weekend building users
- Co-ordinate maintenance and repairs to all fixed assets (PAT testing, lift, security alarm, fire alarm, fire extinguishers, emergency lighting, access control, air con, heating system, phone system)
- Manage day to day health and safety issues
- Co-ordinate mobile phone contract

Bradford Community and Voluntary Service

The report of the trustees for the year ended 31 March 2013

Key outcomes / achievements

- Dealt with maintenance problems of new photocopier and procured another new one at no cost
- Facilitated the move of new tenants Mencap into the building
- Changed waste suppliers from Bradford Council trade waste services to Green Solutions to significantly increase waste streaming and recycling and also significantly reduce costs of collections
- Negotiated with Bradford Council to fit new CCTV camera at rear entrance to building to improve security of the building
- Organised and co-ordinated improvements to heating system to ensure that temperatures in offices are comfortable in winter and don't fluctuate too much

Facts and figures

40 different groups use the meeting rooms (vol orgs, charities, public sector, CVS training, tenants, CVS staff)

There are six tenants based with the Voluntary Services Centre, BRCC, Making Space, MENCAP, Bradford CPA, FRIEND, Volunteering Bradford

Finance

Staff: Tahira Aziz (to April 2013) and Dennis Watts

Brief description:

The main tasks of the Finance department are

- Process BCVS income and expenditure and maintain BCVS financial records
- Oversee preparation of financial reports, banking and financial management, preparation for audit
- Ensure trustees and staff have appropriate and accurate financial information as requested
- Co-ordinate preparation and review of budgets

Fundraising:

BCVS do 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

Financial Review

Policies on reserves

The management committee consider that they should review the level of reserves held by the charity at regular intervals. The charity's unrestricted free reserves, which have not been designated for a specific use, stood at £126,792 (2012 - £121,641). The management committee feel that reserves should equate to approximately three months running costs, currently £126,000, to ensure that adequate funds are available to allow continued furtherance of the objects of the charity in the event of temporary shortfall in incoming resources while alternate funds are sought. The management committee believe that holding adequate funds to cover three months operating costs would allow for an orderly winding up of the organisation and would also enable the organisation to be able to meet obligations towards staff and creditors in the event of there being no possibility of securing alternative longer term funding. The current reserves fall short of this target, and action is being taken and further funding sought to address this issue.

Bradford Community and Voluntary Service

The report of the trustees for the year ended 31 March 2013

Transactions and Financial position

The financial statements are set out on pages 15 to 26. The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (revised in June 2008). The Trustees have taken action, because of their concerns about the inadequate levels of reserves, to better ensure that our financial performance will improve and be satisfactorily going forward.

The Statement of Financial Activities shows total incoming resources of £496,826 and a total resources expended of £501,779, it also shows a net incoming resources for the year of £5,151 in unrestricted funds and net outgoing resources of £10,104 in restricted funds, making net overall outgoing resources of £4,953 (2012 - £13,558).

The total reserves at the year end stand at £397,052 (2012 - £402,005).

Free unrestricted reserves amounted to £126,792 (2012 - £121,641).

Funds held as custodian trustee on behalf of others

At 31 March 2013 the charity held funds as custodian on behalf of Longitudinal Research £4,645. These are held within separate bank account to ensure segregation from the charity's assets.

Plans for Future Periods

Cuts in the year 2012-13 have proved to be less than those endured in 2011-12 but the downward trend in income continues. The situation is worsened by the need to consider some major pieces of expenditure as essential equipment needs to be replaced (particularly the telephone system and obsolete database). The Trustees, therefore, continue to seek ways in which to reduce costs while maintaining acceptable standards of service. Savings will continue to be made by reductions in staff hours in some areas, by further joint service purchasing through BDIP and by the replacement of obsolescent equipment thus cutting maintenance costs. Increased income through increasing the usage of the building and by charging for further services is also planned.

Method of preparation of accounts

The trustees, in their capacity as directors, state that the accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies.

Statement as to disclosure of information to auditors

The trustees, in their capacity as directors, state that so far as each of the directors at the time this report was approved are aware -

- a) There is no relevant audit information of which the auditors are unaware, and
- b) The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and establish that the auditors are aware of that information.

Bradford Community and Voluntary Service

The report of the trustees for the year ended 31 March 2013

Statement of Directors' and Trustees' Responsibilities

The trustees (who are also the directors of Bradford Community and Voluntary Services Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and the 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 charitable company and of the incoming resources and application of resources, including 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,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business, and
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for prevention and detection of fraud and other irregularities.

in so far as the trustees are aware

- there is no relevant audit information of which the charitable company's auditor is aware, and
- the trustees have taken all steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report was approved by the board of trustees on 13 November 2013



C Smith
Director and Trustee

Bradford Community and Voluntary Service
Independent Auditors' Report
Report of the Independent Auditors to the trustees of
Bradford Community and Voluntary Service
for the year ended 31 March 2013

We have audited the financial statements of Bradford Community and Voluntary Service for the year ended 31 March 2013 as set out on pages 15 to 26. These financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements.

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the 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 trustees as directors and of the auditors

As explained more fully in the Trustees' Responsibilities Statement set out on page 12, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the directors, and the overall representation of the financial statements.

Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 March 2013 and of the group's incoming resources and application of resources, including its income and expenditure, in the year then ended, and
- have been properly prepared in accordance with the United Kingdom Generally Accepted Accounting Practice,
- have been properly prepared in accordance with the requirements of the Companies Act 2006

Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the Trustees Report is consistent with the financial statements.

Bradford Community and Voluntary Service
Independent Auditors' Report
Report of the Independent Auditors to the trustees of
Bradford Community and Voluntary Service
for the year ended 31 March 2013

Matters on which we are required to report by exception

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

- the parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us, or
- the parent charitable company financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of directors' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the directors were not entitled to prepare the financial statements and the directors' report in accordance with small companies regime



Signed by Ian Featherstone, (Senior Statutory Auditor)

on behalf of Naylor Wintersgill Limited

Chartered Accountants

Registered Auditors

Carlton House

Grammar School Street

Bradford

BD1 4NS

The date upon which our opinion is expressed is

Bradford Community and Voluntary Service
Statement of Financial Activities - Charity only
for the year ended 31 March 2013

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
Notes	2013 £	2013 £	2013 £	2012 £
Incoming resources				
<i>Incoming resources from generated funds</i>				
Voluntary Income	62,700	-	62,700	73,608
Investment Income	2,085	-	2,085	1,981
<i>Incoming resources from charitable activities</i>	74,184	357,857	432,041	390,944
Total incoming resources	138,969	357,857	496,826	466,533
Resources expended				
<i>Costs of charitable activities</i>	130,420	365,957	496,377	475,788
<i>Governance costs</i>	3,398	2,004	5,402	4,303
Total resources expended	133,818	367,961	501,779	480,091
Net incoming resources				
before transfers between funds	5,151	(10,104)	(4,953)	(13,558)
Gross transfers between funds	-	-	-	-
Net movement in funds	5,151	(10,104)	(4,953)	(13,558)
Total funds brought forward	121,641	280,364	402,005	415,563
Total Funds carried forward	126,792	270,260	397,052	402,005

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission for England & Wales and is reconciled to the total funds as shown in the Balance Sheet on page 17 as required by the said statement

All activities derive from continuing operations

There were no recognised gains and losses for 2013 and 2012 other than those included above

The notes on pages 19 to 26 form an integral part of these accounts

Bradford Community and Voluntary Service
Consolidated Statement of Financial Activities
(Incorporating Income and Expenditure Account)
for the year ended 31 March 2013

		Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
	Notes	2013 £	2013 £	2013 £	2012 £
Incoming resources					
<i>Incoming resources from generated funds</i>					
Voluntary Income		59,677	-	59,677	63,528
Trading Subsidiary	18	184,402	-	184,402	177,610
Investment Income	4	11,934	-	11,934	11,008
<i>Incoming resources from charitable activities</i>		62,889	357,857	420,746	379,217
Total incoming resources		318,902	357,857	676,759	631,363
Resources expended					
<i>Costs of generating funds</i>					
Trading subsidiary operations	18	179,981	-	179,981	157,825
<i>Costs of charitable activities</i>		125,298	365,957	491,255	471,463
<i>Governance costs</i>	5	5,449	2,004	7,453	5,553
Total resources expended		310,728	367,961	678,689	634,841
Net incoming resources		8,174	(10,104)	(1,930)	(3,478)
Taxation			-	-	(1,454)
Net movement in funds		8,174	(10,104)	(1,930)	(4,932)
Total funds brought forward		196,270	280,364	476,634	481,566
Total Funds carried forward		204,444	270,260	474,704	476,634

All activities derive from continuing operations

There were no recognised gains and losses for 2013 and 2012 other than those included above

The notes on pages 19 to 26 form part of these accounts

Bradford Community and Voluntary Service

Balance Sheet - Charity only as at 31 March 2013

	Notes	2013 £	2012 £
Total fixed assets	10	4,058	6,501
Current assets			
Stocks		-	-
Debtors	11	38,041	24,876
Cash at bank and in hand		497,410	481,647
Total current assets		<u>535,451</u>	<u>506,523</u>
Creditors.- amounts due within one year	12	(142,457)	(111,019)
Net current assets		<u>392,994</u>	<u>395,504</u>
Total assets less current liabilities		<u>397,052</u>	<u>402,005</u>
Net assets		<u>397,052</u>	<u>402,005</u>
The funds of the charity			
Unrestricted income funds			
Total unrestricted funds		126,792	121,641
Restricted income funds			
Total restricted funds	14	270,260	280,364
Total charity funds		<u>397,052</u>	<u>402,005</u>

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006



C Smith
Trustee



A Pinder
Trustee

Approved by the Trustees on 13 November 2013
Company Number 04283003

The notes on pages 19 to 26 form an integral part of these accounts

Bradford Community and Voluntary Service

Consolidated Balance Sheet as at 31 March 2013


	Notes	2013 £	2012 £
Fixed assets			
Tangible assets	10	10,663	8,878
Current assets			
Stocks		1,000	1,000
Debtors	11	62,823	46,990
Cash at bank and in hand		1,485,296	1,436,170
Total current assets		<u>1,549,119</u>	<u>1,484,160</u>
Creditors:- amounts falling due within one year	12	(1,085,078)	(1,016,404)
Net current assets		<u>464,041</u>	<u>467,756</u>
Total assets less current liabilities		<u>474,704</u>	<u>476,634</u>
Net assets		<u>474,704</u>	<u>476,634</u>
Unrestricted income funds			
Charity	14	126,792	121,641
Trading Subsidiary	14	<u>77,652</u>	<u>74,629</u>
Total unrestricted funds		204,444	196,270
Total restricted funds	14	270,260	280,364
Total charity funds		<u>474,704</u>	<u>476,634</u>

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



C Smith

Director and Trustee



A Pinder

Director and Trustee

Date: 13 November 2013

The notes on pages 19 to 26 form part of these accounts

Bradford Community and Voluntary Service
Notes to the Consolidated Accounts
for the year ended 31 March 2013

1 Accounting policies

Basis of preparation of the accounts

The financial statements have been prepared in accordance with all applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005 (revised June 2008). The accounts have been drawn up in accordance with the provisions of the Charities (Accounts and Reports) Regulations 2008 and the Companies Acts, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the company's operation and in order to comply with the requirements of the SORP.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

Accounting convention

The financial statements are prepared, on a going concern basis, under the historical cost convention.

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid.

Incoming Resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measure.

Income from grants, including capital grants, is included in incoming resources when these are receivable except as follows:

when donors specify that the grant must be used in future accounting periods, the income is deferred until those periods,

when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

Investment Income

Bank interest is included in the income and expenditure account on a receivable basis.

Deferred income

In accordance with the Statement of Recommended Practice for Accounting and Reporting (revised June 2008) issued by the Charity Commissioners for England & Wales, grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

Bradford Community and Voluntary Service
Notes to the Consolidated Accounts
for the year ended 31 March 2013

Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting (revised June 2008) issued by the Charity Commissioners for England & Wales

Resources Expended

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure

Charitable expenditure comprises of those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and cost linked to the strategic management of the charity

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designated to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis

Resources expended include attributable VAT which cannot be recovered

Stocks

Stock is valued at the lower of cost or net realisable value

Fixed assets and depreciation

Tangible fixed assets, except freehold land and buildings, 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, equipment and computer	33 3% straight line
----------------------------------	---------------------

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities

Finance and operating leases

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease

Funds structure policy

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the management committee in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them

Designated funds comprise funds which have been set aside at the discretion of the management committee for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts

Bradford Community and Voluntary Service
Notes to the Consolidated Accounts
for the year ended 31 March 2013

Recognition of pension costs and pension assets and liabilities

A defined contribution scheme is operated. The contributions paid into the scheme are charged to the income and expenditure in the year in which the contributions are paid.

2 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

3 Surplus for the financial year

2013
£

2012
£

This is stated after crediting :-

Revenue Turnover from ordinary activities

664,825

620,355

Depreciation of owned fixed assets

4,005

1,153

Pension costs

11,673

12,478

Auditors' Remuneration

7,445

5,504

Other professional fees paid to auditors

-

-

4 Investment income

2013
£

2012
£

Interest receivable

11,934

11,008

5 Governance Costs

Unrestricted
Funds

Restricted
Funds

2013
Total
£

2012
£

Trustees' expenses

8

-

8

49

Auditors' remuneration

5,441

2,004

7,445

5,504

5,449

2,004

7,453

5,553

6 Expenses paid to trustees or persons connected with trustees

2013
£

2012
£

The aggregate amount of expenses paid to trustees was

8

49

7 Deferred Incoming Resources & Reserves- Restricted funds

Opening
Deferrals

Released
from prior
years

Received
less released
in year

Deferred
at year end

£

£

£

£

Sundry items

675

-

-

675

B M D C - Bison Commission

32,670

32,670

30,874

30,874

NLDC

4,645

-

-

4,645

Y & H Regional forum

299

-

-

299

B M D C - Youth Services

50,000

50,000

-

-

Total

88,289

82,670

30,874

36,493

2013
£

2012
£

These deferrals are included in creditors

36,493

88,289

Bradford Community and Voluntary Service
Notes to the Consolidated Accounts
for the year ended 31 March 2013

8 Staff Costs and Emoluments

	2013	2012
	£	£
Gross Salaries	442,077	447,759
Employer's National Insurance	35,821	37,371
Pension Contributions	11,673	12,478
	<u>489,571</u>	<u>497,608</u>

Numbers of full time employees or full time equivalents

	2013	2012
Management, development and support	1	1
Finance and support services	3	3
Information and library	2	2
Project staff	8	8
Trading Subsidiary	6	5
	<u>20</u>	<u>19</u>

There were no fees or other remuneration paid to the trustees

There were no employees with emoluments in excess of £60,000 per annum

9 Trustees' Remuneration

Neither the trustees nor any persons connected with them have received any remuneration, either in the current year or the prior year

10 Tangible functional fixed assets

	GROUP Fixtures, Equipment & Computers £	CHARITY Fixtures, Equipment & Computers £
Asset cost or valuation		
At 1 April 2012	71,211	49,091
Additions	5,790	-
Disposals	(500)	-
At 31 March 2013	<u>76,501</u>	<u>49,091</u>
Accumulated depreciation		
At 1 April 2012	62,333	42,590
Eliminated on disposals	(500)	-
Charge for the year	4,005	2,443
At 31 March 2013	<u>65,838</u>	<u>45,033</u>
Net book value		
At 31 March 2013	<u>10,663</u>	<u>4,058</u>
At 31 March 2012	<u>8,878</u>	<u>6,501</u>

Bradford Community and Voluntary Service
Notes to the Consolidated Accounts
for the year ended 31 March 2013

11 Debtors

	GROUP		CHARITY	
	2013	2012	2013	2012
	£	£	£	£
Trade debtors	56,588	42,528	35,300	22,368
Other Debtors	3,100	333	976	333
Prepaid expenses	3,135	3,904	1,765	1,950
Accrued income	-	225	-	225
	<u>62,823</u>	<u>46,990</u>	<u>38,041</u>	<u>24,876</u>

12 Creditors amounts falling due within one year

	GROUP		CHARITY	
	2013	2012	2013	2012
	£	£	£	£
Trade creditors	45,783	3,447	38,057	-
Monies held on behalf of clients	927,679	893,038	-	-
Accrued expenses	10,689	22,730	10,689	22,730
Taxation and Social Security costs	7,216	8,900	-	-
Other creditors	57,218	-	57,218	-
Deferred income (see note 7)	36,493	88,289	36,493	88,289
	<u>1,085,078</u>	<u>1,016,404</u>	<u>142,457</u>	<u>111,019</u>

13 Operating Leases

2012 **2011**
£ **£**

At 31 March 2013 the charity had no commitments under non-cancellable leases (2012 - £nil)

14 Particulars of Individual Funds and analysis of assets and liabilities representing funds

At 31 March 2013	Unrestricted	Designated	Restricted	Total
GROUP	funds	funds	funds	Funds
	£	£	£	£
Tangible Fixed Assets	10,663	-	-	10,663
Current Assets	1,549,119	-	-	1,549,119
Current Liabilities	(1,085,078)	-	-	(1,085,078)
	<u>474,704</u>	<u>-</u>	<u>-</u>	<u>474,704</u>

Bradford Community and Voluntary Service
Notes to the Consolidated Accounts
for the year ended 31 March 2013

The individual funds included above are -

	Funds at 2012	Movements in Funds as below	Transfers Between funds	Funds at 2013
	£	£	£	£
Restricted Funds				
Area Investment Funding	600	-	-	600
Area Committees ("VOSO's")	37,962	1,823	-	39,785
BCVS Training Division	59,965	(132)	-	59,833
Bfunded PhaseThree	(1,292)	-	-	(1,292)
Children & Young Persons Team	98,550	(14,469)	-	84,081
Community Centre Support	14,203	302	-	14,505
Community Cascade Grant	556	(390)	-	166
District Infrastructure (C-Up) (CDF)	9,349	-	-	9,349
Health Network	8,838	(3,582)	-	5,256
ICT Project (Change-Up)	541	2,350	-	2,891
Membership Development Project (Cnet)	2,208	-	-	2,208
Premises Development (Change-Up)	1,570	-	-	1,570
Voluntary Youth Sector Training Fund	38,487	(1,826)	-	36,661
West Yorkshire Partnership Project	7,968	-	-	7,968
WNF Innovation Fund "Grow Your Own"	(180)	-	-	(180)
Neighbourhood Learning in Deprived Com	407	5,820	-	6,227
B-Supported - Training Grant	1,409	-	-	1,409
Future Jobs Fund	(777)	-	-	(777)
Unrestricted Funds				
General	196,270	8,174	-	204,444
	<u>476,634</u>	<u>(1,930)</u>	<u>-</u>	<u>474,704</u>

Analysis of movements in funds as shown in the table above

	Incoming Resources	Outgoing Resources	Gains & Losses	Movement in funds
	£	£	£	£
Restricted Funds				
Area Investment Funding	-	-	-	-
Area Committees ("VOSO's")	71,531	69,708	-	1,823
BCVS Training Division	34,698	34,830	-	(132)
Bfunded PhaseThree	-	-	-	-
Children & Young Persons Team	81,616	96,085	-	(14,469)
Community Centre Support	31,830	31,528	-	302
Community Cascade Grant	4,894	5,284	-	(390)
Youth Contracts	60,000	60,000	-	-
Health Network	33,430	37,012	-	(3,582)
Big Local Trust	20,000	17,650	-	2,350
Membership Development Project (Cnet)	-	-	-	-
Premises Development (Change-Up)	-	-	-	-
Voluntary Youth Sector Training Fund	-	1,826	-	(1,826)
West Yorkshire Partnership Project	-	-	-	-
WNF Innovation Fund "Grow Your Own"	-	-	-	-
Neighbourhood Learning in Deprived Com	19,858	14,038	-	5,820
B-Supported - Training Grant	-	-	-	-
Future Jobs Fund	-	-	-	-
Unrestricted Funds				
General	318,902	310,728	-	8,174
	<u>676,759</u>	<u>678,689</u>	<u>-</u>	<u>(1,930)</u>

Bradford Community and Voluntary Service
Notes to the Consolidated Accounts
for the year ended 31 March 2013

15 Funds continued

Area Committee ("VOSO's") - Development and support services to voluntary organisations in Bradford North, South and West constituencies, 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 has been through Safer and Stronger Communities, Bradford MDC and Fit 4 Funding In 2009-10, funding is from the ERDF via Yorkshire Forward

Children and 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 administration support to the Children and Young People's VCS Forum Funding is now mainly from Bradford MDC

Community Care 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 follow-on to the Change-Up funding which attempted to pull together Infrastructure Support Organisations in the District

Health Network - This project has existed for some years, supporting a network of VCS health organisations across the Bradford District

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 improved networks for Cnet to link into

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

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

West Yorkshire Partnership Project (Adding Value through Partnerships) - A Capacity Builders-funded project which commenced in the final four months of 2008-9 with the aim of supporting collaborative working in the voluntary and community sector throughout West Yorkshire Based at Bradford CVS, a variety of different sorts of collaboration - including mergers, rescues, efficiency saving and joint ventures - are supported by commissioned consultancy

16 Auditors' Ethical Standards

The relevant circumstances requiring disclosure in accordance with the requirements of APB Ethical Standard - Provisions Available for Small Entities are that, in common with many charities of our size and nature we use our auditors to assist with the preparation of the accounts

17 Taxation on Profit on Ordinary Activities

	2013	2012
Domestic current year tax		
U K corporation tax	-	1,454
Total current tax	-	1,454
Factors affecting the tax charge for the year		
Profit/(loss) on ordinary activities before taxation	3,023	10,080
Profit/(loss) on ordinary activities before taxation multiplied by standard rate of UK corporation tax of 20 00% (2012 - 20 00%)	605	2,016
Effects of		
Capital allowances	(610)	(626)
Tax Losses utilised	(152)	-
Depreciation add back	157	64
	-	1,454

The tax charge arises in both years on that part of the profit of the subsidiary company that was not

Bradford Community and Voluntary Service
Notes to the Consolidated Accounts
for the year ended 31 March 2013

distributed by way of a gift-aid donation to Bradford CVS, its parent

18 Subsidiary Company - Bradford Community Payroll and Accounts Limited

These consolidated accounts include the results of Bradford Community Payroll and Accounts Limited (company number 03036613), 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 Limited 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

	2013	2012
	£	£
Turnover	187,474	180,685
Operating expenses	(191,276)	(169,552)
Operating profit/(loss)	(3,802)	11,133
Investment income	9,849	9,027
Net income for year	6,047	20,160
Gift aid payment to Bradford Community and Voluntary Services	(3,024)	(10,080)
Profit on ordinary activities before taxation	3,023	10,080
Taxation on profit on ordinary activities	-	(1,454)
Retained profit	3,023	8,626
Balance at 1 April	74,629	66,003
Balance at 31 March	77,652	74,629

19 Pension

The charity operates a defined contribution stakeholder pension scheme for core activities staff, with CIS General Insurance Limited. At 31 March 2013, 4 employees were members of the scheme. The charity also manages contributions to pension schemes for project management staff in respect of 3 (2012 - 3) employees. These are accounted for on a defined contribution basis at 5% of gross salary.

The subsidiary company operates a defined benefit pension scheme. Due to the nature of the plan, the accounting charge for the period under FRS17 represents the employer contributions payable.

Pensions contributions payable for the year by the group were £11,673 (2012 - £12,478) and contributions unpaid at 31 March 2013 were £nil (2012 - £nil).

20 Contingent Liability

Bradford Community Payroll and Accounts Limited, a subsidiary of the charity, has pension arrangements with The Pension Trust. The company has been notified by The Pension Trust of the estimated employer debt on withdrawal from the pension plan, based on the financial position of the plan as at 30 September 2012. At this date the estimated employer debt for Bradford Community Payroll and Accounts Limited was £27,488.

Bradford Community and Voluntary Service
Schedule to the Statement of Financial Activities
for the year ended 31 March 2013

	Unrestricted Funds	Restricted Funds	Total Funds	Prior Period Total Funds
	2013	2013	2013	2012
	£	£	£	£
Voluntary Income				
Revenue grants and donations	59,677	-	59,677	63,528
Total Gifts in kind, donated services and facilities	59,677	-	59,677	63,528
Investment Income				
Bank deposit interest received	11,934	-	11,934	11,008
Total Investment Income	11,934	-	11,934	11,008
Incoming resources from charitable activities				
Sale of Services to Community & Voluntary Organisations	28,358	7,691	36,049	32,893
Rental Income	34,531	-	34,531	35,000
Bradford & Airedale Teaching PCT Health Network	-	33,430	33,430	31,441
Bradford MDC Bison Commission (VOSO's)	-	71,531	71,531	71,531
Bradford MDC Community Centre Support	-	24,671	24,671	26,214
Bradford MDC Children and Young Persons grant	-	74,250	74,250	75,250
Bradford MDC Training Division grants	-	34,133	34,133	36,268
Bradford MDC Youth Contracts	-	60,000	60,000	-
Bradford MDC Community Centre Support	-	7,159	7,159	7,605
Bradford MDC Voluntary Youth Services (VYS)	-	-	-	31,000
Big Local Trust	-	20,000	20,000	-
B-Supported - Training Grant	-	-	-	-
CNET - Children and Young Persons Grant	-	1,000	1,000	1,000
CWDC - Workforce Strategy	-	-	-	-
District Infrastructure (C-Up) (CDF)	-	-	-	-
ERDF Bfunded	-	-	-	14,855
Future Jobs	-	-	-	-
Fit for Funding Community Cascade grant	-	4,134	4,134	4,240
Neighbourhood Learning in Deprived Communities Training	-	19,858	19,858	11,920
Payroll and Management Fees	184,402	-	184,402	177,610
Total Incoming resources from charitable activities	247,291	357,857	605,148	556,827
Total Incoming Resources	318,902	357,857	676,759	631,363

Bradford Community and Voluntary Service

Appendix 1

Analysis of Resources Expended for the year ended 31 March 2013

	Basis of Allocation	Core Activities	Trading Subsidiary	Health Team	Children and Young People	Training	Other Activities	Governance Costs	2013 Total	2012 Total
		£	£	£	£	£	£	£	£	£
Costs directly allocated to activities										
Staff and Related Costs	Direct	84,214	154,644	33,068	84,083	34,262	99,300	-	489,571	497,608
Building and Premises Costs	Direct	11,113	2,921	234	585	140	796	-	15,789	20,486
Supplies and Services	Direct	17,409	11,434	3,497	5,838	18,037	13,620	-	69,835	76,509
Transport and Travel Costs	Direct	358	382	-	715	250	402	-	2,107	2,156
Establishment Cost	Direct	1,768	1,323	-	383	143	357	-	3,974	3,800
Grants Payable	Direct	-	-	-	60,000	-	-	-	60,000	-
Other Expenses	Direct	5,990	7,715	213	4,481	3,146	4,411	-	25,955	27,897
Depreciation Costs	Direct	2,443	1,562	-	-	-	-	-	4,005	832
Support Costs allocated to Activities										
Administration and Management Staff Costs	Staff Time	-	-	-	-	-	-	7,453	7,453	5,553
Building and Premises Costs	Usage	-	-	-	-	-	-	-	-	-
Supplies and Services	Usage	-	-	-	-	-	-	-	-	-
Depreciation Costs	Usage	-	-	-	-	-	-	-	-	-
Costs of charitable activities										
		123,295	179,981	37,012	156,085	55,978	118,886	7,453	678,689	634,841