

**REGISTERED COMPANY NUMBER: 07019841 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1132927**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013  
FOR**

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

Howard Worth  
Chartered Accountants and  
Statutory Auditors  
Drake House  
Gadbrook Park  
Northwich  
Cheshire  
CW9 7RA

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

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FOR THE YEAR ENDED 31 MARCH 2013**

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**COMMUNITY AND VOLUNTARY SERVICES  
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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2013**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

The trustees confirm they have had due regard to the guidance published by the Charities Commission on public benefit.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

07019841 (England and Wales)

**Registered Charity number**

1132927

**Registered office**

11 Hope Street  
Sandbach  
Cheshire  
CW11 1BA

**Trustees**

Mrs F Y Baker  
A E Pickup  
W E Gregory  
Mrs B A Dean  
R M Owen  
D J Prialux  
D W Hunter

**Company Secretary**

Mrs F Y Baker

**Auditors**

Howard Worth  
Chartered Accountants and  
Statutory Auditors  
Drake House  
Gadbrook Park  
Northwich  
Cheshire  
CW9 7RA

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Community and Voluntary Services Cheshire East Board has been operational since 1st January 2010.

The Charity is controlled by its governing documents, Memorandum and Articles of Association and constitutes a company limited by guarantee.

Community and Voluntary Services Cheshire East was approved as a registered charity by the Charity Commission for England and Wales.

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2013**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Recruitment and appointment of new trustees**

Directors are elected to the Board from the membership of the charity.

In the event of a vacancy on the Board, the vacancy is advertised to all member organisations. In the event of there being more than one nomination for a vacancy, the Board would determine who should be co-opted.

**Induction and training of new trustees**

As part of their induction programme, new Directors of CVS Cheshire East are made aware of their corporate responsibilities as Board members.

An induction process is in development which will include an introduction to Strategic Business Planning objectives, scope and policies. They are also given a copy of the previous year end accounts and the current financial position which is then reported on quarterly to all Board members.

**Organisational structure**

The members of the Board (which consists of Directors of the charity) are responsible for the governance of the charity. They are elected at the annual general meeting by member organisations.

The Board of Directors meet every 2 months to manage and monitor the strategic direction and operations of CVS Cheshire East.

Detailed policy making is delegated to the following sub-committees who make recommendations back to the Board for final ratification:

- Finance Sub-Committee
- Funding and Development Sub-Committee
- Policy Sub-Committee
- Advisory Board

The Board delegates the day to day running of the services to its staff headed by the Chief Officer. No Board member receives remuneration for their role.

**Wider network**

CVS Cheshire East is a member of the National Association for Community and Voluntary Action (NAVCA) which is the national association of Councils for Voluntary Services and of the National Council for Voluntary Organisations (NCVO). We are also a member of Voluntary Sector Northwest (VSNW) which provides a strategic voice for voluntary organisations operating within the Northwest.

**Related parties**

CVS Cheshire East works closely with all the partners who provide funding contributions towards both the general running and overhead costs and ring-fenced project-based activities. Staff within these organisations receive information on how projects are progressing and work with CVS Cheshire East to identify areas where further support would add value to the local community.

**Risk management**

The Directors review the major issues which the charity faces on a regular basis and believe that maintaining the free reserves at the levels stated in the Reserve Policy, combined with the internal financial control systems in operation, will provide sufficient resources in the event of adverse conditions. The Directors examine the major issues that the Charity faces each financial year when preparing and updating the strategic plan.

**Governance and internal control**

The Directors continue to consider and identify the major issues to which the Charity is exposed. The Charity's system of internal controls is designed to provide reasonable but not absolute assurance against material misstatement or loss. The Directors are satisfied that the systems in place reduce their exposure to major issues.

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2013**

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**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

**Charitable Objectives**

The Charity's objects, as stated in the Memorandum of Association, are;

1. To promote any charitable purposes for the benefit of the community within the local government district of Cheshire East Borough Council and its neighbourhood and, in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness;
2. To promote and organise co-operation in the achievement of the above purposes and to bring together in council representatives of the voluntary organisations, statutory authorities and individuals within the Area of Benefits.

**Vision for the Charity**

To be valued as the leading support organisation for the voluntary and community sector in Cheshire East.

**Mission**

- To strengthen our reputation for delivering high quality support to the voluntary & community sector through in-depth knowledge and understanding
- To build strong, effective relationships with our service users and partners to benefit Cheshire East
- To enable the voice of the voluntary and community sector to shape and influence local service delivery

**Strategic Aims**

1. To develop CVSCE as an efficient and quality support and development organisation which understands and responds to the needs of the voluntary and community sector
2. To champion change and engagement through the nurturing of partnership and collaborative working and the facilitation of the voice of the sector
3. To promote recognition of the value of volunteering and to stimulate and ensure good practice in volunteer development and support
4. To support and develop strong, skilled voluntary and community groups and enabling the creation of sustainable new organisations

**Main Objectives for the Period**

1. CVS Cheshire East has a sustainable model with skilled & knowledgeable trustees, staff and volunteers and ensures equality and confidentiality in all areas of work
2. Members are able to access high quality information, resources, practical support services and facilities. Accessing this support enables them to add value to local communities
3. Our members are strong, well-managed and are working together effectively to get the most out of their assets and resources including involving volunteers in the delivery of their services
4. Our members engage, liaise and collaborate with the public and private sectors and other voluntary and community organisations
5. The voluntary and community sector is influential and has an authoritative voice which acts as a champion and a force for change that allows people to make a positive difference to their communities

**COMMUNITY AND VOLUNTARY SERVICES  
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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2013**

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**Strategies for achieving these objectives**

To achieve the aims and objectives, the key activities for CVS Cheshire East were:

1. Formulation and implementation of 5 year strategic plan with detailed income generation plans.
2. Deliver an internal training programme for trustees, staff and volunteers.
3. Demonstrate the impact of the service delivery of CVS Cheshire East on its members.
4. To lead on greater partnership working with other infrastructure organisations and the design of shared effective services.
5. Further develop the website to support the voluntary and community sector with a variety of electronic resources and tools.
6. Develop a wide ranging income generation advice and support service.
7. Provide specialist support for groups who own or run community assets.
8. Establish new ways of promoting volunteering opportunities, ensuring volunteers are placed in relevant, quality opportunities.
9. Support the development of new and facilitate existing networks to encourage sharing good practice and joint working.
10. Develop a Volunteering Strategy for Cheshire East.
11. Support the development of a Compact Agreement for the borough of Cheshire East.
12. Promote understanding that commissioning for services is becoming more strategic and enable channels for members to influence the process.
13. Support and facilitate the emerging Cheshire East Congress to develop an influential and authoritative voice

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2013**

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**OBJECTIVES AND ACTIVITIES**

**Significant activities**

The Trustees have continued to focus on ensuring good governance for the charity. In August 2012 they carried out a targeted recruitment drive to bring onto the board the required skills and knowledge. This resulted in 3 new trustees with financial and HR skills and a young trustee. The board has also spent time working on a new strategy for 2013-2014 to drive forward change and ensure that the organisation is sustainable.

CVS Cheshire East started to lead the Transforming Local Infrastructure project. This has led to the development of a new brand for the partnership and an increase in the amount of collaboration between the partners. The partnership has run an extensive training course to develop the leadership and enterprising skills which has led to the individual partners becoming more commercial in how they look at their services; this includes how CVS Cheshire East is developing its services. The Charity's Trustees are leading on bringing together other Trustees in the partnership to ensure that collaborative working happens at all levels of the partnership.

**Development of the Volunteering Service**

CVS Cheshire East has begun the process of redesigning the Volunteering service to ensure that the focus is on filling the opportunities of our members and providing them with the best quality volunteers. This process began in February 2013 and will be launched in July 2013.

**Healthwatch**

In December 2012 CVS Cheshire East acted as the lead for the Cheshire East Resource Consortium and was successful in winning the contract for the set-up and management of the local Healthwatch for Cheshire East. The project so far has set up a new company limited by Guarantee of which CVS Cheshire East is one of the 7 member organisations. The new Healthwatch Cheshire East Board was recruited and in place by the end of March with their induction process beginning in April 2013.

**Other Activities**

During this time the Charity has continued to deliver public benefit including:

- Partnership working with Cheshire East Council and other statutory organisations and the wider voluntary and community sector within Cheshire East (the 'Congress')
- Delivering activities to improve the capacity and quality of voluntary organisations and community groups, offering advice, information and training, developing and strengthening local projects in the voluntary sector, facilitating liaison and collaboration between voluntary, public and private sectors and identifying the needs of local groups and communities.

**Projects undertaken**

The Charity has completed the first twelve months of the Joint Strategic Needs Assessment (JSNA) project with the Local authority and by the end of March 2013 the Project has taken the lead on populating the JSNA website with mental health templates and provided data for the health of Carers pages.

The initial project will have achieved its remit, having provided a mechanism for Voluntary, Community and Faith Sector (VCFS) organisations to feed intelligence into the JSNA, but it is clear that there is more to be achieved. The project has achieved additional support to continue in 2013-2014 focusing on:

- Implementation of the mechanism developed for capturing qualitative data and patient experience information and insertion of this information into the JSNA
- Support statutory agencies in capturing qualitative data and patient experience information where required.
- Populate the Joint Health and Wellbeing Strategy priority areas within the JSNA with VCFS information and intelligence

On 1st March 2013 the Charity began to deliver a 12 months support package to the Volunteering Programme for Eastern Cheshire NHS Trust. The aim of this support is to enable the Trust to be able to deliver against its Strategy for Volunteering and Giving, providing a framework through which the Trust aims to establish and develop a responsive and skilled volunteer workforce and embed the concept of giving as a key business practice.

**COMMUNITY AND VOLUNTARY SERVICES  
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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2013**

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**OBJECTIVES AND ACTIVITIES**

**Significant activities**

In delivering the services for public benefit the organisation has continued to be part of two Big Lottery Funded Cheshire and Warrington wide partnership projects.

The Basis 2 Rural Development project delivered with Cheshire Community Action and Chester Voluntary Action has provided governance and funding advice to new and existing groups within the rural areas of Cheshire East. This project ended in September 2013.

The Basis 2 Volunteering project delivered with Warrington Volunteer Centre, Chester Voluntary Action and EPNAVCO. This has provided advice and support to groups in order to ensure they are developing volunteering opportunities which ensure the volunteers are supported and they are delivering quality services for the group. This project ended in June 2013.

**Grantmaking**

CVS Cheshire East does not currently provide direct grants to other organisations. CVS Cheshire East will be the Panel Partner for the Crewe North and South Community First Panels. We will be facilitating this group to enable them to distribute grants to the local community. The funding distributed will not be distributed directly from CVS Cheshire East but will be from the Community Development Foundation.

**Volunteers**

CVS Cheshire East has increased the number of volunteers that provide support to the core functions of the Charity to 22.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Over the last year the Charity has:

- delivered advice services to 220 third sector organisations
- seen an increase in the number of organisations contacting the Charity to discuss issues and for us to raise them on their behalf. Feedback from members represented, show that they value the independence of the Charity and the ability we give for them to raise views and concerns with partners anonymously without affecting their relationships. Our smaller members also feel supported and confident that their issues are being dealt with when they don't have the capacity or ability to raise them.
- undertaken strategic work with Cheshire East council through; \* The Ageing well engagement group \* Health and Wellbeing Board engagement group \* Healthwatch creation \* Adult Services review \* LAP's. The Charity is working with the two CCGs with their engagement work.
- Developed Congress (Congress is the mechanism which enables the voluntary sector to have a voice and influence local issues) and members feel supported and confident that Congress is involved. Most members stated that if they hadn't received support through Congress they would be unlikely to have commented themselves. Generally the Congress representatives felt that they could speak out more and felt confident in initiating and participating in meetings. They also felt that there was considerable potential and were committed to the on-going development of Congress.
- supported 15 new organisations in starting up. All filling gaps locally.
- delivered 20 networking events with a total of 490 participants.
- advised on funding bids totalling £539,467 (55 bids), value of successful bids (39) £509,741 (94% in value, 69% in number). Funding training, including advanced, was held in the year.
- delivered training sessions to over 300 individuals working or volunteering in local voluntary organisations.



**COMMUNITY AND VOLUNTARY SERVICES  
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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2013**

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**ACHIEVEMENT AND PERFORMANCE**

**Public Benefit**

Community & Voluntary Services Cheshire East delivers high quality support to the Voluntary & Community sectors in Cheshire East. Through this support, our service users are better placed to deliver their own support and services to members of the public throughout the Cheshire East area.

**FINANCIAL REVIEW**

**Reserves policy**

The Reserves policy was reviewed by the CVS Cheshire East Board during 2013. This policy allocated money from the general fund balance, which is not invested in fixed assets for a number of purposes. These provide for major items of maintenance of the fabric of the building, for any delays in receipt of promised grants and for the costs of dissolution should the charity be unable to continue.

The Board of Directors will continue to review the reserves policy annually with the aim of increasing the current level of free reserves, which currently represent 3-4 months of running costs, to a level which would provide cover for 6 months.

**Financial Results**

During 2012-2013 the 3 Basis Lottery funded projects have come to an end. The Charity has secured enough income to cover this loss of funding in 2013-2014.

The Charity secured contract funding from Local Healthwatch which contributes to the funding through management and office space.

Core funding was secured from Cheshire East Council, this had a 10% reduction on the 2011-2012 agreement.

The attached accounts show that the income increased by roughly 69% and expenditure has increased by 43%. The income and expenditure increases are due to the new funding sources for Transforming Local Infrastructure and Healthwatch, which on their own have increased funding by 79%. The Transforming Local Infrastructure project runs for 18 months, therefore, the funding amount of £293,629 for this project received this year will not be included as income for the year ended 31st March 2014. Overall the total funds for the organisation have remained fairly static over the last 3 years. The net assets have increased by £103,520 as a result of the surplus generated during the year.

**Investment policy and objectives**

CVS Cheshire East takes a cautious approach towards investments, adopting a short term, low risk policy.

**FUTURE DEVELOPMENTS**

In the next financial year the Charity plans to:

- Develop a well-respected internship programme for Cheshire East
- Increase private sector involvement in volunteering
- Refresh the service and the profile of volunteering in Cheshire East utilising the Ask brand and other marketing processes (the Ask brand has been developed through the Transforming Local Infrastructure project)
- Develop a programme of support focusing on Governance for members
- Rebrand and re-launch the Congress as The Voice
- Utilise 'The Voice' to enable members and other VCFS organisations to address specific issues and to be able to have a say on consultations.
- To have an outcomes measurement process for the organisation. This should enable the organisation to clearly articulate what it does.
- To actively engage in partnership working and consortia building to support the delivery of core CVS services

**COMMUNITY AND VOLUNTARY SERVICES  
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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2013**

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**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Community and Voluntary Services Cheshire East for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity 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.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the 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 auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, Howard Worth, will be proposed for re-appointment at the forthcoming Annual General Meeting.

**ON BEHALF OF THE BOARD :**

D J Priaulx - Trustee

25 September 2013

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

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We have audited the financial statements of Community and Voluntary Services Cheshire East for the year ended 31 March 2013 on pages eleven to twenty one. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable 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 charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page eight, the trustees (who are also the directors of the charitable company for the purposes of company law) 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 and express an opinion on 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 charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

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

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

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**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:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Trustees.

J H Whalley ACA (Senior Statutory Auditor)  
for and on behalf of Howard Worth  
Chartered Accountants and  
Statutory Auditors  
Drake House  
Gadbrook Park  
Northwich  
Cheshire  
CW9 7RA

25 September 2013

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2013**

	Notes	Unrestricted funds £	Restricted funds £	31/3/13 Total funds £	31/3/12 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	2,164	-	2,164	860
Activities for generating funds	3	41,820	-	41,820	25,903
Investment income	4	2,563	-	2,563	453
<b>Incoming resources from charitable activities</b>					
Incoming resources from charitable activities	5	175,299	-	175,299	180,280
Youth Federation		-	-	-	5,270
Cheshire East Council Training		13,880	-	13,880	12,873
Cheshire West & Chester Council Training		-	-	-	1,855
Big Lottery Fund Basis 1		-	81,597	81,597	89,219
Big Lottery Fund Basis 2 Volunteering		-	15,630	15,630	46,866
Big Lottery Fund Basis 2 Rural Worker		-	17,741	17,741	23,937
Central & Eastern Cheshire PCT Grant		-	500	500	35,000
Awards For All (Big Lottery Fund)		-	5,420	5,420	-
Cheshire East Migrant Volunteer Co-ordinator		-	7,777	7,777	4,697
Co-op Community Fund		-	-	-	1,986
Transforming Local Infrastructure		-	293,629	293,629	-
ESF Community Learning		-	660	660	-
Healthwatch		-	44,496	44,496	-
EC NHS Trust		-	19,500	19,500	-
Consultancy		4,280	-	4,280	-
<b>Total incoming resources</b>		<b>240,006</b>	<b>486,950</b>	<b>726,956</b>	<b>429,199</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Charitable activities	6	182,026	-	182,026	189,097
Youth Federation		-	-	-	5,270
Cheshire East Council Training		9,472	-	9,472	9,423
Cheshire West & Chester Council Training		-	-	-	(1,018)
Big Lottery Fund Basis 1		-	94,709	94,709	85,884
Big Lottery Fund Basis 2 Volunteering		-	26,135	26,135	49,697
Big Lottery Fund Basis 2 Rural Worker		-	20,267	20,267	33,461
Central & Eastern Cheshire PCT Grant		-	34,027	34,027	10,550
Awards For All (Big Lottery Fund)		-	4,262	4,262	8,428
Supported Volunteering Scheme		-	-	-	(517)
Cheshire East Migrant Volunteer Co-ordinator		-	18,773	18,773	30,201
Co-op Community Fund		-	12	12	988
Transforming Local Infrastructure		-	218,398	218,398	-
ESF Community Learning		-	660	660	-
Healthwatch		-	11,982	11,982	11,863
<b>Governance costs</b>	8	<b>2,713</b>	<b>-</b>	<b>2,713</b>	<b>2,241</b>
<b>Total resources expended</b>		<b>194,211</b>	<b>429,225</b>	<b>623,436</b>	<b>435,568</b>

The notes form part of these financial statements

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**STATEMENT OF FINANCIAL ACTIVITIES - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2013**

	Notes	Unrestricted funds £	Restricted funds £	31/3/13 Total funds £	31/3/12 Total funds £
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		45,795	57,725	103,520	(6,369)
<b>Gross transfers between funds</b>	16	1,259	(1,259)	-	-
<b>Net incoming/(outgoing) resources</b>		47,054	56,466	103,520	(6,369)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		408,524	295,422	703,946	710,315
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>455,578</u>	<u>351,888</u>	<u>807,466</u>	<u>703,946</u>

The notes form part of these financial statements

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**BALANCE SHEET  
AT 31 MARCH 2013**

	Notes	Unrestricted funds £	Restricted funds £	31/3/13 Total funds £	31/3/12 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	212,562	221,996	434,558	435,009
<b>CURRENT ASSETS</b>					
Debtors	13	30,371	52,015	82,386	11,010
Cash at bank and in hand		235,979	88,166	324,145	505,582
		<u>266,350</u>	<u>140,181</u>	<u>406,531</u>	<u>516,592</u>
<b>CREDITORS</b>					
Amounts falling due within one year	14	(23,334)	(10,289)	(33,623)	(247,655)
		<u>243,016</u>	<u>129,892</u>	<u>372,908</u>	<u>268,937</u>
<b>NET CURRENT ASSETS</b>					
		<u>243,016</u>	<u>129,892</u>	<u>372,908</u>	<u>268,937</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>455,578</u>	<u>351,888</u>	<u>807,466</u>	<u>703,946</u>
<b>NET ASSETS</b>					
		<u>455,578</u>	<u>351,888</u>	<u>807,466</u>	<u>703,946</u>
<b>FUNDS</b>					
	16			455,578	408,524
Unrestricted funds				351,888	295,422
Restricted funds				<u>807,466</u>	<u>703,946</u>
<b>TOTAL FUNDS</b>					
				<u>807,466</u>	<u>703,946</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 25 September 2013 and were signed on its behalf by:

Mrs F Y Baker -Trustee

The notes form part of these financial statements

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

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**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Allocation and apportionment of costs**

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 20% on cost

**Taxation**

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

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. VOLUNTARY INCOME**

	31/3/13	31/3/12
	£	£
Donations	2,164	860
	<u>          </u>	<u>          </u>



**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2013**

**3. ACTIVITIES FOR GENERATING FUNDS**

	31/3/13 £	31/3/12 £
Rental income	11,614	9,777
Other income	30,206	16,126
	<u>41,820</u>	<u>25,903</u>

**4. INVESTMENT INCOME**

	31/3/13 £	31/3/12 £
Deposit account interest	2,563	453
	<u>2,563</u>	<u>453</u>

**5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	<b>Activity</b>	31/3/13 £	31/3/12 £
Grants	Incoming resources from charitable activities	175,299	180,280
Grants	Youth Federation	-	5,270
Training	Cheshire East Council Training	13,880	12,873
	Cheshire West & Chester Council		
Training	Training	-	1,855
Grants	Big Lottery Fund Basis 1	81,597	89,219
Grants	Big Lottery Fund Basis 2 Volunteering	15,630	46,866
Grants	Big Lottery Fund Basis 2 Rural Worker	17,741	23,937
Grants	Central & Eastern Cheshire PCT Grant	500	35,000
Grants	Awards For All (Big Lottery Fund)	5,420	-
	Cheshire East Migrant Volunteer		
Grants	Co-ordinator	7,777	4,697
Grants	Co-op Community Fund	-	1,986
Grants	Transforming Local Infrastructure	293,629	-
Grants	ESF Community Learning	660	-
Healthwatch	Healthwatch	44,496	-
Grants	EC NHS Trust	19,500	-
Consultancy	Consultancy	4,280	-
		<u>680,409</u>	<u>401,983</u>

Grants received, included in the above, are as follows:

	31/3/13 £	31/3/12 £
Other grants	31,970	-
Local Authority	171,266	192,233
PCT	500	-
Lottery	414,017	195,022
	<u>617,753</u>	<u>387,255</u>

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2013**

**6. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
Charitable activities	129,567	52,459	182,026
Cheshire East Council Training	9,472	-	9,472
Big Lottery Fund Basis 1	94,709	-	94,709
Big Lottery Fund Basis 2 Volunteering	26,135	-	26,135
Big Lottery Fund Basis 2 Rural Worker	20,267	-	20,267
Central & Eastern Cheshire PCT Grant	34,027	-	34,027
Awards For All (Big Lottery Fund)	4,262	-	4,262
Cheshire East Migrant Volunteer Co-ordinator	18,773	-	18,773
Co-op Community Fund	12	-	12
Transforming Local Infrastructure	218,398	-	218,398
ESF Community Learning	660	-	660
Healthwatch	11,982	-	11,982
	<u>568,264</u>	<u>52,459</u>	<u>620,723</u>

**7. SUPPORT COSTS**

	Management £
Charitable activities	<u>52,459</u>

**8. GOVERNANCE COSTS**

	31/3/13 £	31/3/12 £
Auditors' remuneration	<u>2,713</u>	<u>2,241</u>

**9. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	31/3/13 £	31/3/12 £
Auditors' remuneration	2,713	2,241
Depreciation - owned assets	<u>4,929</u>	<u>6,567</u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2013 nor for the year ended 31 March 2012.

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2013**

**11. STAFF COSTS**

	31/3/13 £	31/3/12 £
Wages and salaries	292,930	314,670
Social security costs	23,492	8,138
Other pension costs	6,359	3,143
	322,781	325,951

**12. TANGIBLE FIXED ASSETS**

	Freehold property £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 April 2012	421,281	5,279	22,941	449,501
Additions	-	336	4,142	4,478
	421,281	5,615	27,083	453,979
<b>DEPRECIATION</b>				
At 1 April 2012	-	5,278	9,214	14,492
Charge for year	-	39	4,890	4,929
	-	5,317	14,104	19,421
<b>NET BOOK VALUE</b>				
At 31 March 2013	421,281	298	12,979	434,558
At 31 March 2012	421,281	1	13,727	435,009

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/3/13 £	31/3/12 £
Trade debtors	31,304	3,505
Other debtors	906	-
Prepayments and accrued income	50,176	7,505
	82,386	11,010

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/3/13 £	31/3/12 £
Trade creditors	20,027	13,593
Other creditors	176	-
Accruals and deferred income	13,420	234,062
	33,623	247,655

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2013**

**15. OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year:

	31/3/13 £	31/3/12 £
Expiring:		
Between one and five years	4,822	4,821
	<u>4,822</u>	<u>4,821</u>

**16. MOVEMENT IN FUNDS**

	At 1/4/12 £	Net movement in funds £	Transfers between funds £	At 31/3/13 £
<b>Unrestricted funds</b>				
General fund	408,524	41,387	975	450,886
Cheshire East Council Training	-	4,408	284	4,692
	<u>408,524</u>	<u>45,795</u>	<u>1,259</u>	<u>455,578</u>
<b>Restricted funds</b>				
Cheshire East Council Training	284	-	(284)	-
Big Lottery Fund Basis 1	13,113	(13,113)	-	-
Big Lottery Fund Basis 2 Volunteering	10,504	(10,504)	-	-
Big Lottery Fund Basis 2 Rural Worker Property (Lottery) - Hope Street, Sandbach	2,526	(2,526)	-	-
Central & East Cheshire PCT (Gatefield Street, Crewe)	186,282	-	-	186,282
Central & Eastern Cheshire PCT Grant Awards For All (Big Lottery Fund)	35,714	-	-	35,714
Cheshire East Migrant Volunteer Co-ordinator	35,015	(33,527)	-	1,488
Co-op Community Fund	-	1,158	-	1,158
Transforming Local Infrastructure Fund	10,996	(10,996)	-	-
Healthwatch	988	(13)	(975)	-
EC NHS Trust	-	75,232	-	75,232
	-	32,514	-	32,514
	-	19,500	-	19,500
	<u>295,422</u>	<u>57,725</u>	<u>(1,259)</u>	<u>351,888</u>
<b>TOTAL FUNDS</b>	<u>703,946</u>	<u>103,520</u>	<u>-</u>	<u>807,466</u>

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2013**

**16. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	54,860	(13,473)	41,387
Cheshire East Council Training	13,880	(9,472)	4,408
Cheshire East Borough Council	171,266	(171,266)	-
	<u>240,006</u>	<u>(194,211)</u>	<u>45,795</u>
<b>Restricted funds</b>			
Big Lottery Fund Basis 1	81,596	(94,709)	(13,113)
Big Lottery Fund Basis 2 Volunteering	15,631	(26,135)	(10,504)
Central & Eastern Cheshire PCT Grant	500	(34,027)	(33,527)
Co-op Community Fund	(1)	(12)	(13)
Transforming Local Infrastructure Fund	293,630	(218,398)	75,232
Big Lottery Fund Basis 2 Rural Worker	17,741	(20,267)	(2,526)
Awards For All (Big Lottery Fund)	5,420	(4,262)	1,158
Cheshire East Migrant Volunteer Co-ordinator	7,777	(18,773)	(10,996)
ESF Community Learning	660	(660)	-
Healthwatch	44,496	(11,982)	32,514
EC NHS Trust	19,500	-	19,500
	<u>486,950</u>	<u>(429,225)</u>	<u>57,725</u>
<b>TOTAL FUNDS</b>	<u><u>726,956</u></u>	<u><u>(623,436)</u></u>	<u><u>103,520</u></u>

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2013**

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**16. MOVEMENT IN FUNDS - continued**

**Nature of restricted funds**

**Basis 1 -**

This was a 5 year big lottery grant which ended in March 2013. The fund was to be spent on providing funding advice to groups with the aim of increasing the capacity and capability of groups to secure the own funding and to increase the amount of funding coming into the sector in cheshire east. The fund was also spent on providing volunteering advice. The aim was to increase the number of people volunteering in cheshire east.

This fund has now ended and all resources have been spent.

**Basis 2 volunteering**

This was a 3 year lottery funded partnership project with Warrington Voluntary Action acting as the lead organisation. Within this project CVS Cheshire East was funded to deliver volunteering advice and support to organisations in Cheshire East. The aim of this was to increase the number of volunteering opportunities available for individuals. The project also aimed to promote these opportunities and increase the number of people volunteering. This project ended on 30th June 2013 and all resources have been spent.

**Basis 2 - Rural Worker**

This was a 3 year lottery funded partnership project with Cheshire Community Action acting as the lead organisation. Within this project CVS Cheshire East was funded to deliver funding and development advice to voluntary and community organisations within the rural areas in Cheshire East. The aim was to up skill the voluntary organisations operating in rural areas and support them to manage their organisation.

**Central and Eastern Cheshire PCT Grant**

This is a 12 month funding agreement from 1st April 2012 - 31st March 2013. The project funds a staff member to work with the voluntary sector and statutory partners in the development of the Joint Strategic Needs Assessment. The aim of the project is to enable the voluntary sector to be able to feed information into the JSNA and ensure that it has a rich source of data which can be used by the commissioners in the design of local services. All of the resources for this project have been utilised

**Awards for All**

This is a Lottery funded project which supports the development of three networks around funding, volunteer management and trustees. The aim of the networks is to provide individuals working or volunteering in Voluntary and community organisations with the knowledge and skills they need while also providing an opportunity for peer to peer networking and sharing of good practice.

This project is scheduled to end on 31st August 2013 and so the additional resources will be carried over in the 2013- 2014 financial year to cover additional activities.

**Cheshire East Migrant Volunteer Coordinator**

This was a 12 month funded position from Cheshire Fire and Rescue to support and encourage individuals from our migrant community to volunteer and become more engaged with their local community. The fund also supported migrant volunteers with their English language skills and provided accredited training in translation to increase their ability to secure employment locally.

This project ended on 31st March 2013 and all resources have been spent.

**Co-op Community fund**

The grant was used to purchase extra equipment for our own use and for that of our member groups.

**Cheshire East Council Training**

This is a contract to deliver training to the voluntary and community organisations. The programme delivers a training pathway to enhance the knowledge and skills base of community members and individuals that work in or volunteer for the voluntary, community and faith sector (VCFS) throughout Cheshire East.

The programme is based on learning pathways designed for 4 groups of learners,

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2013**

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**16. MOVEMENT IN FUNDS - continued**

- \* Trustees or Committee Members,
- \* Staff and volunteers
- \* New volunteers
- \* Community members

Through the programme these learners will develop life skills and the skills and knowledge to effectively manage and run community organisations enabling them to take part in social action. Volunteers will also learn about the benefits of volunteering and what they should expect from the organisations they are volunteering for. Along with gaining new skills it will also increase their confidence and support them in remaining in volunteering long term. The skills provided also improve the individual's employability.

During the financial year 2012-2013 we held one contract which ended on 31st July 2012 and were awarded a new contract which runs from 1st August 2012 to 31st July 2013. All resources from the 2012 contract were spent with some resources from the 2013 contract being carried over in the 2013-2014 financial year.

**Transforming Local Infrastructure Fund**

This is an 18 month long project starting in March 2012 and finishing in September 2013. This project is funded by the Office for Civil Society and is administered by the Big Fund. This is a partnership project where CVS Cheshire East is acting as lead and will be distributing funding to other partners to deliver elements of the project. The other organisations involved in this project are Cheshire Community Action, Network for Europe, Learning Together Cheshire and Warrington, Disability Information Bureau, Youth Federation, Cheshire Halton and Warrington Race and Equality Centre, Cheshire and Warrington Social Enterprise Partnership and the Lesbian and Gay Foundation.

The aim of this project is to bring together the infrastructure organisations listed above and transform how they work together to improve the quality of the front line service delivered. This project will be focusing on streamlining the quality of front line information, delivering a leadership and enterprising training programme for all staff, improving relationships with businesses and the statutory sector and developing a longer term partnership for joint bids.

This project underspent in the year 2012-2013 and so resources are being carried forward to be spent during 2013-2014.

**East Cheshire NHS Trust**

This is a 12 month long project starting in March 2013 to March 2014. The aim of the project is to manage the internal volunteering programme for the East Cheshire NHS Trust and ensure that the Trusts strategy for volunteering is achieved.

**Healthwatch Cheshire East**

This is a 12 month contact starting on 14th January 2013 with the potential to extend up to 3 years to set up and deliver the Local Healthwatch Service for Cheshire East. This contract is being delivered in a partnership arrangement with CVS Cheshire East acting as the lead. The other partners involved are Age UK Cheshire, Age UK Cheshire East, CAB Cheshire East, CAB Cheshire East North, Youth Federation and Disability Information Bureau. The contract is paid quarterly in arrears with the first payment expected to be received by May 2013.

**ESF Community Learning**

This project is funded by the European Social Fund and runs from 1st April 2013 - 31st December 2013. The aim of this project is to provide free training courses for unemployed or economically inactive people in two age groups, with no volunteering experience, in order to give them skills which voluntary and community organisations commonly seek in their volunteers and then to support them into a placement.

**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2013**

	31/3/13 £	31/3/12 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	2,164	860
<b>Activities for generating funds</b>		
Rental income	11,614	9,777
Other income	30,206	16,126
	41,820	25,903
<b>Investment income</b>		
Deposit account interest	2,563	453
<b>Incoming resources from charitable activities</b>		
Training	13,880	14,728
Healthwatch	44,496	-
Consultancy	4,280	-
Grants	617,753	387,255
	680,409	401,983
<b>Total incoming resources</b>	726,956	429,199
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Wages	260,708	280,057
Employers NI	20,908	7,243
Pensions	5,659	2,797
Rates and water	1,785	1,023
Insurance	2,050	2,926
Light and heat	7,656	7,067
Telephone	5,773	6,131
Postage and stationery	3,020	4,261
Advertising	26,904	2,821
Sundries	1,373	5,365
Repairs and maintenance	3,772	5,907
Subscriptions and donations	9,360	862
Cleaning	9,570	5,036
Travel and subsistence	9,747	7,142
Legal and professional costs	4,793	12,814
Bank charges	42	30
Staff training	16,115	14,461
Bad debts	77	-
Computer costs	35,278	14,313
Carried forward	424,590	380,256

This page does not form part of the statutory financial statements



**COMMUNITY AND VOLUNTARY SERVICES  
CHESHIRE EAST**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2013**

	31/3/13 £	31/3/12 £
<b>Charitable activities</b>		
Brought forward	424,590	380,256
Distribution to TLI Partners	138,745	-
Depreciation	4,929	6,567
	568,264	386,823
<b>Governance costs</b>		
Auditors' remuneration	2,713	2,241
<b>Support costs</b>		
<b>Management</b>		
Wages	32,222	34,613
Employers NI	2,584	895
Pensions	700	346
Rates and water	221	126
Insurance	253	361
Light and heat	946	873
Telephone	713	757
Postage and stationery	373	527
Advertising	3,325	348
Sundries	169	663
Repairs and maintenance	466	730
Subscriptions and donations	1,156	106
Cleaning	1,182	622
Travel and subsistence	1,205	882
Legal and professional costs	592	1,583
Staff training	1,992	1,798
Computer costs	4,360	1,274
	52,459	46,504
<b>Total resources expended</b>	623,436	435,568
<b>Net income/(expenditure)</b>	103,520	(6,369)

This page does not form part of the statutory financial statements