

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

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014
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 2014**

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**COMMUNITY AND VOLUNTARY SERVICES
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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2014**

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 2014. 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 Priaulx

- resigned 2/12/13

Chair of Trustee
Board

D W Hunter

J Halliday

M Beswick

F Perriman

G Melmoth

- appointed 2/12/13

- appointed 2/12/13

- appointed 2/12/13

Senior Statutory Auditor

M Snape FCCA FMAAT

Auditors

Howard Worth

Chartered Accountants and

Statutory Auditors

Drake House

Gadbrook Park

Northwich

Cheshire

CW9 7RA

Chief Executive officer

Caroline O'Brien

**COMMUNITY AND VOLUNTARY SERVICES
CHESHIRE EAST**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2014**

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.

Recruitment and appointment of new trustees

CVS Cheshire East seeks to have a maximum of 12 members of the board, 7 elected from the membership and up to 5 co-opted for specific skills, knowledge and experiences. When a vacancy for a membership position arises, it is advertised to all member organisations. It is accepted that members have the right to elect those individuals that they feel represent their interests, however, existing board members have the responsibility to ensure that the needs of the organisation in terms of governance are met by those elected. The Board seeks to do this by adopting a system of recommending trustee appointments to the membership. The membership will then be able to choose and elect a recommended candidate(s) to the Board. When a need arises to co-opt a member with specific skills or knowledge the process will be managed through open recruitment with interviews with successful candidates being invited onto the board. The existing board will then recommend to the membership that the co-opted individuals be ratified as trustees at the next AGM.

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

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.

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STRUCTURE, GOVERNANCE AND MANAGEMENT

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
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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2014**

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

Through developing, supporting and collaborating with organisations we create a vibrant voluntary and community sector in Cheshire East.

Mission

- To deliver high quality support to our members through in-depth knowledge and understanding
- To build strong, effective relationships with our members and partners
- To enable the voluntary and community sector to deliver, shape and influence local services

Strategic Aims

1. To ensure CVS Cheshire East is a quality organisation that understands and responds to the needs of its members
2. To provide support to develop strong, skilled voluntary and community groups and enable the creation of sustainable new organisations
3. To promote and recognise the value of volunteering and to stimulate and ensure good practice in volunteer development and support
4. To champion change and engagement through partnership and collaborative working and the facilitation of the voice of the sector

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

Strategies for achieving these objectives

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

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2014**

OBJECTIVES AND ACTIVITIES

Objectives and aims

1. To have a sustainable outcome based model to ensure that core services can continue to be delivered effectively and efficiently to members
2. Having a skilled and knowledgeable Trustee, staff and volunteer team
3. Ensure that our members are able to access specific information and specialist answers and guidance to resolve issues or questions
4. That our members able to develop and work effectively and are aware of how they should be operating in line with good practice.
5. Supporting our members to recruit suitable volunteers to enable them to deliver services providing enriching opportunities for volunteers
6. Identifying and addressing the key issues that are affecting VCS organisations bringing about positive change
7. Raising the profile and perception of the sector
8. Enabling VCS organisations to have a strong voice locally

**COMMUNITY AND VOLUNTARY SERVICES
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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2014**

OBJECTIVES AND ACTIVITIES

Significant activities

The Trustees have continued to focus on ensuring good governance for the charity. In December 2013 3 new Trustees were voted onto the board. The board has also spent time working on a new strategy for 2014-2015 to drive forward change and ensure that the organisation is sustainable.

CVS Cheshire East worked with partners to complete the Transforming Local Infrastructure project. This led to the development of a new brand for the partnership and an increase in the amount of collaboration between the partners. The partnership ran 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 brought 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 launched a redesigned Volunteering service in July 2013. The focus of the new service is to ensure that CVS Cheshire East fills the opportunities of our members and providing them with the best quality volunteers. This process has been monitored and evaluated during the year with changes made to reflect the needs of the members. .

Healthwatch Cheshire East

CVS Cheshire East has appointed the Chief Officer to fulfil the role of Director for Healthwatch. CVS Cheshire East continued to act as lead for the consortium providing the staffing, office and management support for Healthwatch Cheshire East. During 2013-2014 the focus has been to set up the service and to ensure that this is meeting the contractual requirements. During this time 1 staff member out of 4 from LINK were TUPE over to CVS Cheshire East to work on the service. The other staff members decided not to transfer over.

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, during the year CVS Cheshire East worked with partners and redesigned and rebranded The 'Congress' to The 'Voice'. The aim of this was to make it easier to understand by the sector.
- 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 second twelve months of the Joint Strategic Needs Assessment (JSNA) project with the Local authority and 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. This project has successfully supported the Trust to be able to deliver against its Strategy for Volunteering and Giving, and has established and developed a responsive and skilled volunteer workforce and embeds the concept of giving as a key business practice. This project was given approval to continue until March 2015.

**COMMUNITY AND VOLUNTARY SERVICES
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**REPORT OF THE TRUSTEES
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OBJECTIVES AND ACTIVITIES

Grantmaking

CVS Cheshire East does not currently provide direct grants to other organisations. CVS Cheshire East has continued to be the Panel Partner for the Crewe North and South Community First Panels. We has facilitated 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.

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.

Volunteers

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

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ACHIEVEMENT AND PERFORMANCE

Charitable activities

CVS Cheshire East has had a key role in bringing together the sector, and facilitating improved communication between organisations. We asked whether and how we have helped our members communicate better with each other. Organisations reported using CVS services as follows:

Networking events: 48%

Training: 22%

Email groups / networks: 14%

Social media: 6%

Personal introductions: 10%

This improved communication with other VCFS organisations, facilitated by CVS, has led to organisations feeling more supported by peers, seeking opportunities to work in partnership, sharing experiences and resources. Some of the comments from organisations were:

- o Helps give different eyes and ideas. Can share issues or concerns and approach things differently.
- o Peer support, finding out latest trends, sharing good practice, finding out about news, training and vacancies

145 different organisations have been supported with information, advice and guidance from CVS. We have delivered a total of 354 interventions, either by phone, email or meetings to support groups in whichever areas of the development that they identify. Organisations were asked whether CVS had helped increase their confidence in running their organisation, 78% said yes.

CVS Cheshire East has been encouraging organisations through resources, bulletins, training 1:1 support to consider the range of funding options available to them rather than the same methods that have been used already. We asked organisations whether our work had helped them identify a broader range of funding options than were previously considered, 74% said yes.

The CVS Cheshire East website has been redesigned and includes resources and useful links for organisations to access 'self serve' support. In addition, The Ask website provided up to date information from a range of partners, including a popular venue search facility.

CVS Cheshire East distributed information bulletins twice a month, 2161 individuals received these, and they are highly valued.

The volunteering service continued to grow, we have partnered with most of the local newspapers in the region, and the community radio stations as well as having a National online presence through Guardian Jobs, Jobsite etc. During 2013-14 CVS Cheshire East has supported 184 organisations in good practice on volunteering, or help recruiting volunteers.

The voice of the sector was rebranded and currently banks of experts are being recruited to support on specific issues. Recent consultation has shown that many members aren't aware of the Voice and so this was be the focus in the last part of the year.

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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 2013-2014 the Trustees budgeted to have a deficit and to use reserves to cover this shortfall. The Trustees are working to ensure that there is a more balanced budget for 2014-2015.

During 2013-2014 the Transforming Local Infrastructure project came to an end.

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 5% reduction on the 2012-2013 agreement.

The support cost salaries have increased by around 63% this is due to the employment of a New Business Manager whose role is to build the financial stability of the organisation and bring in new income from corporate partners.

Overall the total funds for the organisation have remained fairly static over the last 3 years. In the year to 31 March 2013 the net assets increased by £103,520 as a result of the surplus generated during that year. In the year to 31 March 2014 the net assets have reduced by £112,703 as a result of the deficit generated during the year. The attached accounts show that the income reduced by approximately 22% and expenditure has increased by 9%. The reduction in income results from the following; Big Lottery funding received in 2013 was £114,968, this funding ceased in 2012/13. Transforming Local infrastructure funding was reduced by £186,722 as the project ended in 2013/14. These decreases were offset by the increase in Healthwatch funding of £144,361. Expenditure increases are mainly due to the increased activity on the Healthwatch project.

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 include:

- Implementation of a robust Outcomes/Outputs recording and reporting process
- Implementation of a Quality Process for continuous improvement with members needs at its centre
- Review of the Membership including the potential development of a charging model
- Encouraging and promoting volunteers amongst target groups
- Development of a diagnostic (Gripp) tool and programme of support
- Development of a Market Place with a range of services for members
- Development of the Voice including: Thematic groups and Cross sector working

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2014**

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 Prialux - Trustee

Date: 29 October 2014

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

We have audited the financial statements of Community and Voluntary Services Cheshire East for the year ended 31 March 2014 on pages thirteen to twenty three. 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 ten, 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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2014 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**

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 from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

M Snape

M Snape FCCA FMAAT (Senior Statutory Auditor)
for and on behalf of Howard Worth
Chartered Accountants and
Statutory Auditors
Drake House
Gadbrook Park
Northwich
Cheshire
CW9 7RA

Date: *11/11/14*

**COMMUNITY AND VOLUNTARY SERVICES
CHESHIRE EAST**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2014**

	Not es	Unrestricted funds £	Restricted funds £	31/3/14 Total funds £	31/3/13 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	5,002	-	5,002	2,164
Activities for generating funds	3	41,133	-	41,133	41,820
Investment income	4	1,491	-	1,491	2,563
Incoming resources from charitable activities 5					
Incoming resources from charitable activities		-	-	-	175,299
Cheshire East Council Training		8,916	-	8,916	13,880
Big Lottery Fund Basis 1		-	-	-	81,597
Big Lottery Fund Basis 2 Volunteering		-	-	-	15,630
Big Lottery Fund Basis 2 Rural Worker		-	-	-	17,741
JSNA Public Health		-	35,001	35,001	500
Awards For All (Big Lottery Fund)		-	-	-	5,420
Cheshire East Migrant Volunteer Co-ordinator		-	-	-	7,777
Transforming Local Infrastructure		-	106,907	106,907	293,629
ESF Community Learning		-	9,826	9,826	660
Healthwatch		-	177,501	177,501	44,496
EC NHS Trust		-	19,500	19,500	19,500
Consultancy		-	-	-	4,280
Cheshire East Council Core Activities		-	162,703	162,703	-
Total incoming resources		56,542	511,438	567,980	726,956
RESOURCES EXPENDED					
Charitable activities 6					
Charitable activities		65,365	-	65,365	182,026
Cheshire East Council Training		2,649	-	2,649	9,472
Big Lottery Fund Basis 1		-	-	-	94,709
Big Lottery Fund Basis 2 Volunteering		-	-	-	26,135
Big Lottery Fund Basis 2 Rural Worker		-	-	-	20,267
JSNA Public Health		-	35,001	35,001	34,027
Awards For All (Big Lottery Fund)		-	1,158	1,158	4,262
Cheshire East Migrant Volunteer Co-ordinator		-	-	-	18,773
Co-op Community Fund		-	-	-	12
Transforming Local Infrastructure		-	182,140	182,140	218,398
ESF Community Learning		-	9,826	9,826	660
Healthwatch		-	180,152	180,152	11,982
EC NHS Trust		-	39,000	39,000	-
Cheshire East Council Core Activities		-	162,703	162,703	-
Governance costs 8		2,689	-	2,689	2,713
Total resources expended		70,703	609,980	680,683	623,436

The notes form part of these financial statements

**COMMUNITY AND VOLUNTARY SERVICES
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**STATEMENT OF FINANCIAL ACTIVITIES - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2014**

	Not es	Unrestricted funds £	Restricted funds £	31/3/14 Total funds £	31/3/13 Total funds £
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		(14,161)	(98,542)	(112,703)	103,520
Gross transfers between funds	16	<u>25,298</u>	<u>(25,298)</u>	-	-
Net incoming/(outgoing) resources		11,137	(123,840)	(112,703)	103,520
RECONCILIATION OF FUNDS					
Total funds brought forward		455,578	351,888	807,466	703,946
TOTAL FUNDS CARRIED FORWARD		<u>466,715</u>	<u>228,048</u>	<u>694,763</u>	<u>807,466</u>

The notes form part of these financial statements

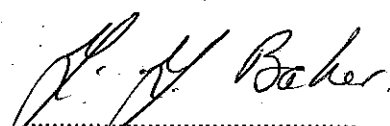
**COMMUNITY AND VOLUNTARY SERVICES
CHESHIRE EAST**

**BALANCE SHEET
AT 31 MARCH 2014**

	Not es	Unrestricted funds £	Restricted funds £	31/3/14 Total funds £	31/3/13 Total funds £
FIXED ASSETS					
Tangible assets	12	212,786	221,996	434,782	434,558
CURRENT ASSETS					
Debtors	13	48,404	45,053	93,457	82,386
Cash at bank and in hand		<u>219,094</u>	<u>-</u>	<u>219,094</u>	<u>324,145</u>
		267,498	45,053	312,551	406,531
CREDITORS					
Amounts falling due within one year	14	(13,569)	(39,001)	(52,570)	(33,623)
NET CURRENT ASSETS		<u>253,929</u>	<u>6,052</u>	<u>259,981</u>	<u>372,908</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>466,715</u>	<u>228,048</u>	<u>694,763</u>	<u>807,466</u>
NET ASSETS		<u>466,715</u>	<u>228,048</u>	<u>694,763</u>	<u>807,466</u>
FUNDS	16				
Unrestricted funds				466,715	455,578
Restricted funds				<u>228,048</u>	<u>351,888</u>
TOTAL FUNDS				<u>694,763</u>	<u>807,466</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 29 October 2014 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 2014**

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. Income is deferred when the funding documents specifies such treatment.

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. Non recoverable VAT is classified against the expenditure to which it relates.

Allocation and apportionment of costs

Overhead costs are allocated to different activities on the basis of the staff numbers involved.

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

	31/3/14	31/3/13
	£	£
Donations	<u>5,002</u>	<u>2,164</u>

**COMMUNITY AND VOLUNTARY SERVICES
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2014**

3. ACTIVITIES FOR GENERATING FUNDS

	31/3/14	31/3/13
	£	£
Rental income	12,391	11,614
Other income	<u>28,742</u>	<u>30,206</u>
	<u>41,133</u>	<u>41,820</u>

4. INVESTMENT INCOME

	31/3/14	31/3/13
	£	£
Deposit account interest	<u>1,491</u>	<u>2,563</u>

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	31/3/14	31/3/13
		£	£
Grants	Incoming resources from charitable activities	-	175,299
Training	Cheshire East Council Training	8,916	13,880
Grants	Big Lottery Fund Basis 1	-	81,597
Grants	Big Lottery Fund Basis 2 Volunteering	-	15,630
Grants	Big Lottery Fund Basis 2 Rural Worker	-	17,741
Grants	JSNA Public Health	35,001	500
Grants	Awards For All (Big Lottery Fund)	-	5,420
Grants	Cheshire East Migrant Volunteer Co-ordinator	-	7,777
Grants	Transforming Local Infrastructure	106,907	293,629
Grants	ESF Community Learning	9,826	660
Healthwatch	Healthwatch	177,501	44,496
Grants	EC NHS Trust	19,500	19,500
Consultancy	Consultancy	-	4,280
Grants	Cheshire East Council Core Activities	<u>162,703</u>	<u>-</u>
		<u>520,354</u>	<u>680,409</u>

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

	31/3/14	31/3/13
	£	£
Other grants	10,173	31,970
Cheshire East Council	162,355	171,266
Clinical Commissioning Group & Public Health	35,001	500
Lottery	106,908	414,017
NHS Trust	<u>19,500</u>	<u>-</u>
	<u>333,937</u>	<u>617,753</u>

**COMMUNITY AND VOLUNTARY SERVICES
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2014**

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
Charitable activities	-	65,365	65,365
Cheshire East Council Training	2,649	-	2,649
JSNA Public Health	35,001	-	35,001
Awards For All (Big Lottery Fund)	1,158	-	1,158
Transforming Local Infrastructure	182,140	-	182,140
ESF Community Learning	9,826	-	9,826
Healthwatch	180,152	-	180,152
EC NHS Trust	39,000	-	39,000
Cheshire East Council Core Activities	<u>162,703</u>	-	<u>162,703</u>
	<u>612,629</u>	<u>65,365</u>	<u>677,994</u>

7. SUPPORT COSTS

	Management £
Charitable activities	<u>78,072</u>

8. GOVERNANCE COSTS

	31/3/14 £	31/3/13 £
Auditors' remuneration	<u>2,689</u>	<u>2,713</u>

9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31/3/14 £	31/3/13 £
Auditors' remuneration	2,689	2,713
Depreciation - owned assets	<u>6,847</u>	<u>4,929</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2014 nor for the year ended 31 March 2013.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2014 nor for the year ended 31 March 2013.

**COMMUNITY AND VOLUNTARY SERVICES
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2014**

11. STAFF COSTS

	31/3/14 £	31/3/13 £
Wages and salaries	339,505	292,930
Social security costs	28,056	23,492
Other pension costs	<u>8,116</u>	<u>6,359</u>
	<u><u>375,677</u></u>	<u><u>322,781</u></u>

The average monthly number of employees during the year was as follows:

	31/3/14	31/3/13
Full & part time equivalents	<u>21</u>	<u>17</u>

No employees received emoluments in excess of £60,000.

12. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 April 2013	421,281	5,615	27,083	453,979
Additions	<u>-</u>	<u>1,401</u>	<u>5,670</u>	<u>7,071</u>
At 31 March 2014	<u><u>421,281</u></u>	<u><u>7,016</u></u>	<u><u>32,753</u></u>	<u><u>461,050</u></u>
DEPRECIATION				
At 1 April 2013	-	5,317	14,104	19,421
Charge for year	<u>-</u>	<u>424</u>	<u>6,423</u>	<u>6,847</u>
At 31 March 2014	<u>-</u>	<u><u>5,741</u></u>	<u><u>20,527</u></u>	<u><u>26,268</u></u>
NET BOOK VALUE				
At 31 March 2014	<u><u>421,281</u></u>	<u><u>1,275</u></u>	<u><u>12,226</u></u>	<u><u>434,782</u></u>
At 31 March 2013	<u><u>421,281</u></u>	<u><u>298</u></u>	<u><u>12,979</u></u>	<u><u>434,558</u></u>

**COMMUNITY AND VOLUNTARY SERVICES
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2014**

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/14	31/3/13
	£	£
Trade debtors	43,941	31,304
Other debtors	-	906
Prepayments and accrued income	<u>49,517</u>	<u>50,176</u>
	<u>93,458</u>	<u>82,386</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/14	31/3/13
	£	£
Trade creditors	10,871	20,027
Other creditors	-	176
Accruals and deferred income	<u>41,700</u>	<u>13,420</u>
	<u>52,571</u>	<u>33,623</u>

Included in Accruals & deferred income is an amount of £39,000 relating to NHS Hospital funding for the year to 31 March 2015. The deferred income brought forward from the previous year of £4,410 relating to the ESF Community Learning project has all been released during the current year.

15. OPERATING LEASE COMMITMENTS

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

	31/3/14	31/3/13
	£	£
Expiring:		
Between one and five years	<u>4,882</u>	<u>4,822</u>

**COMMUNITY AND VOLUNTARY SERVICES
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2014**

16. MOVEMENT IN FUNDS

	At 1/4/13 £	Net movement in funds £	Transfers between funds £	At 31/3/14 £
Unrestricted funds				
General fund	450,886	(20,428)	25,298	455,756
Cheshire East Council Training	<u>4,692</u>	<u>6,267</u>	<u>-</u>	<u>10,959</u>
	455,578	(14,161)	25,298	466,715
Restricted funds				
Property (Lottery) - Hope Street, Sandbach	186,282	-	-	186,282
Strategic Health Authority (Gatefield Street, Crewe)	35,714	-	-	35,714
JSNA Public Health	1,488	-	(1,488)	-
Awards For All (Big Lottery Fund)	1,158	(1,158)	-	-
Transforming Local Infrastructure Fund	75,232	(75,232)	-	-
Healthwatch	32,514	(2,652)	(23,810)	6,052
EC NHS Trust	<u>19,500</u>	<u>(19,500)</u>	<u>-</u>	<u>-</u>
	351,888	(98,542)	(25,298)	228,048
TOTAL FUNDS	<u>807,466</u>	<u>(112,703)</u>	<u>-</u>	<u>694,763</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	47,627	(68,055)	(20,428)
Cheshire East Council Training	<u>8,916</u>	<u>(2,649)</u>	<u>6,267</u>
	56,543	(70,704)	(14,161)
Restricted funds			
JSNA Public Health	35,001	(35,001)	-
Awards For All (Big Lottery Fund)	-	(1,158)	(1,158)
Transforming Local Infrastructure Fund	106,908	(182,140)	(75,232)
ESF Community Learning	9,826	(9,826)	-
Healthwatch	177,499	(180,151)	(2,652)
EC NHS Trust	19,500	(39,000)	(19,500)
Cheshire East Borough Council	<u>162,703</u>	<u>(162,703)</u>	<u>-</u>
	511,437	(609,979)	(98,542)
TOTAL FUNDS	<u>567,980</u>	<u>(680,683)</u>	<u>(112,703)</u>

**COMMUNITY AND VOLUNTARY SERVICES
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2014**

16. MOVEMENT IN FUNDS - continued

JSNA Public Health

This is a 12 month funding agreement from 1st April 2013 - 31st March 2014. 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 ended on 31st August 2013.

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,

- * 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 2013-2014 we held one contract which ended on 31st July 2013 and were awarded a new contract which runs from 1st August 2013 to 31st July 2014. All resources from the 2013 contract were spent with some resources from the 2014 contract being carried over in the 2014-2015 financial year.

Transforming Local Infrastructure Fund

This is an 18 month long project which finished in September 2013. This project was funded by the Office for Civil Society and is administered by the Big Fund. This is a partnership project where CVS Cheshire East is acted as lead and distributed funding to other partners to deliver elements of the project. The other organisations involved in this project were 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.

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.

**COMMUNITY AND VOLUNTARY SERVICES
CHESHIRE EAST**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2014**

16. MOVEMENT IN FUNDS - continued

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. Approval for continuation of the funding was approved with funding received to cover the cost of the project until March 2015.

Healthwatch Cheshire East

This contract started 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. The Contract received its first extension on January 2014 for 12 months until 2015. There is the potential for this contract to be extended for an additional 12 months.

ESF Community Learning

This project was funded by the European Social Fund and was completed on 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 2014**

	31/3/14 £	31/3/13 £
INCOMING RESOURCES		
Voluntary income		
Donations	5,002	2,164
Activities for generating funds		
Rental income	12,391	11,614
Other income	<u>28,742</u>	<u>30,206</u>
	41,133	41,820
Investment income		
Deposit account interest	1,491	2,563
Incoming resources from charitable activities		
Training	8,916	13,880
Healthwatch	177,501	44,496
Consultancy	-	4,280
Grants	<u>333,937</u>	<u>617,753</u>
	<u>520,354</u>	<u>680,409</u>
Total incoming resources	567,980	726,956
RESOURCES EXPENDED		
Charitable activities		
Wages	299,574	260,708
Employers NI	23,914	20,908
Pensions	6,253	5,659
Rates and water	594	1,785
Insurance	2,277	2,050
Light and heat	7,397	7,656
Telephone	7,921	5,773
Postage and stationery	2,924	3,020
Advertising	36,534	26,904
Sundries	849	1,373
Repairs and maintenance	6,424	3,772
Subscriptions and donations	1,063	9,360
Cleaning	15,602	9,570
Travel and subsistence	15,665	9,747
Legal and professional costs	26,770	4,793
Carried forward	441,054	373,078

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 2014**

	31/3/14 £	31/3/13 £
Charitable activities		
Brought forward	441,054	373,078
Bank charges	28	42
Staff training	7,396	16,115
Bad debts	-	77
Computer costs	36,968	35,278
Distribution to TLI Partners	107,629	138,745
Depreciation	<u>6,847</u>	<u>4,929</u>
	612,629	568,264
Governance costs		
Auditors' remuneration	2,689	2,713
Support costs		
Management		
Wages	39,931	32,222
Employers NI	4,142	2,584
Pensions	1,863	700
Rates and water	80	221
Insurance	310	253
Light and heat	1,008	946
Telephone	1,080	713
Postage and stationery	45	373
Advertising	-	3,325
Sundries	115	169
Repairs and maintenance	876	466
Subscriptions and donations	-	1,156
Cleaning	2,127	1,182
Travel and subsistence	-	1,205
Legal and professional costs	8,280	592
Staff training	1,008	1,992
Computer costs	<u>4,500</u>	<u>4,360</u>
	65,365	52,459
Total resources expended	680,683	623,436
Net (expenditure)/income	<u>(112,703)</u>	<u>103,520</u>

This page does not form part of the statutory financial statements