

CVS Cheshire East

Charity No. 1132927

Company No. 07019841

Trustees' Report and Unaudited Accounts

31 March 2017

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CVS Cheshire East
TRUSTEES ANNUAL REPORT

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 March 2017.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 07019841

Charity No. 1132927

Principal Office

11 Hope Street
Sandbach
Cheshire
CW11 1BA

Registered Office

11 Hope Street
Sandbach
Cheshire
CW11 1BA

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.
The following Directors and Trustees served during the year:

F.Y. Baker	
M. Beswick	
W.E. Gregory	
G. Melmoth	Resigned 5th October 2016
R.M. Owen	
F. Perriman	Resigned 28th October 2016
A.E. Pickup	Chair
D.J. Priaulx	Resigned 5th October 2016

Directors of Corporate Trustees

A E Pickup	M Beswick	R M Owen
F Y Baker	W E Gregory	F Perriman Resigned 28th October 2016
G Melmoth Resigned 5th October 2016		D J Priaulx Resigned 5th October 2016

Key Management Personnel

Ms Caroline O'Brien
Chief Executive Office

Ms Alison Cullen
Interim Chief Executive Officer at the date of reporting

CVS Cheshire East
TRUSTEES ANNUAL REPORT

Accountants
Shires Accountants Limited
Checkley Grange
Checkley Lane
Wrinehill
Cheshire
CW3 9DA

Bankers
CAF Bank
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

CVS Cheshire East

OBJECTIVES AND ACTIVITIES

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

Building strong empowered communities that make a difference

Aims

Building Dynamic Communities

Build strong self-motivated communities that are connected, skilled, informed and knowledgeable

Inspiring Volunteering

Inspire the community to volunteer and showcase the diverse range of roles available within the community

Empowering a Voice

Empower the voluntary and community sector to have a strong voice

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. This includes reviewing the operational structure to increase the number of volunteer roles within the Charity.
2. Implement the organisational strategic aims and objectives to meet the aims above.

Strategies for achieving these objectives

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

1. Implementation of a robust Outcomes/Outputs recording and reporting process.
2. Listen to and act on the views of volunteers and the wider VCS utilising and developing the links within the Cross Sector working group.
3. Review of organisational activities to increase the role of volunteering within service delivery.
4. Development of a quality assurance process (GRIPP) and programme of support and training to enable members to work effectively and operate in line with good practice. Ensuring that this process is recognised by Commissioners and funders.
5. Organisational marketing and branding review with particular focus on the name of the organisation.

CVS Cheshire East
OBJECTIVES AND ACTIVITIES cont.

SIGNIFICANT ACTIVITIES

Diagnostic Tool and GRIPP

CVS Cheshire East has continued to implement a new diagnostic tool called GRIPP. This tool has been supported by the local commissioners and has been developed to be an assurance process which is designed for small organisations to work through and enable them to publicly evidence how they are working. This process has been adopted by the Community Hubs and all organisations within the Hubs must have the assurance certificate. All resources on the website and training programme are now being built around the themes within GRIPP.

Healthwatch Cheshire East

2016-2017 was the final year CVS Cheshire East held the contract for the delivery of Healthwatch Cheshire East. During this year they supported Healthwatch Cheshire West to bid for the new Healthwatch Cheshire contract. This was successful and CVS Cheshire East will be on the board of directors for the new company.

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 to continue to build involvement in The 'Voice'. During this year the cross sector working group has seen strides forward and there has been a greater number of issues raised by the VCS.
- 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

CVS Cheshire East has completed the first year of the new contract for 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 project continues to achieve 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 priorities for the next year continue to be:

- 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

CVS Cheshire East

OBJECTIVES AND ACTIVITIES cont.

CVS Cheshire East has completed the fourth year of support 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 2018.

Grant making

CVS Cheshire East does not currently provide direct grants to other organisations.

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 15. During 2016-2017 the Charity is committed to increasing the number of volunteers supporting a range of functions within the charity and enabling us to deliver more to our members and the wider network.

CVS Cheshire East ACHIEVEMENT AND PERFORMANCE

Charitable activities

During 2016-2017 CVS Cheshire East has been working towards their vision of:

'Building strong empowered communities that make a difference'

The following report shows how the activities undertaken have supported the achievement of the missions and outcomes.

Building Dynamic Communities

Over the year 317 organisations have been supported with development through 1257 advice sessions.

23% of the advice sessions delivered have had a focus on funding with 1% focusing on general governance.

Organisations were also supported on other topics including, finance, business planning, policies and project management.

27% of the advice sessions focused on account management which enables us to build relationships with our members.

10 new organisations wishing to set up within the VCFS were supported – these have included a waste food café, emotional health and wellbeing services and art therapy for victims of domestic abuse.

Training - 417 individuals from 271 VCFS organisations have attended training sessions on topics such as project management, monitoring and evaluation, income generations, volunteer management, safeguarding, mental health awareness and equality and diversity.

CVS held a conference in October which was well attended and included a range of seminars and topics to support our members and the wider VCFS.

GRIPP - The GRIPP assurance tool was completed by 2 organisations and a further 14 organisations are working towards achieving their assurance mark.

Supporting the development of local networks has remained a priority and 123 individuals have attended the networking sessions.

35 members were supported with 59 funding bids worth £1,902,469, with an average bid size of £36,000.

To date £281,567 has been brought into Cheshire East organisations through CVS Cheshire East's support, this is a 59% increase on 2015-2016 with the remainder of the bids still awaiting a decision, or have not been submitted yet.

Those bids that have been submitted and had a decision, 75% were successful, the main reason for bids being unsuccessful was that competition for funding is high and there was simply not enough money to fund each applicant.

The bids have been submitted to 34 different funding bodies/programmes.

Supporting organisations with funding bids remains a high priority for the Charity during 2017-2018.

CVS Cheshire East

ACHIEVEMENT AND PERFORMANCE cont.

Empowering a Voice

VCFS organisations were encouraged to work together and share experiences and resources through a variety of means. 'Your Space' networks met regularly for volunteer managers, Trustees and Chief Executives. The Trustees and Chief Executives network has met twice over the year with the Volunteer Managers meeting 3 times.

During 16/17 the Cross Sector Working Group met on three occasions.

The issues discussed have included the development and sign off of the GRIPP Quality Assurance process, input into the CCG's Directory of Services for the 111 Service, the development of the Cultural Commissioning Framework by Cheshire East Council, issues relating to the re commissioning of services by the Councils' Adult Services and Children and Families Service and voluntary sector representation on the Health and Wellbeing Board. Forthcoming issues will discuss how the Voluntary Sector can get involved in the Council's development of a new Voluntary Sector Commissioning Framework.

CVS Development officers gather 'voice issues' through networks and 1:1 support sessions. We also encourage organisations to raise any issues with us through the fortnightly 'Voice News' e-bulletin.

Inspiring Volunteering

On average 11% of the advice sessions delivered have had a focus on volunteering good practice and encouraging volunteering. This has supported 63-member organisations.

During 2016-2017 we had the first full year with our new volunteering website this has helped us more accurately report on the number of volunteer roles we advertise and support to fill.

During 2016-2017 there were:

779 volunteer registrations and 387 volunteer opportunities added to the system by 115 organisations
On average volunteers applied for 1.7 opportunities with 50% of opportunities receiving an application.

Promoting volunteering is a priority, this is done through local press, articles, presentations and drop-ins.

The volunteer gala was ever popular, hosted this year at Crewe Theatre with a slightly different format, with over 100 volunteers attending. It was a true evening of celebration and special mention was given to organisations who had achieved awards throughout the year.

CVS Cheshire East STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Community and Voluntary Services (CVS) 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.

CVS 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 experience. 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 now includes 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 and Compliance Sub-Committee
- Funding and Development Sub-Committee
- Policy Sub-Committee

CVS Cheshire East

STRUCTURE, GOVERNANCE AND MANAGEMENT cont.

The Board delegates the day-to-day running of the services to its staff headed by the Chief Executive. 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) 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.

CVS Cheshire East FINANCIAL REVIEW

Reserves policy

The Reserves policy was reviewed by the CVS Cheshire East Board during 2016. 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 Trustees 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

While the account show there is a reduction in overall funds an operational surplus was achieved against the expenditure during 2016-2017 through the use of restricted funding which were received during 2015-2016 and were spent completing projects during 2016-2017.

Core funding was secured from Cheshire East Council; this had no reduction on the 2015-2016 agreement.

New European funding was secured through the Building Better Opportunities fund and an ESF technical assistance project. These funds will continue for 3 years.

The Healthwatch Cheshire East contract finished on 31st March 2017. During 2017-2018 the income of CVS Cheshire East will fall by £178,000 this will be matched by a fall in expenditure that was linked to this 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:

Actively represent a strong strategic voice for the sector and volunteering with local and national partners

- Develop a robust evidence base demonstrating the size and value of activity delivered by the local VCS
 - Begin to work towards establishing a locally recognised image/brand for volunteering
 - Support the development of a wide range of volunteering opportunities
 - Build the networking and peer to peer support which engages the CVS membership
 - Continue to build the paid membership model
- Increase the number of volunteers supporting the delivery of the service.

CVS Cheshire East FUND EXPLANATIONS

Awards for All (Big Lottery - Celebrate!)

This grant is supporting a celebration of community and volunteering in Cheshire East. The 'Party in the Park' event will take place in a town centre park in the summer of 2017 and will follow a 'festival' theme. The event will showcase the work of community groups, the importance of volunteering, and the difference they make to local people and places. Volunteers and the community will be brought together to celebrate the impact of charities and voluntary groups across Cheshire East, and the role that individuals have in making this happen. A volunteer gala evening will then follow the day event.

Cheshire East Borough Council

This is a 12-month agreement from 1st April 2016 – 31st March 2017. The funding covers activity to act as an umbrella organisation to equip and build the capacity of the voluntary, community and faith groups across Cheshire East and provide the resources necessary to sustain and continuously improve their service delivery. This work aims to stimulate and encourage interest in volunteering and community action; provide training, mentoring and networking opportunities; promote good practice, and offer business services. All the resources have been utilised.

A 3-year contract was put out to tender by CEC, CVS Cheshire East were successful in their bid and funding has been agreed until March 2020.

East Cheshire NHS Trust

This is the fifth year of funding with a rolling 12-month contract from February 2016 to March 2017. The aim of the project is to manage the internal volunteering programme for the East Cheshire NHS Trust and ensure that the Trust's strategy for volunteering is achieved. The funding has received approval to continue until March 2018.

ECHO (Big Lottery)

This grant is to fund a volunteer coordinator as part of the MAPA (mental and physical activity) project based in Macclesfield Hospital from 2nd March 2016 – 1st March 2017. The project is delivered in a partnership arrangement with CVS Cheshire East and East Cheshire NHS Trust Charitable Fund. All the resources have been utilised.

European Social Fund - Building Better Opportunities 2016 – 2019 (New Leaf)

The New Leaf project is designed to assist people with multiple or complex barriers to work to move closer to or into employment, by providing targeted mentoring and specialist support to individuals in the Cheshire and Warrington Local enterprise area. The contract will be delivered in a partnership agreement with Golden Gates Housing Trust, CVS Cheshire East and Warrington Voluntary Action.

European Social Fund - Technical Assistance

The contract started on 3rd May 2016 and will continue until 2020. This programme aims to support VCFS organisations to access ESF funding. The contract will be delivered in a partnership agreement with Northwest Universities European Unit Limited, CVS Cheshire East, Warrington Borough Council, Cheshire & Warrington Local Enterprise Partnership and Cheshire West and Chester Council. All the resources have been utilised.

General Fund

The general fund represents the balance of core and unrestricted income which is held to enable the charity to continue to deliver core services.

CVS Cheshire East
FUND EXPLANATIONS cont.

Healthwatch

This contract started on 14th January 2013 and received extensions until 31st March 2017. The contract was put out to tender by CEC and Healthwatch Cheshire West and Chester were successful in their bid. The contract was delivered in a partnership arrangement with CVS Cheshire East, CAB Cheshire East North and Disability Information Bureau. All the resources have been utilised.

HSCVF Timebank

This is the third of a 3-year project funded by the Department of Health to deliver informal volunteering in Macclesfield through a Timebank scheme to support with improving the health and wellbeing of older people. The project ended in December 2016. All the resources have been utilised.

JSNA Public Health

This is year 1 of a 3-year contract running from 1st April 2016 – 31st March 2019 with a possible extension from 1st April 2019 – 31st March 2020. The project has continued to fund 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 has continued to be to enable the voluntary sector to feed information into the JSNA to ensure that it has a rich source of data which can be used by the local commissioners in the design of services. All the resources for this project have been utilised.

Police and Crime Commissioner

The funding received from the Police and Crime commissioner had two aims. The first was to extend the funding secured in 2014-2015 to provide development support to the voluntary sector to enable them to be in a position to bid for future services from the PCC, in particular supporting organisations to achieve the Star Standard. Additional funding was secured to support Cheshire police with the development of the Hate Crime reporting Centre network across Cheshire and Warrington. We are responsible for supporting the Cheshire East network. Funding ran until March 2017 and all the resources for this project have been utilised.

Refugees Welcome

The funding is for a project running from 3rd January 2017 – 2nd January 2018. The project is delivered in partnership with Refugees Welcome; appointing, supporting and supervising volunteers, within the SVRP scheme delivered by Refugees Welcome.

Social Prescribing

This is an 18-month project which started in May 2015 and ended in September 2016. The funding was secured from the Public Health Transformation Fund. Social Prescribing is a non-medical based intervention project supporting individuals to improve their health and wellbeing. This project was delivered in partnership with the Disability Information Bureau. All the resources for this project have been utilised.

Independent Examiner's Report to the trustees of CVS Cheshire East

I report on the accounts of CVS Cheshire East for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and the related notes.

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of CPAA.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under s.145 of the 2011 Act;
- to follow procedures laid down in the general Directions given by the Charity Commission under s.145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with the Companies Act 2006, s.386 and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Charities Statement of Recommended Practice: Accounting and Reporting by Charities,

have not been met: or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr D Trotman
Shires Accountants Limited
Checkley Grange
Checkley Lane
Wrinehill
Cheshire
CW3 9DA
09 August 2017

CVS Cheshire East
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2017

	Notes	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Income and endowments from:					
Donations and legacies	3	5,957	-	5,957	6,191
Charitable activities	4	152,524	174,060	326,584	542,961
Trading activities	5	48,372	-	48,372	74,360
Investments	6	339	-	339	469
Other Grants	7	63,077	-	63,077	-
Total		270,269	174,060	444,329	623,981
Expenditure on:					
Raising funds		-	-	-	-
Management Support	8	-	-	-	65,989
Charitable Activities	9	325,270	202,154	527,424	509,086
Total		325,270	202,154	527,424	575,075
Net gains on investments		-	-	-	-
Net (expenditure)/income	10	(55,001)	(28,094)	(83,095)	48,906
Transfers between funds		35,985	(35,985)	-	(16,287)
Net (expenditure)/income before other gains/(losses)		(19,016)	(64,079)	(83,095)	32,619
Other gains and losses:					
Net movement in funds		(19,016)	(64,079)	(83,095)	32,619
Reconciliation of funds:					
Total funds brought forward		653,134	79,945	733,079	700,460
Total funds carried forward		<u>634,118</u>	<u>15,866</u>	<u>649,984</u>	<u>733,079</u>

CVS Cheshire East
SUMMARY INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 March 2017

	2017 £	2016 £
Income	443,990	623,513
Interest and investment income	339	469
Gross income for the year	<u>444,329</u>	<u>623,982</u>
Expenditure	524,809	572,422
Depreciation and charges of fixed assets	2,615	2,653
Total expenditure for the year	<u>527,424</u>	<u>575,075</u>
Net (expenditure)/income before tax for the year	(83,095)	48,907
Net (expenditure)/income for the year	<u>(83,095)</u>	<u>48,907</u>

The apparent deficit arises due to the expenditure in the year on projects that funding was received during 2015-2016 that were completed during 2016-2017 including, Social prescribing, HSCVF Timebank and Healthwatch.

CVS Cheshire East

BALANCE SHEET

at 31 March 2017

Company No. 07019841	Notes	2017 £	2016 £
Fixed assets			
Tangible assets		425,201	427,818
		<u>425,201</u>	<u>427,818</u>
Current assets			
Debtors	13	67,383	47,148
Cash at bank and in hand		190,347	282,743
		<u>257,730</u>	<u>329,891</u>
Creditors: Amount falling due within one year	14	(14,334)	(24,630)
Net current assets		<u>243,396</u>	<u>305,261</u>
Total assets less current liabilities		668,597	733,079
Creditors: Amounts falling due after more than one year	15	(18,613)	
Net assets excluding pension asset or liability		<u>649,984</u>	<u>733,079</u>
Total net assets		<u><u>649,984</u></u>	<u><u>733,079</u></u>
The funds of the charity			
Restricted funds	16		
Restricted income funds		15,866	79,945
		<u>15,866</u>	<u>79,945</u>
Unrestricted funds	16		
General funds		403,260	398,896
Designated funds		230,885	254,238
		<u>634,118</u>	<u>653,134</u>
Reserves	16		
Total funds		<u><u>649,984</u></u>	<u><u>733,079</u></u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 March 2017 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts were approved by the board on 28 September 2017

AND SIGNED ON ITS BEHALF BY:

A.E. Pickup

Trustee

28 September 2017

CVS Cheshire East
 STATEMENT OF CASH FLOWS
 for the year ended 31 March 2017

	2017 £
Cash flows from operating activities	
Net expenditure per Statement of Financial Activities	(83,095)
Adjustments for:	
Depreciation of property, plant and equipment	2,618
Dividends, interest and rents from investments	(63,416)
Other gains/losses	-
Increase in trade and other receivables	(20,235)
Increase in trade and other payables	1,717
Net cash used in operating activities	<u>(162,411)</u>
Cash flows from investing activities	
Dividends, interest and rents from investments	63,416
Net cash from investing activities	<u>63,416</u>
Cash flows from financing activities	
Repayments of obligations under finance lease and hire purchase contracts	(6,668)
Proceeds from new finance lease and hire purchase contracts	6,600
Net cash used in financing activities	<u>(68)</u>
Net decrease in cash and cash equivalents	(99,063)
Cash and cash equivalents at the beginning of the year	282,743
Cash and cash equivalents at the end of the year	<u>183,680</u>
Components of cash and cash equivalents	
Cash and bank balances	190,347
	<u>190,347</u>

for the year ended 31 March 2017

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - Charities SORP (FRS 102) (effective 1 January 2015) - the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help The value of any volunteer help received is not included in the accounts.

Investment income This is included in the accounts when receivable.

Gains/(losses) on revaluation of fixed assets This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets This includes any gain or loss on the sale of investments.

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

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

Tangible fixed assets and depreciation

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

Computers	20% Straight Line
Fixtures & Fittings	20% Reducing Balance

Freehold investment property

Investment properties are revalued annually and any surplus or deficit is dealt with through the Statement of Financial Activities. No depreciation is provided in respect of investment properties. This treatment conflicts with the requirements of the Companies Act 2006 that all properties should be depreciated. The directors consider that, because these properties are not held for consumption, but for their investment potential it is necessary to adopt the requirements of the FRSSSE in order to give a true and fair view.

Intangible fixed assets and amortisation

Intangible fixed assets (including purchased goodwill, patents and trademarks) are carried at cost less accumulated amortisation and impairment losses.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

3 Income from donations and legacies

	Unrestricted	Total	Total
		2017	2016
	£	£	£
Non Gift Aid	5,907	5,907	6,191
Gift Aid	50	50	-
	<u>5,957</u>	<u>5,957</u>	<u>6,191</u>

4 Income from charitable activities

	Unrestricted	Restricted	Total 2017	Total 2016
	£	£	£	£
Funds	154,524	174,060	326,584	-
	<u>154,254</u>	<u>174,060</u>	<u>326,584</u>	<u>-</u>

5 Income from other trading activities

	Unrestricted	Total 2017	Total 2016
	£	£	£
General Activities	2,283	2,283	-
Property Rental	4,833	4,833	7,882
Membership Fees	12,503	12,503	6,600
Business Income	28,753	28,753	59,878
	<u>48,372</u>	<u>48,372</u>	<u>74,360</u>

6 Income from investments

	Unrestricted	Total 2017	Total 2016
	£	£	£
Bank Interest	339	339	469
	<u>339</u>	<u>339</u>	<u>469</u>

7 Other income

	Unrestricted	Total 2017	Total 2016
	£	£	£
Grants	63,077	63,077	370,740
Healthwatch 2016	-	-	172,221
	<u>63,077</u>	<u>63,077</u>	<u>542,961</u>

8 Expenditure on Management Support

	Total 2017	Total 2016
	£	£
<i>Expenditure on Management Support</i>		
Expenditure	-	65,989
Governance costs	2,160	2,160
	<u>2,160</u>	<u>68,149</u>

9 Charitable Activities

	Unrestricted	Restricted	Total 2017	Total 2016
	£	£	£	£
CVSCE Events Networking/General	540	1,006	1,546	6,625
CVSCE Events Volunteering/Funding	1,401	3,152	4,553	-
CVSCE Social Fund	86	-	86	-
Healthwatch Special Projects	-	-	-	21,233
Employee costs	227,651	143,317	370,932	367,179
Motor and travel costs	7,510	2,838	10,348	11,042
Premises costs	15,880	5,981	21,861	21,893
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	2,615	-	2,615	2,653
General administrative costs	46,078	8,205	54,283	38,255
Legal and professional costs	23,546	37,654	61,200	40,206
	<u>352,270</u>	<u>202,154</u>	<u>527,424</u>	<u>509,086</u>

10 Net (expenditure)/income before transfers

	2017	2016
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	2,615	2,653
Independent Examiner's fee	2,160	2,160

11 Staff costs

Salaries and wages	330,919	330,634
Social security costs	26,237	22,945
Pension costs	5,740	5,255
	<u>362,896</u>	<u>358,834</u>

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

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

	2017	2016
	Number	Number
All Cheshire Offices	13	23
	<u>13</u>	<u>23</u>

12 Tangible fixed assets

	Land and buildings £	Computers £	Fixtures & Fittings £	Total £
Cost or revaluation				
At 1 April 2016	421,281	35,269	7,016	463,566
At 31 March 2017	<u>421,281</u>	<u>35,269</u>	<u>7,016</u>	<u>463,566</u>
Depreciation				
At 1 April 2016	-	29,495	6,252	35,747
Depreciation charge for the year	-	2,462	156	2,618
At 31 March 2017	<u>-</u>	<u>31,957</u>	<u>6,408</u>	<u>38,365</u>
Net book values				
At 31 March 2017	<u>421,281</u>	<u>3,312</u>	<u>608</u>	<u>425,201</u>
At 31 March 2016	<u>421,281</u>	<u>5,774</u>	<u>764</u>	<u>427,818</u>

13 Debtors

	2017 £	2016 £
Trade debtors	23,598	4,887
Other debtors	1,958	-
Prepayments and accrued income	41,827	42,261
	<u>67,383</u>	<u>47,148</u>

14 Creditors:

amounts falling due within one year

	2017 £	2016 £
Trade creditors	12,174	24,630
Accruals and deferred income	2,160	-
	<u>14,334</u>	<u>24,630</u>

CVS Cheshire East
 NOTES TO THE ACCOUNTS

15 Creditors:
 amounts falling due after more than one year

		2017 £	2016 £
Obligations under finance lease and hire purchase contracts		6,600	6,668
Accruals and deferred income	15a	<u>12,013</u>	<u>-</u>
		<u>18,613</u>	<u>6,668</u>

Notes to Accruals:

15a During in the 2016/17 Period CVSCE ceased to provide its payroll service activities to 3rd party organisation and at yearend CVSCE had accumulated, over the term of providing the service £12,013.

16 Movement in funds

	At 1 April 2016	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 March 2017 £
Restricted funds:					
Endowment funds:					
Restricted income funds:					
Big Lottery Celebrate	-	9,860	-	-	9,860
Awards For All	2,760	-	(2,760)	-	-
Social Prescribing	39,394	-	(39,394)	-	-
ESF BBO	-	10,037	(4,031)	-	6,006
ESF TA	-	4,304	(4,304)	-	-
EC NHS Trust 15	35,985	-	-	(35,985)	-
HSCV Timebank	1,806	2,859	(4,665)	-	-
Cheshire East Council		147,000	(147,000)	-	-
<i>Total</i>	<u>79,945</u>	<u>174,060</u>	<u>(202,154)</u>	<u>(35,985)</u>	<u>15,866</u>
Unrestricted funds:					
General funds	398,896	117,747	(149,368)	35,985	403,260
Designated funds:					
CCF	-	4,968	-	-	4,968
EC NHS Macclesfield	-	6,200	(2,306)	-	3,894
Refugee Welcome	-	410	(410)	-	-
Police & Crime	7,500	-	(7,500)	-	-
Healthwatch	24,742	140,944	(165,686)	-	-
Property at Hope St & Gatefield St	221,996	-	-	-	221,996
<i>Total</i>	<u>254,238</u>	<u>152,522</u>	<u>(175,902)</u>	<u>-</u>	<u>230,858</u>
Total funds	<u><u>733,079</u></u>	<u><u>444,329</u></u>	<u><u>(527,424)</u></u>	<u><u>-</u></u>	<u><u>649,984</u></u>

17 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	425,201	-	425,201
Net current assets	242,017	1,379	243,396
Creditors due in more than one year and provisions	(18,613)	-	(18,613)
	<u>648,605</u>	<u>1,379</u>	<u>649,984</u>

Commitments

18 *Operating lease commitments*

Annual commitments under non-cancellable operating leases are as follows:

	2017 Land and buildings £	2017 Other £	2016 Land and buildings £	2016 Other £
Operating leases with expiry date:				
Within one year	-	6,600	-	6,668
	<u>-</u>	<u>6,600</u>	<u>-</u>	<u>6,668</u>

Pension commitments

	2017 £	2016 £
The pension cost charge to the company amounted to:	<u>5,740</u>	<u>5,255</u>

CVSCE operate pension schemes with Scottish Widows and Aegon

19 Related party disclosures

Controlling party

The company is limited by guarantee and has no share capital; thus no single party controls the company.

20 **Notes to Prior year adjustment**

In the 2016 period a number of Restricted funds were moved to Designated funds. The change had no impact on the accounts.

	2016 Submitted £	2016 Resubmitted £
Restricted funds		
Restricted funds	334,183	79,945
	<u>334,183</u>	<u>79,945</u>
Unrestricted funds		
General funds	398,896	398,896
Designated funds		254,238
	<u>398,896</u>	<u>653,134</u>
Reserves		
Total funds	<u>733,079</u>	<u>733,079</u>

CVS Cheshire East
 DETAILED STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2017

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Income:				
Core/General Fund				
Non Gift Aid	5,907	-	5,907	6,191
Gift Aid	50	-	50	-
	<u>5,957</u>	<u>-</u>	<u>5,957</u>	<u>6,191</u>
Charitable activities				
Funds	152,524	174,060	326,584	-
	<u>152,524</u>	<u>174,060</u>	<u>326,584</u>	<u>-</u>
Other trading activities				
General Activities	2,283	-	2,283	-
Property Rental	4,833	-	4,833	7,882
Membership Fees	12,503	-	12,503	6,600
Business Income	28,753	-	28,753	59,878
	<u>48,372</u>	<u>-</u>	<u>48,372</u>	<u>74,360</u>
Investments				
Bank Interest	339	-	339	469
	<u>339</u>	<u>-</u>	<u>339</u>	<u>469</u>
Other				
Grants	63,077	-	63,077	370,740
Healthwatch 2016	-	-	-	172,221
	<u>63,077</u>	<u>-</u>	<u>63,077</u>	<u>542,961</u>
Total income	270,269	144,060	444,329	623,981

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

Total of expenditure on charitable activities

Management Support Costs	-	-	-	65,989
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Other expenditure

CVSCE Events Networking/General	540	1006	1,546	6,625
CVSCE Events Volunteering/Funding	1,401	3,152	4,553	-
CVSCE Social Fund	86	-	86	-
Healthwatch Special Projects	-	-	-	21,233
	<u>2,027</u>	<u>4,158</u>	<u>6,185</u>	<u>27,858</u>

Employee costs

Salaries/wages	203,001	127,918	330,919	330,634
Employer's NIC	14,395	11,842	26,237	22,945
Pension costs	2,538	3,157	5,740	5,255
Staff training	1,614	400	2,014	-
Staff welfare	6,022	-	6,022	8,345
	<u>227,615</u>	<u>143,317</u>	<u>370,932</u>	<u>367,179</u>

Motor and travel costs

Travel and subsistence	7,510	2838	10,348	11,042
	<u>7,510</u>	<u>2838</u>	<u>10,348</u>	<u>11,042</u>

Premises costs

Rates	969	500	1,469	917
Light, heat and power	3,868	3,500	7,368	7,064
Premises cleaning	11,043	1981	13,024	7,036
Premises repairs and maintenance	-	-	-	6,876
	<u>15,880</u>	<u>5,981</u>	<u>21,861</u>	<u>21,893</u>

General administrative costs, including depreciation and amortisation

Depreciation of Computers	2,462	-	2,462	2,462
Depreciation of Fixtures & Fittings	153	-	153	191
Bad debts	6,193	-	6,193	-
Bank charges	50	-	50	-
Equipment repairs and maintenance	5,838	2,606	8,444	-
Website Costs	5,537	1,792	7,329	-
General insurances	1,795	1,000	2,795	1,524
Information and publications	12,870	1,034	13,904	13,756
Postage and couriers	1,504	22	1,526	2,082
Software, IT support and related costs	4,049	751	4,800	14,087
Stationery and printing	615	-	615	-
Subscriptions	1,288	-	1,288	1,185
Sundry expenses	314	-	314	217
Telephone, fax and broadband	6,025	1000	7,025	5,404
	<u>48,693</u>	<u>8,205</u>	<u>56,898</u>	<u>40,908</u>

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

Legal and professional costs				
Audit/Independent examination fees				2,160
Accountancy and bookkeeping	1,160	500	2,160	
Consultancy fees	11,604	29,755	41,359	-
Other legal and professional costs	10,282	7,399	17,681	38,046
	<u>23,546</u>	<u>37,654</u>	<u>61,200</u>	<u>40,206</u>
Total of expenditure of other costs	<u>325,270</u>	<u>202,154</u>	<u>527,424</u>	<u>509,086</u>
Total expenditure	325,270	202,154	527,424	575,075
Net gains on investments	-	-	-	-
	<u>(56,807)</u>	<u>(26,288)</u>	<u>(83,095)</u>	<u>48,906</u>
Net (expenditure)/income	(56,807)	(26,288)	(83,095)	48,906
Transfers between funds	35,985	(35,985)	-	-
Net (expenditure)/income before other gains/(losses)	<u>(20,822)</u>	<u>(62,273)</u>	<u>(83,095)</u>	<u>48,906</u>
Other Gains	-	-	-	-
Net movement in funds	<u>(20,822)</u>	<u>(62,273)</u>	<u>(83,095)</u>	<u>48,906</u>