

Community And Voluntary Services Cheshire East

Charity No. 1132927

Company No. 07019841

Trustees' Report and Unaudited Accounts

31 March 2019

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The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 March 2019.

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	Resigned July 2019
A E Pickup	Chair of Trustee Board
R M Owen	
M Beswick	
M Hulme	
G Etherton	

Accountants

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

Bankers

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

1. 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

The Charity 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 Trustees of The Charity are made aware of their corporate responsibilities as Board members.

An induction process 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 Trustees 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 Trustees meet every 2 months to manage and monitor the strategic direction and operations of The Charity.

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

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

The Charity is a member of the National Association for Community and Voluntary Action (NAVCA) which is the National Association for Voluntary and Community Action 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

The Charity 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 The Charity to identify areas where further support would add value to the local community.

Risk management

The Trustees review the major issues which the charity faces at each board meeting. They 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 Trustees examine the major risks and issues that the Charity faces each financial year when preparing and updating the strategic plan.

Governance and internal control

The Trustees 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 Trustees are satisfied that the systems in place reduce their exposure to major issues

2. 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. The Charity 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.
3. To implement a Quality process for the organisation and achieve a nationally recognised quality mark

Strategies for achieving these objectives

To achieve the aims and objectives, the key activities for The Charity were:

1. Implementation of the revised GRIPP Checklist, this is a diagnostic process designed to guide and direct the support the Charity gives to organisations and will become a robust outcomes measurement process for the Charity.

2. Continue to increase the role of volunteering within service delivery and embed the volunteers within the staff team.
3. Continued promotion and implementation of the quality assurance process (GRIPP) and programme of support and training to enable members to work effectively and operate in line with good practice.
4. Complete the work towards achieving the PQASSO Quality Mark
5. Actively represent a strong strategic voice for the sector and volunteering with local and national partners
6. Deliver a Cheshire East wide volunteering campaign which involves the development of a range of volunteering opportunities
7. Support the development of a wide range of volunteering opportunities
8. Further develop the networking and peer to peer support which engages the Charities membership

3. SIGNIFICANT ACTIVITIES

GRIPP Checklist

During this year the Charity reviewed the GRIPP Checklist following feedback from members. The process was simplified and the name was changed from Healthcheck to Checklist as this was felt more understandable by members. This has now been completed by 89 Organisations over the year. The focus in 2019/2020 will be to use this as an outcomes measurement process to show the movement and improvement in the organisations following our support.

Achievement of a Quality Mark

The Charity identified PQASSO as the quality mark that we would work towards in 2018/2019. The work has been overseen by a task and finish group which has involved, Trustees, Staff and Volunteers. This group has been meeting every few months to track progress against the indicators in the quality mark. In November 2018 the Charity was assessed for the Quality Mark and achieved the required standard. NCVO, who administers the award changed the name from PQASSO to Trusted Charity and so this is the quality mark the Charity was awarded.

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 The Charity worked with partners to continue to build involvement in The 'Voice'.
- 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

JSNA

The Charity has completed the third year of the contract for the Joint Strategic Needs Assessment (JSNA) project with the Local authority.

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

The contract was given a plus one and is being funded until March 2020.

East Cheshire Trust Volunteering

The Charity has completed the sixth 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 2020.

New Leaf

CVS is within the second year of the New Leaf project. New Leaf brings together partners as well as employers from across Warrington and Cheshire to change lives, create opportunities and make a positive contribution to local communities and the regional economy. New Leaf is looking to get over 2,800 people from across Cheshire into or closer to employment over the next three years.

The project has been allocated £10.6 million of funding through the Building Better Opportunities programme and is funded by the European Social Fund and the National Lottery, through the Big Lottery Fund, which provides investment in local projects that increase economic development by investing in projects which will support skills development, employment and job creation, social inclusion and local community regeneration.

Through this project CVS is providing volunteer placement opportunities for individuals.

Families Together

The Charity is a partner in a Sport England funded project which supports families in Crewe to volunteer together. The aim of the project is to encourage families to be more healthy and active with volunteering being the catalyst for this. The project is delivered in partnership with Chester Voluntary Action (lead) and Warrington Voluntary Action. This is a 3 year funded project which began in October 2017.

Grantmaking

The Charity does not currently provide direct grants to other organisations.

Public benefit

The Charity 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. The Charity also through its volunteering support provides support to individual members of the public enabling them to volunteer, thus gaining personal benefits and also supporting the delivery of services to the public.

Volunteers

The Charity has increased the number of volunteers that provide support to the core functions to 21. During 2019-2020 the Charity is aiming to consolidate the work that has been taken so far and review the new processes that have been developed to support the volunteers to ensure the programme is effective.

4. ACHIEVEMENT AND PERFORMANCE

Charitable activities

During 2018-2019 CVS Cheshire East has been working towards their vision

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 290 organisations had been supported with development through 1394 advice sessions. This was a 7% reduction in the number of organisations supported last year, the number of sessions delivered decreased by 14% however this was mainly due to a change in how the activities were being recorded. The average amount of time provided to each organisation increased from 3.8hrs in 2017-2018 to 3.9hrs in 2018-2019

26% of the advice sessions delivered have had a focus on funding with 8% focusing on general governance. Organisations were also supported on other topics including, finance, business planning, policies and project management. 5% of the advice sessions focused on account management, this time enables us to build relationships with our members, this was a slight significant decrease on last year which is due to a change in how the team were adding the activities on the database.

5 new organisations wishing to set up within the VCFS were supported, this is an increase on the number during 2017-2018 however this work is led by demand and we don't actively look to set up new organisations.

Training -

337 individuals from 170 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.

This year we didn't hold an annual conference but instead delivered a programme of seminars focused on the areas of GRIPP. Each of the seminars delivered had a focus on digital and supporting organisations to consider how they can include technology in the delivery of their work.

GRIPP - The GRIPP assurance tool was completed by 8 organisations during 2018-2019 giving a total of 15 organisations that have archived this and a further 18 organisations are working towards achieving their assurance mark.

Supporting the development of local networks has remained a priority and the focus was increasing the number of individuals engaging. During 2018-19 154 individuals have attended the networking sessions. This is a 40% increase on 2017-2018.

102 organisations were supported with 155 funding bids worth £3.2 million. This was a significant increase on 2017-2018 however this was due to Cheshire East Council launching a new £2m grant scheme 72 of the bids we supported were for this scheme. There was an average bid size of £34,809. To date £939,851 has been brought into Cheshire East organisations through the Charities support. 5% of the bids supported were for tenders and the remaining were grants.

The bids have been submitted to 41 different funding bodies/programmes this is a 25% increase on the number in 2017-2018.

Supporting organisations with funding bids remains a high priority for the Charity during 2019-2020

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 2018-2019 the work has been focused on implementing the actions within the results of the Voice survey. The key action has been how to improve communications to the sector on what the voice work is undertaking and influencing. To support this the blog section of the website has been improved with the Chief Executive updating this for projects the Charity is working on. A themed e-bulletin focusing on the work has been developed which is being sent to all individuals on our distribution list.

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 'Voice News' e-bulletin and the website.

The Charity continued to represent the voice of the sector on issues including, the development of the Early Help Framework, the reduction in funding for Early Help contracts and through statutory groups including the Health and Wellbeing Board.

Inspiring Volunteering

On average 21% of the advice sessions delivered have had a focus on volunteering good practice and encouraging volunteering. This is an increase of 39% on last year.

During 2018-2019 we delivered a volunteering campaign to promote volunteering across Cheshire East. This campaign was supported with funding from Crewe Town Council and Cheshire Community Foundation.

Within this campaign there were:

828 Volunteer registrations which was an increase of 33% on 2017-2018. The overall target for the campaign was initially 1000 registrations and so it under achieved by 17%. Part of the reason for this was during the campaign we shifted some of the resource and focus onto working with businesses and this took time away from the public activities. Within this we have created some longer term opportunities for staff volunteering.

453 new volunteer opportunities were added to the system by 109 organisations. These figures were similar to 2017-2018

On average volunteers applied for 1.6 opportunities with 400 opportunities receiving at least one application.

FINANCIAL REVIEW

Reserves policy

The Reserves policy was reviewed by the Board during 2018. 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

During 2018-2019 the Trustees aimed for a balanced budget. The accounts show surplus position with commitments carried forward to 2019-2020 this reduces the surplus slightly however the Trustees are pleased that the increase in trading income from the use of the buildings has enabled the Charity to put back into the reserves to support bringing that to the policy level.

The Charity is aiming for a balanced budget again during 2019-2020.

During 2019-2020 the Charity is aiming to finalise the sale of the Macclesfield building which will provide capital funding to support the refurbishment of its existing assets. During this year, the Charity will be working towards having a plan in place to ensure that it maximises the income from the remaining 2 buildings that it owns.

Core funding was secured from Cheshire East Council, 2018-2019 is the second year of a 3 year contract to deliver infrastructure services.

European funding secured through the Building Better Opportunities fund and an ESF technical assistance project. These funds are 2 year into 3 years.

Funding from Sport England was secured through a partnership project with Chester Voluntary Action and Warrington Voluntary Action. This is a 3 year project 2018-2019 is year 1 of the project.

Investment policy and objectives

The Charity takes a cautious approach towards investments, adopting a short term, low risk policy.

During 2019-2020 the Trustees are reviewing the investment of the reserves in savings accounts to ensure they are securing the best return while maintaining a low risk policy.

5. 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
- Deliver a Cheshire East wide volunteering campaign
- Support the development of a wide range of volunteering opportunities
- Further develop the networking and peer to peer support which engages the Charities membership
- Continue to build the paid membership model
- Continue to increase the number of volunteers supporting the delivery of the service.
- Achieve the PQASSO quality standard

Independent Examiner's Report to the trustees of Community And Voluntary Services Cheshire East

I report on the accounts of Community And Voluntary Services Cheshire East for the year ended 31 March 2019 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 CPPA.

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.

D Trotman
CPPA
Statutory Auditor, Chartered Certified
Accountants
Checkley Grange
Checkley Lane
Wrinehill
Cheshire
CW3 9DA
31 March 2019

Community And Voluntary Services Cheshire East

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2019

		Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
	Notes				
Income and endowments from:					
Donations and legacies	4	1,089	-	1,089	7,654
Charitable activities	5	250,635	50,193	300,828	337,198
Other trading activities	6	66,914	-	66,914	49,414
Investments	7	186	-	186	125
Other	8	1,500	-	1,500	1,000
Total		320,324	50,193	370,517	395,391
Expenditure on:					
Other	9	301,455	45,359	346,814	390,933
Total		301,455	45,359	346,814	390,933
Net gains on investments		-	-	-	-
Net income	10	18,869	4,834	23,703	4,458
Transfers between funds		(1,596)	1,596		-
Net income before other gains/(losses)		17,273	6,430	23,703	4,458
Other gains and losses:					
Gains on revaluation of fixed assets		-	-	-	4,197
Net movement in funds		17,273	6,430	23,703	8,655
Reconciliation of funds:					
Total funds brought forward		663,176	(4,537)	658,639	649,984
Total funds carried forward		680,449	1,893	682,342	658,639

Community And Voluntary Services Cheshire East
SUMMARY INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 March 2019

	2019	2018
	£	£
Income	370,331	395,266
Interest and investment income	186	125
Gross income for the year	<u>370,517</u>	<u>395,391</u>
Expenditure	346,081	390,018
Depreciation and charges for impairment of fixed assets	733	915
Total expenditure for the year	<u>346,814</u>	<u>390,933</u>
Net income before tax for the year	23,703	4,458
Net income for the year	<u><u>23,703</u></u>	<u><u>4,458</u></u>

Community And Voluntary Services Cheshire East**BALANCE SHEET****at 31 March 2019**

Company No. 07019841	Notes	2019 £	2018 £
Fixed assets			
Tangible assets	12	424,209	424,942
		<u>424,209</u>	<u>424,942</u>
Current assets			
Debtors	13	34,075	98,490
Cash at bank and in hand		258,370	174,666
		<u>292,445</u>	<u>273,156</u>
Creditors: Amount falling due within one year	14	(12,659)	(11,144)
Net current assets		<u>279,786</u>	<u>262,012</u>
Total assets less current liabilities		703,995	686,954
Creditors: Amounts falling due after more than one year	15	(21,653)	(28,315)
Net assets excluding pension asset or liability		<u>682,342</u>	<u>658,639</u>
Total net assets		<u><u>682,342</u></u>	<u><u>658,639</u></u>
The funds of the charity			
Restricted funds	16		
Restricted income funds		1,893	(4,537)
		<u>1,893</u>	<u>(4,537)</u>
Unrestricted funds	16		
General funds		460,348	438,961
Designated funds		220,101	224,215
		<u>680,449</u>	<u>663,176</u>
Reserves	16		
Total funds		<u><u>682,342</u></u>	<u><u>658,639</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 2019 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.

Approved by the board on 31 March 2019

And signed on its behalf by:

A.E. Pickup
Trustee

Community And Voluntary Services Cheshire East

STATEMENT OF CASH FLOWS

for the year ended 31 March 2019

	2019	2018
	£	£
Cash flows from operating activities		
Net income per Statement of Financial Activities	23,703	8,655
Adjustments for:		
Depreciation of property, plant and equipment	733	915
Dividends, interest and rents from investments	(1,686)	(1,125)
Other gains/losses	-	-
Decrease/(Increase) in trade and other receivables	64,415	(31,107)
Increase/(Decrease) in trade and other payables	1,515	(15,203)
Net cash provided by/(used in) operating activities	<u>88,680</u>	<u>(37,865)</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	1,686	1,125
Net cash from investing activities	<u>1,686</u>	<u>469</u>
Cash flows from financing activities		
Repayments of obligations under finance lease and hire purchase contracts	(6,662)	21,715
Net cash (used in)/from financing activities	<u>(6,662)</u>	<u>21,715</u>
Net increase/(decrease) in cash and cash equivalents	83,704	(15,681)
Cash and cash equivalents at the beginning of the year	174,666	190,347
Cash and cash equivalents at the end of the year	<u>258,370</u>	<u>174,666</u>
Components of cash and cash equivalents		
Cash and bank balances	258,370	174,666
	<u>258,370</u>	<u>174,666</u>

for the year ended 31 March 2019**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.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

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.

NOTES TO THE ACCOUNTS

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 FRSE in order to give a true and fair view.

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.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

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.

Community And Voluntary Services Cheshire East
NOTES TO THE ACCOUNTS

2 Company status

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

3 Statement of Financial Activities - prior year

	Unrestricted funds 2018	Restricted funds 2018	Total funds	
	2018	2018	2018	2018
	£	£	£	£
Income and endowments from:				
Donations and legacies	7,654	-	-	7,654
Charitable activities	280,322	56,876	-	337,198
Other trading activities	49,414	-	-	49,414
Investments	125	-	-	125
Other	1,000	-	-	1,000
Total	338,515	56,876	-	395,391
Expenditure on:				
Other	318,871	72,062	-	390,933
Total	318,871	72,062	-	390,933
Net income	19,644	(15,186)	-	4,458
Transfers between funds	5,216	(5,216)	-	
Net income before other gains/(losses)	24,860	(20,402)	-	4,458
Other gains and losses:				
Gains on revaluation of fixed assets	4,197	-	-	4,197
Net movement in funds	29,057	(20,402)	-	8,655
Reconciliation of funds:				
Total funds brought forward	634,118	15,866	-	649,984
Total funds carried forward	663,175	(4,536)	-	658,639

Community And Voluntary Services Cheshire East
NOTES TO THE ACCOUNTS

4 Income from donations and legacies

	Unrestricted	Total	Total
		2019	2018
	£	£	£
Donations	1,089	1,089	7,654
	<u>1,089</u>	<u>1,089</u>	<u>7,654</u>

5 Income from charitable activities

	Unrestricted	Restricted	Total	Total
			2019	2018
	£	£	£	£
Restricted Funds	-	50,193	50,193	56,876
Unrestricted Funds	250,028	-	250,028	280,322
Refugees Welcome	607	-	607	-
	<u>250,635</u>	<u>50,193</u>	<u>300,828</u>	<u>337,198</u>

6 Income from other trading activities

	Unrestricted	Total	Total
		2019	2018
	£	£	£
Activity for Generating Funds	29,759	29,759	20,535
Rent	7,200	7,200	5,575
Membership Fees	12,025	12,025	11,545
Business Services	17,930	17,930	11,759
	<u>66,914</u>	<u>66,914</u>	<u>49,414</u>

7 Income from investments

	Unrestricted	Total	Total
		2019	2018
	£	£	£
Bank Interest	186	186	125
	<u>186</u>	<u>186</u>	<u>125</u>

8 Other income

	Unrestricted	Total	Total
		2019	2018
	£	£	£
CCF	1,000	1,000	1,000
Apprentice	500	500	-
	<u>1,500</u>	<u>1,500</u>	<u>1,000</u>

NOTES TO THE ACCOUNTS

9 Other expenditure

	Unrestricted	Restricted	Total 2019	Total 2018
	£	£	£	£
CVSCE Events Networking/General	1,195	652	1,847	2,553
CVSCE Events Volunteering/Funding	733	251	984	11,249
CVSCE Social Fund	-	-	-	120
Employee costs	232,613	34,867	267,480	266,526
Motor and travel costs	6,378	787	7,165	6,372
Premises costs	15,784	1,494	17,278	17,584
Depreciation	733	-	733	915
General administrative costs	18,486	4,727	23,213	29,909
Legal and professional costs	25,533	2,581	28,114	55,705
	<u>301,455</u>	<u>45,359</u>	<u>346,814</u>	<u>390,933</u>

10 Net income before transfers

	2019	2018
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	733	915

11 Staff costs

Salaries and wages	257,885	253,860
Pension costs	7,148	7,583
	<u>265,033</u>	<u>261,443</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:

	2019 Number	2018 Number
All Cheshire Offices	15	19
	<u>15</u>	<u>19</u>

CVSCE operate pension schemes with Scottish Widows and Aegon

Community And Voluntary Services Cheshire East
NOTES TO THE ACCOUNTS

12 Tangible fixed assets

	Land and buildings	Computers	Fixtures & Fittings	Total
	£	£	£	£
Cost or revaluation				
At 1 April 2018	421,281	35,429	7,512	464,222
At 31 March 2019	<u>421,281</u>	<u>35,429</u>	<u>7,512</u>	<u>464,222</u>
Depreciation and impairment				
At 1 April 2018	-	32,651	6,629	39,280
Depreciation charge for the year	-	556	177	733
At 31 March 2019	<u>-</u>	<u>33,207</u>	<u>6,806</u>	<u>40,013</u>
Net book values				
At 31 March 2019	<u>421,281</u>	<u>2,222</u>	<u>706</u>	<u>424,209</u>
At 31 March 2018	<u>421,281</u>	<u>2,778</u>	<u>883</u>	<u>424,942</u>

13 Debtors

	2019	2018
	£	£
Trade debtors	31,119	95,534
Prepayments and accrued income	<u>2,956</u>	<u>2,956</u>
	<u>34,075</u>	<u>98,490</u>

14 Creditors:

amounts falling due within one year

	2019	2018
	£	£
Trade creditors	10,343	8,984
Other creditors	158	-
Accruals and deferred income	<u>2,158</u>	<u>2,160</u>
	<u>12,659</u>	<u>11,144</u>

NOTES TO THE ACCOUNTS

15 Creditors:

amounts falling due after more than one year

	2019	2018
	£	£
Obligations under finance lease and hire purchase contracts	21,653	28,315
	<u>21,653</u>	<u>28,315</u>
Liabilities repayable in more than five years after the balance sheet date		
Amount repayable other than by instalments	221,996	221,996
	<u>221,996</u>	<u>221,996</u>

Notes to Creditors as long term liabilities:

CVSCE holds freehold property at Hope Street Sandbach and Gatefield Street Crewe, the properties were purchased with grant assistance and should either property be sold CVSCE is required to payback the grant assistance.

NOTES TO THE ACCOUNTS

16 Movement in funds

	At 1 April 2018	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 March 2019 £
Restricted funds:					
Restricted income funds:					
Big Lottery	(1,596)	-	-	1,596	-
Awards For All	-	9,700	(6,991)	-	2,709
ESF BBO	-	21,353	(21,353)	-	-
ESF TA	(2,941)	4,307	(2,182)	-	(816)
Sport England	-	14,834	(14,834)	-	-
<i>Total</i>	<u>(4,537)</u>	<u>50,193</u>	<u>(45,359)</u>	<u>1,596</u>	<u>1,893</u>
Unrestricted funds:					
General funds	438,961	280,824	(257,840)	(1,596)	460,348
Designated funds:					
Crewe Town Council	-	5,000	(5,000)	-	-
Youth Social Action Fund	2,219	-	(2,219)	-	-
EC NHS Macclesfield	-	32,000	(32,000)	-	-
Refugee Welcome	-	607	(607)	-	-
CWP	-	893	(893)	-	-
Sale of Park Lane	-	-	(2,414)	-	(2,414)
CCF	-	1,000	(481)	-	519
Property Hope Street	221,996	-	-	-	221,996
<i>Total</i>	<u>224,215</u>	<u>39,500</u>	<u>(43,614)</u>	<u>-</u>	<u>220,101</u>
Revaluation Reserves:					
Total funds	<u>658,639</u>	<u>370,517</u>	<u>(346,814)</u>	<u>-</u>	<u>682,342</u>

NOTES TO THE ACCOUNTS

17 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fixed assets	424,209	-	424,209
Net current assets	279,642	144	279,786
Creditors due in more than one year and provisions	(21,653)	-	(21,653)
	<u>682,198</u>	<u>144</u>	<u>682,342</u>

18 Commitments

Operating lease commitments

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

	2019 Land and buildings	2019 Other	2018 Land and buildings	2018 Other
	£	£	£	£
Operating leases with expiry date:				
Within one year	-	28,315	-	28,315
	<u>-</u>	<u>28,315</u>	<u>-</u>	<u>28,315</u>

Pension commitments

	2019 £	2018 £
The pension cost charge to the company amounted to:	<u>7,148</u>	<u>7,583</u>

19 Related party disclosures

Controlling party

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

Community And Voluntary Services Cheshire East
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2019

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Income and endowments from:				
Donations	1,089	-	1,089	7,654
Restricted Funds	-	50,193	50,193	56,876
Unrestricted Funds	250,028	-	250,028	280,322
Refugees Welcome	607	-	607	-
Activity for Generating Funds	29,759	-	29,759	20,535
Rent	7,200	-	7,200	5,575
Membership Fees	12,025	-	12,025	11,545
Business Services	17,930	-	17,930	11,759
Bank Interest	186	-	186	125
CCF	1,000	-	1,000	1,000
Apprentice	500	-	500	-
Total income and endowments	320,324	50,193	370,517	395,391
Expenditure on:				
CVSCE Events Networking/General	1,195	652	1,847	2,553
CVSCE EventsVolunteering/Funding	733	251	984	11,249
CVSCE Social Fund	-	-	-	120
Salaries/wages	223,018	34,867	257,885	253,860
Pension costs	7,148	-	7,148	7,583
Staff recruitment	1,240	-	1,240	4,161
Staff training	1,207	-	1,207	922
Travel and subsistence	6,378	787	7,165	6,372
Rates	1,141	144	1,285	1,246
Light, heat and power	5,314	1,000	6,314	5,532
Premises cleaning	9,329	350	9,679	9,694
Premises repairs and maintenance	-	-	-	1,112
Depreciation of Computers	556	-	556	694
Depreciation of Fixtures & Fittings	177	-	177	221
Bad debts	-	-	-	311
Bank charges	60	-	60	75
Equipment expensed	861	-	861	1,719
Equipment repairs	-	-	-	7,477
Website	90	-	90	9,828
General insurances	1,889	1,057	2,946	3,007
Information and publications	4,279	550	4,829	1,389
Postage and couriers	331	-	331	419
Software, IT support	1,431	3,071	4,502	115
Stationery and printing	678	-	678	726
Subscriptions	2,879	-	2,879	665

Community And Voluntary Services Cheshire East
DETAILED STATEMENT OF FINANCIAL ACTIVITIES

Sundry expenses	703	49	752	532
Telephone, fax and broadband	5,285	-	5,285	3,646
Accountancy and bookkeeping	2,534	-	2,534	3,295
Consultancy fees	11,500	2,581	14,081	42,685
Other legal and professional	11,499	-	11,499	9,725
Total of expenditure of other costs	301,455	45,359	346,814	390,933
Total expenditure	301,455	45,359	346,814	390,933
Net gains on investments	-	-	-	-
Net income	18,869	4,834	23,703	4,458
Transfers between funds	(1,596)	1,596	-	-
Net income before other gains/(losses)	17,273	6,430	23,703	4,458
Gains on revaluation of fixed assets	-	-	-	4,197
Other Gains	-	-	-	-
Net movement in funds	17,273	6,430	23,703	8,655