

Community And Voluntary Services Cheshire East

Charity No. 1132927

Company No. 07019841

Trustees' Report and Unaudited Accounts

31 March 2018

Community And Voluntary Services Cheshire East  
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Community And Voluntary Services 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 2018.

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	
A E Pickup	Chair of Trustee Board
W E Gregory	Resigned Oct 2017
R M Owen	
M Beswick	
M Hulme	Appointed Oct 2017
G Etherton	Appointed Oct 2017

Accountants

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

Bankers

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

## **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 Directors 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 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 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 Directors 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 Directors 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 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.

## **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:

Implementation of the revised GRIPP Healthcheck 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.

Build on the programme of work to increase the role of volunteering within service delivery and embed the volunteers within the staff team.

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.

Finalise the branding review and implement the new brand and image for the Charity.

Work towards achieving a nationally recognised Quality Mark

## **SIGNIFICANT ACTIVITIES**

### **GRIPP Healthcheck**

The Charity has broadened out the GRIPP Assurance process and has developed a GRIPP healthcheck process which is a set of questions aimed at identifying the priority areas of support that the organisation needs. This Healthcheck will also act as an outcomes measurement process for the Charity over time as we will be able to track improvements in an organisations rating in each area.

### **Achievement of a Quality Mark**

The Charity identified PQASSO as the quality mark that the organisation would work towards. It was felt that this Quality Mark was robust and nationally recognised and also took into account the unique nature of charities and would be the best fit for the organisation. It is expected that the Charity will achieve the mark during the year 2018/2019 however during 2017/2018 significant work has been undertaken to review our policies and procedures to ensure that the Charity is meeting best practice in terms of quality. 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. Regular updates have been provided to the Board of Trustees.

### **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'. 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**

#### **JSNA**

The Charity has completed the second 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

### **East Cheshire Trust Volunteering**

The Charity has completed the fifth 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 2019.

### **New Leaf**

CVS is within the first 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.

## **OBJECTIVES AND ACTIVITIES**

### **Grant making**

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 18. During 2018-2019 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.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

During 2017-2018 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 313 organisations had been supported with development through 1615 advice sessions. This was a similar number of organisations supported last year, however the number of sessions delivered increased by 22%

19% of the advice sessions delivered have had a focus on funding with 10% focusing on general governance. Organisations were also supported on other topics including, finance, business planning, policies and project management. 30% of the advice sessions focused on account management, this time enables us to build relationships with our members, this was a slight increase on last year.

3 new organisations wishing to set up within the VCFS were supported, this is a reduction on the number during 2016/2017 however this work is led by demand and we don't actively look to set up new organisations.

### **Training**

351 individuals from 1561 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.

A conference was held 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 4 organisations during 2017/2018 giving a total of 6 organisations that have archived this and a further 17 organisations are working towards achieving their assurance mark.

Supporting the development of local networks has remained a priority and 91 individuals have attended the networking sessions. This is slightly lower than 2016/2017 and so will be a priority for 2018/19

40 members were supported with 59 funding bids worth £2,053,761. This was similar to 2016/2017. There was an average bid size of £34,809.

To date £234,156 has been brought into Cheshire East organisations through The Charity's support, this similar to the 2016/2017 figure 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, 59% were successful, this is a reduction on 2016/2017 achievement of 75%. 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 31 different funding bodies/programmes.

Supporting organisations with funding bids remains a high priority for the Charity during 2018/2019

### **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 2017/2018 the Cross Sector Working Group didn't meet as there was a review undertaken with a Voice survey launched at the end of 2017/2018 which looked to change how the voice of the sector was represented.

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.

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 13% of the advice sessions delivered have had a focus on volunteering good practice and encouraging volunteering.

### **During 2017/2018 there were:**

555 volunteer registrations

and

479 volunteer opportunities added to the system by 112 organisations.

This was an increase in opportunities from 2016/2017 but for the same number of organisations. On average volunteers applied for 1.5 opportunities with 81% of opportunities receiving an application.

Promoting volunteering is a priority, this is done through local press, articles, presentations and drop-ins. During 2018/2019 we expect to deliver a significant volunteering campaign to inspire people to volunteer.

During this year we didn't host a volunteer gala but instead hosted Vol Fest. This was a volunteering party in the park event with entertainment and stalls with an evening event for volunteers. This was funded through Awards for All and is a one-off event. The event itself brought in hundreds on the day however we need to review the benefit of this to increasing volunteering.

## **FINANCIAL REVIEW**

### **Reserves policy**

The Reserves policy was reviewed by the Board during 2017. 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 2017-2018 the Trustees aimed for a balanced budget. The accounts show a small surplus however with commitment carried forward to 2018/2019 there was a small operational loss which resulted in a use of reserve of £1,245. The Charity is aiming for a balanced budget again during 2018/2019

Core funding was secured from Cheshire East Council, 2017/2018 is the first 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 1 year into 3 years.

New Funding from Sport England was secured through a partnership project with Chester Voluntary Action and Warrington Voluntary Action. This is a 3-year project.

### **Investment policy and objectives**

The Charity 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.
- 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.

Trustees report approved by the board on 28 September 2018

And signed on its behalf by:

A.E. Pickup

Trustee

Community And Voluntary Services Cheshire East  
INDEPENDENT EXAMINERS REPORT

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 2018 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 the Association of Certified Public Accountants.

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.

Statutory Auditor, Accountants

Checkley Grange

Checkley Lane

Wrinehill

Cheshire

CW3 9DA

28 September 2018

## Community And Voluntary Services Cheshire East

## STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2018

	Notes	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Income and endowments from:					
Donations and legacies	3	7,654	-	7,654	5,957
Charitable activities	4	280,322	56,876	337,198	389,661
Other trading activities	5	49,414	-	49,414	48,372
Investments	6	125	-	125	339
Other	7	1,000	-	1,000	-
<b>Total</b>		<b>338,515</b>	<b>56,876</b>	<b>395,391</b>	<b>444,329</b>
Expenditure on:					
Charitable Activities	8	318,871	72,062	390,933	527,424
<b>Total</b>		<b>318,871</b>	<b>72,062</b>	<b>390,933</b>	<b>527,424</b>
Net gains on investments		-	-	-	-
Net income/(expenditure)	9	19,644	(15,186)	4,458	(83,095)
Transfers between funds		5,216	(5,216)	-	-
Net income/(expenditure) before other gains/(losses)		24,860	(20,402)	4,458	(83,095)
Other gains and losses:					
Gains on revaluation		4,197	-	4,197	-
Net movement in funds		29,057	(20,402)	8,655	(83,095)
Reconciliation of funds:					
Total funds brought forward		634,118	15,866	649,984	733,079
Total funds carried forward		<u>663,175</u>	<u>(4,536)</u>	<u>658,639</u>	<u>649,984</u>



Community And Voluntary Services Cheshire East  
SUMMARY INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 March 2018

	2018 £	2017 £
Income	395,266	443,990
Interest and investment income	125	339
Gross income for the year	<u>395,391</u>	<u>444,329</u>
Expenditure	390,018	524,809
Depreciation	915	2,615
Total expenditure for the year	<u>390,933</u>	<u>527,424</u>
Net income/(expenditure) before tax for the year	4,458	(83,095)
Net income /(expenditure )for the year	<u><u>4,458</u></u>	<u><u>(83,095)</u></u>

## Community And Voluntary Services Cheshire East

## BALANCE SHEET

at 31 March 2018

Company No. 07019841	Notes	2018 £	2017 £
Fixed assets			
Tangible assets	11	424,942	425,201
		<u>424,942</u>	<u>425,201</u>
Current assets			
Debtors	12	98,490	67,383
Cash at bank and in hand		174,666	190,347
		<u>273,156</u>	<u>257,730</u>
Creditors: Amount falling due within one year	13	(11,144)	(14,334)
Net current assets		<u>262,012</u>	<u>243,396</u>
Total assets less current liabilities		686,954	668,597
Creditors: Amounts falling due after more than one year	14	(28,315)	(18,613)
Net assets excluding pension asset or liability		<u>658,639</u>	<u>649,984</u>
Total net assets		<u><u>658,639</u></u>	<u><u>649,984</u></u>
The funds of the charity			
Restricted funds	15		
Restricted income funds		(4,536)	15,866
		<u>(4,536)</u>	<u>15,866</u>
Unrestricted funds	15		
General funds		434,763	403,260
Designated funds		224,215	230,858
		<u>658,978</u>	<u>634,118</u>
Reserves	15		
Revaluation reserve		4,197	-
		<u>4,197</u>	<u>-</u>
Total funds		<u><u>658,639</u></u>	<u><u>649,984</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 2018 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 28 September 2018

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 2018

	2018 £	2017 £
Cash flows from operating activities		
Net income/(expenditure) per Statement of Financial Activities	8,655	(83,095)
Adjustments for:		
Depreciation of property, plant and equipment	915	2,618
Dividends, interest and rents from investments	(1,125)	(63,416)
Other gains/losses	-	-
Increase in trade and other receivables	(31,107)	(20,235)
(Decrease)/Increase in trade and other payables	(15,203)	1,717
Net cash used in operating activities	<u>(37,865)</u>	<u>(162,411)</u>
Cash flows from investing activities		
Purchases of property, plant and equipment	(656)	-
Dividends, interest and rents from investments	1,125	63,416
Net cash from investing activities	<u>469</u>	<u>63,416</u>
Cash flows from financing activities		
Repayments of obligations under finance lease and hire purchase contracts	21,715	(6,668)
Net cash from/(used in) financing activities	<u>21,715</u>	<u>(68)</u>
Net decrease in cash and cash equivalents	(15,681)	(99,063)
Cash and cash equivalents at the beginning of the year	190,347	282,743
Cash and cash equivalents at the end of the year	<u>174,666</u>	<u>183,680</u>
Components of cash and cash equivalents		
Cash and bank balances	174,666	190,347
	<u>174,666</u>	<u>190,347</u>

for the year ended 31 March 2018

## 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 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.

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 fund.

#### 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.

## 2 Company status

The company is limited by guarantee and has no share capital.

Community And Voluntary Services Cheshire East  
NOTES TO THE ACCOUNTS

3 Income from donations and legacies

	Unrestricted	Total 2018	Total 2017
	£	£	£
Donations	7,654	7,654	5,907
Other donations	-	-	50
	<u>7,654</u>	<u>7,654</u>	<u>5,957</u>

4 Income from charitable activities

	Unrestricted	Restricted	Total 2018	Total 2017
	£	£	£	£
Restricted Funds	-	56,876	56,876	326,584
Unrestricted Funds	280,322	-	280,322	63,077
	<u>280,322</u>	<u>56,876</u>	<u>337,198</u>	<u>389,661</u>

5 Income from other trading activities

	Unrestricted	Total 2018	Total 2017
	£	£	£
Activity for Generating Funds	20,535	20,535	2,283
Rent	5,575	5,575	4,833
Membership Fees	11,545	11,545	12,503
Business Services	11,759	11,759	28,753
	<u>49,414</u>	<u>49,414</u>	<u>48,372</u>

6 Income from investments

	Unrestricted	Total 2018	Total 2017
	£	£	£
Bank Interest	125	125	339
	<u>125</u>	<u>125</u>	<u>339</u>

7 Other income

	Unrestricted	Total 2018	Total 2017
	£	£	£
Other Income	1,000	1,000	-
	<u>1,000</u>	<u>1,000</u>	<u>-</u>

Community And Voluntary Services Cheshire East  
NOTES TO THE ACCOUNTS

8 Other expenditure

	Unrestricted	Restricted	Total	Total
	£	£	2018	2017
	£	£	£	£
CVSCE Events Networking/General	1,263	1,290	2,553	1,546
CVSCE Events Volunteering/Funding	414	10,835	11,249	4,553
CVSCE Social Fund	120	-	120	86
Employee costs	233,671	32,855	266,526	370,932
Motor and travel costs	5,536	836	6,372	10,348
Premises costs	15,309	2,275	17,584	21,861
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	915	-	915	2,615
General administrative costs	21,424	8,485	29,909	54,283
Legal and professional costs	40,220	15,485	55,705	61,200
	<u>319,845</u>	<u>71,088</u>	<u>390,933</u>	<u>527,424</u>

9 Net income/(expenditure) before transfers

	2018	2017
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	915	2,615

10 Staff costs

Salaries and wages	253,860	330,919
Social security costs	-	26,237
Pension costs	7,583	5,740
	<u>261,443</u>	<u>362,896</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:

	2018	2017
	Number	Number
All Cheshire Offices	19	17
	<u>19</u>	<u>17</u>

CVSCE operate pension schemes with Scottish Widows and Aegon



11 Tangible fixed assets

	Property	Computers	Fixtures & Fittings	Total
	£	£	£	£
Cost or revaluation				
At 1 April 2017	421,281	35,269	7,016	463,566
Additions	-	160	496	656
At 31 March 2018	<u>421,281</u>	<u>35,429</u>	<u>7,512</u>	<u>464,222</u>
Depreciation and impairment				
At 1 April 2017	-	31,957	6,408	38,365
Depreciation charge for the year	-	694	221	915
At 31 March 2018	<u>-</u>	<u>32,651</u>	<u>6,629</u>	<u>39,280</u>
Net book values				
At 31 March 2018	<u>421,281</u>	<u>2,778</u>	<u>883</u>	<u>424,942</u>
At 31 March 2017	<u>421,281</u>	<u>3,312</u>	<u>608</u>	<u>425,201</u>

12 Debtors

	2018	2017
	£	£
Trade debtors	95,534	23,598
Other debtors		1,958
Prepayments and accrued income	2,956	41,827
	<u>98,490</u>	<u>67,383</u>

13 Creditors:  
amounts falling due within one year

	2018	2017
	£	£
Trade creditors	8,984	12,174
Accruals and deferred income	2,160	2,160
	<u>11,144</u>	<u>14,334</u>

Community And Voluntary Services Cheshire East  
NOTES TO THE ACCOUNTS

14 Creditors:  
amounts falling due after more than one year

	2018	2017
	£	£
Obligations under finance lease and hire purchase contracts	28,315	6,600
Accruals and deferred income	-	12,013
	<u>28,315</u>	<u>18,613</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 Gatefield Street Crewe, the property was purchased with grant assistance and should it be sold CVSCE are required to payback the grant assistance.

Community And Voluntary Services Cheshire East  
NOTES TO THE ACCOUNTS

15 Movement in funds

	At 1 April 2017	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 March 2018 £
Restricted funds:					
Restricted income funds:					
Big Lottery	9,860	-	(11,456)	-	(1,596)
Awards For All	-	9,675	(9,675)	-	-
ESF BBO	6,006	23,346	(24,136)	(5,216)	-
ESF TA	-	16,556	(19,497)	-	(2,941)
Sport England	-	7,298	(7,298)	-	-
<i>Total</i>	<u>15,866</u>	<u>56,876</u>	<u>(72,062)</u>	<u>(5,216)</u>	<u>(4,536)</u>
Unrestricted funds:					
General funds	403,260	316,122	(317,096)	9,110	434,763
Designated funds:					
Youth Social Action Fund	4,968	-	(2,749)	-	2,219
EC NHS Macclesfield	3,894	-	-	(3,894)	-
Property	221,996	-	-	-	221,996
<i>Total</i>	<u>230,858</u>	<u>-</u>	<u>(2,749)</u>	<u>(3,894)</u>	<u>224,215</u>
Revaluation Reserves:					
Revaluation fund	-	4,197			4,197
<i>Total revaluation reserves</i>	<u>-</u>	<u>4,197</u>			<u>4,197</u>
<b>Total funds</b>	<u><u>649,984</u></u>	<u><u>399,588</u></u>	<u><u>(390,933)</u></u>	<u><u>-</u></u>	<u><u>658,639</u></u>

Purposes and restrictions in relation to the funds:

Revaluation reserves: Represent the amount by which investments exceed their historical cost.

16 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	424,942	-	424,942
Net current assets	261,878	134	262,012
Creditors due in more than one year and provisions	(28,315)	-	(28,315)
	<u>658,505</u>	<u>134</u>	<u>658,639</u>

17 Commitments

*Operating lease commitments*

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

	2018 Property £	2018 Other £	2017 Property £	2017 Other £
	-	28,315	-	6,600
	<u>-</u>	<u>28,315</u>	<u>-</u>	<u>6,600</u>

*Pension commitments*

	2018 £	2017 £
The pension cost charge to the company amounted to:	<u>7,583</u>	<u>5,740</u>

18 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 2018

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Income				
Donations	7,654	-	7,654	5,907
Other donations	-	-	-	50
Restricted Funds	-	56,876	56,876	326,584
Unrestricted Funds	280,322	-	280,322	63,077
Activities for Generating Funds	20,535	-	20,535	2,283
Rent	5,575	-	5,575	4,833
Membership Fees	11,545	-	11,545	12,503
Business Services	11,759	-	11,759	28,753
Bank Interest	125	-	125	339
Other Income	1,000	-	1,000	-
<b>Total income and endowments</b>	<b>338,515</b>	<b>56,876</b>	<b>395,391</b>	<b>444,329</b>
Expenditure on:				
Networking/General	1,263	1,290	2,553	1,546
Volunteering/Funding	414	10,835	11,249	4,553
CVSCE Social Fund	120	-	120	86
Salaries/wages	221,359	32,501	253,860	330,919
Employer's NIC	-	-	-	26,237
Pension costs	7,583	-	7,583	5,740
External training program	3,853	308	4,161	-
Staff training	876	46	922	2,014
Staff welfare	-	-	-	6,022
Travel and subsistence	5,536	836	6,372	10,348
Rates	1,006	240	1,246	1,469
Light, heat and power	4,143	1,389	5,532	7,368
Premises cleaning	9,298	396	9,694	13,024
Premises repairs/ maintenance	862	250	1,112	-
Depreciation of Computers	694	-	694	2,462
Depreciation of Fixtures & Fittings	221	-	221	153
Bad debts	311	-	311	6,193
Bank charges	75	-	75	50
Equipment expensed	770	949	1,719	-
Equipment repairs / maintenance	7,104	373	7,477	8,444
Website	4,740	5,088	9,828	7,329
General insurances	2,489	518	3,007	2,795
Information and publications	15	1,374	1,389	13,904
Postage and couriers	419	-	419	1,526
Software, IT support	115	-	115	4,800

Community And Voluntary Services Cheshire East  
 DETAILED STATEMENT OF FINANCIAL ACTIVITIES CONT:

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Expenditure on continued:				
Stationery and printing	726	-	726	615
Subscriptions	665	-	665	1,288
Sundry expenses	532	-	532	314
Telephone, fax and broadband	3,463	183	3,646	7,025
Accountancy and bookkeeping	3,295	-	3,295	2,160
Consultancy fees	27,699	14,986	42,685	41,359
Legal and professional fees	9,226	499	9,725	17,681
Total expenditure	<u>318,871</u>	<u>72,062</u>	<u>390,933</u>	<u>527,424</u>
Net income/(expenditure)	<b>19,644</b>	<b>(15,186)</b>	<b>4,458</b>	<b>(83,095)</b>
Transfers between funds	5,216	(5,216)	-	-
Net income/(expenditure) before other gains/(losses)	<u>24,860</u>	<u>(20,402)</u>	<u>4,458</u>	<u>(83,095)</u>
Gains on revaluation	4,197	-	4,197	-
Net movement in funds	<b><u>29,057</u></b>	<b><u>(20,402)</u></b>	<b><u>8,655</u></b>	<b><u>(83,095)</u></b>