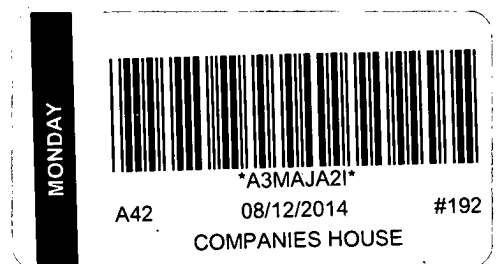


REGISTERED COMPANY NUMBER: 03301204 (England and Wales)  
REGISTERED CHARITY NUMBER: 1062644

**Report of the Trustees and  
Financial Statements  
For the Year Ended  
31st March 2014  
for  
Flintshire Local Voluntary Council**



**Flintshire Local Voluntary Council**

**Contents of the Financial Statements  
for the year ended 31 March 2014**

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## Flintshire Local Voluntary Council

### Report of the Trustees for the year ended 31 March 2014

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number**

03301204 (England and Wales)

**Registered Charity number**

1062644

**Registered office**

Corlan  
Unit 3, Mold Business Park  
Wrexham Road  
Mold  
Flintshire  
CH7 1XP

**Trustees**

M Elizabeth Holland	
Hilda Wendy Carter	
Thomas William Jones	
Harri Owen-Jones	- retired 26/9/13
Paul Hinchliffe	
Clive Bracewell	
Barbara Roberts	
Susan Patricia Woods	- retired 26/9/13
Marjorie Thomson	
Phillipa Marion Perry	
Michael James Dixon	
Gwenan Owain	- retired 26/9/13
John David Hatton	- appointed 10/10/13
Kevern John Kerswell	- appointed 10/10/13
Fiona Clare Roberts	- appointed 10/10/13
Ian Homard	- appointed 16/01/14

**Company Secretary**

Kieran Duff	- retired
Ann Woods	- appointed 19/06/14

**Auditors**

Gardners Accountants Limited  
Statutory Auditors  
Chartered Accountants  
Brynford House  
21 Brynford Street  
Holywell  
Flintshire  
CH8 7RD

**Bankers**

HSBC Bank Plc  
37 Chester Road West  
Shotton  
Flintshire  
CH5 1DE

## **Flintshire Local Voluntary Council**

### **Report of the Trustees for the year ended 31 March 2014**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, its Memorandum and Articles of Association, and constitutes a company, limited by guarantee, as defined by the Companies Act 2006.

##### **Recruitment and appointment of new trustees**

The charity can have up to 15 trustees, 12 of whom are nominated and elected by the membership and three can be appointed by the trustees. Only one third of the trustee places are eligible for nomination each year so balancing continuity with renewal. The charity currently has 13 trustees.

##### **Induction and training of new trustees**

All trustees are provided with an induction pack and new trustees attend an induction course. Trustees can access training which is relevant to their role and can shadow more experienced colleagues to learn a particular role in more detail.

##### **Statement of Public Benefit**

The objects of Flintshire Local Voluntary Council as stated in the Memorandum of Association are as follows "...to promote any charitable purposes for the benefit of the community in Wales with particular preference to the Local Government District of Flintshire which now or hereafter may be deemed by law to be charitable". The trustees have taken note of the Charity Commission's guidance on "public benefit" and believe that this report reflects that guidance. FLVC discharges its responsibility under "public benefit" by providing a range of support services to other voluntary organisations and charities as set out in this report. In particular it supports, but not exclusively, those with the following charitable purposes:

- the prevention or relief of poverty
- the advancement of education
- the advancement of health or saving of lives
- the advancement of citizenship or community development
- the advancement of arts, culture, heritage or science
- the advancement of amateur sport
- the advancement of animal welfare
- the advancement of environmental protection or improvement
- the advancement of human rights
- the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

##### **Organisational structure**

The FLVC Board meets at least five times each year and has a number of sub-committees reporting to it and overseeing finances, personnel issues and particular service areas, including the Voluntary Centre. The trustees delegate to the Chief Officer and the management team and, through them, to staff teams the day to day operation of the organisation. Trustees require regular progress reports on services and activities and scrutinise and approve budgets and financial reports. Trustees also take responsibility, with support from staff, for the development and approval of all necessary policies and procedures and for the recruitment and appointment of staff. FLVC contracts with SAGE Business Services to receive legal advice on Personnel and Health & Safety issues.

##### **Wider network**

FLVC is part of a national network of Voluntary Councils and Volunteer Centres who work closely with each other, and with Wales Council for Voluntary Action (WCVA), to provide generic support to voluntary and community organisations across Wales within a Framework of National Standards agreed with the Welsh Government and incorporated into a National Infrastructure Agreement.

##### **Related parties**

FLVC collaborates with a wide range of partners at local, regional and national levels. These include public bodies and other third sector organisations. The purpose of the collaboration can be to develop new projects and services, to secure additional resources or to represent the interests of the third sector. It receives significant core funding from the Welsh Government (administered by WCVA), through the National Infrastructure Agreement. The charity builds on this core funding by attracting support from a range of sources, including Flintshire County Council, Wales Council for Voluntary Action, Betsi Cadwaladr University Health Board (BCUHB), the Rural Development Partnership and Families First. Where trustees have any links with related parties these are declared in a register and trustees are required to declare any potential conflict of interest at any meeting where this may arise. Appropriate action is then taken by the chair of the meeting.

## **Flintshire Local Voluntary Council**

### **Report of the Trustees for the year ended 31 March 2014**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Risk management**

The trustees have a duty to identify and to review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

FLVC identifies, assesses and manages risk using the following methods:

An effective management and reporting structure which allows trustees to scrutinise and oversee the activities of the organisation through meetings of the board and sub-committees which have clear Terms of Reference and which are reviewed annually;

A set of Financial Regulations which is reviewed annually;

A Business Plan which sets out organisational priorities and plans which has been updated this year and approved by the Finance & General Purposes Committee;

A comprehensive set of policies and procedures is in place, with an agreed process for their development, review, implementation and amendment, including Health and Safety, equalities and Welsh language policies;

Engagement of external professional advisors to guide the organisation in legal, contractual, financial and personnel and health and safety matters;

A robust staff recruitment and appointment procedure which ensures that the organisation has appropriately qualified and experienced staff to deliver its services;

A staff supervisory and guidance structure which includes staff meetings, team meetings and one to one supervision and annual appraisal.

Adequate insurances against identifiable risks;

Designated reserves set against risks identified in the Reserve Policy which is reviewed annually;

Monitoring and reporting systems which measure output against a set of National Standards agreed with the Welsh Government and against targets set out in service level agreements and contracts agreed with other funders.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

Flintshire Local Voluntary Council (FLVC) is an umbrella organisation for voluntary and community groups in Flintshire.

FLVC is tasked by the Infrastructure Agreement to provide a wide range of services to the voluntary sector.

FLVC's vision is for a strong and effective voluntary and community sector involving and serving the people of Flintshire.

FLVC's mission is to support, develop and promote voluntary and community activity and social enterprise in Flintshire and to strengthen the capacity of voluntary and community groups to contribute to the quality of life of Flintshire people and communities.

FLVC will achieve its mission by working within the framework of agreed National Standards incorporated in the National Infrastructure Agreement and set out in an Annual Delivery Plan. It continues to deliver a wide range of services to voluntary and community groups under the following headings:

##### **General Information, Guidance and Support**

Support Services - deliver a comprehensive range of support services including information, advice, practical services and training.

##### **Training**

Identifying learning needs, arranging and delivering training to support the professional development of the third sector workforce.

##### **Volunteering**

Recruiting, interviewing and placing volunteers. Promoting and supporting good practice.

##### **Trustees and Governance**

Providing information, training and advice. Updating and advising on governing documents.

## **Flintshire Local Voluntary Council**

### **Report of the Trustees for the year ended 31 March 2014**

#### **OBJECTIVES AND ACTIVITIES**

##### **Funding**

Providing information about funders and funding, help and guidance with funding applications and administering grants.

##### **New Initiatives and Community Development**

Supporting the development of new projects and new organisations.

##### **Policy and Public Services**

Ensuring that third sector organisations can make an effective contribution to service planning, development review and delivery. Facilitating partnership and collaboration with public bodies.

##### **Membership**

Maintaining a strong and diverse membership base with legitimises the CVC's representative role.

##### **Significant activities**

The past year has seen considerable change within the organisation as funding streams have been reduced and our staffing structure has been adapted accordingly. FLVC has continued to maintain its core services with funding which has come mainly from the public sector but income generated from services and projects has increased and provides a more sustainable alternative for some services.

FLVC continues to provide a wide range of support services to a large number of voluntary and community groups, including funding advice, guidance on governance, training, information and practical services as well as representing the interests of the voluntary sector to public sector partners.

Corlan, the Voluntary Centre, has continued its success in providing a warm welcome to community groups seeking advice and information and also providing office space (including hot-desking facilities), meeting room hire and Print Services.

Our Community Printing Project ('The Print Room') continues to be fully self-supporting, providing design and print services to third sector groups. Investment in facilities within the Printing Project has allowed us to provide a wide range of design and print services to a wide and growing customer base.

FLVC is hosting the third sector involvement for the North Wales Regional Transforming Access Programme which is delivering a single point of access (SPoA) for information on Adult Health and Social Care support services. Our Health and Social Care facilitator manages the Third Sector Development Worker posts – based in North East and North West Wales. We continually update our web-based directory of Health, Social Care and Well-being related third sector organisations.

FLVC continues to administer a number of grant funds which support local voluntary groups with funding coming from the Welsh Government. These include support for playgroups, community groups and youth-led projects. The latter fund (GwirVol) is distributed by a group of young people with the support of FLVC.

##### **Training**

FLVC has delivered training courses and developed a web-based "Learning Zone", which will provide information about courses and allow staff and volunteers to exchange views and information. We work closely with Flintshire County Council to promote the Social Care Workforce Development Programme, which is open to public, private and third sector participants. Through our Step Up Step Out Programme we are delivering the OCN in Volunteering Course.

##### **New Projects**

The Business Supporting Communities Project (B2C), funded by the Big Lottery and led by Denbighshire Voluntary Services Council, has staff hosted in all North Wales CVCs. The project finishes in February 2015 and has made strong links between third sector groups and the private sector.

The 'Time for Change' Project continues its success in working with young people who have struggled with formal education by developing volunteering and other learning opportunities.

The Communities 2.0 'Get Online Flintshire & Wrexham' Project, led by the Wales Co-operative Centre has been very successful in promoting the benefits of information technology to individuals and in supporting third sector groups with their IT provision.

## **Flintshire Local Voluntary Council**

### **Report of the Trustees for the year ended 31 March 2014**

#### **OBJECTIVES AND ACTIVITIES**

##### **Collaborative Working Across the Region**

All North Wales CVCs continue to explore methods of collaborative working and sharing good practice. FLVC and our sister organisation in Wrexham, AVOW, have developed a 'Third Sector Doctor' programme for supporting third sector organisations within both counties. After extensive consultation, the programme has been developed to provide support and guidance with governance, finance, funding and other management issues. FLVC and AVOW have completed work with Neighbourhood Economics on ideas for collaborative future work by means of a jointly run social enterprise trading company, thus formalising their agreement to explore opportunities for working together in order to generate income and further the provision of sustainable services.

##### **Representation and Partnership Support**

FLVC has continued to represent the third sector in a range of partnership bodies. It has contributed to the development of local plans and strategies, including the Single Integrated Plan. FLVC staff have been involved in the development of the Health Board's Strategic Locality groups and strives to ensure a strong third sector presence in the commissioning and delivery of health and social care services.

##### **Volunteering**

The Volunteer Centre (VC) continues to promote volunteering opportunities and recruits volunteers on behalf of other voluntary groups. With the changing economic situation it has focused on finding suitable volunteering opportunities for people who are struggling to find jobs or sustainable training opportunities. The VC has continued to deliver a number of accredited volunteering courses which combine classroom based activities with practical volunteering. Their 'Step Up Step Out' supported volunteering programme has been successful in developing confidence and aspirations for volunteers with mental health needs. The VC has continued to recognise the effort and commitment of volunteers by issuing Volunteering Awards and recruiting young people to the national MV Award Scheme. As in previous years, FLVC has provided a range of volunteering opportunities in its own right. Six volunteers have regularly helped with the services at Corlan, including reception and the Community Printing Project. Volunteers also run a weekly Food Co-op based at Corlan. Young volunteers have helped with special events through the 14-19 Pathways programme and the Time For Change and have completed work placements in FLVC.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

The following statistics give an indication of the range of services provided by FLVC:

- General information and support services were delivered to over 1,141 voluntary and community groups in Flintshire
- Over 32,000 individuals visited our website [www.flvc.org.uk](http://www.flvc.org.uk) and information was disseminated to over 300 organisations via e-groups and our newsletter "Voluntary Voice"
- 345 groups were helped with their funding enquiries and FLVC helped groups attract £1,335,076 of funding
- Groups received a total of £12,086 from Welsh Government and other grants administered by FLVC
- 14 new groups were established with FLVC's support and guidance
- Over 100 participants benefitted from 10 training courses over the year
- 859 volunteering enquiries were dealt with and 437 individuals were interviewed by Volunteer Centre staff. This resulted in 716 people being placed in volunteering opportunities. This figure includes 199 young people
- Over 250 contacts from the third sector and the public sector received regular bulletins and were kept up to date using a special section of our website
- Practical services have been provided on over 4,000 occasions to voluntary and community groups, including design and print services, loan of equipment, payroll and accounts examination, room hire and office letting

##### **Internal and external factors**

FLVC continues to meet the targets which are set out in its Annual Delivery Plan under the National Infrastructure Agreement and which are reported back to Wales Council for Voluntary Action (WCVA) every six months alongside all the Voluntary Councils in Wales. As part of the Welsh Government's consultation on its relationship with the third sector WCVA all CVCs have been working on a Regional Plan for our work from April 2015. Reductions in public funding for the financial year 2013-2014 have affected FLVC's core funding base with a 9% cut from Welsh Government and a flat settlement from Flintshire County Council. Taking inflationary costs into account, these present significant challenges to balancing our budget and maintaining levels of service delivery. FLVC has focused strongly on our capacity to generate income as well as reducing costs. Investment in social enterprise development projects is a practical demonstration of this commitment. As mentioned above, FLVC, jointly with AVOW, has committed to developing a wider range of services on a social enterprise basis so that they are sustainable.

## **Flintshire Local Voluntary Council**

### **Report of the Trustees for the year ended 31 March 2014**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Internal and external factors (continued)**

Corlan, the Voluntary Centre, is FLVC's base and provides office space to other third sector organisations, operating as a social enterprise. The commercial rental market is extremely competitive and we need to continue to promote the unique Corlan community very strongly.

FLVC presently employs 19 staff and has clear line management arrangements and a supervision and appraisal system. Weekly management team meetings combined with regular staff and team meetings work to ensure that staff are well informed and can collaborate effectively across teams.

Trustees continue to be actively involved in shaping future plans for the organisation and reviewing performance through sub-committees and working groups. There is a reasonable balance between new trustees joining and more experienced trustees staying with the organisation although there are still some skill gaps. Each year we try to address any skills gaps and in particular try to attract trustees with business and entrepreneurial experience to help us meet the challenges ahead.

The need to demonstrate more effective collaboration with other Voluntary Councils in North Wales continues to be a major focus. As a result CVCs have endorsed a draft memorandum of understanding which sets out a framework for collaboration. Joint projects and joint working on a regional and cross county level have both increased.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

FLVC has a Reserves Policy which guides the trustees in their deliberations about future security and contingencies.

The trustees have reviewed these costs and at 31 March 2014 believe them to be staff redundancy £50,000, information technology equipment replacement £15,000, premises repairs and renewals £15,000 and contribution to one year's lease payments at £50,000 to cover risks to rental payments associated with fluctuations in project funding. The individual elements amount to £130,000 and the trustees would like to designate an unrestricted reserve for this amount. At present the brought forward balance is £130,000 and therefore no increase is felt appropriate for the current year. Further information can be found in note 16.

##### **Principal funding sources**

FLVC continues to enjoy a reasonably stable, if reducing, platform of core funding which accounts for about 25% of its total income, which now includes support to the Volunteer Centre. FLVC received funding from the following primary sources:

The Welsh Government;  
Wales Council for Voluntary Action;  
Flintshire County Council;  
Betsi Cadwaladr University Health Board

#### **FUTURE DEVELOPMENTS**

Although the funding environment in which the third sector is operating remains uncertain and very challenging, FLVC is still identifying and exploiting opportunities which ensure that the organisation continues to deliver good quality sustainable services. Our priorities remain:

- Collaborating with CVCs at a regional and cross county level to make the best use of resources, including joint funding bids, joint purchasing and joint projects
- Promoting Corlan as an attractive and affordable base for third sector organisations and a valuable community resource for local groups
- Maintaining and strengthening our partnerships and collaboration with public sector partners and other stakeholders, so that we are ready to exploit any new opportunities which may present themselves



## Flintshire Local Voluntary Council

### Report of the Trustees for the year ended 31 March 2014

#### STATEMENT OF TRUSTEES RESPONSIBILITIES –

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### AUDITORS

The auditors, Gardners Accountants Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

#### ON BEHALF OF THE BOARD:



Ann Woods – Secretary

Date: 10<sup>th</sup> Sept 2014

## **Report of the Independent Auditors to the Trustees of Flintshire Local Voluntary Council**

We have audited the financial statements of Flintshire Local Voluntary Council for the year ended 31 March 2014 on pages ten to twenty. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page seven, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Report of the Independent Auditors to the Trustees of  
Flintshire Local Voluntary Council**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



Gardners Accountants Limited  
Statutory Auditors  
Chartered Accountants  
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
Brynford House  
21 Brynford Street  
Holywell  
Flintshire  
CH8 7RD

Date: 5 September 2014.

# Flintshire Local Voluntary Council

## Statement of Financial Activities for the year ended 31 March 2014

	Notes	Unrestricted funds £	Restricted funds £	2014 Total funds £	2013 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	140,531	439,623	580,154	642,450
Activities for generating funds	3	164,364	1,902	166,266	164,991
Investment income	4	<u>757</u>	<u>-</u>	<u>757</u>	<u>809</u>
<b>Total incoming resources</b>		<b>305,652</b>	<b>441,525</b>	<b>747,177</b>	<b>808,250</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	5	2,115	-	2,115	847
<b>Charitable activities</b>					
Salaries and staff expenses	6	161,545	326,332	487,877	490,158
Office expenses		59,917	22,593	82,510	87,384
Expenses and fees		22,347	19,194	41,541	27,091
Volunteers and training		2,279	13,836	16,115	11,244
Premises expenses		55,675	29,858	85,533	89,541
Depreciation		6,953	-	6,953	10,554
Grant disbursements: Child & Family		-	2,350	2,350	2,350
Grant disbursements: CFAP Funding Outreach		-	-	-	60,180
Grant disbursements: GwirVol		-	5,636	5,636	5,000
Grant disbursements: General		-	358	358	-
<b>Governance costs</b>	8	<b>1,243</b>	<b>2,357</b>	<b>3,600</b>	<b>3,625</b>
<b>Other resources expended</b>		<u><b>1,685</b></u>	<u><b>-</b></u>	<u><b>1,685</b></u>	<u><b>1,258</b></u>
<b>Total resources expended</b>		<b>313,759</b>	<b>422,514</b>	<b>736,273</b>	<b>789,232</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>(8,107)</b>	<b>19,011</b>	<b>10,904</b>	<b>19,018</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>172,335</b>	<b>202,268</b>	<b>374,603</b>	<b>355,585</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><b>164,228</b></u>	<u><b>221,279</b></u>	<u><b>385,507</b></u>	<u><b>374,603</b></u>

The notes form part of these financial statements

**Flintshire Local Voluntary Council**

**Balance Sheet  
At 31 March 2014**

	Notes	Unrestricted funds £	Restricted funds £	2014 Total funds £	2013 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	6,765	-	6,765	11,710
<b>CURRENT ASSETS</b>					
Debtors	13	31,165	97,566	128,731	49,992
Cash at bank and in hand		<u>155,073</u>	<u>196,342</u>	<u>351,415</u>	<u>394,226</u>
		186,238	293,908	480,146	444,218
<b>CREDITORS</b>					
Amounts falling due within one year	14	(28,772)	(72,632)	(101,404)	(81,325)
<b>NET CURRENT ASSETS</b>		<u>157,466</u>	<u>221,276</u>	<u>378,742</u>	<u>362,893</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>164,231</u>	<u>221,276</u>	<u>385,507</u>	<u>374,603</u>
<b>NET ASSETS</b>		<u>164,231</u>	<u>221,276</u>	<u>385,507</u>	<u>374,603</u>
<b>FUNDS</b>	16				
Unrestricted funds				164,231	172,335
Restricted funds				<u>221,276</u>	<u>202,268</u>
<b>TOTAL FUNDS</b>				<u>385,507</u>	<u>374,603</u>

The notes form part of these financial statements

**Flintshire Local Voluntary Council**

**Balance Sheet - continued  
At 31 March 2014**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

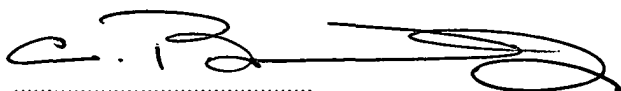
The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

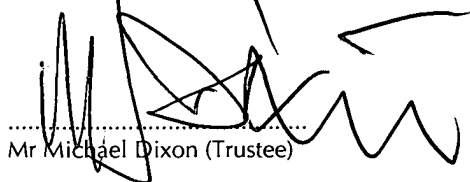
These financial statements have been audited under the requirements of Section 144 of the Charities Act 2011.

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

The financial statements were approved by the Board of Trustees on 4 September 2014 and were signed on its behalf by:



.....  
Mr Clive Bracewell (Trustee)



.....  
Mr Michael Dixon (Trustee)

## Flintshire Local Voluntary Council

### Notes to the financial statements for the year ended 31 March 2014

#### 1. ACCOUNTING POLICIES

##### **Accounting convention**

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

##### **Incoming resources**

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

Voluntary income includes donations, activity income and grants that provide core funding and are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. This income is only deferred if the donor specifies that the grant must only be used in a future accounting period or there are conditions imposed which must be met before the charity has unconditional entitlement.

##### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

##### **Cost of generating funds**

Cost of generating funds include costs incurred in attracting voluntary income and office services.

##### **Charitable activities**

Charitable activities include the expenditure of grant disbursements and the running costs of the charity.

Grants payable are payments to third parties in the furtherance of the charitable objectives of the charity. They are accounted for when the recipient has a reasonable expectation that they will receive the grant and the trustees have agreed to pay the grant; conditions will be applied to some grants payable while other grants payable will be payable without conditions.

Provision is made for any grant money potentially repayable to the funding body as a result of an underspend in the period of the grant.

##### **Governance costs**

Governance costs include the costs incurred by the charity to comply with constitutional and statutory requirements.

##### **Tangible fixed assets**

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

Fixtures and fittings	- 25% on cost
Office equipment	- 33% on cost

##### **Taxation**

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

##### **Fund accounting**

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

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

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

##### **Pensions**

The employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contribution in note 11. There were no outstanding contributions at the end of the year.

# Flintshire Local Voluntary Council

## Notes to the Financial Statements - continued for the year ended 31 March 2014

### 2. VOLUNTARY INCOME

	2014 £	2013 £
<b>Wales Council for Voluntary Action:</b>		
WCVA: Core Infrastructure Grant (Local Scheme)	116,998	128,358
WCVA: Core Infrastructure Grant (Volunteer Centre)	54,605	59,907
WCVA: GwirVol	15,000	15,000
WCVA: BIG Lottery Fund (Wales Volunteering Project)	19,790	20,319
WCVA: Engagement Gateway	-	17,346
<b>Welsh Government:</b>		
GwirVol Youth Led Grant	5,000	4,800
Community Facilities and Activities Programme	-	64,980
<b>Local Authority:</b>		
<i>Flintshire County Council</i>		
Families First Time For Change	55,871	48,928
Families First Volunteer Mentors	59,000	59,000
Families First Support for Tendering	-	18,000
Outreach Funding Service	25,150	25,150
Volunteer Development	24,780	24,490
Youth Services Grant	-	2,500
14 - 19 Pathway	30,120	30,000
Workforce Development	1,000	4,500
Create 'IT' Project	8,000	-
Service User Involvement	-	19,076
Child Development	2,600	2,500
Corlan Facilities Support	22,038	22,038
Joint Planning	666	-
Transforming Access Project	30,000	-
Wellbeing Development	4,000	-
<b>Other Public Bodies</b>		
Betsi Cadwaladr University Health Board 'Building Strong Bridges'	40,800	40,800
Big Lottery Community Voice	-	18,216
Communities 2.0 (Wales Co-Op Centre)	55,361	10,477
Bangor University: REAL Project	7,880	4,565
Sports Wales Community Chest	1,495	1,500
	<u>580,154</u>	<u>642,450</u>

### 3. ACTIVITIES FOR GENERATING FUNDS

	2014 £	2013 £
Membership fees	4,648	5,128
Office services and training	17,973	12,250
Office rents, room bookings and service charges	57,326	58,579
Photocopying and postage services	70,738	78,463
Grant disbursements refunded to FLVC	645	190
Donations and fund raising	3,269	1,493
Course and management fees	11,667	8,888
	<u>166,266</u>	<u>164,991</u>

The grants disbursements refunded to FLVC are grants repaid to FLVC by third party organisations unable to comply with the conditions of funding. Any disbursements refunded will be made available to other third party organisations that will be able to comply with the conditions of funding.

### 4. INVESTMENT INCOME

	2014 £	2013 £
Bank deposit interest	<u>757</u>	<u>809</u>

The charity's investment income arises from interest bearing deposit accounts.



**Flintshire Local Voluntary Council**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2014**

**5. COSTS OF GENERATING VOLUNTARY INCOME**

	2014	2013
	£	£
Office services	<u>2,115</u>	<u>847</u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Grant funding of activities (See note 7)	Totals
	£	£	£
Salaries and staff expenses	487,877	-	487,877
Office expenses	82,510	-	82,510
Expenses and fees	41,541	-	41,541
Volunteers and training	16,115	-	16,115
Premises expenses	85,533	-	85,533
Depreciation	6,953	-	6,953
Grant disbursements: Child & Family	-	2,350	2,350
Grant disbursements: GwirVol	-	5,636	5,636
Grant disbursements: General	-	358	358
	<u>720,529</u>	<u>8,344</u>	<u>728,873</u>

**7. GRANTS PAYABLE**

	2014	2013
	£	£
Grant disbursements: Child & Family	2,350	2,350
Grant disbursements: CFAP Funding Outreach	-	60,180
Grant disbursements: GwirVol	5,636	5,000
Grant disbursements: General	<u>358</u>	<u>-</u>
	<u>8,344</u>	<u>67,530</u>

The total grants paid to institutions during the year were as follows:

	2014	2013
	£	£
<b>Child &amp; Family</b>		
Cylch Meithrin Mornant	150	
Cylch Ti a Fi Dreflan	200	
Stay and Play	200	
Cylch Ti a Fi Fflint	200	
Cylch Ti a Fi Garden City (Sealand)	200	
Ti a Fi Helygain	200	
Cylch Meithrin Terrig Ti a Fi	150	
Cylch Ti a Fi Capel Bethesda	150	
Tots to Teens Toddler Group	200	
Bistre Babes and Toddlers	150	
Broughton Pre-School Playgroup	200	
Cylch Ti a Fi Dydd Llun a Dydd Gwener Yr Wyddgrug	50	
Gwernymynydd Play Corner	<u>300</u>	
	<u>2,350</u>	<u>2,350</u>

**Flintshire Local Voluntary Council**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2014**

**7. GRANTS PAYABLE – continued**

The total grants paid to institutions during the year were as follows:

	2014 £	2013 £
<b>GwirVol</b>		
Save The Family Include Us Project	307	
Flintshire Youth Forum	893	
Alternative Education Centre (Flintshire)	553	
Deeside College Sixth Form Volunteers	415	
Urdd Gobaith Cymru	500	
Barnardo's Flintshire	74	
Deaf Access Cymru	232	
Ysgol Maes Garmon	325	
Cambria Band	250	
Fishing For Fun	200	
Deeside CFR Team	500	
Ysgol Maes Hyfryd	500	
Inspirational Traveller Dimension Girls	400	
Elfed School Volunteer Group	320	
John Summers High School Community Participation Group	67	
Clwyd Alyn Housing Association Film Project	100	
	<u>5,636</u>	<u>5,000</u>

**8. GOVERNANCE COSTS**

	2014 £	2013 £
Compliance and filing fees	-	26
Auditors' remuneration	<u>3,600</u>	<u>3,599</u>
	<u>3,600</u>	<u>3,625</u>

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

Net resources are stated after charging/(crediting):

	2014 £	2013 £
Auditors' remuneration	3,600	3,599
Depreciation - owned assets	<u>6,953</u>	<u>10,553</u>

Flintshire Local Voluntary Council

Notes to the Financial Statements - continued  
for the year ended 31 March 2014

10. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

Expenses were paid to trustees in the current year and the previous year to reimburse the trustees for travel expenses and other incidental costs incurred in the performance of their duties as trustees. Expenses paid to each individual trustee were as follows:

Barbara Roberts	£498.60
Clive Bracewell	£634.50
Thomas William Jones	£119.70
Hilda Wendy Carter	£38.25
Marjorie Thomson	£102.33
Michael James Dixon	£276.55
Phillipa Marion Perry	£15.00

11. STAFF COSTS

Analysis of staff costs:

	2014 £	2013 £
Salaries and wages	417,333	425,305
Social security costs	34,520	34,454
Pension costs	20,478	18,919
	<u>472,331</u>	<u>478,678</u>

The average number of full time equivalent employees during the year was 17 (2013: 18) with all employee time involved in providing support to the charity.

There are no employees in the current year with emoluments in excess of £60,000 per annum.

Standard Life continues to provide a staff pension scheme with a 6% contribution from Flintshire Local Voluntary Council.

**Flintshire Local Voluntary Council**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2014**

**12. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Office equipment £	Totals £
<b>COST</b>			
At 1 April 2013	27,849	63,247	91,096
Additions	-	2,008	2,008
At 31 March 2014	<u>27,849</u>	<u>65,255</u>	<u>93,104</u>
<b>DEPRECIATION</b>			
At 1 April 2013	25,914	53,472	79,386
Charge for year	851	6,102	6,953
At 31 March 2014	<u>26,765</u>	<u>59,574</u>	<u>86,339</u>
<b>NET BOOK VALUE</b>			
At 31 March 2014	<u>1,084</u>	<u>5,681</u>	<u>6,765</u>
At 31 March 2013	<u>1,935</u>	<u>9,775</u>	<u>11,710</u>

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

	2014 £	2013 £
Trade debtors	89,005	29,081
Other debtors	<u>39,726</u>	<u>20,911</u>
	<u>128,731</u>	<u>49,992</u>

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

	2014 £	2013 £
Trade creditors	14,579	28,444
Other creditors	<u>86,825</u>	<u>52,881</u>
	<u>101,404</u>	<u>81,325</u>

Included in other creditors is deferred income of £74,650 for the current year (2013: £29,771).

Deferred income comprises grant income received which as a condition of the donor relates to a future accounting period and tenants rentals and re-charges for telephone received in advance.

**15. OPERATING LEASE COMMITMENTS**

All liabilities under operating lease commitments were settled in the current year and no further lease commitments are outstanding at the present time.

# Flintshire Local Voluntary Council

## Notes to the Financial Statements - continued for the year ended 31 March 2014

### 16. MOVEMENT IN FUNDS

	At 1/4/13 £	Net movement in funds £	At 31/3/14 £
<b>Unrestricted funds</b>			
Designated Reserve (1)	130,000	-	130,000
Flintshire Local Voluntary Council - Core	<u>42,335</u>	<u>(8,104)</u>	<u>34,231</u>
	172,335	(8,104)	164,231
<b>Restricted funds</b>			
Flintshire Volunteer Centre	78,051	15,927	93,978
Partnership Support	30,180	(630)	29,550
Learning Development & Outreach Support	62,673	3,810	66,483
Grant Funds	<u>31,364</u>	<u>(99)</u>	<u>31,265</u>
	202,268	19,008	221,276
<b>TOTAL FUNDS</b>	<u>374,603</u>	<u>10,904</u>	<u>385,507</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Flintshire Local Voluntary Council - Core	305,652	(313,756)	(8,104)
<b>Restricted funds</b>			
Flintshire Volunteer Centre	209,422	(193,495)	15,927
Partnership Support	75,465	(76,095)	(630)
Learning Development & Outreach Support	148,393	(144,583)	3,810
Grant Funds	<u>8,245</u>	<u>(8,344)</u>	<u>(99)</u>
	441,525	(422,517)	19,008
<b>TOTAL FUNDS</b>	<u>747,177</u>	<u>(736,273)</u>	<u>10,904</u>

## Flintshire Local Voluntary Council

### Notes to the Financial Statements - continued for the year ended 31 March 2014

#### 16. MOVEMENT IN FUNDS - continued

##### **Restricted funds:**

These are funds which have been given for particular purposes and projects.

##### **Flintshire Volunteer Centre Fund**

Flintshire Volunteer Centre promotes volunteering and guides people to volunteering opportunities. This year the Volunteer Centre has developed a number of specific projects which receive funding from different sources, including Welsh Government, Flintshire Families First and via the 14-19 Pathway and WCVA (GwirVol). These projects aim to encourage young people and those with support needs to get involved in volunteering.

##### **Partnership Support**

The aim is to support the effective involvement of voluntary and community groups in the planning, development and review of local services and to strengthen partnership working. Initiatives under Partnership Support are funded by Flintshire County Council and Bets Cadwaladr University Health Board.

##### **Learning Development and Outreach Support**

The aim of Learning Development is to develop and promote learning opportunities for those involved in voluntary and community groups and for disadvantaged people in the wider community.

The aim of Outreach Support is to provide a range of support services to voluntary and community groups including advice and help with funding, governance issues and targeted support to groups working in rural areas. This work is supported by Flintshire County Council and the Welsh Government.

##### **Grant Funds**

These grant funds, administered by Flintshire Local Voluntary Council, support local voluntary and community groups undertaking a wide variety of activities. The grant funds are supported by Flintshire County Council's Child & Family initiative and GwirVol Youth Led grants. Further grant funds have been received from local businesses and the fund raising activities of Flintshire Local Voluntary Council.

##### **Unrestricted Funds**

The Board has resolved that the financial reserves of Flintshire Local Voluntary Council should be reviewed on an annual basis to ensure that adequate provision is made for unforeseen expenses while guarding against the possibility that reserves could increase from year to year without valid reason.

The designated unrestricted reserve is to provide for contingent liabilities which would arise should funding support be withdrawn and the Voluntary Council be required to be wound up. In addition, amounts have been set aside to meet unforeseen significant expenditure relating to the ICT infrastructure and/or business premises. The Board estimates that such costs would amount to £130,000. This was reviewed and approved during the current year.

#### 17. CAPITAL COMMITMENTS

As at 31 March 2014 the charity had no capital commitments.

## Flintshire Local Voluntary Council

### Notes to the Financial Statements - continued for the year ended 31 March 2014

#### 18. RELATED PARTY DISCLOSURES

Flintshire Local Voluntary Council provides services and grant funding to other voluntary and community groups and, in turn, receives funding and resources from a number of external agencies. To minimise and manage any conflict of interest trustees are required to sign a Declaration of Interest form and, where appropriate, declare particular interest and withdraw from meetings or discussions pertaining to that issue.

FLVC received funding from the following bodies and the named trustees are declared as related parties:

Flintshire County Council: grant funds and service agreements      £263,225

Gwenan Owen is an employee of Flintshire County Council

The following organisations received either payroll, room rental or printing services on normal commercial terms:

Flintshire Advocacy Service	Susan Patricia Woods
Council for Wales of Voluntary Youth Services	Clive Bracewell
Home-Start Flintshire	M Elizabeth Holland
	Marjorie Thomson

#### 19. LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee. The liability of the members is therefore limited. In accordance with the Memorandum of Association every member of the charity undertakes to contribute such amount as may be required (not exceeding £10) to the charity's assets if it should be wound up whilst they are a member or within one year after he or she ceases to be a member.

**Flintshire Local Voluntary Council**  
**Detailed Statement of Financial Activities**  
**for the year ended 31 March 2014**

	2014 £	2013 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
<b>Wales Council for Voluntary Action:</b>		
WCVA: Core Infrastructure Grant (Local Scheme)	116,998	128,358
WCVA: Core Infrastructure Grant (Volunteer Centre)	54,605	59,907
WCVA: GwirVol	15,000	15,000
WCVA: BIG Lottery Fund (Wales Volunteering Project)	19,790	20,319
WCVA: Engagement Gateway	-	17,346
<b>Welsh Government:</b>		
GwirVol Youth Led Grant	5,000	4,800
Community Facilities and Activities Programme	-	64,980
<b>Local Authority:</b>		
<i>Flintshire County Council</i>		
Families First Time For Change	55,871	48,928
Families First Volunteer Mentors	59,000	59,000
Families First Support for Tendering	-	18,000
Outreach Funding Service	25,150	25,150
Volunteer Development	24,780	24,490
Youth Services Grant	-	2,500
14 - 19 Pathway	30,120	30,000
Workforce Development	1,000	4,500
Create 'IT' Project	8,000	-
Service User Involvement	-	19,076
Child Development	2,600	2,500
Corlan Facilities Support	22,038	22,038
Joint Planning	666	-
Transforming Access Project	30,000	-
Wellbeing Development	4,000	-
<b>Other Public Bodies</b>		
Betsi Cadwaladr University Health Board 'Building Strong Bridges'	40,800	40,800
Big Lottery Community Voice	-	18,216
Communities 2.0 (Wales Co-Op Centre)	55,361	10,477
Bangor University: REAL Project	7,880	4,565
Sports Wales Community Chest	<u>1,495</u>	<u>1,500</u>
	580,154	642,450
<b>Activities for generating funds</b>		
Membership fees	4,648	5,128
Office services and training	17,973	12,250
Office rents, room bookings and service charges	57,326	58,579
Photocopying and postage services	70,738	78,463
Grant disbursements refunded to FLVC	645	190
Donations and fund raising	3,269	1,493
Course and management fees	<u>11,667</u>	<u>8,888</u>
	166,266	164,991
<b>Investment income</b>		
Bank deposit interest	<u>757</u>	<u>809</u>
<b>Total incoming resources</b>	<u>747,177</u>	<u>808,250</u>



**Flintshire Local Voluntary Council**  
**Detailed Statement of Financial Activities**  
**for the year ended 31 March 2014**

	2014 £	2013 £
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Office services	2,115	847
<b>Charitable activities</b>		
Rent and rates	73,602	71,415
Light and heat	7,712	7,133
Repairs and maintenance	5,287	10,580
Property insurance	644	413
Salaries and wages	472,330	478,433
Recruitment costs	195	-
Staff training	4,096	3,549
Staff expenses	11,256	8,176
Telephone charges	6,711	7,108
Printing and stationery	42,807	44,643
Postage	14,314	15,891
Computer costs	11,126	13,536
Reference materials	2,737	900
Subscriptions	754	808
Insurances and indemnities	1,855	1,808
Volunteers' and beneficiaries expenses	6,166	2,354
Training (including room hire)	9,949	8,890
AGM expenses	512	1,368
Professional fees	17,400	12,728
Sundry expenses	4,608	2,226
Publicity	1,041	710
Management charges and contributions	15,371	6,543
Telephone equipment charges	3,103	6,206
Fixtures and fittings	851	851
Office equipment	6,102	9,703
Grant disbursements	8,344	67,530
	728,873	783,502
<b>Governance costs</b>		
Compliance and filing fees	-	26
Auditors' remuneration	3,600	3,599
	3,600	3,625
<b>Other resources expended</b>		
Trustees' expenses	1,685	1,258
<b>Total resources expended</b>	736,273	789,232
<b>Net income</b>	10,904	19,018

This page does not form part of the statutory financial statements