



**Richmond upon Thames  
Council for Voluntary Service**

Company limited by Guarantee No. 3730089  
And Registered Charity No. 1075259

**Trustees Report and  
Statement of Financial Activities**

**1 April 2015 – 31 March 2016**

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**RICHMOND COUNCIL FOR VOLUNTARY SERVICES**

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FOR THE YEAR ENDED 31 MARCH 2016**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in July 2014.

**Registered Company number**  
3730089 (England and Wales)

**Registered Charity number**  
1075259

**Registered office**  
RACC  
Parkshot  
Richmond TW9 2RE

## **FOR THE YEAR ENDED 31 MARCH 2016**

### **Trustees/Directors of the Charity & Company**

Ms M Lewis - Chair

Mr M Davis - Vice Chair

Mr P Leitao

Ms J Weinstein

Ms Nicole Potulski (from February 2016)

Mr E Pickering (until 31<sup>st</sup> March 2016)

Mr A Walkom , Hon. Treasurer (until 31<sup>st</sup> March 2016)

### **Chief Executive and Company Secretary**

Mr D Sidonio (until 31 March 2016)

### **Finance**

Mr M Rajaratnam

### **Bankers**

Unity Trust Bank, Nine Brindley Place, Birmingham B1 2HB

### **Independent Examiner**

Mr Paul Ross, The Institute of Chartered Accountants in England and Wales

18 Woodcock Dell Avenue, Kenton, Harrow, Middx, HA3 0NS

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

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

Richmond Council for Voluntary Service (RCVS) is a company limited by guarantee governed by a Memorandum and Articles of Association dated 10th March 1999.

Membership of RCVS is open to local voluntary and community organisations, which comply with the criteria for membership.

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

The Trustee Board is made up of not less than four and no more than ten persons elected by RCVS members at the Annual General Meeting. The Trustee Board is also able to co-opt up to five additional members to fill skills gaps. Elected members of the Trustee Board are nominated by RCVS member organisations. At each Annual General Meeting, one-third of the Trustee Board, both elected and co-opted retire but all are eligible for reelection. No elected or co-opted member of the Trustee Board serves for more than six consecutive years. However, members may be eligible for re-election or co-option for a period or periods not exceeding three consecutive years, with the prior approval of the Trustee Board. The Trustee Board elects a Chair, Secretary, Treasurer and any other officers it wishes. The Chair and Vice-Chair hold office for no more than six consecutive years. There are two nominees of the London Borough of Richmond-upon-Thames who may attend Trustee Board meetings as observers – during the 2015-16 year, no nominees were appointed.

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

New Trustees are provided with an induction programme led by the Chief Executive and are also provided with a copy of the Memorandum and Articles of Association, and the latest Annual Report and Accounts. The programme includes a briefing on their obligations under company and charity law, the decision-making processes within RCVS, details of sub-committees of the Board, the Business Plan, and details of recent financial performance. They also have the opportunity to meet key employees. Trustees are also encouraged to participate in appropriate external training events where these will facilitate the undertaking of their role.

### **Organisational structure**

The Board of Trustees, which can have up to 15 members, governs the charity. The Board meets at least quarterly and there are sub-committees covering finance, human resources, and business development which meet regularly. Sub-committees have Terms of Reference which delegate some decision-making powers to them and they may also receive ad-hoc delegated powers from the Trustee Board. A Chief Executive is appointed by the Trustees to manage the day-to-day operations of the charity. He and other members of the Senior Management Team meet with and advise the Trustee Board and the Sub-Committees.

### **Risk management**

In line with the Trustees' policy, RCVS aims to implement full best practice in terms of risk control, focusing on:

- Strategic planning with in-built contingency
- Model implementation of internal and external quality assurance
- Continuing participation in independently regulated quality programmes such as Investors in People
- Continuing re-evaluation of the impact of internal change and environmental factors on the sustainability of RCVS' work Programmes

The Board of Trustees is satisfied that these processes enable the identification of major risks to which the charity is exposed.

## **Richmond CVS Vision and Mission Statement**

RCVS's Vision is of strong, vibrant communities that are open, inclusive and at the heart of local life.

### **RCVS Mission**

Richmond Council for Voluntary Service (RCVS) is the membership body for voluntary and community groups in Richmond, providing leadership, infrastructure and capacity building support.

RCVS's Mission is to provide strong effective leadership to:

- Work for the community, supporting a robust and sustainable voluntary sector, which meets local need
- Facilitate positive partnership working
- Strengthen, support and enable volunteering and community action
- Empower community groups and individuals to influence and contribute to their community

RCVS is a member of the South London CVS Partnership which includes Kingston, Merton, Sutton, Croydon and Bromley.

The Statement of Financial Activities for the year is set out on page 19 of the financial statements. A summary of the financial results and the work of the charity is set out below.

### **Public Benefit**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the Charity. The following sections demonstrate our provision of public benefit.

## **REPORT OF THE TRUSTEES**

### **Chair's report**

This has been a year of consolidation and achievement for Richmond CVS. The organisation won a three-year contract from January 2016 to deliver the strategic leadership, capacity building and volunteering service in the borough. We are delighted to be able to offer these key services to our members and stakeholders – especially in the case of volunteering, which is such a key aspect of our work.

The past year has seen the organisation provide practical support and advice to hundreds of voluntary groups in the borough and our dedicated team of staff have worked incredibly hard to continue to provide our core services while also tendering for the work to continue. The Board is extremely grateful to the staff team for their skills, dedication and perseverance.

We also said goodbye to our CEO, David Sidonio after 14 years. I would like to extend a warm and hugely appreciative thank you to David for all he has achieved for Richmond CVS. The Board are optimistic that with the current financial stability in place Richmond CVS can now further strengthen our sustainability and influence to meet our core aims.

Miranda Lewis

**RCVS Acting Chair**



## **Richmond CVS's Objectives and Achievements in 2015 -2016**

### **Strategic work**

#### **Richmond Partnership**

Richmond CVS is a key member of the Richmond upon Thames Executive Partnership, ensuring that the sector's needs and requirements are embedded in cross-sector strategic work and in the delivery of the Community Plan. Through Richmond CVS, the sector is represented on performance management structures that form part of the overall Partnership as well as other formal and ad-hoc groupings

#### **Strategic Leadership, Representation and Voice**

The last year of this contract continued with the delivery of a range of functions to help the VCS voice be heard and to enable the VCS to get involved in cross sector activity. Our online resources continued with the regular publication of e-news bulletins, e-alerts and information guides. We promoted consultations and engagement opportunities for the VCS, including the consultation on the VCS Infrastructure contracts. We continued to champion the Richmond Compact, to encourage positive partnership working and chaired the Compact Review Board.

Work around health and care agendas continued to be a key area of work and RCVS attended a range of meetings to provide a VCS perspective including the Adult Safeguarding Board, the Local Learning Disabilities Partnership Board, and the Community Involvement Group. RCVS holds the VCS seat on the Health and Wellbeing Board which has proved valuable in raising the profile of the VCS among partners and maintaining a broad perspective on the health and wellbeing agenda. RCVS continued to co-chair the Care and Support Partnership Group with the Council which facilitates good communication and partnership working between the VCS and statutory partners. This communication channel was available to a wider audience of the VCS through the Health and Wellbeing Network meetings which RCVS hosted quarterly and was supported by high level speakers from the Council and CCG. We also worked with individual voluntary groups to increase their understanding of the related health structures and policy agendas.

#### **Health Champions and Health Walks**

RCVS was sub-contracted by Hounslow and Richmond Community Healthcare NHS Trust (HRCH) to deliver these projects as part of their LiveWell Programme which ran until 31<sup>st</sup> August 2015. Our Co-ordinator managed both projects as they were interconnected. Health Champions were volunteers who are trained to encourage people in their local communities by raising awareness of the LiveWell Programme and helping out at events and activities. There were more than 150 Health Champions during the course of this project and we remain keen to explore ways of this volunteer model being used in future preventative health work.

The Health Walks project provides free, organised group walks for people who wish to increase their physical activity to improve their health. The walks are led by two trained walk leaders and run six days per week. In Autumn 2014 we successfully achieved accreditation from the Walking for Health Programme for Richmond Health Walks. There was an average of 190 walkers taking part in at least one health walk a month; many people attended one a week as the average walking attendances per month was 581. Due to a successful funding application to Richmond Parish Lands Charity, we were able to provide the Health Walk Leaders with First Aid Training, which they had requested and develop new walks to encourage older people to get involved. As a result of a change of provider when a new main contract was awarded, there was a smooth handover of this successful project at the start of the new contract on 1<sup>st</sup> September 2015.

### **Capacity Building and Infrastructure Support**

We ran a total of 28 training sessions over the remaining SSP period April 2015-December 2015, with workshops covering a wide range of topics including volunteering, marketing and finance. Recognising a need for specialist HR support within the sector, we worked with a specialist voluntary sector HR provider to deliver a series of expert workshops including Essentials in HR, Performance Management and Disciplinary & Grievance. We also collaborated with London's Human Rights and Equality Network to deliver specialist Equalities training for Richmond groups.

The highlight of SSP's programme was our Meet the Funders event in September, bringing together more than 50 local groups and 8 funders.

## **Children and Young People**

The role of the children and young people's strategic lead, managed by Richmond CVS, is at the heart of the partnership between children's education, health and social care services and the voluntary and community sector (VCS) in Richmond. As the local authority owned social enterprise Achieving for Children (AfC) matures in its delivery of children services on behalf of the councils in Richmond and Kingston, the strategic lead function provides voice and representation for the VCS, and is a respected source of challenge and innovation for AfC. It supports input into a range of local authority, public health and CCG strategic documents evidencing the needs and concerns facing families locally, and matching those needs to voluntary sector services and the difference these can make to the team around the child. The impact of this can be seen particularly in the CCG CAMHS Transformation Plan, the work of the children's centres, two of which RCVS chair, and the delivery of the Strengthening Families Programme.

In August 2015 Kingston Council agreed to close its voluntary sector grants programme and to move to a commissioning model for procurement. In children's services this has enabled AfC to start to develop joint commissioning across both boroughs and RCVS have provided support and advice to the VCS bidding for these new contracts. As a member of the AfC Commissioning Board the strategic lead is part of the scrutiny and challenge across the commissioning cycle and works closely with AfC's Head of Partnerships to address concerns.

As a member of the Richmond local safeguarding children's board (LSCB), and chair of the LSCB Learning and Development sub group, Richmond CVS has raised the profile of child protection and safeguarding with a particular focus on child sexual exploitation, private fostering, and online safety, and has worked closely with the sector to highlight the needs of vulnerable groups such as young carers, unaccompanied asylum seekers, and children with disabilities.

In addition the strategic lead is chair of the Adult and Community Learning Partnership, working closely with AfC to commission an adult and family learning programme across the borough with funding from the Skills Funding Agency. Two recent inspections have highlighted the good practice within our programme with a particular focus on the voluntary sector being providers of adult education delivered within the local community directly to hard to reach students.

In the coming year the strategic lead function will continue to offer commissioning and funding advice particularly in relation to expanding opportunities in Kingston and Wandsworth, support the restructure of Richmond children's centres, and the move into a cluster localities model for the delivery of children's services, and maintain the scrutiny and challenge across children and family services to ensure improvement and "the best start in life" for children and young people in Richmond.

## **Volunteering Service**

The new volunteering service is part of the Community Connections Richmond contract which started in January 2016.

Work in the period to 31st March 2016 was primarily focussed on establishing the new volunteer database, Volunteer Connect and on recruitment of a Volunteering Services Coordinator who joined RCVS at the start of March. The new service was launched to Volunteer Involving Organisations at the AGM in February and an initial series of drop-in sessions were held in March for prospective volunteers. Work was also undertaken to develop marketing communications materials, recruit volunteers to help support the service, develop policies and procedures, create the volunteering capacity building training plan for 2016 and the outreach plan.

## **Community Involvement**

### **Co-Production**

This year saw a sustained focus on work to ensure that service users and their carers continue to be fully involved in the local implementation of the Care Act. This work was developed through the Care Act Co-Production Group and in recognition of the inseparability of health and social care, mid-year, the group widened its role to include health. To reflect the Group's broader focus it also adopted a new name, the 'Health and Social Care Co-Production Group'. The group is jointly managed by the Community Involvement Coordinator in partnership with Local Authority and Clinical Commissioning Group Officers. In addition to working on areas such as:

- Home support and the 'Help to Live at Home' service
- Social Care assessment processes
- Printed information for people who use social care services
- The New Adult Social Care information site
- Quality Assurance
- Advocacy Provision
- Transport in the Community
- The NHS Accessible Information Standard

the group also participated in external research on the potential contribution that co-production could make to local democracy.

### **Commissioning and Procurement**

Continued support was provided to the local authority and Clinical Commissioning Group (CCG) to help to enable service users and carers involvement in, and impact upon, the commissioning cycle and procurement. Within this area of activity, the CCG's Outcome Based Commissioning (OBC) approach to developing community based health services is particularly important. This is because it requires providers to deepen, strengthen and ensure that there is impact from, their involvement of service users and carers. To support this, in addition to working with CCG officers to help to ensure that good participation was maintained in the OBC programme, the Community Involvement Coordinator took part in regular meetings focussed on

engagement with Hounslow and Richmond Community Healthcare Trust. The OBC approach will also be used to develop mental health support provision and the CIC also participates in South West London and Saint George's Mental Health Trust local stakeholder forum.

#### Other involvement support

The Community Involvement Coordinator continues to work with partners to ensure that, where possible, recruitment to key health and social care focused appointments embeds service user and carer involvement. This year that included the Chief Officer of the CCG who will be a key driver in CCG work to reshape and enhance local health services.

Ongoing support has also been provided to members of the Users and Carers Group in order to enhance their roles as representatives on permanent and time limited joint planning structures or as members of similar community structures. In addition the Community Involvement Coordinator has continued to participate in a range of strategic groups to ensure that the quality and scope of engagement and involvement remains a key local priority.

## **OBJECTIVES AND ACTIVITIES**

### **Review of Developments, Activities and Achievements**

Richmond CVS continued as "Two Ticks" accredited organisation, which acknowledges positive support for disabled people within the organisation and, in particular, recruitment and staff retention processes.

## **FINANCIAL REVIEW**

### **Income generation, reserves and working capital policy**

#### **Income Generation**

RCVS total income decreased from £348,674 to £327,194 during the year.

Expenditure increased from £348,546 to £378,855.

#### **Restricted Funds**

RCVS receives grants and contracts for activities, which are considered to be restricted funds as such funds can only be used for the purpose for which the funds were given. However, each grant includes an allowance for management costs. The Trustees feel it is important to easily identify the Council's core costs and the contributions made towards these costs by management contributions. Therefore in these accounts, the management contributions are shown as unrestricted 'Incoming Resources from Charitable Activities'. The costs are then shown as 'Unrestricted charitable expenditure', representing RCVS core costs expended in carrying out its charitable work.

There are no Restricted Funds held by RCVS as at 31 March 2016 representing unspent grants at the end of our financial year.

#### **Working Capital Policy**

In order to support future growth, the Trustees maintain a reserves or working capital policy.

RCVS needs to maintain its core activities, its grant-funded activities and anticipate future developments. RCVS has therefore created the following fund:

The Trustees believe that an undesignated fund representing a reserve equal to six months' operational costs is required. Currently, this fund is £133,109.

## **FUTURE DEVELOPMENTS**

As an infrastructure support agency, Richmond CVS will continue to support local voluntary and community organisations through its grants and contractual arrangements, and will do so through the Richmond Partnership and other planning structures.

Due to funding and operational pressures, the Trustees and management continued with strategic and operational reviews of Richmond CVS and its services in order to achieve efficiency savings and review organisational and operational priorities. The trustees will continue to review future activities in line with the reserves policy. Following rigorous and on-going monitoring of services and resources,

Richmond CVS is committed to the delivery of strong and specialist services through a skilled and qualified staff team. Richmond CVS will continue to develop systems that strengthen and enhance the skills and abilities of its staff, and to measure its performance against a range of quality assurance systems as appropriate. As part of this commitment, Richmond CVS will continue to develop its work through and as part of the Investors in People (IiP) standard.

The last year continued to be challenging for the voluntary sector both nationally and locally. Many local organisations continue to face an uncertain future with the need for strong and localised support from infrastructure agencies. The Trustees will give consideration to these matters including wider ranging research into the future shape of the local voluntary sector and Richmond CVS's own role.

## **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Richmond Council for Voluntary Services 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.

#### **INDEPENDENT EXAMINATION**

The independent examiner, Paul Ross, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 2<sup>nd</sup> November 2106 and signed on its behalf by:

Miranda Lewis (Chair)  
Athanasios Pythagoras (Treasurer)  
Martin Davis  
Jenny Weinstein

**Trustees**



**REPORT OF THE INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
RICHMOND COUNCIL FOR VOLUNTARY SERVICES  
(Company Limited by Guarantee No. 3730089)**

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I report on the accounts of the company for the year ended 31 March 2016, which are set out on pages 19 to 27.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the 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 period under section 144(2) of the Charities Act 2011 (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 Institute of Chartered Accountants in England and Wales.

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 section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 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 undertaken 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 section 386 of the Companies Act 2006; 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 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.

*Paul Ross*

Mr Paul Ross

The Institute of Chartered Accountants in England and Wales  
18 Woodcock Dell Avenue, Kenton, Harrow, Middx, HA3 0NS

Date: .....

**RICHMOND COUNCIL FOR VOLUNTARY SERVICES**  
**(A Company Limited by Guarantee)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

		Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
	Notes				
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	7,900	319,148	327,048	348,507
Investment income	3	<u>146</u>	<u>-</u>	<u>146</u>	<u>167</u>
<b>Total incoming resources</b>		<b>8,046</b>	<b>319,148</b>	<b>327,194</b>	<b>348,674</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Fundraising trading: cost of goods sold and other costs	4	<u>7,439</u>	<u>274,629</u>	<u>282,068</u>	<u>203,628</u>
<b>Net incoming/(outgoing) resources available for charitable application</b>		<b>607</b>	<b>44,519</b>	<b>45,126</b>	<b>145,046</b>
<b>Governance costs</b>	5	<b>13,452</b>	<b>-</b>	<b>13,452</b>	<b>17,269</b>
<b>Other resources expended</b>		<b><u>83,335</u></b>	<b><u>-</u></b>	<b><u>83,335</u></b>	<b><u>127,649</u></b>
<b>Total resources expended</b>		<b>104,226</b>	<b>274,629</b>	<b>378,855</b>	<b>348,546</b>
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR BEFORE TRANSFERS</b>		<b>(96,180)</b>	<b>44,519</b>	<b>(51,661)</b>	<b>128</b>
<b>Gross transfers between funds</b>	12	<b><u>44,519</u></b>	<b><u>(44,519)</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>Net income/(expenditure) for the year before other recognised gains and losses</b>		<b>(51,661)</b>	<b>-</b>	<b>(51,661)</b>	<b>128</b>
<b>Net movement in funds</b>		<b>(51,661)</b>	<b>-</b>	<b>(51,661)</b>	<b>128</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>184,770</b>	<b>-</b>	<b>184,770</b>	<b>184,642</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>133,109</u></b>	<b><u>-</u></b>	<b><u>133,109</u></b>	<b><u>184,770</u></b>

**RICHMOND COUNCIL FOR VOLUNTARY SERVICES**  
**(A Company Limited by Guarantee)**  
**BALANCE SHEET**  
**AT 31 MARCH 2016**

	Notes	Unrestricted funds 2016		Unrestricted funds 2015	
		£	£	£	£
<b>CURRENT ASSETS</b>					
Debtors	10	58,309		84,940	
Cash at bank and in hand		<u>130,590</u>		<u>121,374</u>	
		188,899		206,314	
<b>CREDITORS</b>					
Amounts falling due within one year	11	(55,790)	-	(21,544)	
<b>NET CURRENT ASSETS</b>			<u>133,109</u>		<u>184,770</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			133,109		184,770
<b>NET ASSETS</b>			<u>133,109</u>		<u>184,770</u>
<b>FUNDS</b>					
Unrestricted funds	12		133,109		184,770
Restricted funds			-		-
<b>TOTAL FUNDS</b>			<u>133,109</u>		<u>184,770</u>

The directors and trustees consider that the charitable company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and the provisions of the Charity's Act 2011 and the members and trustees have not required the company to obtain an audit for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees and directors acknowledge their responsibilities for

- Ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and;
- Preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of Sections 394 and 395 of the Companies Act 2006 and Charity's Act 2011 and which otherwise comply with the requirements of the Companies Act 2006 and the Charity's Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions applicable to small companies within Part 15 the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 17/11/16 and were signed on its behalf by:

Trustee

*M. H. H. H.*

Honorary Treasurer

*[Signature]*

**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 Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015), the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

**Income recognition policies**

Items of income are recognised and included in the accounts when all of the following criteria are met;

- The charity has entitlement to the funds;
- Any performance conditions attached to the item of income has been met or is fully within the control of the charity;
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

**Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

**Cost of generating funds**

The charity is precluded from efforts that might adversely affect its member interests and accordingly no fundraising is undertaken. These costs reflect the work undertaken by the Chief Executive in generating new grants for charitable work.

**Charitable Expenditure**

Charitable expenditure includes all expenditure directly related to the objects of the Charity. This includes support costs, which are the staffing and associated costs of supporting, monitoring and evaluating the work of the charity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Governance Costs**

These include the costs related to the general running of the Charity as opposed to the direct management function associated with generating funds, service delivery and programme or project work.

Publicity is provided only in relation to the services provided to member organisations.

**Grants Policy**

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled.

**Fund Accounting**

The Charity maintains the following funds:

**Unrestricted funds**

These represent funds which are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment. Currently, the Charity manages two unrestricted funds:

The Administration Fund – made up of unrestricted grants and other income and from which the Charity's core costs are met.

The General Project Fund – made up of funds allocated by the Trustees for future identifiable expenditure, the Charity's free reserves or working capital.

**Restricted Funds**

The Charity's restricted funds represent grants or donations which are allocated by the donor for specific purposes.

**Pension Costs**

The Charity operates a defined contributions pension scheme, the assets of which are held separately from those of the Charity in an independently administered fund. Contributions payable for the year are charged in the Statement of Financial Activities on an accruals basis.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

**2. VOLUNTARY INCOME**

	2016	2015
	£	£
Gifts	-	10,000
Grants	322,728	328,158
Other income	4,320	10,349
	<u>327,048</u>	<u>348,507</u>

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

	2016	2015
	£	£
General fund	3,580	5,982
Community Involvement Officer	50,850	50,850
Children & Young People	42,000	42,000
Health Champion Livewell Project	10,958	24,870
LBRuT Representation	60,749	79,602
City Bridge Trust	42,800	43,800
LBRuT Sustainability & Skills	56,558	81,054
LBRuT Community Connections	20,465	-
LBRuT Capacity Building	17,364	-
LBRuT Volunteering	17,404	-
	<u>322,728</u>	<u>328,158</u>

**3. INVESTMENT INCOME**

	2016	2015
	£	£
Deposit account interest	<u>146</u>	<u>167</u>

**4. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS**

	2016	2015
	£	£
Purchases	47,050	23,156
Staff costs	232,258	178,818
Travel	2,760	1,654
	<u>282,068</u>	<u>203,628</u>

**5. GOVERNANCE COSTS**

	2016	2015
	£	£
Legal and professional fees	10,190	12,093
Independent Examiners/ auditors' remuneration	1,500	3,600
Support costs	<u>1,762</u>	<u>1,576</u>
	<u>13,452</u>	<u>17,269</u>

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

Net resources are stated after charging/(crediting):

	2016	2015
	£	£
Independent Examiner's/Auditors' remuneration	1,500	3,600
Other operating leases	<u>-</u>	<u>29,773</u>

**7. TRUSTEES' REMUNERATION AND BENEFITS**

The Trustees' received no remuneration for professional services not connected with their role as Trustee (2015: £nil).

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.



**8. STAFF COSTS**

	2016	2015
	£	£
Wages and salaries	216,339	225,854
Social security costs	20,265	19,720
Other pension costs	15,654	15,820
	<u>252,258</u>	<u>261,394</u>

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

	2016	2015
Management and administration	1	1
Communications & Marketing	1	1
Community Involvement	1	1
Capacity Building	1	1
Children & Young People	1	1
Health & Partnerships	1	1
	<u>6</u>	<u>6</u>

The number of employees whose emoluments fell within the following bands was:

	2016	2015
£60,001 - £70,000	<u>1</u>	<u>1</u>

**9. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
At 1 April 2015	<u>12,419</u>
<b>DEPRECIATION</b>	
At 31 March 2016	<u>12,419</u>
<b>NET BOOK VALUE</b>	
At 31 March 2016	<u>-</u>
At 31 March 2015	<u>-</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Trade debtors	-	47,990
Other debtors	<u>58,309</u>	<u>36,950</u>
	<u>58,309</u>	<u>84,940</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Taxation and social security	6,278	6,613
Other creditors	<u>49,512</u>	<u>14,931</u>
	<u>55,790</u>	<u>21,544</u>

12. MOVEMENT IN FUNDS

	At 1.4.15	Net movement	Transfers	At 31.3.16
	£	in funds	between funds	£
		£	£	
<b>Unrestricted funds</b>				
General fund	184,770	(96,180)	44,519	133,109
<b>Restricted funds</b>				
Community Involvement Officer	-	5,156	(5,156)	-
Children & Young People	-	1,800	(1,800)	-
Health Champion	-	891	(891)	-
LBRuT Representation	-	6,583	(6,583)	-
LBRuT Sustainability & Skills	-	9,232	(9,232)	-
City Bridge Trust	-	12,775	(12,775)	-
LBRuT Community Connections	-	2,843	(2,843)	-
LBRuT Capacity Building	-	2,512	(2,512)	-
LBRuT Volunteering	-	<u>2,727</u>	<u>(2,727)</u>	-
	-	44,519	(44,519)	-
<b>TOTAL FUNDS</b>	<u>184,770</u>	<u>(51,661)</u>	<u>-</u>	<u>133,109</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	8,046	(104,226)	(96,180)
<b>Restricted funds</b>			
Community Involvement Officer	50,850	(45,694)	5,156
Children & Young People	42,000	(40,200)	1,800
Health Champion	10,958	(10,067)	891
LBRuT Representation	60,749	(54,166)	6,583
LBRuT Sustainability & Skills	56,558	(47,326)	9,232
City Bridge Trust	42,800	(30,025)	12,775
LBRuT Community Connections	20,465	(17,622)	2,843
LBRuT Capacity Building	17,364	(14,852)	2,512
LBRuT Volunteering	17,404	(14,677)	2,727
	319,148	(274,629)	44,519
<b>TOTAL FUNDS</b>	<u>327,194</u>	<u>(378,855)</u>	<u>(51,661)</u>

13. CORPORATION TAX

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

14. LEGAL STATUS OF THE TRUST

The Trust is a company limited by guarantee and has no share capital. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
<b>INCOMING RESOURCES</b>				
<b>Voluntary income</b>				
Gifts		-		10,000
Grants	3,580	319,148	322,728	328,158
Other income	4,320	-	4,320	10,349
	<u>7,900</u>	<u>319,148</u>	<u>327,048</u>	<u>348,507</u>
<b>Investment income</b>				
Deposit account interest	146	-	146	167
<b>Total incoming resources</b>	<b>8,046</b>	<b>319,148</b>	<b>327,194</b>	<b>348,674</b>
<b>RESOURCES EXPENDED</b>				
<b>Fundraising trading: cost of goods sold and other costs</b>				
Project costs		25,593	25,593	23,156
Wages		215,054	215,054	155,049
Social security	-	18,121	18,121	13,602
Pensions	-	15,242	15,242	10,167
Travel	528	619	1,147	1,654
	<u>528</u>	<u>274,629</u>	<u>274,629</u>	<u>203,628</u>
<b>Governance costs</b>				
Legal and professional fees	10,190		10,190	12,093
Auditors' remuneration	1,500	-	1,500	3,600
	<u>11,690</u>	<u>-</u>	<u>11,690</u>	<u>15,693</u>
<b>Other resources expended</b>				
Wages	1,285		1,285	70,805
Social security	156		156	6,118
Pensions	103		103	5,653
	<u>1,544</u>	<u>-</u>	<u>1,544</u>	<u>82,576</u>
<b>Support costs</b>				
<b>Management</b>				
Office rent	24,220			29,773
Insurance	1,484			3,567
Telephone	1,121			949
Printing, postage and stationery	12,237			9,121
Carried forward	39,062			43,410

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**RICHMOND COUNCIL FOR VOLUNTARY SERVICES**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016**

	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
<b>Management</b>				
Brought forward	39,062		39,062	43,410
Re structuring/Sundries	<u>50,655</u>	<u>          </u>	<u>50,655</u>	<u>2,693</u>
	89,717		89,717	46,103
<b>Finance</b>				
Bank charges	<u>747</u>	<u>-</u>	<u>747</u>	<u>546</u>
	104,226	274,629	378,855	
<b>Total resources expended</b>				348,546
	<u>(96,180)</u>	<u>44,519</u>	<u>(51,661)</u>	<u>          </u>
<b>Net income/(expenditure)</b>				<u>128</u>

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