



**Richmond upon Thames  
Council for Voluntary Service**

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

**Annual Report and  
Statement of Financial Activities**

**1 April 2017 – 31 March 2018**



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## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

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 2018. 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**  
RHACC  
Parkshot  
Richmond TW9 2RE

## **TRUSTEES/DIRECTORS OF THE CHARITY & COMPANY**

Mr I Mansfield – Chair (Vice Chair from 4 October 2017, Chair from 24 January 2018)  
Ms C Spicer (appointed 19 July 2017, Vice Chair from 24 January 2018)  
Ms M Lewis (Chair until 24 January 2018)  
Mr M Davis (Vice Chair until 4 October 2017)  
Mr P Leitao  
Ms N Potulski  
Mr A Pythagoras – Treasurer (resigned 31 March 2018)  
Ms M Belmo  
Mr N McEwen (Treasurer from 1 April 2018)

### **Director**

Ms K Williamson

### **Finance**

Sutton CVS Community Accountancy Service

### **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, Middlesex, 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 (Richmond CVS) is a company limited by guarantee governed by a Memorandum and Articles of Association dated 10th March 1999. Membership of Richmond CVS 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 Richmond CVS 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 Richmond CVS member organisations. At each Annual General Meeting, one-third of the Trustee Board, both elected and co-opted, retire but all are eligible for re-election. 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 2017-18 year, there were no observers.

### **Induction and training of new Trustees**

New Trustees are provided with an induction programme led by the Director 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 Richmond CVS, 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 and human resources 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 Director is appointed by the Trustees to manage the day-to-day operations of the charity. Assisted by other members of the staff team, the Director will meet with and advise the Trustee Board and the Sub-Committees.

### **Risk management**

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

- Strategic planning with in-built contingency
- Maintenance of a risk register
- Internal quality assurance
- Continuing re-evaluation of the impact of internal change and environmental factors on the sustainability of Richmond CVS' 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's Vision and Mission Statement**

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

### **Richmond CVS's Mission**

Richmond CVS is the membership body for voluntary and community groups in Richmond, providing leadership, infrastructure and capacity building support.

Richmond CVS'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

Richmond CVS 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 17 of the financial statements. A summary of the financial results and the work of the charity are 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.

## **CHAIR'S REPORT**

It has been another busy and productive year for Richmond CVS. I joined the Board in March 2017 and have been impressed by the range and depth of work that the staff team undertake to support the local voluntary and community sector (VCS). Richmond is very fortunate to have such a thriving VCS but we are all aware of the challenging times we are in, particularly in relation to reducing funding and increasing demand for services. This is why one key area of activity this year was on encouraging groups to think about different ways of raising money and our Funding Focus conference in July was successful in highlighting newer initiatives such as Crowdfunding.

Future funding is an area that Richmond CVS itself is focussing on, as we enter the last year of our current arrangements with the Council. Since becoming Chair in January 2018, I know that one of my tasks will be to help the organisation secure further funding. The traditional nature of infrastructure works means that it is inextricably linked to statutory partners and this should be recognised financially. We are fortunate to have a local authority that understands this and that our working relations with statutory partners are strong but in the current financial environment we need to diversify funding sources where possible.

Volunteers remain essential to voluntary sector activity and I was delighted that our two flagship events to help local groups recruit new volunteers – the Annual Fair in June and the Trustee Evening in November – were a huge success. The Trustee Evening alone resulted in 50 new Trustees. Both events were held at RHACC with whom we work in partnership and once again it proved to be an excellent community venue.

I would like to thank my fellow Trustees for their work, particularly Miranda Lewis and Martin Davis who in their former roles as Chair and Vice Chair, skilfully led the organisation through a period of significant change. I would also like to thank Thanos Pythagoras for his service as Treasurer. Finally, on behalf of the Board, I would like to thank the hard working staff team who use their considerable skills and experience to benefit the local sector and the wider community of Richmond.

Ian Mansfield  
Chair

## **RICHMOND CVS's ACTIVITIES AND ACHIEVEMENTS IN 2017 - 2018**

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

Our role as Champion for the local voluntary and community sector continues to strengthen with a range of mechanisms to increase the sector's profile and engagement in strategic discussions. Our regular electronic communications inform our subscribers of relevant developments and activities in the borough. Our programme of meetings and networks, such as the Health and Wellbeing Network help people to engage and give their views, often directly to statutory partners. Number of attendees averages 30 and 98% feel that they can have their say at these events. We also use this feedback to enhance our role as a VCS representative on a number of strategic boards and ensure the voice of the sector is heard.

Richmond CVS spends a significant amount of time working with the Council and supporting their engagement with the sector. For example in late summer we co-hosted two engagement events for the VCS enabling constructive discussions between VCS groups and Commissioners which informed the future recommissioning plans regarding the Community Independent Living Services (CILS). We expect to further support this work as procurement plans are developed. We continue to support the Council's Voluntary Sector Forum through presenting items and suggesting speakers.

We continued to champion the Richmond Compact, a framework for positive partnership working between the sectors, and were pleased that the Clinical Commissioning Group's Governing Body confirmed its commitment to it in July 2017.

There is an increasing focus on prevention in health and care, and the VCS are considered by statutory partners to be key in this. As a member of the Health and Wellbeing Board, we will be involved in the local Health and Care plan that will be developed during 2018. Again linking to prevention, Social Prescribing has been a topical theme and we hosted an event for the VCS to learn more ahead of a pilot scheme being commissioned by the CCG in one area of the borough. Richmond CVS is on the steering group for the pilot and we are keen to see significant VCS involvement in any future borough wide programme.

We always want to help the VCS learn and evolve and our annual conference provides an opportunity to inspire the VCS. In November 2017 the theme was how to navigate in the ever changing climate with the CEO of London Funders as our keynote speaker. A chance for learning through peer support is facilitated by our CEO network.

One other issue that increased in significance during the year was the challenge for the VCS of finding affordable office accommodation. As result, we organised a meeting and further discussions on the issue, which is not purely a VCS problem, with partners including RHACC and the Council. This will be an area of work that develops further over the coming year to seek a range of solutions that can help to alleviate the problem.



## **Capacity Building and Infrastructure Support**

Richmond CVS Advice & Training Service provided over 140 one to one information, advice and support sessions covering a range of range of topics from funding, governance, HR, finance, start-up and legal structures. Additional 1:1 support was provided by other Richmond CVS services. Support was delivered by the core team or members of a team of especially selected external advisors for particular topic areas.

As part of this work we have supported 39 start-up organisations and 42 funding bids, supporting organisations in Richmond to submit bids totalling £1.3million. We can identify more than £390,000 of out of borough funding, secured with our help.

Richmond CVS delivered 29 open courses in 2017-18. There were more than 300 participants at training from organisations across the borough varying in sector and size. A mixed-model for delivery was used, contracting external consultants where appropriate. Alongside this, Richmond CVS focused on sharing its internal knowledge with the sector and staff continued to develop and deliver a range of popular short training sessions. Over 90% of our courses received an average satisfaction of Good or Excellent.

We ran a successful Crowdfunding Challenge, an initiative to encourage organisations to try something new with their fundraising. As well as a share of prize money, courtesy of Harlequins Foundation, they gained free training and specialist support from The Social Change Agency. Three organisations were successful and will run campaigns from May 2018.

**69% said they  
would pursue  
new funding**

(Funding Focus event evaluation  
2017)

Our Funding Focus event was designed to introduce smaller voluntary sector organisations to new ways of funding their activities and develop their income streams. It allowed Chief Executives, senior managers, fundraisers and trustees to hear from a leading funder and a range of sector experts and share knowledge with their peers. Participants also had a choice of workshop sessions to allow them to explore different aspects of fundraising.

In preparation for GDPR in May 2018 we ran a series of awareness/training events for local groups.

The first event in June 2017 made organisations aware of the changes and the general principle of data protection. This was followed up by a Breakfast Briefing in February and further training in March 2018. In addition we produced a valuable resource to help organisations prepare for this significant change in legislation.

*"Do please pass on our sincere thanks to all of the team at RCVS for the role they have played in our preparations to open. I have attended several of your workshops over the past 12-18 months, and they have proved invaluable in giving us both confidence and focus across key aspects of operating in the voluntary sector. Also, knowing that the RCVS is there as an on-going resource for advice and mentoring means that we look forward with optimism to becoming the community asset we aspire to be! (Eel Pie Island Museum)"*

This year we relaunched the Trustee Network in May 2017 attended by 60 participants. The meeting included a presentation by Charlotte Ravenscroft, author of the Lloyds Bank Foundation's report, **Facing Forward** and included an opportunity for discussion and to hear from other Trustees in Richmond. This increased the level of trustee engagement with the organisation and has been supported by training courses directed specifically at the Trustee group. Since the relaunch we have run a number of well attended Network events which have included a range of topics including a session on GDPR.

**67% said they would  
take steps to improve  
governance**

(Facing Forward event evaluation 2017)

### **Volunteering Service**

The Richmond volunteering service helps volunteers to find suitable opportunities and supports organisations to find the right volunteers and trustees. We deliver advice and training to support and promote best practice and raise the profile of volunteering and trusteeship.

*"I find the new volunteering service and Volunteer Connect to be excellent. This is mainly because I can be proactive and see people who have the right skills and approach them and I've found some brilliant volunteers this way. I have found the new system really easy to use and have recruited for nearly all my roles including those roles that have traditionally been hard to recruit for. I've found fantastic and inspirational volunteers through this service."*

*Anna King, Centre Manager, The Holly Lodge Centre*

Potential volunteers access the service via various channels including those who register on Volunteer Connect, our online database, those who make an appointment for a one-to-one session at RHACC, drop in to an outreach session or call the service to get advice and support via the telephone. The one-to-one sessions are particularly helpful to those who experience 'declared' barriers to volunteering which tend to be limited use of English, unemployment and poor physical or mental health with the latter two 'barriers' in particular creating a substantial loss of confidence. We continue to be approached by support

workers from a range of backgrounds including mental health, long-term unemployment and OT's who are keen to encourage their clients to consider volunteering as part of their next steps.

At the end of March 2018 approximately 1300 in volunteers in total had registered on Volunteer Connect. Over 150 volunteers have had one-to-one meetings between April 2017 and March 2018, and a greater number have called the service and sought help via the telephone. For this year the volunteering service helped recruit more than 650 regular volunteers (including new trustees) for local groups and 250 people took part in one off activities.

*"Thank you for hosting such a lovely fair last Thursday. The atmosphere was really lovely and there were some great organisations in attendance. I came away with a list of 26 potential volunteers – this is a first!"*

The annual Volunteer Fair in June was well attended with over 300 interested individuals able to discuss volunteering with the 46 wide ranging local charities that took part. The Trustee Recruitment in November also proved very successful at both recruiting volunteers and trustees and raising awareness of the opportunities for people to get involved and support their local voluntary sector.

Capacity building was conducted through a combination of the following depending on the needs of the organisation:

- A series of core training sessions designed to promote best practice in volunteer management across the lifecycle of recruitment and retention of volunteers. In 2017 – 2018 we ran twelve courses attended by 125 people.
- Volunteer coordinator forums enabling peer support
- One-to-one advice sessions

The volunteering service also helped an average of two companies a month who were looking for opportunities for employees to take part in one-off volunteering tasks.

We continue to monitor customer satisfaction for both potential volunteers and volunteer involving organisations using online quantitative surveys and results from this (and from specific events and ongoing monitoring of training feedback) show high levels of satisfaction. Overall satisfaction (those who are satisfied/very satisfied) for volunteering involving organisations has increased year on year from 86% to 93%.

## **Children and Young People**

The role of the Richmond Children and Young People's Voluntary Sector Strategic Lead, funded by Achieving for Children (AfC), facilitates the relationship between statutory partners and the voluntary sector. It supports evidenced-based commissioning and works with the voluntary and community sector to enhance growth and sustainability and foster good quality and safe services delivered locally. In an ever-changing environment the sector benefits from the support of an infrastructure organisation with a comprehensive offer to help them navigate the new partnerships and opportunities offered by the Shared Service arrangements in Richmond and Wandsworth which now includes public health, the expansion of AfC services into Windsor & Maidenhead, and the joint working arrangements of Richmond and Kingston CCGs. This is particularly challenging in relation to children's services as adult services sit in the shared service between Richmond and Wandsworth. We need to think differently when working with families and recognise the importance of "See the Adult, See the Child" co-ordinating services around the family whenever possible. The Strategic Children and Young People's Lead allows for that overview and scrutiny of strategy and policy encouraging services to Think Family and take a holistic approach. The work of the strategic lead in 17/18 has included:

- Working with Public Health as part of stakeholder group that developed the Risky Behaviour Strategy which will inform future commissioning of services for children.
- Working with Richmond CCG to support the continuing development and implementation of the CAMHS Transformation Plan working to improve access and availability of emotional health and well-being services for children and young people.
- As chair of the West Cluster of Children's Centres supporting the organisational restructure of the centres and their staffing structures, and the subsequent refocussing of activity to meet the needs of families with children under 5 in the Hampton and Heathfield area.
- Supporting TAG Youth Club for young people with disabilities across a range of activities to enable the development and sustainability of their work with children including strengthening their governance and fundraising. This year TAG was awarded £30k over three years to support their work by BBC Children in Need.
- Contributing evidence to the September 2017 Inspection of AfC services for children in need of help and protection, children looked after and care leavers and the Review of the effectiveness of the LSCB. Both were judged as good by OFSTED.
- Being a member of the Richmond Local Children's Safeguarding Board representing the sector, contributing to the work of the Quality Assurance Sub-Group Audit Committee, and supporting the sector to keep up to date on safeguarding practice, to fulfil their responsibilities as trustees, and develop good quality child protection and safeguarding policies and procedures. This year has included a particular focus on reducing the exploitation of children online, cultural awareness in safeguarding, and the impact of children mental health and well-being on their ability to thrive

In addition, the Strategic Lead chairs the Richmond Community Learning Panel developing the adult family and community learning offer in the borough, distributing grants for grassroots learning projects that are targeted at those who would find it difficult to access more formal learning settings. This year the panel has awarded more than £100k locally, the majority of which has gone to the local voluntary sector. We are working closely with the shared service on the proposed changes to the fund when it transfers to The Mayor of London's office in 2019, seeking to retain a focus on learning delivered locally in community settings to those who most need it.

## **Community Involvement**

We believe that strong Community Involvement is essential to develop better, more responsive health and social care that deliver the outcomes that local people want and are accountable to them. We focus on four key areas:

- Championing Community Involvement so that it is a continuing cross sector priority.
- Ensuring that participation mechanisms that affect local people are of high quality and involve people who use local services in ways that deliver genuine impact
- Ensuring that participation mechanisms enhance the accountability of local services to those who use them.
- Directly facilitating and supporting the participation of people who use local services in ways that are designed to enhance involvement.

We work in partnership with local people, the council, clinical commissioning group (CCG) and voluntary and community organisations. Throughout this work we aim to use and to promote co-productive approaches which value all partners as assets.

Outcomes Based Services - in conjunction with the CCG a particular focus has been ongoing support to the local community health service provider consortia to widen and increase participation of people who use those services and those who provide informal support to them. This has been done in the context of their development of outcomes focused community health services which has enabled many more people to engage. We have provided ongoing support for involvement in the procurement mechanism for the development of a comprehensive outcome-based mental health service for local adults.

In parallel with this we have worked closely with the front line providers involved to provide targeted support aimed at assisting them to enhance their user involvement. This included work to support a refresh of Hounslow and Richmond Community Healthcare Trust's overall public and patient involvement mechanisms as well as the West London and St Georges Mental Health Trust's development of a new five year strategy.

Coproduction - we maintain a Health and Social Care Coproduction Group in partnership with the local authority and CCG. Its membership includes a range of experts by experience, service users and carers and it meets quarterly. Regular participation from key statutory sector staff enables the group to work on a diverse range of issues and priorities. In a similar way, statutory sector partners are also invited to attend the user and carer group meetings which we coordinate.

Through these mechanisms people who use local services and their carers have had opportunities to impact on the key priorities of both the CCG (such as developing GP and Pharmacy services and developing quality pledges for Primary Care) together with council priorities (such as developing the best possible assessment processes across Richmond and Wandsworth) and exploring the way digital technologies could be used or promoted to support self-care. All of this work has also helped to advance the principle of ensuring service development always takes place through co-productive approaches.

We continue to work closely with the CCG Engagement Manager to develop ways of advancing systemic approaches to involvement by working with the statutory sector health and wellbeing board partners. We participate in, and where appropriate, support service user involvement in a range of statutory sector groups which support the Health and Wellbeing agenda. These include:

- The Older People's Mental Health Strategy Group, (OPMHSG)
- The Carers Strategy (CSDRG) Reference Group,
- The Social Prescribing Steering Group (SPSG)
- Welfare Reform Stakeholder Group (WRSG) and the
- Community Involvement Group (CIG).

Through these avenues together with the Health and Social Care Coproduction Group, work has taken place to support development of robust involvement in areas such as developing a Primary Care Strategy and in the local Sustainability and Transformation Programme. We also ensured that service user and carer priorities were represented within Richmond CCG's shortlisting of potential sites for a primary care centre. We have also supported Council progress towards ensuring Richmond and Wandsworth's development of joint services is built on effective service user and carer involvement, (for example in the development of assessment processes). In addition we have participated in the Care and Support Editorial board to help the Council to develop information that meets service user and carer needs whilst fostering the sense of inclusiveness which is essential for involvement.

Outside of this, we work with various partners to ensure that user voice is effective for example, Healthwatch Richmond in connection with the sexual health service, and Richmond and Kingston Alzheimer's Society to influence NICE guidelines. We have also worked with two incoming providers (Cambridge House and Central London Community Healthcare NHS trust) in order to help them to develop their local user/carers involvement.

On a wider level work via the SWL Patient and Public Engagement Steering Group (PPESG) which supports and oversees engagement by SW London CCG's has also been ongoing to help to ensure that the voice of Richmond's service users and carers influences the broader arena that impacts upon them. This included being interviewed by NHS England to identify where engagement by sustainability and transformation partnerships was working well or could be developed.

Effective communication is central to involvement. The community involvement webpages are at the core of our approach to communications and are updated frequently. A combination of direct twitter usage and direct mailing is used to drive potential participants towards web-hosted information on involvement opportunities and information. Through this and webpage optimisation, we continue to generate high traffic levels. As an indicator of effectiveness, whenever our support has been enlisted to identify users/carers for involvement opportunities this year we have been able to find potential participants.

The community's aspirations for health and social care continue to grow whilst the ability of the statutory and voluntary sector to meet those aspirations without significant change is constrained by funding levels. Richmond CVS Community Involvement has been able to play a key part in accomplishing change that is coproductive, focusses on the outcomes that service users want and which should help to meet funding challenges. A key factor of our success in this area is the ongoing commitment of stakeholders such as the Council, Richmond CCG, Healthwatch Richmond, a range of voluntary and community organisations and key staff within those organisations to ensuring that their communities are involved in the way that services are developed. Looking forward, that commitment together with continued drive of local people who use health and social care services to be involved and have impact, provide us with confidence that we can build on our accomplishments.

## **FINANCIAL REVIEW**

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

#### **Income Generation**

Richmond CVS total income decreased from £359,817 to 302,928 during the year.

Expenditure decreased from £328,210 to 283,002.

#### **Restricted Funds**

Richmond CVS 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.

#### **Working Capital Policy**

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

Richmond CVS needs to maintain its core activities, its grant-funded activities and anticipate future developments. Richmond CVS 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 £156,641.

## **FUTURE DEVELOPMENTS**

Like many voluntary and community sector infrastructure organisations, Richmond CVS' funding is primarily obtained through statutory sources which in these challenging financial times creates a significant element of risk. We are now in the third, final, year of funding for our three main services and are in discussions with the Council regarding contract extensions and future funding. A key priority in the next 12-18 months will be to seek and secure other sources of finance to diversify our funding. We will be developing a new website for launch in the early Autumn and will raise our communication profile to maximise our reach to local groups. We will continue to champion partnership working with voluntary and statutory sectors, and look for opportunities to increase links with local businesses.

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of Richmond CVS 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 26<sup>th</sup> September 2018 and signed on its behalf by:



Ian Mansfield (Chair)



**Richmond Council For Voluntary Service (A Company Limited by Guarantee –  
Company number 3730089)**

**Independent Examiner's Report to the Trustees  
For the Year Ended 31 March 2018**

I report on the accounts of the company for the year ended 31 March 2018, which are set out on pages 17 to 24 .

**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 in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). The charity's trustees consider that an audit is not required for this period under Part 16 of the 2006 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 Charities Act 2011;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011; 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 (Charities SORP FRS102)

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*

Name: Mr Paul Ross

Relevant professional qualification or body: The Institute of Chartered Accountants in England and Wales

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

Date: 6/11/18

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2018**

	Note	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
<b>Income from:</b>					
Charitable Activities	2	5,157	297,771	302,928	359,794
Investments	3	-	-	-	23
<b>Total</b>		<b>5,157</b>	<b>297,771</b>	<b>302,928</b>	<b>359,817</b>
<b>Expenditure on:</b>					
Charitable Activities	4	-	283,002	283,002	328,210
<b>Total</b>		<b>-</b>	<b>283,002</b>	<b>283,002</b>	<b>328,210</b>
Net Income / (expenditure)		5,157	14,769	19,926	31,607
Transfer between funds		-1,711	1,711	-	-
Net movement in funds		3,446	16,480	19,926	31,607
Total Funds brought forward		153,195	11,521	164,716	133,109
<b>Total Funds carried forward</b>		<b>156,641</b>	<b>28,001</b>	<b>184,642</b>	<b>164,716</b>

Richmond upon Thames Council for Voluntary Service  
Annual Report and Statement of Financial Activities: 1 April 2017 – 31 March 2018

**BALANCE SHEET**  
**AT 31 MARCH 2018**

	Note	2018	2017
		£	£
<b>CURRENT ASSETS:</b>			
Debtors	9	95,262	100,445
Cash at bank and in hand		120,913	81,771
		<u>216,175</u>	<u>182,216</u>
<b>CREDITORS:</b>			
Amounts falling due within one year	10	<u>-31,533</u>	<u>-17,500</u>
<b>NET CURRENT ASSETS:</b>		184,642	164,716
<b>NET ASSETS</b>		<u>184,642</u>	<u>164,716</u>
<b>FUNDS:</b>			
Restricted Funds		28,001	11,521
Unrestricted Funds		156,641	153,195
	11	<u>184,642</u>	<u>164,716</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 2018 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 2011 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 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard 102 (the Financial Standard applicable in the UK and the Republic of Ireland).

These financial statements were approved by the Board of Trustees on 26<sup>th</sup> September 2018 and were signed on its behalf by:

Approved by the Board

  
Ian Mansfield (Chair)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**CASHFLOW STATEMENT  
AT 31 MARCH 2018**

	Total Funds 2018 £	Total Funds 2017 £
Net cash (used in)/provided by operating activities	39,142	48,819
Cash and cash equivalents at the beginning of the reporting period	81,771	130,590
Cash and cash equivalent at the end of the reporting period	120,913	81,771
<b>Reconciliation of net income/(expenditure) to net cashflow from operating activities</b>		
	2018 £	2017 £
Net income for the reporting period		
(as per statement of financial activities)	19,926	31,607
Adjustments for:		
Decrease/(increase) in debtors	5,183	42,136
(Decrease)/increase in creditors	14,033	38,290
Net cash (used in)/provided by operating activities	39,142	48,819
<b>Analysis of cash and cash equivalents</b>		
	2018 £	2017 £
Cash at bank	120,913	81,771
Total cash and cash equivalents	120,913	81,771

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**1. ACCOUNTING POLICIES**

**Basis of preparation of the financial statements**

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 applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006 and the Charities Act 2011.

**Changes to accounting policies**

No changes to accounting estimates have occurred in the reporting period.

**Material prior year errors**

No material prior year errors have been identified in the reporting period.

**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 and liabilities**

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. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty. Liabilities are measured on recognition at historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

**Governance and support costs**

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

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.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**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. These are made up of unrestricted funds and other income which can be 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.

**Debtors**

Debtors are measured on initial recognition at settlement amount. Subsequently, they are measured at the cash or other consideration expected to be received.

**Cash and cash equivalents**

Cash and cash equivalents are represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours,

**2. INCOME FROM CHARITABLE ACTIVITIES**

	2018 £	2017 £
Grants and Contracts	297,771	352,936
Other Income	5,157	6,858
	<u>302,928</u>	<u>359,794</u>

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

	2018 £	2017 £
Community Involvement	41,188	46,390
Children & Young People	42,000	42,000
City Bridge Trust	-	45,000
LBRuT Representation	79,172	81,188
LBRuT Capacity Building, Sustainability & Skills	69,811	68,812
LBRuT Volunteering	65,600	69,545
	<u>297,771</u>	<u>352,936</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**3. INVESTMENT INCOME**

	2018	2017
	£	£
Deposit account interest	-	23

**4. EXPENDITURE ON CHARITABLE ACTIVITIES**

	2018	2017
	£	£
Project costs	41,282	63,030
Staff costs (note 8)	198,017	225,017
Governance costs (note 5)	2,495	6,245
Office costs	41,208	33,918
	<u>283,002</u>	<u>328,210</u>

**5. GOVERNANCE COSTS**

	2018	2017
	£	£
Legal and professional fees	185	4,310
Independent Examiner's remuneration	1,500	1,500
Support costs	810	435
	<u>2,495</u>	<u>6,245</u>

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

Net resources are stated after charging/(crediting):

	2018	2017
	£	£
Independent Examiner's remuneration	1,500	1,500

**7. TRUSTEES' REMUNERATION AND BENEFITS**

The Trustees' received no remuneration for professional services not connected with their role as Trustee (2017: £nil).

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.



**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**8. STAFF COSTS**

	2018	2017
	£	£
Wages and salaries	172,191	197,789
Social security costs	13,442	18,350
Other pension costs	12,384	8,878
	<u>198,017</u>	<u>225,017</u>

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

	2018	2017
Management	0	1
Communications & Admin	1	1
Community Involvement	1	1
Capacity Building	1	2
Children & Young People	1	1
Voice & Representation (includes management)	1	0
Health & Partnerships	-	1
Volunteering Service	1	1
	<u>6</u>	<u>8</u>

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

	2018	2017
	£	£
Trade debtors	1,028	46,598
Other debtors – Accrued Income	94,234	53,847
	<u>95,262</u>	<u>100,445</u>

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

	2018	2017
	£	£
Taxation and social security	1,559	3,393
Other creditors	2,668	28
Accruals	27,306	14,079
	<u>31,533</u>	<u>17,500</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**11. MOVEMENT IN FUNDS**

	At 1.4.17	Net movement in funds	Transfers between funds	At 31.3.18
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	153,195	5,157	-1,711	156,641
<b>Restricted funds</b>				
Restricted	11,521	14,769	1,711	28,001
<b>TOTAL FUNDS</b>	<b>164,716</b>	<b>19,926</b>		<b>184,642</b>

Transfer between funds above relates to redundancy costs at the end of City Bridge Trust funding.

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	5,157	-	5,157
<b>Restricted funds</b>			
Community Involvement	41,188	-41,182	6
Children & Young People	42,000	-41,835	165
LBRuT Representation	79,172	-66,982	12,190
LBRuT Capacity Building, Sustainability & Skills	69,811	-69,323	488
LBRuT Volunteering	65,600	-61,969	3,631
City Bridge Trust	-	-1,711	-1,711
<b>TOTAL FUNDS</b>	<b>302,928</b>	<b>-283,002</b>	<b>19,926</b>

**12. 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.

**13. 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.

This page does not form part of the statutory financial statements