

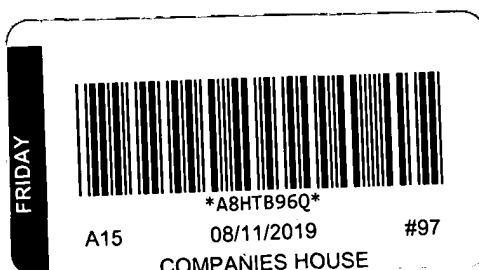
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REGISTERED COMPANY NUMBER: 03731848 (England and Wales)

REGISTERED CHARITY NUMBER: 1074947

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2019
FOR
CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

Staffords
Chartered Accountants
Unit 1, Cambridge House
Camboro Business Park
Oakington Road, Girton
CAMBRIDGE
Cambridgeshire
CB3 0QH



CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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FOR THE YEAR ENDED 31 MARCH 2019

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CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2019**

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 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Purposes and Aims

The objects of Cambridge Council for Voluntary Service (CCVS) are set out in the Memorandum of Association and are to:

- (1) To promote any charitable purposes for the benefit of the community in Cambridge and the surrounding area (hereinafter called "the area of benefit") and in particular the advancement of education, protection of the environment, the protection of health and the relief of poverty, distress and sickness;
- (2) To promote and organise co-operation in the achievement of the above purposes and to that end to bring together representatives of the statutory authorities and voluntary organisation engaged in the furtherance of the above purposes within the area of benefit.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

OBJECTIVES AND ACTIVITIES

Strategies for achieving objectives

We review our aims, objectives and activities on a regular basis. In the past year we have been looking at these with respect to developing a new strategy for CCVS. These have yet to be finalised, but the strategic aims have been agreed in draft.

Aims

- * Making communities stronger by supporting the development of relevant and self-reliant voluntary community groups.
- * Representing and championing the voluntary community sector.
- * Connecting and communicating with the sector.
- * Making CCVS sustainable

Activities

CCVS provides services under three broad headings. These services are offered to voluntary and community groups across the areas in which we operate. We work with both members and non-members alike. Initial support is offered to all groups free of charge and if they need ongoing help or services then groups are asked to join CCVS. The headings under which we provide services include:

- * **Organisational development and support**

CCVS offers advice and support to voluntary and community organisations. Groups can access this by email, phone or through one-to-one sessions at either the CCVS office or at one of the regular surgeries that we host. We are able to provide information on all aspects of running a voluntary organisation including setting up, governance, funding and financial management.

We also offer essential training courses to members (at no cost) and to non-members (for a nominal rate).

Bespoke training and development support to organisations is also available for a small fee. We also work with national organisations and trainers to deliver their training in the county, to enable groups to access this locally (there is often a charge for this levied by the training provider). The training we offer is influenced by the annual survey we carry out in partnership with Support Cambridgeshire, as well as feedback from groups. We also deliver bespoke training and networking events around the county, to allow those in more rural locations to access our services at a time and location that is convenient to them.

- * **Networking**

We provide opportunities for groups to learn from one another. This includes networking events but also involves putting organisations in contact with others who may be able to offer assistance or work in partnership with each other. We also attend, support and publicise networking events that are run by other organisations across the county.

- * **Representation**

As an infrastructure organisation, CCVS is asked to sit on a number of forums and panels to represent the diverse views of the sector. We act as a conduit between the sector and statutory services and encourage two way communication and dialogue. We also use our communication channels to promote and celebrate the work, and the impact, of local charities and community groups.

The above activities are supported by a communications programme. The communications programme includes email newsletters, social media and the maintenance of the CCVS website www.cambridgecv.org.uk. The CCVS newsletter goes out monthly, is available to anyone who signs up and contains information on our work, updates on legislation, what is happening around the sector and other news that could be of interest to those working or volunteering in the sector. We also send out e-bulletins highlighting information and specific issues. A monthly funding news bulletin, produced in collaboration with Hunts Forum, is also sent to the newsletter list, which details local and national funding opportunities. We send out other targeted e-newsletters to councillors and to parish council clerks. For social media activities, we utilise Facebook, Instagram and Twitter to help spread information of interest to the sector and to the statutory services we work with. We also maintain a blog where we highlight our own opinions, as well as those from different sector experts and commentators.

CCVS also carries out project work that is compatible with our mission. In 2018-19, this included:

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2019**

OBJECTIVES AND ACTIVITIES

Strategies for achieving objectives

- * RAG Grants - CCVS supported Cambridge RAG to distribute small grants of up to £200 to CCVS member organisations.
- * Work to support the Wisbech Community Led Local Development (CLLD)European Funding project run by Cambridgeshire ACRE.
- * Healthy Fenland project in partnership with Care Network and Cambridgeshire Community Foundation. (This finished in June 2018).

The detail of the work we have done and the difference it makes is set out in the achievements and performance section.

Public benefit

The trustees have complied with their duty in section 4 of the 2006 Charities Act to have due regard to guidance published by the Charity Commission, including public benefit guidance. CCVS provides services to the general public of Cambridge City and surrounding areas by supporting and promoting charitable and community groups.

Volunteers

CCVS has not made use of any volunteers in this financial year to deliver its core services.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Both locally and nationally, CCVS continues to be an advocate for small charities and community groups, and highlights the positive impact these organisations have on people and communities. CCVS aims to provide 'business skills for small charities and community groups', which means we are about enabling, informing, building confidence, and increasing knowledge. CCVS is a value-led organisation guided by the following values:

- o **Co-operation** - promoting partnership working within the voluntary sector
- o **Openness** - proactively seeking and sharing views and information
- o **Quality** - delivering and supporting high quality voluntary sector services
- o **Equality** - valuing diversity and each person's different skills and contributions
- o **Sustainability** - encouraging care for the environment and careful use of resources
- o **Innovation** - exploring and promoting new ways of delivering services

In supporting the voluntary and community sector we help to combat poverty, disadvantage and discrimination, and improve the quality of life for communities, groups and individuals.

"Always ready to help and a great source of networking and sharing issues. This provides a hugely valuable service, particularly to smaller charities, who otherwise would not have the resources (time or otherwise) to gain the information CCVS provide."

"CCVS has always been a service we hold in high regard as we have gained knowledge, advice and information which has helped us become more confident over the years. Over the years we have used CCVS service to help us become more sustainable with funding bids, sourcing funding and advice regarding funding."

The following sections detail the CCVS's work over the past year.:

Organisational development

Organisational development happens through two distinct streams. Individual support (this can be through email, phone or in person) or through training sessions.

CCVS continues to be recognised by groups, funders and other partners as a fantastic resource: a knowledgeable and reliable source of support, information and advice on all aspects of setting up and running a group. We continue to offer new training and ensure that we keep groups up to date with new legislation and best practice.

We have provided groups across the county with nearly 600 one-to-one support sessions of different types and on different topics. These can range from simple email requests to complex issues that may take a series of lengthy face to face meetings to resolve. We produce and publish a series of case studies that reflect the different types of work we do.

"Thanks very much- you have been more than useful, seriously, your service is remarkable."

"Your annual fees are very reasonable; you team provides excellent support and information to local communities and local charities. Your services are very important, especially to small charities, and your members of staff are always very helpful and friendly."

"Thank you for your time and your advice last week. You managed to instil some clarity and help me to see a way forward."

The training we provide is designed to give people real skills that can impact on how they work or volunteer. We deliver a mixture of essential training sessions, funding fairs where groups can meet funders, and run an annual half day conference as part of our AGM. In all, 713 individuals from 243 organisations took part in CCVS training sessions or events. We also facilitated training from 8 other providers who collected additional attendance data, and who may otherwise not have delivered training in the area. Of those that left feedback, 98% rated the course as Excellent or Good overall. Typical feedback includes:

"Enjoyed it and was an eye opener. Thanks!"

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2019**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

"A fantastically organised training course. Very engaging and trainer was wonderfully informative and helpful."

"Thank you once again for providing excellent training for those of us on tight budgets."

Networking

Over the year we have run general networking events in Cambridge (four) and Fenland (two). We have also run four Volunteer managers forum networks. As well as this, we ran our annual conference in November that was attended by more than 50 people and which allowed groups to both network and hear from local speakers. A good deal of the work we do is about linking organisations who may be able to help each other with issues or who are involved in similar areas of work, this is done when groups contact us for advice and we are aware of others who may have addressed similar issues. In the last year we have supported 123 enquiries that have linked groups to appropriate support elsewhere. This number does not represent the true figure as often short phone calls from groups are not formally recorded and the enquiry is often solved by referring the group to the best source of help.

As well as our events we continue to support and publicise Support Cambridgeshire events and networking meetings across the county. We also attend networking events put on by other organisations around different work areas.

Representation

In 2018-2019, CCVS continued to attend partnership meetings to represent the wider voluntary sector, attending 18 different meetings throughout the year. These were generally district or county partnership meetings, including Community Safety Partnerships, Living Well Partnerships and specialist meetings such as the Cambridgeshire Insight steering group meetings. At these meetings, CCVS was able to advocate for the sector to ensure that appropriate groups were recognised for their contribution to meeting specific goals and to ensure that groups were approached to deliver services, as appropriate.

CCVS continued to work with Support Cambridgeshire partners to ensure that there is less duplication of attendance at meetings and that groups are given the skills and support to represent the sector at specialist meetings in areas they work.

Feedback from members shows that they recognise the importance of the CCVS representation with 93% of CCVS members who responded to the last survey stating it was extremely or very important that they were represented.

Communications

Over the year CCVS sent out:

- o 12 editions of the Monthly newsletter, which is open to all subscribers. The overall subscription numbers were reduced due to GDPR. Current circulation is 642.
- o 13 e-bulletins to members, these include updates on important issues between the monthly newsletters.
- o 2 bulletins to the CEO group, these advertised specific issues that are relevant to senior staff and trustees.
- o 11 editions of the funding bulletin that is produced in partnership with Hunts Forum.
- o 3 bulletins to all councillors. These went to all councillors from the City, South Cambs, Fenland and the County Council. Lists are updated from the relevant websites.
- o 3 bulletins to Parish Clerks. These went to the clerks from parishes in South Cambs and Fenland.

The website was constantly updated. In this period, we had over 523,800 hits from 40,412 unique visitors.

Twitter continued to be our primary platform and the CCVS feed had 2787 followers as of 31st March 2019, which is a growth of over 600 in the year. In the last quarter we have been averaging 1,900 engagements a day (including weekends).

We continued to use Facebook and Instagram to advertise events and training, and more importantly to share the work of members and local charities with our audience. Facebook followers grew slowly and now stand at 145. Instagram followers stand at 120. Whilst Facebook has shown some positive results in areas where we can join local group pages, Instagram is less useful and we post there only when we schedule appropriate posts.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2019**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The CCVS blog has been growing and has received both local and national recognition. Our most popular posts have been read over 150 times. Over the year we had over 1300 views.

"They are providing excellent services, with good information to local charities. It's especially valuable to small charities who don't have many paid members of staff and financial support."

"The CCVS Newsletter offers a variety/range of information relevant to our sector and region including grant information. This again saves us all time and effort to find and communicate this information."

Volunteering

Volunteering is now integrated into the work of CCVS. This has allowed us to support organisations with advice, training and information around all aspects of volunteering (including recruitment and retention, good practice and legal issues, and volunteer management). We have kept the volunteering section of the website up to date and have developed new leaflets for those looking to be trustees. The volunteering pages have constantly been in the 25 most popular pages on the site with the 'I want to volunteer' page receiving over 7,400 visits in the year and regularly topping the most viewed page list after the home page.

We continued to provide groups with support to manage and recruit volunteers and have a selection of sample policies that they can use. Website pages and handouts were produced for different types of opportunities, including:

- o Finding a volunteer opportunity
- o Micro volunteering
- o Family volunteering
- o One off volunteering
- o Volunteering at home

We also worked with groups to look at how they can be more flexible in how they work with volunteers and in the roles they offer.

We continued to run the volunteer managers' forum to enable those with this role to come together in a peer-led fashion. The forum was opened up to encourage anyone with any volunteer management activity in their work or volunteering to attend.

We continued to be involved with the promotion of the Volunteer 4 Cambridge event and had a stall for the second time.

We continued to publicise volunteering opportunities across our publications. The Supported Volunteering project continued to highlight the benefits of volunteering with a number of different audiences. We worked with Cambridge Ethnic Community Forum (CECF) to ensure that the benefits of volunteering and being a trustee are highlighted across diverse communities

Our networking events have focused on increasing diversity of trustees and our blog piece on trustees received significant interest and was shared nationally. Finally, we made contact with On Board, a national charity, to look at how we can bring their training to Cambridge.

We continued to promote volunteering and the work of small organisations on stages both locally and nationally. We have ensured that volunteering is recognised by partners at meetings we attended. We worked with Support Cambridgeshire to promote volunteering and especially corporate volunteering and we have started a piece of research for the City Council to look at how businesses can share skills with the sector.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2019**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Supported volunteering

The supported volunteering project continued to deliver to individuals and organisations in Cambridge. The project overall aims to help individuals to access volunteering opportunities by helping them overcome any barriers they may experience.

In the year we:

- o Delivered 74 face-to-face interviews with clients looking to volunteer.
- o Delivered nine presentations to different community groups and organisations to speak to their clients, or to groups of workers to introduce the Supported Volunteering project.
- o Ran a series of workshops in June that had six people sign up and four completed.
- o Ran a series of workshops in Sept/Oct. This had four attendees signed up. Follow up interviews were offered to all those on the course.
- o Ran three networking events. We ran two of these at the CCVS office and one for staff of CPFT at their venue.
- o Started to develop a process to follow up clients.

Digital Skills

We continued to deliver our City Council funded digital skills project in partnership with Cambridge Online, designed to help groups develop their digital skills and become more effective by using tools that are readily available for them. As well as the training we provided, we developed four webinars that help groups develop their digital skills. These are available from the Cambridge Online YouTube page. We will continue to promote these. We also developed a video on the benefits of using digital that has been viewed over 200 times.

16-18 Arbury Court

CCVS continued to manage the premises at Arbury Court. In 2018-19, offices were licensed to:

- o Cambridge Ethnic Community Forum (CECF)
- o Cambridge Community Arts (CCA)
- o Cambridge Foodbank for their new Fair Bite project (from May 2018)
- o Refugee Council (from Oct 2018)

As a result of FairBite moving in, CCVS have moved to the back office. Trustees have agreed that we will look at converting the training room to additional offices and we continue to market this.

The building continued to be well used by tenants and by other occasional organisations for meetings and training sessions.

Support Cambridgeshire

In September 2016, a new Cambridgeshire County Council funded partnership was formed. Support Cambridgeshire is a three-year project, bringing together three partner organisations to work together to support community groups and organisations across Cambridgeshire. The work falls under five workstreams

- o Community Facilities delivered by Cambridgeshire ACRE
- o Voice and Representation delivered by Hunts Forum
- o Volunteering and Social Action delivered by Hunts Forum
- o Town and Parish Councils delivered by Cambridgeshire ACRE
- o Information and Advice delivered by CCVS

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2019

FINANCIAL REVIEW

Results for the year

The Accounts for the year ending 31st March 2019 have been accepted by the Executive Committee and prepared and independently examined by Staffords, Chartered Accountants and Registered Auditors. Copies are available from the C CVS office and from the C CVS website.

Reserves policy

The trustees have conducted a comprehensive risk assessment and considered the level of reserves that should be maintained to meet liabilities and to sustain the organisation in the event of a major change to its core funding. C CVS relies on drawing in contract funding every year to maintain its output of services. Given the political and economic changes that have recently been experienced, the C CVS board has assessed the reliability of the main sources of income and taken into account the trends and pressures on grant aid. Accordingly, the trustees have altered the targets set for unrestricted reserves to £45,000. Reserves for redundancy, sickness, property lease and building repairs have been set collectively at £90,348. This makes a total reserve target of £135,348. In this way, C CVS can ensure that in years that are lean in project funding it can properly plan programmes of activity in the first six months of every year, pending the development of other income streams.

The results show current unrestricted reserves of £51,385 (2018: £33,379) and restricted reserves of £0 (2018: £0). The unrestricted reserves are below target by £83,963.

FUTURE PLANS

Our main priority for 2019-2020 will be to finalise the charity's strategy and embed this into the work of the organisation. We will need to continue to look at how we can diversify our income and how we can build on our work to reach more groups.

Additional funding from the City Council will allow us to improve our digital offering by training our staff to deliver online training and by purchasing some equipment that will enable us to help groups with the use of video. We will also be looking at developing new training in line with the sector's needs, and ensuring we are able to bring in outside trainers when we need their expertise.

We will be looking at developing a more coherent communications strategy and plan in order to improve how we keep the sector informed, and also how we can deliver communications in a more effective and efficient manner. We will continue to build a local and national reputation as a champion of small charities and community groups.

2019-2020 will see us looking at funding to maximise the space at Arbury Court, to ensure that tenants and others can have a variety of spaces available to them for meetings and training. We will continue to look at providing additional office space if a need arises.

As part of Support Cambridgeshire, we will look at how we can continue to build on the partnership and how we can continue to build a strong offer for voluntary and community groups across the county. We will need to look at what we do in year four of the contract and how we are engaged as the contract goes up for retendering. We will also look at how we can develop other partnerships both locally and nationally that will benefit groups and allow us to develop new services.

Volunteering and Supported Volunteering

We will look to increase our role in promoting volunteering and celebrating the different volunteering opportunities that people undertake. We will look at ways to help organisations improve their volunteer offer as well as their recruitment practices. We will also look at how we can encourage more people to volunteer and how we can better work with businesses to enable them to engage with their communities and the groups working within them.

We will look at how we can continue to grow the Supported Volunteering project to enable us to serve a wider area and also to help increase the numbers of people volunteering and becoming trustees.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2019**

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.

In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

Trustees are primarily recruited from the membership. Applicants from full member organisations have to be proposed and seconded by other members and stand for election at the AGM. No more than eight trustees are elected at the AGM, who serve for a period of two years and are subject to retirement by rotation. Trustees may be co-opted up to a maximum of four or a third of the total number of trustees serving at any one time. Co-opted trustees may be from the membership or individuals with suitable skills that fill identified gaps in the current trustee board.

A qualifying third party indemnity provision is in force for the benefit of the trustees.

Organisational structure

The company is governed by an Executive Committee that meets at least quarterly. Observers from the County Council and District Councils are invited to attend these meetings. The Executive Committee sets and reviews the organisational strategy, direction, staffing, structure and resources. The day-to-day running of the company is carried out by employed staff, led by a Chief Executive Officer, who has delegated authority to run operations and make expenditure up to the level of £2,000. The authorisation of all expenditure, online and on paper, requires two signatures.

The organisation employed six members of staff during the year (4.1 FTE). In Oct 2018, the Supported Volunteering Project Worker went on maternity leave, we were able to recruit cover for this from January 2019.

Cambridge Council for Voluntary Service is a member of the National Association of Voluntary and Community Action (NAVCA) and of the National Council for Voluntary Organisations (NCVO).

Induction and training of new trustees

All trustees receive an induction pack detailing their responsibilities, a Companies House "AP01" form and copy of the Memorandum and Articles. Trustees are invited into the office to meet staff and to have an opportunity to understand how CCVS works and details of current plans and projects.

Trustee remuneration

All Trustees give their time voluntarily and receive no benefits from the charity. Trustees are entitled to claim legitimate out of pocket expenses accrued through their role. Any expenses reclaimed from the charity are set out in the accounts. For this period the trustees claimed back £nil (2018: £nil).

Related parties

CCVS has close relationships with Cambridge City Council, South Cambridgeshire District Council, and Cambridgeshire County Council. Each of these groups provides essential core funding. District Councils are asked to nominate observers to attend trustee boards, these individuals are non-voting members and are not party to confidential discussions.

CCVS is a member of the Support Cambridgeshire partnership that deliver the county infrastructure contract. The other partners are Hunts Forum (lead partner) and Cambridgeshire ACRE.

CCVS works in partnership with Cambridge Online to deliver a City Council funded digital skills project.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. This is done partly through the financial controls policy that is reviewed annually.

As part of the work to move the charity forward the trustees are working towards the development of a detailed risk plan with supporting documents and this will become a standing item on the trustees' agendas and a trustee will be appointed to be the lead on this area along with the CEO.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03731848 (England and Wales)

Registered Charity number

1074947

Registered office

16-18 Arbury Court

CAMBRIDGE

Cambridgeshire

CB4 2QJ

Trustees

R D L Talbot

M Sanders

E T Stadnik

A T Cogan

F Raffai

- appointed 19/11/2018

E C Forbes

- appointed 11/2/2019

K Singh

- appointed 11/2/2019

Company Secretary

M R Freeman

Independent examiner

Matthew Pettifer FCA

Institute of Chartered Accountants in England & Wales

Staffords

Chartered Accountants

Unit 1, Cambridge House

Camboro Business Park

Oakington Road, Girton

CAMBRIDGE

Cambridgeshire

CB3 0QH

Chief Executive

M R Freeman (Interim from 1st November 2017)

CHARITY NAME

The charity is also known as Cambridge CVS and CCVS.

Approved by order of the board of trustees on6/9/19..... and signed on its behalf by:



.....
A T Cogan - Trustee

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF TRUSTEES RESPONSIBILITIES **FOR THE YEAR ENDED 31 MARCH 2019**

The trustees (who are also the directors of Cambridge Council for Voluntary Service 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), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

Independent examiner's report to the trustees of Cambridge Council for Voluntary Service ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached



Matthew Pettifer FCA
Institute of Chartered Accountants in England & Wales
Staffords
Chartered Accountants
Unit 1, Cambridge House
Camboro Business Park
Oakington Road, Girton
CAMBRIDGE
Cambridgeshire
CB3 0QH

Date: 6/9/19

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2019

		Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
	Notes				
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	-	-	-	110
Charitable activities	5				
CCVS		117,951	75,460	193,411	177,010
Investment income	4	-	-	-	517
Total		117,951	75,460	193,411	177,637
 EXPENDITURE ON					
Charitable activities	6				
CCVS		99,945	75,460	175,405	195,908
NET INCOME/(EXPENDITURE)		18,006	-	18,006	(18,271)
 RECONCILIATION OF FUNDS					
Total funds brought forward		33,379	-	33,379	51,650
 TOTAL FUNDS CARRIED FORWARD		 51,385	 -	 51,385	 33,379

The notes form part of these financial statements

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE (REGISTERED NUMBER: 03731848)

BALANCE SHEET
AT 31 MARCH 2019

	Notes	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
FIXED ASSETS					
Tangible assets	13	3,525	-	3,525	2,286
CURRENT ASSETS					
Debtors	14	7,693	-	7,693	12,057
Cash at bank		55,479	-	55,479	32,371
		<u>63,172</u>	<u>-</u>	<u>63,172</u>	<u>44,428</u>
CREDITORS					
Amounts falling due within one year	15	(15,312)	-	(15,312)	(13,335)
NET CURRENT ASSETS		<u>47,860</u>	<u>-</u>	<u>47,860</u>	<u>31,093</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>51,385</u>	<u>-</u>	<u>51,385</u>	<u>33,379</u>
NET ASSETS		<u>51,385</u>	<u>-</u>	<u>51,385</u>	<u>33,379</u>
FUNDS	17				
Unrestricted funds				51,385	33,379
Restricted funds				-	-
TOTAL FUNDS				<u>51,385</u>	<u>33,379</u>

The notes form part of these financial statements

BALANCE SHEET - CONTINUED
AT 31 MARCH 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on6/7/19..... and were signed on its behalf by:


M Sanders - Trustee

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1. LEGAL FORM

The charity is a registered charity registered in England and Wales number 1074947 and a company limited by guarantee, having no share capital, incorporated in England and Wales number 03731848.

Its registered office and principal place of business is at 16-18 Arbury Court, Cambridge, CB4 2QJ.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations are recognised on receipt. Gift Aid is recognised in the same period as the donation to which it relates.

Membership income is recognised in the period to which the membership fee relates.

Grant income is recognised in full on receipt unless there are unfulfilled performance conditions that do not allow the income to be recognised. In this case the grant is accounted for as a liability until the performance conditions have been met.

Grant income is only deferred if the grant is time-related and relates partly or wholly to a post year-end time period.

The charity is not VAT registered.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Tangible fixed assets are capitalised if the individual item cost exceeds £900. Items are depreciated over their estimated useful economic life:

Computer Equipment	25% on Cost
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CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019

2. ACCOUNTING POLICIES - continued

Taxation

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

Fund accounting

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

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

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

Pension costs

The company contributes to some employee's personal pension plans on a defined contribution basis. Contributions payable to the plans are charged to the Statement of Financial Activities in the period to which they relate.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be estimated or measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

3. DONATIONS AND LEGACIES

	2019	2018
	£	£
Donations	-	110
	<u> </u>	<u> </u>

4. INVESTMENT INCOME

	2019	2018
	£	£
Deposit account interest	-	517
	<u> </u>	<u> </u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019

5. INCOME FROM CHARITABLE ACTIVITIES

		2019	2018
	Activity	£	£
Charges for services	CCVS	24,546	14,721
Rents received	CCVS	36,992	22,895
Grants	CCVS	131,873	139,394
		<u>193,411</u>	<u>177,010</u>

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

	2019	2018
	£	£
Cambridge City Council (Support Projects)	40,000	40,001
South Cambs District Council	10,000	10,000
Other Grants	10,430	15,060
Cambs County Council - Support Cambridge	25,664	21,392
Fenland District Council - Healthy Fenland	1,279	5,116
Evelyn Trust	-	8,275
Cambridge City Council - Volunteering	23,000	23,000
Cambridge Volunteer Centre	16,500	11,550
Cambridge City Council - Supported Volunteering	5,000	5,000
	<u>131,873</u>	<u>139,394</u>

The charity has also benefitted from charitable rate relief on its premises.

6. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 7)	Support costs (See note 8)	Totals
	£	£	£
CCVS	<u>173,628</u>	<u>1,777</u>	<u>175,405</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2019	2018
	£	£
Staff costs	118,113	123,053
Rates and water	233	426
Insurance	1,228	1,256
Telephone	4,436	3,364
Post, printing, stationery & advertising	4,808	5,445
Other costs	149	154
Staff recruitment, travel & training	1,145	1,542
Events costs	1,377	1,869
Consultants & Trainers	2,803	4,686
Management fees	-	11,414
IT Costs	2,673	6,626
Support for Groups	6,100	8,000
Rent	22,000	22,000
Premises Costs	6,137	2,614
Membership & subscriptions	333	183
Depreciation	1,335	994
Refurbishment costs	758	494
	<u>173,628</u>	<u>194,120</u>

8. SUPPORT COSTS

	Governance costs £
CCVS	<u>1,777</u>

Support costs, included in the above, are as follows:

	2019 CCVS £	2018 Total activities £
Accountancy and legal fees	<u>1,777</u>	<u>1,788</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2019 £	2018 £
Depreciation - owned assets	1,335	994
Independent Examiner's fee	<u>1,716</u>	<u>1,788</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018.

11. STAFF COSTS

	2019 £	2018 £
Wages and salaries	105,515	108,509
Social security costs	5,131	7,407
Other pension costs	7,467	7,137
	<u>118,113</u>	<u>123,053</u>

Key Management Personnel remuneration totalled £36,958 (2018: £35,965).

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

	2019	2018
Development workers	2	2
Administrative workers	2	2
Managerial	2	2
	<u>6</u>	<u>6</u>

No employees received emoluments in excess of £60,000.

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	110	-	110
Charitable activities			
CCVS	132,010	45,000	177,010
Investment income	517	-	517
Total	<u>132,637</u>	<u>45,000</u>	<u>177,637</u>
 EXPENDITURE ON			
Charitable activities			
CCVS	144,408	51,500	195,908
Total	<u>144,408</u>	<u>51,500</u>	<u>195,908</u>
 NET INCOME/(EXPENDITURE)	<u>(11,771)</u>	<u>(6,500)</u>	<u>(18,271)</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	45,150	6,500	51,650
TOTAL FUNDS CARRIED FORWARD	<u>33,379</u>	<u>-</u>	<u>33,379</u>

13. TANGIBLE FIXED ASSETS

	Short leasehold £	Computer equipment £	Totals £
COST			
At 1 April 2018	124,227	14,526	138,753
Additions	1,856	718	2,574
Disposals	-	(9,447)	(9,447)
At 31 March 2019	<u>126,083</u>	<u>5,797</u>	<u>131,880</u>
DEPRECIATION			
At 1 April 2018	124,227	12,240	136,467
Charge for year	232	1,103	1,335
Eliminated on disposal	-	(9,447)	(9,447)
At 31 March 2019	<u>124,459</u>	<u>3,896</u>	<u>128,355</u>
NET BOOK VALUE			
At 31 March 2019	<u>1,624</u>	<u>1,901</u>	<u>3,525</u>
At 31 March 2018	<u>-</u>	<u>2,286</u>	<u>2,286</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade debtors	5,866	7,146
Prepayments and accrued income	1,827	4,911
	<u>7,693</u>	<u>12,057</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Trade creditors	582	1,549
Social security and other taxes	3,535	5,408
Other creditors	5,739	3,494
Deferred income	3,253	1,300
Accrued expenses	2,203	1,584
	<u>15,312</u>	<u>13,335</u>

Trade creditors are paid within supplier terms, typically within 30 days. Social security and other taxes are paid by the 19th of the following month. Other creditors (accruals) are payable when the invoice relating to the accrual is due.

16. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2019	2018
	£	£
Within one year	23,490	23,490
Between one and five years	30,202	53,692
	<u>53,692</u>	<u>77,182</u>

Lease payments totalling £23,490 were made in the year (2018: £23,490).

17. MOVEMENT IN FUNDS

	At 1/4/18	Net movement in funds	At 31/3/19
	£	£	£
Unrestricted funds			
General fund	33,379	18,006	51,385
	<u>33,379</u>	<u>18,006</u>	<u>51,385</u>
TOTAL FUNDS	<u>33,379</u>	<u>18,006</u>	<u>51,385</u>