

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 2023
FOR
CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

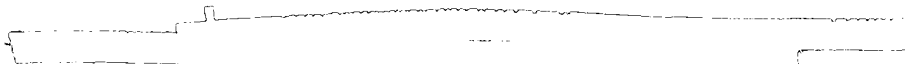


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CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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FOR THE YEAR ENDED 31 MARCH 2023

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CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2023**

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 2023. 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 2019).

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:

- (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.

Strategies for achieving objectives

Our strategy is a continual work in progress. Over the year we have developed a theory of change and a number of supporting documents that make up the deconstructed strategy. We will continue to develop this over the following year.

Aims

Our strategic aims have been written into our mission statement that has been developed over the year. These state:

CCVS works with individuals, groups and organisations in communities to help them build places where people want to live, work, and visit. We:

- * Provide practical support and training to build the knowledge and confidence of those involved.
- * Encourage those working or volunteering in and across communities to collaborate and build relationships.
- * Amplify the voices of communities and champion the work that happens there.
- * Engage with communities to support them to identify and implement solutions which improve people's lives.
- * Promote safe, inclusive and engaging volunteering and the benefit it brings to all.

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OBJECTIVES AND ACTIVITIES

Significant activities

The last year has seen us finalise our mission statement that compliments the vision of 'Fair, Strong, Connected Communities'. We are in the process of aligning our work and reporting against the 5 strands of the mission plus a commitment to improve the way that C CVS works. We have looked at our values and these continue to be:

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

Our work falls under the following headings:

- * **Provide practical support and training to build knowledge and confidence.**
CCVS offers advice and support to voluntary and community organisations. Groups can access this by email, phone or through one-to-one sessions. We provide information on all aspects of running a voluntary organisation including setting up, governance, funding, financial management and volunteer management. We offer essential training courses to members and to non-members; 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). Online training enabled us to use trainers from across the country to deliver training and we continued to offer new courses as needed by local groups.
- * **Encourage those working or volunteering in and across communities to collaborate and build relationships.**
We provide opportunities for groups to learn from one another. This includes networking events and putting organisations in contact with others who may be able to offer assistance or work in partnership. We attend, support and publicise networking events that are run by other organisations across the county. We have continued to develop our networks and have specific groups for fundraisers, for those working in communications, for volunteer managers and for local funders. We also run the Cambridgeshire Digital Partnership and support networks run under the Support Cambridgeshire banner.
- * **Amplify the voices of communities and champion the work that happens there.**
As an infrastructure organisation, CCVS is asked to sit on 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 look at how we can help champion the work that the sector does. This is about helping groups to better tell their story but also about proactively sharing the breadth and impact of local groups and organisations

There are two new areas of work for us:

- * **Engage with communities to support them to identify and implement solutions which improve people's lives.**
We work with organisations, statutory partners and communities to help them find new ways of working and to develop community led solutions and projects that are what the community wants and are sustainable and effective. This may mean advocating for change or taking on projects to kickstart change.
- * **Promote safe, inclusive and engaging volunteering and the benefit it brings to all.**
This is about working with all parties to ensure that as many people are able to volunteer as possible. It is also about helping organisations and those working with and managing volunteers to make the opportunities as welcoming, inclusive and safe as possible.

CCVS development

We have continued to look at how we develop CCVS in order to enable us to deliver our services. Over the year we have implemented several changes that have been initiated and supported by the staff team.

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OBJECTIVES AND ACTIVITIES

We continue to be a recognised Real Living Wage employer and to promote this to the local sector. (We have been able to fund registrations for other charities in Cambridge this year from a carryover of council funding).

We have developed a new staff handbook and revised our staff contract with the help of an HR specialist. This has coincided with us streamlining the policies we have and updating the plan for when these are refreshed and reviewed.

We have also updated both the trustee handbook and the volunteer handbook. These documents are for internal use but are also shared as templates for member organisations to use.

As part of looking at staff terms and conditions the trustees agreed to look at working towards a four-day week. This will be a gradual process that will be closely monitored to ensure that we do not compromise our ability to deliver our work.

Despite the pandemic and working remotely, we successfully grew the CCVS team over the year. We welcomed Ayra Naeem as our community engagement worker in October 2022, initially to support on the vaccine access work but also to look at community engagement more widely. In December 2022 Sally Page was promoted to the role of deputy CEO which was part of a wider look at the CCVS staff structure. Jigna Vas Gosal joined us in March 2023 as a new development officer to take on Sally's old role. We said goodbye to Suzanne Goff who left us in December 2022 but did return as a volunteer for a couple of months to help with the vaccine access work.

Communications

Communications remain a vital part of our work, and we have continued to make improvements in our delivery of those, with a whole team approach.

Maintaining efficient internal communication within our team is key to making sure we do the best we can for CCVS, our members, and the wider community. By adopting a consistent approach, using tools such as template replies to emails and requests, ensures that we are all sharing the same message, and being clear about how we can support organisations with their own campaigns, events, and recruitment.

Our subject specific news flash bulletins are very well received, as are our Spotlight Bulletins which focus on one community organisation per month.

Project work

CCVS carries out project work that is compatible with our mission. In 2022-23, this included:

- * The continuation and conclusion of the vaccine access project with Cambridge City Council and wider VCS partners.
- * Various work funded through partnership with NAVCA including:
 - The start of some joint work with Hunts Forum around supporting groups working with Ukrainian humans and the wider human population.
 - Input into the Vision for Volunteering response.
 - Support to groups to help address the cost-of-living crisis.
- * Cambridge City Council funded work to support Ukrainian humans into volunteering.

Public benefit

The trustees have complied with their duty in the 2011 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.

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OBJECTIVES AND ACTIVITIES

Volunteers and Volunteering

CCVS continued to benefit from the help of a volunteer through our Volunteer 4 All project. Our outreach events have particularly benefited from this input, with our volunteer helping co-produce and co-present some of our work, as well as writing informative blogs about her experience.

We also engaged more widely with volunteers from different partner organisations as part of the vaccine access project.

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ACHIEVEMENT AND PERFORMANCE

Charitable activities

CCVS continues to be an advocate for small charities and community groups. We highlight the positive impact these organisations have on local people and communities.

The following sections detail CCVS's work from April 2022 to the end of March 2023.

Provide practical support and training to build knowledge and confidence.

The provision of advice and support is a key deliverable for CCVS. Since the pandemic we have delivered more of this by video call and there are very few in person queries, that said for complex issues it is sometimes better to sit with someone in person and we do still offer this. The number of people we assist is dependent on the number we contact. We actively promote our services but do not proactively contact groups as we do not have the capacity. The one exception to this is that we try to do monthly catch ups with senior managers to allow us to build relationships, get an insight into issues and activities, and to offer support and coaching.

We have continued to develop our work to ensure that we are able to provide groups with the advice and support they need. We have developed some new blogs in partnership with Support Cambs. We have also continued to provide advice and support to groups that come to us with questions.

In this period, we recorded a total of 333, 1-2-1 support sessions, either in-person, by video, phone or extended email. This represented over 430 hours of support services.

We have not been recording shorter enquiries this year but will look at how we do this going forward with the database and the development of a new monitoring strategy and plan.

CCVS delivers a comprehensive package of training based on what groups tell us is important in the annual survey, but also based on those areas where we identify that groups should consider training.

The annual survey indicated that there was an ongoing preference for online training; we have also had positive feedback from the few in-person courses we have run. Attendees welcomed the ability to make and renew connections with others but reported that there was no additional benefit for the actual training.

We have started to offer a smaller number of in-person training opportunities for those subjects that work best in that way, this has included a session on Managing Challenging Behaviour and Supervision Skills for Volunteer Managers.

We are looking at what we would need to deliver hybrid events and depending on having the necessary equipment, we will look at running a small number of hybrid sessions, for subjects that work best in that way.

Over the period we have run 69 training session or support events; 24 of these were classified as networking events, and 45 webinars or training sessions. This includes 2 volunteer fairs, and 1 meet the funders event. We have had 1,264 bookings for these events.

We have also developed 5 on-demand training modules for small groups through the Support Cambridgeshire partnership. This resource is free and available to Cambridge City groups.

We collect responses from those attending training by sending out a survey after the event. The return rate is low but from those we received we got an average score of 4.6 out of 5 for the overall quality of the courses.

"The training content was brilliant and has given me enormous amounts of food for thought and ideas for action."

"Well done on providing excellent training sessions."

"Thank you I found this training session really helpful and at a perfect pace."

"Very grateful for the free training as we are a small charity, but will benefit from this workshop".

"I would recommend this to all trustees both new and existing".

Encourage those working or volunteering in and across communities to collaborate and build relationships.

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We have run 25 separate online networks attended by 422 individuals. All network attendees receive follow-up emails that include additional resources and notes from the meeting. The networks include the CCVS AGM that was held online again this year. These figures do not include any of the Vaccine Access work, the Volunteer for All work (reported separately) or the volunteer fairs.

Feedback:

"Thanks for including me on the follow-up; so many amazing resources and ideas to look through!"

"Thank you very much. Another interesting and valuable session - always brilliant."

"Thank you, - this is really useful, I will certainly be looking at the mail chimp tips, and the slides for comms are just great."

We are finalising the takeover of the GET group and the work for this will start in 2023-24 once the charity has been formally wound up and the funds transferred.

We continue to build our knowledge and information around peer support, but we will not be delivering a dedicated package as there is little appetite for this. We have tried using Slack and also Facebook groups but this was not successful. We are using WhatsApp, and this is having some success.

Amplify the voices of communities and champion the work that happens there.

CCVS continues to attend meetings with statutory partners. We have continued to attend the City CRG and the CSP and also attend meetings around helping Ukrainian families and around heating and health. We have also been working with different groups and individuals to input into the transformation work that the City is undertaking. We are working with City colleagues on a new Health Equalities network and have attended several meetings around the new City Strategy. We attend other meetings as required.

At the same time we work at a county and regional level to represent the sector across a number of areas, this includes (but is not limited to) the following:

- * VCSEP Emergencies partnership
- * Cambridgeshire Skills Quality and Curriculum meeting
- * Cambridgeshire & Peterborough Community Resilience Group
- * County Ukraine Community Support Workstream
- * Emergencies Partnership Ukraine Touch-Point - Midlands and East
- * NAVCA Regional Forum (East of England)
- * Integrated Neighbourhood Delivery Board
- * NAVCA member workshop on the Levelling Up White Paper
- * People and Communities Strategy for the ICS
- * Branching Out Stakeholder Workshop 1 and 2
- * C&P ICS VCSE Strategy Co-design session

We are working closely with health colleagues at a South place level but also at a district and a local neighbourhood level. This has led us to help to start to map out how there can be greater joined up work between all the different partners wanting to work with communities and the groups that serve them.

We continue to work nationally with NAVCA, NCVO and ACEVO to produce reports on issues that are impacting the wider sector and we are the county representative on the VCS Emergencies Partnership.

We use social media to highlight issues to both local and national politicians and respond to consultations that will impact the sector.

We published research in June that gave an insight into how groups had fared during the pandemic. Read the blog about this or look at the full report on our website <https://bit.ly/3Qu438m>

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Research carried out into post COVID position in the VCS in Cambridge. Results on the CCVS website <https://bit.ly/3QcO5xN>. The annual survey was conducted over January and February 2023 and the results will be published in June 2023. We have also commissioned some in-depth analysis of the open data available from the Charity Commission and 360 Giving to help us understand the sector across the county. We will also be carrying out some research into the below the radar groups across the county in 2023-24.

We have worked with NAVCA and with the University of Durham on national research.

Promote safe, inclusive and engaging volunteering and the benefit it brings to all.

The support we deliver to groups to help with volunteering is included in our general support. We ensure that there are resources available on the website and best practice and other information is shared through our communications.

As well as our specific training around volunteering of which we delivered 5 in the year, we delivered 2 online volunteer fairs. These consist of a number of organisations doing short presentations on the opportunities they have listened to by individuals and companies that are looking for volunteering opportunities. These had over 110 attendees. Feedback included:

"I thought it was great and we continue to have enquiries from Cambridge, so it's big thumbs up from us."
(Presenter)

"X (a local business) contacted me an hour after the volunteer fair, which was fantastic, and we've been in conversation since." (Presenter)

"It was a very useful event. A good way to find out a bit about several organisations in one go." (Audience)
"It was very interesting and helpful, with the added benefit that it was online, so no travel time was involved."
(Audience)

We also delivered 4 volunteer managers networks that all had on average 14 attendees at each.

Our project to work with those looking to volunteer but who may face barriers, Volunteer for All, continues to be a success. The numbers below summarise the activities and advice sessions from the 1st of April 2022 to 30th March 2023.

- * Number of 1:1 interviews: 82
- Number of advice sessions support workers, project workers, statutory organisations' members of the staff
- * (including OTs, Psychologists, peer support workers, social workers, etc): 18
- * Number of presentations: 4
- * Number of events organised (walks + online sessions): 4 walks, 9 online coffee mornings
- * Number of training sessions delivered: 7
- * Number of Networking events attended: 21
- Number of 1:1 with organisations (support offered in recruiting volunteers and becoming more inclusive) and
- * names: 17

The last year has seen an increase in already established partnerships with other organisations and statutory services. In particular, the relationship with CPFT, CHS, Red 2 Green and with the Social Prescribers have grown stronger and mutually beneficial. Referrers not only support their clients to have a 1:1 advice session, or participate in one of the events we organise, but also encourage colleagues to use our service. Networking and strong partnership with local groups has therefore become a pivotal part of the project to enable us to know, understand and screen which options would be more appropriate for each client.

Another important result is the advisory function of Volunteering for All, helping organisations not only in becoming more diverse, reaching a greater number of potential volunteers and creating a network with other organisations, but also offering guidance in situations where the volunteer coordinator might be struggling with a particular volunteer with additional needs.

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We have diversified and expanded our reach thanks to social media and explored new possible partners, including the wellbeing workers in Colleges and Universities, and also the social responsibility departments in some of the business in the City. These new relationships have shown how it is important to include the Universities and private sector within our client groups: both staff and students have reported increasing level of stress and isolation as a consequence of the lockdowns and seek now opportunities to connect with the community and improve wellbeing.

Feedback:

"Your kindness, patience, conversations and suggestions went a long way to help them both." (Support worker talking about her clients)

"Wow, this is incredible! Thank you very much indeed! Thank you for your amazing support." (Social responsibility manager)

"Thank you for today's meeting - it was really interesting. What I found really useful is people talking about the process of volunteering and especially that it is flexible. Really useful for my learners to hear" (Aspirations tutor)

"I have passed on your information to my colleagues as I have found your service and support invaluable and would like to share your work with them. As ever, thanks for your support" (Social Prescriber)

"That is so great! I am so thankful for your help! I will let you know as soon as I choose one." (Ukrainian refugee and potential volunteer)

Communications

Communications remain a vital part our work, and we have continued to make improvements in our delivery of those, with a whole team approach.

Our monthly newsletters continue to achieve open rates beyond average. (Campaign monitor state that the 2022 rate for non-profits was 26.6%. Our average for this 6-month period is 34.8%).

Our subject specific news flash bulletins are also very well received, as are our Spotlight Bulletins which focus on one community organisation per month. We are operating a waiting list of organisations waiting to be featured, which is currently fully booked until November 2023.

"It is such a great idea what you are doing, and we always share the email round to our colleagues as it is great to know about what else is happening out in the community."

"I just wanted to say thank you again for making us your spotlight for March. It was a fantastic bit of publicity for us and we've had a lot of engagement with the article through our social media"

Social media still plays a part in our work, by being a quick way to gain an overview of what's happening in the world, as well as a good way to engage with our members and like-minded people and organisations. We continue to regularly post and share details of our events and training, funding opportunities and items of interest. Social media changes constantly, and we've taken steps to encourage and increase engagement across our range of platforms to mitigate major changes beyond our control, such as proposed changes to Twitter. Engagement is increasing on both Facebook and Instagram, and LinkedIn remains popular among the non-profit sector.

Our 3 C's Communications network group is now well established, meeting quarterly. The group allows us to support larger numbers of people in communications roles in our community and allows them to gain valuable peer support in what remains a challenging part of their work. We cover subjects that have been highlighted as a need - such as The Trials and Tribulations of Social Media.

Feedback from 3 C's attendees:

"It's reassuring to share challenges."

"Thank you! I've never thought of that before! (Scheduling and setting boundaries for social media engagement time) A great way to set reasonable boundaries."

Over the period we have delivered

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- * 12 full newsletters - 1000 contacts at last count. Open rate 41.1%
- * 11 spotlight on local groups
- * 21 newsflashes
- * 12 funding alerts
- * 2 councillor email - 223 contacts. Open rate 34%
- * 2 parish clerk email - 111 contacts. Open rate 28.4%

In this period the website has received 800,141 hits from 51,473 unique visitors with the volunteering and then training and events pages being the most viewed. There were also a lot of hits on job vacancy pages when they were promoted.

We continue to deliver social media mainly through Twitter and LinkedIn but also through Facebook. The total CCVS audience for all platforms is 5,841, we also manage the Support Cambridgeshire Twitter account which has a further 1300 followers.

Our Twitter account has grown to 4,138 followers which is an increase of 317 compared to the number last year.

16-18 Arbury Court

CCVS continued to manage the premises at Arbury Court. In 2022-23, offices were licensed to:

- * Cambridge Ethnic Community Forum (CECF)
- * Cambridge Community Arts (CCA)
- * The Castle School

Over the year we have invested in the office to turn it into Hot Desk space for CCVS staff. Staff are able to book to use a desk when they want, and all make an effort to use it on a regular basis. At the same time all licensees have continued to deliver services from the building.

We are exploring changes to the phones and broadband but have updated the routers and the switches to ensure that the Wi-Fi works for all tenants.

We have implemented several measures that we hope will reduce our environmental impact but what we can do is limited. This has included updating all lights to LED when we replace fittings and bulbs and acquiring a more efficient fridge.

The main training room has recently been refurbished after a few leaks from the flat above made it unusable. We have also updated and replaced all the emergency lighting batteries. We have a plan for future developments and improvements and will continue to move this forward as funding allows.

Support Cambridgeshire

The current contract started from December 2021. Once again the lead organisation role was taken by Hunts Forum with CCVS acting as a sub-contractor.

We have been able to revise the workplan and we will now be delivering under the following streams:

- * Funding and income - Income generation is key to all Voluntary and Community groups. We help groups to find the right funds through information and support.
- * Volunteering and social action - Social action is about people and communities coming together to solve problems which affect them by volunteering and taking action.
- * Voice and representation - We help community groups and statutory organisations with the challenges they face by championing their work and helping them to share expertise and skills.
- * Relationships and connections - Supporting the sector and partners to build better relationships and create new networking opportunities.

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- * Information and advice - Getting the right information, advice and guidance is essential for your organisation, whether it's face-to-face support, training or attending networking events.
- * Community assets - Supporting with the development of communities through utilising the community assets, these include people, community buildings and green spaces.

This contract has been let on a three-year basis with the option to extend by a further two years.

FINANCIAL REVIEW

Results for the year

The Accounts for the year ending 31st March 2023 have been accepted by the Executive Committee and prepared and independently examined by Staffords, Chartered Accountants and Registered Auditors. Copies are available from the CCVS office and from the CCVS website.

Reserves policy

The reserves policy is reviewed annually by the trustees. The introduction states:

"The trustees are looking to build the CCVS undesignated (free) reserves to a level that allows the organisation to manage the variations of funding that are all too common in the sector. At the same time trustees keep a close eye on the money required in order to meet the obligations of the charity in the event of closure or to ensure that the property at Arbury Court is well maintained. Along with these responsibilities the trustees ensure that all restricted reserves are accounted for in accordance with good financial practice and the will of the funders."

The trustees have set a total reserve target of £124,808. This allows CCVS to meet its commitments in terms of winding up, and also allows us to work through any years that are lean in project funding so we can properly plan programmes of activity in the first six months of every year.

The results show current unrestricted reserves of £155,782 (2022: £98,933) and restricted reserves of £20,000 (2022: £20,000). The unrestricted reserve are now above target by £30,974. The trustees are revising the reserves targets based on the increased income and also looking at using some funds to add additional staff capacity.

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FUTURE PLANS

There are lots of plans for the coming year. Some of these are about how we can develop C CVS as an organisation and others are about developing new projects and pieces of work.

At C CVS we will continue to develop our strategic way forward and look at how we can integrate what we do and what we measure into our mission statement. We will be looking at what we can do under the 'Engage with communities to support them to identify and implement solutions which improve people's lives' strand of work. We will also be developing the CRM system to look at how we collect and report data that links our impact back to the mission and vision, this work will also have us look at how we report on all aspects of our work and how we tell our story more clearly. We are looking at what our staff structure will be as we plan a move to a four-day week. Linked to this we will be looking at how we can make best use of technology to make us more productive and this will include the development of a new website as well as looking at how we use tools such as teams and Microsoft 365. We are now a hybrid organisation, and we must ensure that we make the most of this without losing what is good about in person work. This will see us developing our hybrid offer and investing in new technology.

We have now had the final funding for the Cambridgeshire and Peterborough Volunteer Platform, and we will be working with partners to make this a reality. Whilst we have the funds for the build and a three-year licence, we still need to find funding for the staff team that will allow us to ensure the platform is a success.

We will be working closely with Hunts Forum over the year to build on the success of the Support Fenland project funded by Lloyds Foundation. We have a clear set of recommendations and need to find the funds to start to implement these.

We want to build on our solid start of developing a more diverse training offer. This will include producing more on demand training sessions as well as looking at our wider training offer to ensure it is fit for purpose.

There will be a continued need to look at how we build relationships both in the sector and externally. We have improved our partnership work with a variety of organisations most notably with Hunts Forum. We believe that collaboration will become more important in the future, and we will continue to invest time in building trust and consensus with a wide variety of organisations.

We are excited to be taking on the work that the GET Group have been doing for so many years and building ways to promote learning and skills provision across the sector. We will look at how we can work with the combined authority and the county council to embed this work in the wider skills offer across the county.

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.

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The company is governed by an Executive Committee or trustee board that meets at least quarterly. Observers from the 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 requires two signatures.

The organisation employed nine members of staff during the year.

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 (when this is possible) to meet staff and to have an opportunity to understand how C CVS 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 (2022: £nil).

Related parties

CCVS has close relationships with Cambridge City Council and South Cambridgeshire District Council. Both these local authorities provide essential funding. Cambridge City Council has a nominated observer who attends trustee boards, they are non-voting members and are not party to confidential discussions.

CCVS is a member of the Support Cambridgeshire partnership that delivers the county infrastructure contract. The other partners up to December 2022 were Hunts Forum (lead partner) and Cambridgeshire ACRE. After this Cambridgeshire ACRE left and the new contract was a partnership between CCVS and Hunts Forum (who remain the lead).

Risk management

The Charity Commission guidelines on managing risk state "Charity trustees should regularly review and assess the risks faced by their charity in all areas of its work and plan for the management of those risks. Risk is an everyday part of charitable activity and managing it effectively is essential if the trustees are to achieve their key objectives and safeguard their charity's funds and assets."

The charity has a comprehensive risk policy and plan that includes emergency communications plans, a business continuity plan, and a detailed action plan. This document is updated annually and is a standing item on all trustee agendas. Over the year the plan has been updated.

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

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

Trustees

R D L Talbot
M Sanders Chair until Jan 2022
A T Cogan (resigned 23/11/2022)
F Raffai Chair from Jan 2022
E C Forbes
K Singh (resigned 23/11/2022)
N J Glen
K A Ridley (appointed 23/11/2022)

Company Secretary

M R Freeman

Independent Examiner

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

Chief Executive

M R Freeman

CHARITY NAME

The charity is also known as Cambridge CVS and CCVS.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on18th October 2023..... and signed on its behalf by:



.....
F Raffai - Trustee

**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 2023.

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

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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
The Institute of Chartered Accountants in England and Wales

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

Date: 8/11/23

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	340	-	340	-
Charitable activities	5				
CCVS		187,190	141,557	328,747	262,753
Investment income	4	46	-	46	-
Total		<u>187,576</u>	<u>141,557</u>	<u>329,133</u>	<u>262,753</u>
EXPENDITURE ON					
Charitable activities	6				
CCVS		<u>130,727</u>	<u>141,557</u>	<u>272,284</u>	<u>220,878</u>
NET INCOME		56,849	-	56,849	41,875
RECONCILIATION OF FUNDS					
Total funds brought forward		98,933	20,000	118,933	77,058
TOTAL FUNDS CARRIED FORWARD		<u><u>155,782</u></u>	<u><u>20,000</u></u>	<u><u>175,782</u></u>	<u><u>118,933</u></u>

The notes form part of these financial statements

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE (REGISTERED NUMBER: 03731848)

BALANCE SHEET
31 MARCH 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	13	7,313	-	7,313	9,750
CURRENT ASSETS					
Debtors	14	12,852	-	12,852	46,534
Cash at bank		170,289	61,778	232,067	84,839
		<u>183,141</u>	<u>61,778</u>	<u>244,919</u>	<u>131,373</u>
CREDITORS					
Amounts falling due within one year	15	(34,672)	(41,778)	(76,450)	(22,190)
NET CURRENT ASSETS		<u>148,469</u>	<u>20,000</u>	<u>168,469</u>	<u>109,183</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>155,782</u>	<u>20,000</u>	<u>175,782</u>	<u>118,933</u>
NET ASSETS		<u>155,782</u>	<u>20,000</u>	<u>175,782</u>	<u>118,933</u>
FUNDS	17				
Unrestricted funds				155,782	98,933
Restricted funds				20,000	20,000
TOTAL FUNDS				<u>175,782</u>	<u>118,933</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 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.

The notes form part of these financial statements

BALANCE SHEET - continued
31 MARCH 2023

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on18th October 2023..... and were signed on its behalf by:



.....
F Raffai - Trustee

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 MARCH 2023**

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 2019)', 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 charitable company has taken advantage of the following disclosure exemptions 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.

Allocation and apportionment of costs

Staff costs and overheads are allocated to projects and funds on the basis of time spent. The trustees view the main activity of the charity as that of provision of CVS services.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued **FOR THE YEAR ENDED 31 MARCH 2023**

2. ACCOUNTING POLICIES - continued

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
--------------------	-------------

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.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

3. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	340	-
	<u>340</u>	<u>-</u>

4. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	46	-
	<u>46</u>	<u>-</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2023	2022
		£	£
Charges for services	CCVS	27,811	16,891
Rents received	CCVS	34,800	32,425
Grants	CCVS	266,136	213,437
		<u>328,747</u>	<u>262,753</u>

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

	2023	2022
	£	£
Cambridge City Council (Support Projects)	40,000	40,000
South Cambs District Council	14,000	14,000
Cambs Police and Crime Commission Network (NAVCA)	-	1,500
Cambs County Council - Support Cambridge	-	26,948
Cambridge City Council - Volunteering	28,000	28,000
Cambridge City Council: Digital skills training programme	3,000	4,000
Cambridge City Council COVID19 Grant	-	13,604
Cambridge City Council Living Wage Project	-	5,000
Cambs County Council Digital Service Support Contract	10,000	24,385
Support cambridgeshire - Community Engagement	45,699	24,750
Lloyds Grant - Hunts Forum	-	11,250
Cambs Constabulary	-	20,000
Cambridge City Council COVID Research	54,557	-
Cambs Youth Panel	3,000	-
Cambridge City Council: Stronger Communities	30,000	-
Support Cambridgeshire: Fenland Enhanced Support	8,250	-
NAVCA Ukraine Support	14,647	-
NAVCA Cost of Living Support	10,000	-
United with Ukraine	1,983	-
Cambridge City Council Digital Service Support Contract	3,000	-
	<u>266,136</u>	<u>213,437</u>

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

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7) £	Support costs (see note 8) £	Totals £
CCVS	270,310	1,974	272,284

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2023 £	2022 £
Staff costs	190,833	164,026
Rates and water	710	201
Insurance	1,468	1,389
Telephone	3,618	3,475
Post, printing, stationery & advertising	1,107	1,704
Other costs	167	171
Staff recruitment, travel & training	3,030	2,078
Events costs	455	48
Consultants & Trainers	4,514	1,516
IT Costs	7,820	8,495
Support for Groups	26,752	8,578
Rent	22,000	20,167
Premises Costs	4,530	3,806
Membership & subscriptions	452	363
Depreciation	2,437	2,686
Refurbishment costs	417	339
	<u>270,310</u>	<u>219,042</u>

8. SUPPORT COSTS

	Governance costs £
CCVS	<u>1,974</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

8. SUPPORT COSTS - continued

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

	2023	2022
	CCVS	Total activities
	£	£
Accountancy and legal fees	1,974	1,836
	<u>1,974</u>	<u>1,836</u>

9. NET INCOME/(EXPENDITURE)

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

	2023	2022
	£	£
Depreciation - owned assets	2,437	2,685
Independent Examiner's fee	1,980	1,896
	<u>2,437</u>	<u>2,685</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

11. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	169,775	147,112
Social security costs	9,718	7,552
Other pension costs	11,340	9,362
	<u>190,833</u>	<u>164,026</u>

Key Management Personnel remuneration totalled £85,774 (2022: £47,434). This has increased from 2022 due to the creation of an additional Deputy CEO role in 2023.

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

	2023	2022
Development workers	2	3
Administrative workers	3	3
Managerial	2	2
	<u>7</u>	<u>8</u>

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

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
CCVS	146,368	116,385	262,753
	<hr/>	<hr/>	<hr/>
EXPENDITURE ON			
Charitable activities			
CCVS	124,493	96,385	220,878
	<hr/>	<hr/>	<hr/>
NET INCOME	21,875	20,000	41,875
RECONCILIATION OF FUNDS			
Total funds brought forward	77,058	-	77,058
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	98,933	20,000	118,933
	<hr/>	<hr/>	<hr/>

13. TANGIBLE FIXED ASSETS

	Short leasehold £	Computer equipment £	Totals £
COST			
At 1 April 2022 and 31 March 2023	138,067	5,797	143,864
	<hr/>	<hr/>	<hr/>
DEPRECIATION			
At 1 April 2022	128,317	5,797	134,114
Charge for year	2,437	-	2,437
	<hr/>	<hr/>	<hr/>
At 31 March 2023	130,754	5,797	136,551
	<hr/>	<hr/>	<hr/>
NET BOOK VALUE			
At 31 March 2023	7,313	-	7,313
	<hr/>	<hr/>	<hr/>
At 31 March 2022	9,750	-	9,750
	<hr/>	<hr/>	<hr/>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade debtors	6,768	31,890
Prepayments and accrued income	6,084	14,644
	<u>12,852</u>	<u>46,534</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	8,277	536
Social security and other taxes	2,092	2,092
Other creditors	7,971	5,736
Accrued expenses	58,110	13,826
	<u>76,450</u>	<u>22,190</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:

	2023	2022
	£	£
Within one year	22,000	22,000
Between one and five years	51,333	73,333
	<u>73,333</u>	<u>95,333</u>

Lease payments totalling £22,000 were made in the year (2022: £20,167).

17. MOVEMENT IN FUNDS

	At 1/4/22	Net movement in funds	At 31/3/23
	£	£	£
Unrestricted funds			
General fund	98,933	56,849	155,782
Restricted funds			
County Volunteering Platform Fund	20,000	-	20,000
TOTAL FUNDS	<u>118,933</u>	<u>56,849</u>	<u>175,782</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

17. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	187,576	(130,727)	56,849
Restricted funds			
Cambridge City Council Community Development	40,000	(40,000)	-
Cambridge City Council - Supported Volunteers	28,000	(28,000)	-
Cambridge City Council - Digital Access	3,000	(3,000)	-
Cambridge City and Cambridgeshire County Digital Partnership	13,000	(13,000)	-
Community Vaccine Project	57,557	(57,557)	-
	<u>141,557</u>	<u>(141,557)</u>	<u>-</u>
TOTAL FUNDS	<u>329,133</u>	<u>(272,284)</u>	<u>56,849</u>

Comparatives for movement in funds

	At 1/4/21 £	Net movement in funds £	At 31/3/22 £
Unrestricted funds			
General fund	77,058	21,875	98,933
Restricted funds			
County Volunteering Platform Fund	-	20,000	20,000
	<u>77,058</u>	<u>41,875</u>	<u>118,933</u>
TOTAL FUNDS	<u>77,058</u>	<u>41,875</u>	<u>118,933</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	146,368	(124,493)	21,875
Restricted funds			
Cambridge City Council Community Development	40,000	(40,000)	-
Cambridge City Council - Supported Volunteers	28,000	(28,000)	-
Cambridge City Council - Digital Access	4,000	(4,000)	-
Cambridge City and Cambridgeshire County Digital Partnership	24,385	(24,385)	-
County Volunteering Platform Fund	20,000	-	20,000
	<u>116,385</u>	<u>(96,385)</u>	<u>20,000</u>
TOTAL FUNDS	<u>262,753</u>	<u>(220,878)</u>	<u>41,875</u>

Restricted Fund information

Cambridge City Council Community Development Fund is funds restricted for the organisational development and support for Cambridge city voluntary and community groups.

Cambridge City Council Supported Volunteers Fund is funds restricted for developing skills and providing equipment to enable Cambridge city voluntary organisations to reach more beneficiaries.

Cambridge City Council Digital Access Fund is funds restricted for a digital skills training programme to Cambridge city voluntary and community groups.

Cambridge City Council and Cambridgeshire County Council Digital Partnership Fund is funds restricted to contribute to the costs of setting up and running Cambridgeshire Digital Partnership.

County Volunteering Platform Fund is funding received from the Cambridgeshire Constabulary towards a county volunteering platform.

Community Vaccine Project Fund is funding received from Cambridge City Council to support the delivery of the community vaccine champions programme.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.