

**Staffordshire Moorlands Council
for Voluntary Service
(Company limited by guarantee)**

Trustees' report and financial statements

for the year ended 31 March 2003

Registered number 3875010



Registered Charity No. 1079126

Staffordshire Moorlands Council for Voluntary Service

Trustees' report and financial statements for the year ended 31 March 2003

<i>Contents</i>	<i>Page</i>
Trustees' report	1-4
Auditors' report	5
Statement of financial activities (including Income and expenditure account)	6
Balance sheet	7-8
Notes	9-15

Staffordshire Moorlands Council for Voluntary Service

Trustees' report for the year ended 31 March 2003

The trustees (who are also directors of the company under company law) present their report and the audited financial statements for the year ended 31 March 2003.

Staffordshire Moorlands Council for Voluntary Service, Bank House, 20 St Edward Street, Leek, Staffordshire ST13 5DS is registered with the Charity Commission (Number 1079126) and is a company limited by guarantee (Number 3875010). The charity is constituted and governed by its Memorandum and Articles of Association dated 3 April 2000.

Principal activities

The principal activity of the company continues to be that of the promotion of charitable activities for the benefit of the community in the local area.

Trustees

The trustees who held office during the year are as follows:-

AW Law		J Levitt	
HA Edwards		KG Oliver	
N Webb		MA Motum	
HM Wainwright		G Whiteman	
K Hulme		J Pointon	
DO Mole		E Meredith	
EC Turner		SC Walley	(retired 4/12/02)
SW Meredith		C Bailey	
RC Duncalf	(appointed 23/10/02)	P Elkin	(appointed 4/12/02)
D Casewell	(appointed 26/3/03)		

Statement of trustees' responsibilities

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the net income or expenditure, for the year. In preparing those financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and which enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Bankers and solicitors

The charity's bankers are Lloyds TSB Bank Plc of Smithfield, Leek, Staffordshire. It's solicitors are Kent, Jones and Done of Churchill House, Regent Road, Hanley, Stoke on Trent, Staffordshire.

Staffordshire Moorlands Council for Voluntary Service

Trustees' report for the year ended 31 March 2003 (continued)

Charitable objectives

The aims of the charity are to promote any charitable purpose for the benefit of the community in the local government district of the Staffordshire Moorlands District Council, and in particular the advancement of education, the furtherance of health, social and community care and improvement of the environment, and the relief of social, financial and physical disadvantage or hardship.

Policies to further our objectives

The method of achieving the above objectives is to establish a professionally organised and promoted charity to:

- provide support for voluntary and community groups
- review existing provision and identify unmet needs and initiate action to meet them
- encourage and facilitate initiatives from others in setting up new organisations
- encourage the exchange of information and opinions among voluntary groups, seek a co-ordinating role and facilitate discussions between groups with common interests
- produce and distribute regular news bulletins and information sheets
- encourage the voluntary sector to articulate their views in the most effective way and represent those views to other organisations and undertake consultation processes
- engage in strategic partnerships (sub-regional, County, district wide or neighbourhood) with other organisations in order to participate in decision making processes or enable the engagement of the local voluntary and community sector
- manage Bank House, Leek, a centre devoted to promotion and easing of voluntary work
- manage specific charitable projects

Organisational structure

The charity is managed by a Board of Trustees in accordance with its Memorandum and Articles of Association. The Board of Trustees meet at least four times in each calendar year. Trustees are elected at the Annual General Meeting and are subject to retirement by rotation. The trustees appoint from within their members the honorary officers who are not subject to retirement by rotation but retire after three years and are eligible for re-appointment. The Trustees may co-opt up to five persons to serve for a period specified not exceeding three years, who may again be co-opted at the end of such a period. The district and town councils appoint representatives to the Board.

The Board of Trustees may appoint sub-committees which report promptly to the Board of Trustees. During the year a management sub-committee was appointed which is able to make various financial and managerial decisions but not those on policy.

Investment powers

The Board of Trustees have the power to invest the monies of the Council not immediately required for its objects in or upon such investment, security or property as may be determined from time to time.

Volunteers

The charity is grateful for the considerable amount of time and effort put in by its band of volunteers without whose valuable support the funds available for the charitable objectives would be greatly reduced.

Major risks

The management sub-committee considers risk management on an ongoing basis and systems are in place to identify and mitigate the major risks to which the charity may be exposed.

Staffordshire Moorlands Council for Voluntary Service

Trustees' report for the year ended 31 March 2003 (continued)

Significant developments and achievements during the period

The most significant development during the year was the transfer of the assets of Leek Voluntary Ambulance in July 2002 into the Community Transport Fund which provided that fund with liquid funds and additional wheelchair accessible vehicles. A second hand minibus was also acquired and funding obtained has enabled the post of a part-time co-ordinator to be established whose duties include the promotion of the service, the maintenance of vehicles and the arrangement of drivers' time-tables.

In April 2002 the charity commenced the administration of the Robbie Williams 'Give It Sum' Community Chest across North Staffordshire in conjunction with Comic Relief. This has proved successful and applications have been accepted for grants from community groups addressing poverty and disadvantage.

Another important development towards the end of the year which will have a bigger impact in the next financial year, is the setting up of a call centre to take and co-ordinate bookings for three transport services.

Review of finances

The financial position is disclosed in the attached accounts which comply with the statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in October 2000.

All projects operated within their budgets for the year ended 31 March 2003. The balances shown as carried forward for each project represent funds to be utilised in the next financial year. Two new contingency funds were set up during the year. £55,000 was transferred to a Community Transport Capital Fund to cover the cost of replacement vehicles, and £19,113 was transferred to a Personnel Fund to cover staffing contingencies.

Reserves

The charity's Financial Policy Statement incorporates the charity's policy on reserves which are represented by the net current assets held in unrestricted funds. As at 31 March 2003, these amounted to £83,200 and these are considered adequate to meet the charity's commitment to manage its' projects effectively over the next twelve months.

Significant financial issues since the year end

The bid to secure the continuance of funding from the Community Fund for the Volunteer Bureaux has been unsuccessful. However, by obtaining funding from the Market Towns Initiative and CVS reserves, the service has been able to continue at a reduced level.

Grant making policy

The charity only has to make grant making decisions itself in connection with the distribution of the Community Support Grant. Payments are made based upon a needs basis as evaluated by the management sub-committee in conjunction with Staffordshire Moorlands District Council. The Give It Sum and Rural Access grant payments are approved by external grants panels.

Relationships with other charities

The CVS works closely with the SRB with regard to the provision of self-employed village agents and with Age Concern who employ handymen and gardeners for the handyperson service.

Detailed annual report

A more detailed account of the activities of the charity for the year can be found in the Annual Report which is to be distributed to all members.

Staffordshire Moorlands Council for Voluntary Service

Trustees' report for the year ended 31 March 2003 (continued)

This report is prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985.

This report was approved on *10 September* 2003 and signed on behalf of the Board by



AW Law
Chairman

Bank House
20 St Edward Street
Leek
Staffordshire
ST13 5DS

Staffordshire Moorlands Council for Voluntary Service

Independent Auditors' report to the members of Staffordshire Moorlands Council for Voluntary Service

We have audited the financial statements of Staffordshire Moorlands Council for Voluntary Service on pages 6 to 15 which comprise the Statement of Financial Activities (including the Income and Expenditure Account), the Balance Sheet and related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) under the historical cost convention and the accounting policies set out therein.

This report is made solely to the Charity's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of Staffordshire Moorlands Council for Voluntary Service for the purposes of company law) responsibilities for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities on page 1.

Our responsibility is to audit the financial statements in accordance with relevant legal and statutory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you, if in our opinion, the trustees' report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We read other information contained in the trustees' report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and an assessment of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit in order to obtain all information and explanations which we considered necessary to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2003 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

Fearn's Marriott
Chartered Accountants
Registered Auditors

Fearn's Marriott

11/09/2003
Ford House
Market Street
Leek
Staffordshire
ST13 6JA

Staffordshire Moorlands Council for Voluntary Service

Statement of Financial Activities (including the Income and Expenditure Account)

Year ended 31 March 2003

	Note	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2002/2003 £	Total 2001/2002 £
Income & expenditure						
Incoming resources						
Donations		-	4,800	-	4,800	-
Activities in furtherance of charity's objects:						
Community Fund grants:	15					
MF225692		-	11,675	-	11,675	11,470
MF249268		-	59,013	-	59,013	57,297
MF/2/000302069		-	16,925	-	16,925	17,667
Grants receivable from government and other public bodies		38,343	422,505	-	460,848	341,901
Add Deferred income b/f		-	28,547	-	28,547	26,079
Less Deferred income c/f		-	(21,412)	-	(21,412)	(28,547)
Comic Relief funding		-	25,000	-	25,000	-
Bank interest receivable		1,723	-	-	1,723	2,614
Building society interest receivable		8,786	-	-	8,786	5,914
Other incoming resources	2	84,620	126,354	-	210,974	103,884
Total incoming resources		133,472	673,407	-	806,879	538,279
Resources expended						
Charitable expenditure:						
- grants in furtherance of charity's objects	6	4,000	31,094	-	35,094	12,106
- other direct expenditure in furtherance of charity's objects		99,783	478,458	3,603	578,844	480,964
- support costs	3	11,082	28,535	-	39,617	32,543
- management & administration	4	2,188	-	-	2,188	3,819
Total resources expended	5	117,053	535,087	3,603	655,743	529,432
Net income / (expenditure) for the year		16,419	138,320	(3,603)	151,136	8,847
Transfers between funds		(21,667)	13,667	8,000	-	-
Net movement in funds for the year		(5,248)	151,987	4,397	151,136	8,847
Total funds brought forward at 1 April 2002		88,868	134,814	53,669	277,351	268,504
Total funds carried forward at 31 March 2003		83,620	286,801	58,066	428,487	277,351

The notes on pages 9 to 15 form part of these financial statements.

Staffordshire Moorlands Council for Voluntary Service
Balance Sheet at 31 March 2003

	Note	£	£	2002 £
Fixed assets				
Tangible fixed assets	7		29,662	25,459
Current assets				
Debtors	8	36,506		15,926
Cash at bank and in hand		137,631		80,233
Cash at building society		<u>273,556</u>		<u>215,822</u>
		447,693		311,981
Liabilities: amounts falling due within one year	9	<u>(48,868)</u>		<u>(60,089)</u>
Net current assets			<u>398,825</u>	<u>251,892</u>
Net assets			<u>428,487</u>	<u>277,351</u>
Represented by:-				
Income funds				
Unrestricted funds				
CVS		61,776		67,131
Bank House		5,717		7,202
Biddulph Office		<u>16,127</u>		<u>14,535</u>
			83,620	88,868
Restricted funds	12			
Rural Development Area Fieldworker		17,931		5,893
Rural Transport Partnership		39,910		28,122
Community Development (Neighbourhood Forum)		1,458		3,175
Health and Community Care Project		5,495		5,854
Voluntary Transport/Transport Co-ordination		16,289		16,766
Community Transport		14,019		-
Handyperson Service		5,798		11,280
Community Help		340		412
Supported Volunteer Bureau		2,979		3,351
Volunteer Bureau Manager		5,495		4,469
Volunteer Bureau Administrator - Leek		8,629		7,189
Volunteer Bureau Administrator - Biddulph		7,898		3,388
Volunteer Bureau Administrator - Cheadle		5,066		3,468
Haregate Community Centre		14,975		11,306
Give it Sum		11,665		-
Community Transport Capital Fund		55,000		-
Personnel Fund		19,113		-
RDA Fieldworker Contingency Fund		29,783		5,241
RTP Contingency Fund		<u>24,958</u>		<u>24,900</u>
			286,801	134,814
Designated funds	14			
Development Fund		31,260		28,466
Building Fund		24,693		23,426
HRD Fund		<u>2,113</u>		<u>1,777</u>
			<u>58,066</u>	<u>53,669</u>
Total funds	11		<u>428,487</u>	<u>277,351</u>

The notes on pages 9 to 15 form part of these financial statements.

Staffordshire Moorlands Council for Voluntary Service
Balance Sheet at 31 March 2003 (continued)

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002)

Approved on *10 September* 2003 and signed on behalf of the Board by:


H. Edwards
Treasurer

The notes on pages 9 to 15 form part of these financial statements.

Staffordshire Moorlands Council for Voluntary Service

Notes to the financial statements

1 Accounting policies

1.1 *Basis of preparation of accounts*

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and follow the recommendations in *Accounting and Reporting by Charities: Statement of Recommended Practice* issued in October 2000.

1.2 *Incoming resources and deferred income*

Incoming resources becoming available to the charity during the year are recognised in the Statement of Financial Activities.

Grants restricted to future accounting periods are deferred and recognised in those future accounting periods.

No incoming resources are included in the SOFA net of expenditure.

1.3 *Resources expended and cost allocation*

Expenditure is recognised in the Statement of Financial Activities in the period that the liability arises. Costs are allocated directly to the fund to which they relate. All expenditure is regarded as direct charitable expenditure in the furtherance of the charity's objects with appropriate disclosure of management and administration and support costs. Internal recharges in respect of management fees are allocated to funds based on staff time, and based on floor space occupied in respect of rent.

1.4 *Tangible fixed assets and depreciation*

Tangible fixed assets are stated at cost or valuation less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold property	-	straight line over life of lease (5 years)
Furniture and equipment	-	20% on cost
Computer equipment	-	25% on cost
Motor vehicles	-	20% on cost

1.5 *Operating leases*

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged in the Statement of Financial Activities.

1.6 *Pensions*

The charity operates a defined contribution pension scheme and the pension costs represent the amounts payable by the charity in respect of the year.

1.7 *Funds*

Unrestricted funds are incoming resources receivable or generated for the objects of the charity without further specified purpose and available as general funds.

Designated funds are those unrestricted funds earmarked by the management committee for particular purposes.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the funds together with a fair allocation of management and support costs.

1.8 *Grant making*

Grant making within the control of the charity is made on a needs basis.

Staffordshire Moorlands Council for Voluntary Service

Notes to the financial statements (continued)

2 Other incoming resources

These consist of the following:

	Unrestricted Funds	Restricted Funds	Designated Funds	Total 2003	Total 2002
	£	£	£	£	£
Management fees	28,987	-	-	28,987	23,931
Offices services recharged	32,978	-	-	32,978	25,768
Rents recharged	9,357	-	-	9,357	8,425
Permanent lettings	9,350	-	-	9,350	9,350
Casual lettings	1,240	4,491	-	5,731	3,020
Affiliation fees	425	-	-	425	380
Services charged	1,650	49,218	-	50,868	29,431
Sundry income	633	2,062	-	2,695	3,579
Transfer of assets from LVA	-	70,583	-	70,583	-
	<u>84,620</u>	<u>126,354</u>	<u>-</u>	<u>210,974</u>	<u>103,884</u>

3 Support costs

These consist of the following:

	Unrestricted Funds	Restricted Funds	Total 2003	Total 2002
	£	£	£	£
Administrative salary	8,782	-	8,782	8,612
CVS management fees	2,300	28,535	30,835	23,931
	<u>11,082</u>	<u>28,535</u>	<u>39,617</u>	<u>32,543</u>

4 Management & administration

These consist of audit and accountancy fees which are made up as follows:

	Total 2003	Total 2002
	£	£
Annual audit	1,094	1,485
Accountancy	1,094	1,485
Audit of grant claims	-	849
	<u>2,188</u>	<u>3,819</u>

5 Total resources expended

	Unrestricted Funds	Restricted Funds	Designated Funds	Total 2003	Total 2002
	£	£	£	£	£
Grants to other organisations	4,000	31,094	-	35,094	12,106
Staff costs (see overleaf)	67,690	226,613	-	294,303	255,133
Depreciation	474	17,085	-	17,559	13,679
Other costs (see overleaf)	<u>44,889</u>	<u>260,295</u>	<u>3,603</u>	<u>308,787</u>	<u>248,514</u>
	<u>117,053</u>	<u>535,087</u>	<u>3,603</u>	<u>655,743</u>	<u>529,432</u>

Staffordshire Moorlands Council for Voluntary Service

Notes to the financial statements (continued)

5 Total resources expended (continued)

	2003	2002
	£	£
Staff costs		
Wages & salaries	267,895	233,087
Employer's National Insurance	18,850	16,769
Pension costs	<u>7,558</u>	<u>5,277</u>
	<u>294,303</u>	<u>255,133</u>

No employee earned £50,000 or more. The average number of employees was 25 (2002 - 23). The number of staff to whom retirement benefits are accruing under money purchase schemes is 10 (2002 - 8).

	2003	2002
	£	£
Other costs		
Premises overheads	30,977	24,669
Office costs	32,749	16,937
Travel & other expenses	20,194	17,969
Vehicle expenses	16,315	6,703
Materials	5,653	5,667
Bank charges	884	771
Advertising	7,176	1,267
Training	4,950	3,484
Audit & accountancy	2,188	3,819
Legal fees	3,144	-
Computer maintenance	1,370	4,228
Handypersons, gardeners and electrician	39,196	32,661
Voluntary Transport drivers	18,994	23,264
Village appraisals / community forums	3,040	3,397
Village agents	25,456	19,043
RTP Project costs (subsidies, call centre etc)	14,783	20,018
SRB5 Evaluation	2,501	1,473
Age Concern management fees	2,200	2,200
Internal recharges	71,322	58,124
Consultancy fees	1,849	-
Hire of meeting rooms	2,308	932
Sundry expenses	<u>1,538</u>	<u>1,888</u>
	<u>308,787</u>	<u>248,514</u>

The charity paid Age Concern North Staffs for the provision of two handymen and two gardeners at a cost of £25,980 (2002 : £25,492). These men are the employees of Age Concern North Staffs who invoice the charity for the cost of their gross wages and employers national insurance.

6 Grants payable

		2003	2002
	Number	£	£
These consist of the following:			
Unrestricted funds			
CVS - Community Support Grant	40	4,000	3,775
Restricted funds			
RTP - Rural Access grants	35	17,955	8,331
Haregate - Comic Relief grant	1	3,500	-
Give It Sum grants	21	<u>9,639</u>	<u>-</u>
		<u>35,094</u>	<u>12,106</u>

All grants paid are institutional. The Haregate - Comic Relief grant of £3,500 was awarded to the Haregate Music and Movement group. The CVS acted only as an intermediary to apply for the grant and pass on the payment.

Staffordshire Moorlands Council for Voluntary Service

Notes to the financial statements (continued)

6 Grants payable (continued)

Other recipients of institutional grants of £1,000 and over were as follows:

	£
Safety Scene Steering Committee	1,700
SM Warrington Coaches	1,243
Westbury Park Clayton & Redgate Youth Club	<u>1,000</u>

7 Tangible fixed assets

	Leasehold property £	Computer equipment £	Furniture & equipment £	Motor vehicles £	Total £
<i>Cost or valuation</i>					
At 1 April 2002	5,000	24,171	48,200	18,892	96,263
Additions	-	5,462	6,370	9,930	21,762
At 31 March 2003	<u>5,000</u>	<u>29,633</u>	<u>54,570</u>	<u>28,822</u>	<u>118,025</u>
<i>Depreciation</i>					
At 1 April 2002	1,917	16,906	36,918	15,063	70,804
Charge for year	1,000	5,040	5,704	5,815	17,559
At 31 March 2003	<u>2,917</u>	<u>21,946</u>	<u>42,622</u>	<u>20,878</u>	<u>88,363</u>
<i>Net book value</i>					
At 31 March 2003	<u>2,083</u>	<u>7,687</u>	<u>11,948</u>	<u>7,944</u>	<u>29,662</u>
At 31 March 2002	<u>3,083</u>	<u>7,265</u>	<u>11,282</u>	<u>3,829</u>	<u>25,459</u>

Included in the above cost or valuation figures are computers and furniture and equipment valued by the trustees at 1 April 1996 at £1,500 and £23,750, respectively.

8 Debtors

Due within one year

	2003 £	2002 £
Prepayments	1,433	433
Other debtors	32,738	14,211
Accrued interest	2,335	1,282
	<u>36,506</u>	<u>15,926</u>

9 Liabilities: amounts falling due within one year

	2003 £	2002 £
Accruals	3,994	4,304
Deferred income	21,412	28,547
Other creditors	23,462	27,238
	<u>48,868</u>	<u>60,089</u>

Staffordshire Moorlands Council for Voluntary Service

Notes to the financial statements (continued)

10 Capital commitments

	2003	2002
	£	£
Authorised but not contracted for	Nil	Nil

Other commitments

At 31 March 2003 the charity had annual commitments under non-cancellable operating leases as follows:

	2003	2002
	£	£
Expiry date:		
Within one year	230	913
Between one and five years	7,468	6,897
In more than five years	-	-

11 Analysis of net assets between funds

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds			
Rural Development Area Fieldworker	4,716	13,215	17,931
Rural Transport Partnership	13,140	26,770	39,910
Community Development (Neighbourhood Forum)	555	903	1,458
Health & Community Care Project	447	5,048	5,495
Voluntary Transport/Transport Co-ordination	-	16,289	16,289
Community Transport	4,006	10,013	14,019
Handyperson Service	889	4,909	5,798
Community Help	-	340	340
Supported Volunteer Bureau	683	2,296	2,979
Volunteer Bureau Manager	160	5,335	5,495
Volunteer Bureau Administrator - Leek	3,087	5,542	8,629
Volunteer Bureau Administrator - Biddulph	625	7,273	7,898
Volunteer Bureau Administrator - Cheadle	73	4,993	5,066
Haregate Community Centre	861	14,114	14,975
Give it Sum	-	11,665	11,665
Community Transport Capital Fund	-	55,000	55,000
Personnel Fund	-	19,113	19,113
RDA Fieldworker Contingency	-	29,783	29,783
RTP Contingency	-	24,958	24,958
	<u>29,242</u>	<u>257,559</u>	<u>286,801</u>
Unrestricted funds	420	83,200	83,620
Designated funds	-	58,066	58,066
	<u>29,662</u>	<u>398,825</u>	<u>428,487</u>

Staffordshire Moorlands Council for Voluntary Service

Notes to the financial statements (continued)

12 Restricted funds

Rural Development Area Fieldworker

This is a fund to continue the development of the Village Agent/Peak District Community Planning Project which supports parishes in North East Staffordshire in a range of activities with the strategic aim of sustaining vibrant communities.

Rural Transport Partnership

This is part of a nation-wide initiative to enhance rural transport services to secure long-term improvement in rural people's access to jobs, services and social activities and in visitors' sustainable access to the countryside.

Community Development (Neighbourhood Forum)

The aim of this fund is to hold meetings and forums within the local community in respect of health related issues to facilitate communication between the public and the health authority.

Health & Community Care Project

This project brings together statutory organisations in the form of the Health, Family and Social Services and the voluntary sector with the aim of improving communications and liaison between the statutory and voluntary organisations and developing services within the fields of Health and Social Care.

Voluntary Transport

This service provides transport for people who are unable to access public transport and relies on volunteers who provide their time and vehicles.

Community Transport

This fund operates minibuses under Section 19 permit legislation for use by organisations which are members of the charity or to provide transport for groups which share its aims.

Handyperson Service

This service is operated in conjunction with Age Concern North Staffs undertaking small household repair and maintenance jobs, a gardening service in summer and basic interior decorating in winter to people in receipt of state pensions and some disabled people. It also fits safety devices and fits and repairs security items for qualifying people and for Moorlands Housing.

Community Help

This fund was established to provide help in many areas since taken over by the handyperson service. It still offers befriending, dog-walking and other services.

Supported Volunteering

This fund was established to provide support to clients with physical, mental and sensory disability to facilitate them undertaking volunteering work.

Volunteer Bureaux

The volunteer bureaux have been established to recruit volunteers to work within the voluntary sector and to place them with user organisations.

Haregate Community Centre

This fund was set up to manage the community centre at Haregate, Leek on behalf of the Staffordshire Moorlands District Council and Haregate Residents Association.

Give It Sum

This fund was set up during the year to administer the Robbie Williams 'Give It Sum' Community Chest in conjunction with Comic Relief providing grants to community groups addressing poverty and disadvantage across North Staffordshire.

Staffordshire Moorlands Council for Voluntary Service

Notes to the financial statements (continued)

13 Restricted Contingency funds

Community Transport Capital Fund

This was created with the transfer of £55,000 from the Community Transport Fund to cover the cost of replacement vehicles for the Community Transport programme.

Personnel Fund

This was created during the year by the transfer of £19,113 from various funds to provide funds in respect of staffing contingencies.

RDA Fieldworker Contingency Fund

This was created to provide a contingency fund to cover any eventualities with respect to the Rural Development Area Fieldworker. £24,542 (2002 : £1,241) was transferred to the fund during the year from the Rural Development Area Fieldworker fund.

RTP Contingency Fund

This was created to provide a contingency fund to cover future projects with respect to Rural Transport. £58 (2002 : £Nil) was transferred to the fund during the year from the Rural Transport Partnership fund.

14 Designated funds

Development fund

This is a fund to develop future services throughout the area. £3,000 (2002 : £3,000) was transferred to the fund during the year from the CVS fund. During the year £206 (2002 : £2,203) was spent on computer networking at Bank House.

Building fund

This is a contingency fund for major repairs and planned refurbishment to Bank House. £4,000 (2002 : £4,000) was transferred to the fund during the year from the Bank House fund. Expenditure of £2,733 was carried out during the year on guttering, windows and chimney repairs (2002 : £nil).

HRD fund

This is used to fund staff training for the CVS. £1,000 (2002 : £1,000) was transferred to the fund during the year from the CVS fund. During the year £664 (2002 : £393) was spent on staff training.

15 Community Fund grants

These relate to the following funds:

		£
MF225692	Volunteer Bureau Administrator – Biddulph	11,675
MF249268	Volunteer Bureau Manager	21,885
	Volunteer Bureau Administrator – Leek	22,328
	Volunteer Bureau Administrator – Cheadle	14,800
MF/2/000302069	Supported Volunteering	16,925

16 Transactions with Trustees and Connected Persons

No remuneration was paid during the year or expenses reimbursed to any of the trustees of the charity or to persons connected to them.

17 Company status

The charity is a company limited by guarantee with charity status. In the event of the company being wound up, each member may be liable to contribute a sum not exceeding £10 while he or she is a current member or within one year afterwards.