

**COUNCIL FOR VOLUNTARY SERVICE  
WEST LANCASHIRE**

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**ANNUAL REPORT &  
CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

**Charity Number: 1039563  
Company Number: 2940823**

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE  
ANNUAL REPORT & GROUP FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2016**

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# **COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**

## **CHAIR AND CHIEF OFFICER'S REPORTS**

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### **Chair's Report**

The attached report clearly sets out how the CVS strives to support and develop the voluntary, community and faith sector (VCFS) across West Lancashire, both through core services and the development of new projects. Despite the challenges faced by the sector, the CVS works hard to steer a course through the changing landscape, to maximise opportunities for collaborative working and access new and emerging funding streams.

We have continued to influence West Lancashire stakeholders to ensure that CVS members and the West Lancashire community have a say on matters that are important to them and have access to funding sources to support local activity. We have developed partnership projects that have a sustained and positive impact on the wellbeing of the whole of the community and have empowered local groups to work together.

During 2015/16, it has been a privilege to be part of this work and to be in a position to encourage and support the sector. I look forward to continuing in my role during 2016/17.

**Anita Abram**

Chair, West Lancashire CVS

### **Chief Officer's Report**

Thank you to all the volunteers, staff, trustees, member organisations, communities, associates and funders who contribute to and support our work within the Voluntary, Community and Faith sector (VCFS) of West Lancashire.

In particular the role of volunteers, both individuals and groups across our community, has been ever more apparent over the last 12 months as well as the role of VCFS organisations in recruiting and supporting their incredible efforts. It is this voluntary effort by thousands of individuals and groups, supported by the West Lancs VCFS across the diversity of our community and themes of activity, which alongside our shared values as community focussed focused organisations, delivers the positive and essential collective impact of our sector.

Despite the ever increasing demand for VCFS services, financial investment continues to be the greatest challenge for most of our members. We must acknowledge local commissioners including West Lancs Borough Council and West Lancs CCG who understand that it is the locally embedded nature of the West Lancs VCFS which is one of the critical assets of our collective local working and this ensures that our services are built around, and with, our local community. Local VCFS investment from commissioners, not only directly, but through the other services they commission to contribute to the sustainability and capacity building of the local VCFS, will be essential.

Thanks and acknowledgements are also due to the continued financial investment and partnership work we receive from all our funders, including the Big Lottery, West Lancashire Borough Council, West Lancashire CCG and Lancashire County Council, along with many others.

Despite the challenges, it is inspiring and a privilege to witness the sheer hard work, commitment and collective energy of our local charities and community groups as they continue to support the wellbeing of the West Lancashire community.

**Greg Mitten**

Chief Officer, West Lancashire CVS

## **COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

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The trustees are pleased to present their report together with the consolidated financial statements of the charity and its subsidiary for the year ended 31<sup>st</sup> March 2016.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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 (FRS102) (effective 1<sup>st</sup> January 2015).

### **OBJECTIVES AND ACTIVITIES**

The object of the Council for Voluntary Service West Lancashire is: -

"To promote any charitable purposes for the benefit of the community in the local government District of West Lancashire (the area of benefit), and in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness, and in furtherance of the said purposes, but not further or otherwise, to promote and organise co-operation in the achievement of the same and to that end bring together in council, representatives of the voluntary organisations and statutory authorities within the area of benefit."

The aim of the charitable company is to promote voluntary action in the West Lancashire Borough and to act as a democratic body for the local voluntary and community sector, which is accountable to the local VCFS. There are five key themes to its work;

- The provision of services
- The development of voluntary and community organisations
- Liaison between these organisations
- Representation of these organisations with statutory and other bodies
- Working in partnership.

The Trustees have some key objectives to assist the charitable company in the fulfillment of its objectives. These are: -

- sustaining and managing a fully accessible virtual voluntary sector Resource Centre in the District;
- ensuring that the voluntary and community sector voice is heard and consulted on changes and developments in public sector provision, community economic development and urban and rural regeneration initiatives in the District;
- ensuring that the contribution of the voluntary and community sector to achieving the objectives of the Local Strategic Partnership is valued and supported;
- improved services to voluntary and community organisations in order to deliver the company object; and
- additionally the Trustees have set objectives of developing the capacities of the Council for Voluntary Service West Lancashire by: -
  - (a) developing a funding strategy;
  - (b) developing a marketing and publicity strategy;
  - (c) developing a Compact between publicly funded agencies and the voluntary and community sector;
  - (d) continuing to enhance services to small and developing groups through our core business of capacity building across rural and urban West Lancashire; and
  - (e) strengthening services to recruit and develop volunteers.

### **Volunteers**

## **COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

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The council for Voluntary Service West Lancashire depends on volunteers in helping the charitable company meet its objectives and to carry out its activities. Volunteers are supported by staff, with training, meetings and discussions held locally. Our thanks as always are given to all our volunteers who so freely give their time to enhance the work of the Council for Voluntary Service West Lancashire.

#### **PUBLIC BENEFIT**

In considering the objectives and activities, the Trustees have considered the Charity Commission's guidance on Public Benefit to ensure that the organisation is meeting its Public Benefit requirements.

#### **ACHIEVEMENTS AND PERFORMANCE**

2015/2016 was a challenging year in the VCF sector but the Council for Voluntary Service West Lancashire continued to deliver a range of projects associated with core values. The Council for Voluntary Service West Lancashire delivered the key objectives of its Business Plan by providing support to member organisations around:

- Funding advice
- Training
- Volunteering
- Communication, Information & Publicity
- Representation
- Partnership Development
- Health (and the wider determinants of)

Notable examples are as follows: -

#### **Funding**

The CVS continues to provide information about funding and assist in the securing of grant funding into the West Lancs VCFS at an average of £800k per year. The CVS has also worked with West Lancs Borough Council and West Lancs CCG to ensure the continuation of VCFS investment for local groups to support the work of the sector.

#### **Training**

The CVS runs a range of member identified training subjects throughout the year from the accredited Community Learning Support Hub with both formal and informal learning sessions. The courses range from generic VCFS capacity building workshops such as 'Governance' and 'Fundraising' to theme specific subjects e.g. 'Safeguarding' as well as bespoke training designed for individuals or groups. CVS training has been recognised at a national level via its Royal Society of Public Health Level 2 Health Champion accredited courses and its Asset Based Community Development workshops which have been delivered locally, across Lancashire and beyond.

#### **Volunteer Centre**

West Lancs CVS Volunteer Centre (VC) retains a national accreditation from NCVO (National Council for Voluntary Organisations) and aims to link the skill, experience and time of local people seeking voluntary work to local organisations who need volunteers to help develop their services.

The VC has worked hard to increase community participation in volunteering, through volunteer referrals to volunteer involving organisations and by providing VCFS organisations support to develop new volunteering opportunities.

The VC has continued to recruit on average over 400 new volunteers per year and has held a number of training and support sessions during the year both for new and existing volunteers.

# **COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

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## **Communications**

The CVS offers a VCFS interactive website and electronic newsletter for its members, associates and partners in West Lancs, as well as facilitating numerous networks and events for the VCFS and its public sector partners. The development of social media focussed communication has been started during 2015/16 and its implementation will be accelerated during 2016/17.

## **Mobilising Communities around Health**

West Lancashire CVS continues to support its members to develop in line with the changing health and care structures. The CVS has assisted its membership to engage with all of the public sector health and care commissioners including the West Lancashire Clinical Commissioning Group (CCG), to ensure that they are all fully aware of the VCFS contribution to health and wellbeing in West Lancashire. It is positive to note that their engagement with the sector has led to direct investment in the West Lancs VCFS via the 'Mobilising the Community around Health' programme. These funds acknowledge the role that the VCFS has to play in delivering health and wellbeing improvements across the wider determinants of health for the benefit of the community.

During the year we have continued to develop the West Lancs Health Network based on a quarterly forum event and regular cascading of health and wellbeing related information. The network remains a key element working across all the health economy stakeholders in the VCFS, public and private sectors.

## **Asset Based Approaches to Community Development**

West Lancashire CVS continues to develop asset based approaches to community development on a neighbourhood and borough wide footprint. This concept revolves around defining communities by their strengths rather than their needs, and building on these. The CVS continues to deliver capacity building services in this area, including project development and training, the model for which it has shared throughout Lancashire.

## **Representation and Strategic Engagement**

West Lancashire CVS continues to take a role in representing over 330 voluntary, faith and community groups currently in its membership, through attendance and support at borough and/or county wide partnership groups.

During the past year the CVS has worked with its VCFS membership and its public and private sector partners to continue the development of the new strategic partnership body, 'One West Lancs'. This is chaired and facilitated by the CVS on behalf of the VCFS and the public and private sector partners. The work of One West Lancs and its thematic groups can be viewed on its website [www.onewestlancs.org](http://www.onewestlancs.org), developed and maintained by the CVS.

West Lancashire CVS works as a representative member on all of the One West Lancs thematic groups in addition to providing secretariat support for the Health and Wellbeing Partnership and the Ageing Well Partnership.

## **FINANCIAL REVIEW**

Income in the year totalled £301,371 (2015: £464,004) of which £85,170 (2015: £282,787) related to funding for projects upon which restrictions are placed.

Expenditure in the year totalled £468,984 (2015: £646,129), leaving a deficit for the year of £167,613 (2015: deficit £182,125).

Total assets at 31<sup>st</sup> March 2016 were £186,150 (2015: £353,763) of which £65,441 (2015: £175,498) related to restricted funds. Unrestricted reserves stood at £120,709 (2015: £178,265).

# **COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**

## **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

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### **Reserves Policy**

It is the policy of the Council for Voluntary Service West Lancashire to create and maintain unrestricted funds which are not committed to or invested in tangible fixed assets, at a level equivalent to approximately 6 months' operational expenditure plus a reserve for redundancy of staff, including those directly employed in delivering funded projects. This level of reserves is considered necessary to ensure short-term continuance of activity levels in the event of significant reductions in or cessation of funding. The trustees are aware that reserves are not currently at this level and are therefore seeking to make contributions to this shortfall from operational activities.

### **Investment Policies**

Under the Memorandum and Articles of Association, the charitable company has the power to make any investment, using the unrestricted general funds, which the Trustees see fit.

### **PLANS FOR 2016/17 AND BEYOND**

Supporting the VCFS to develop their sustainability and resilience through these challenging economic times will remain a key objective for the CVS.

The coming year will be a challenge for many local organisations and the CVS will work closely with partners, providing more intensive support around funding and sustainability. Partnership and consortia building will continue to be a key area of work, to build on the strengths of different organisations and develop innovative and effective ways of cost and resource sharing.

The CVS will explore to maximise the exposure of the VCFS to potential commissioners and new service providers, particularly in relation to new health contracts. This will ensure account is taken of the availability of VCFS services and activities to complement medical and clinical interventions.

Therefore, through 2017/18 we will be working towards a renewed model of CVS service provision which is innovative, fit for purpose and sustainable and which will deliver a local compact agreement between the West Lancs VCFS, the public and private sectors.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

The organisation is a charitable company, limited by guarantee (registered in England and Wales, company number 2940823) and was incorporated on 20<sup>th</sup> June 1994. The company was established under a Memorandum of Association, which established the objects and powers of the company and is governed by its Articles of Association.

#### **Trustees**

During the year the Members of the Board of Trustees (who are also directors) were as follows:

Mrs. M. Walker	Treasurer
Mrs. M. Baldwin	(resigned 16 <sup>th</sup> September 2015)
Mrs. A. Abram	Chair
Mrs. S. Murrin-Bailey	
Mrs. J. Broadbent	
Mr D. Pryce	(appointed 16 <sup>th</sup> November 2015)
Mr D. Stanley	(appointed 22 <sup>nd</sup> November 2015)
<b>Company Secretary</b>	Mrs E. Blamires (resigned 27 <sup>th</sup> May 2015)
<b>Chief Officer</b>	Mr G. Mitten

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE  
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

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<b>Company Number</b>	2940823
<b>Charity Number</b>	1039563
<b>Registered Office</b>	Certacs House, 10-12 Westgate, Skelmersdale, Lancashire, WN8 8AZ
<b>Accountants</b>	Liverpool Charity and Voluntary Services 151 Dale Street Liverpool L2 2AH
<b>Independent Examiner</b>	Graham Wright BA (Hons) FCA DChA c/o LCVS 151 Dale Street Liverpool L2 2AH
<b>Bankers</b>	The Royal Bank of Scotland plc 24 Derby Street Ormskirk Lancashire L39 2BY

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

The company is governed by its Memorandum and Articles of Association dated 27<sup>th</sup> May 1994 and is constituted as a company limited by guarantee.

### **Directors and Trustees**

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as Trustees.

Trustees who served during the year and up to the date of this report are detailed on page 5 under Reference and Administrative Details.

### **Appointment of Trustees, Membership and Board Functioning**

The Council for Voluntary Service West Lancashire is a membership organisation, the members being constituted of local voluntary and community groups.

The Board of Trustees is responsible for setting the strategic direction of the organisation while day-to-day management is devolved to the Chief Officer.

In accordance with the Memorandum and Articles of Association for the Council for Voluntary Service West Lancashire, Trustees are elected at the Annual General Meeting. There is no maximum to the numbers of Trustees, with one-third standing down each year, to provide a balance between continuity and experience and the opportunity for new people to join the Board. Those standing down may put themselves forward for re-election.

To stand as a Trustee, the applicant must be an active member of an organisation in membership of the Council for Voluntary Service West Lancashire. There are presently three hundred and thirty one member organisations and each of these has one vote at the Annual General Meeting. They also need their organisation's approval to stand for election.



## **COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

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Meetings of the Board of Trustees are held approximately every two months.

There is also a Council of Management which meets quarterly. The Council of Management comprises all the Trustees plus an unspecified number of representatives of other organisations. At present, these are four District Councillors and one County Councillor. Representatives of other organisations may take part in discussions but cannot vote.

At the beginning of every meeting all Trustees and representatives are reminded of their obligation to declare an interest in any item and, if necessary, withdraw from further discussion and decision making on that subject.

All Trustees are asked to sign to confirm their eligibility to serve as a Trustee and as a Director.

### **Trustee Induction and Training**

All new Trustees are expected to undertake an induction programme which is designed to explain the role of a Trustee in general, and to introduce the Trustee to the function and work of the Council for Voluntary Service West Lancashire by describing the core functions of a Council for Voluntary Service and how the core and project activities managed by the Council for Voluntary Service West Lancashire meet those core functions.

Following induction, all Trustees are invited to take up further training opportunities and may recommend courses that they have seen advertised or which other Trustees or members of staff have identified and brought to their attention.

Course fees, travel costs and other out-of-pocket expenses may be claimed by Trustees for attendance at courses approved by the Board of Trustees.

Staff and Trustees have at least one 'Away Day' together each year to take a strategic overview of the organisation and its activities and to agree the future direction, then documented in a yearly Business Plan.

### **Risk Management**

The Trustees have examined the major strategic, business and operational risks which the charitable company may face and believe that all major risks have been identified. The Trustees have adopted a formal 'Risk Assessment' procedure and have established systems to ensure that the necessary steps can be taken to lessen these risks.

### **Organisational Structure**

The Board has the power to create sub-committees, although no specific sub-committees are specified in the governing documents. There is no standing committee but the Board has the authority to delegate decision-making to a group comprising a minimum of the Chair and Chief Officer, but often a second Trustee is included in this group.

The Chief Officer and Finance Officer are in attendance at all Trustee Board and Council of Management meetings, but may be asked to leave at any time during a meeting and do not have a vote.

Day-to-day management of the service is delegated to the Chief Officer. The Senior Management team comprises the Chief Officer, Contracts Compliance Manager and CVS Team and Operations Manager. Core staff also includes the Finance Officer and an Administrative Officer. All other staff are regarded as project staff and are funded by restricted income funding streams.

There is a comprehensive staff manual comprising a wide range of policies and procedures including the Equal Opportunities Policy, the Health and Safety Policy, the Environmental Policy and all of these are reviewed on an ongoing basis.


**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE  
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

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The Staff Manual includes a policy on delegated financial authorities and rules governing cheque signatories and bank transactions.

In preparing the group Trustees' report, the Trustees have taken advantage of the small companies exemption in accordance with section 419(2) of the Companies Act 2006.

Signed on behalf of the Board of Trustees



Anita Abram

Chair

Date: 21 December 2016

## **COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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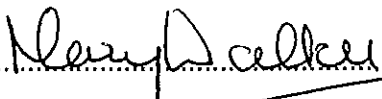
The Trustees (who are also directors of Council for Voluntary Service West Lancashire for the purpose of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial period that give a true and fair view of the state of affairs of the charitable company and of its income and expenditure for that period. In preparing those financial statements, the trustees are required to: -

- select suitable accounting policies and then apply them consistently;
- observe the methods and principle in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue as a going concern;
- state whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By Order of the Board

.....  


Mary Walker

**Trustee**

Date: 21<sup>st</sup> December 2016

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS AND TRUSTEES OF COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE

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I report on the accounts for the year ended 31<sup>st</sup> March 2016 which are set out on pages 11 to 23.

### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

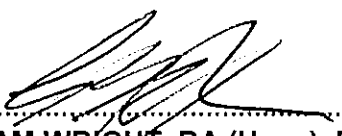
### BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
Name: **GRAHAM WRIGHT BA (Hons) FCA DChA**  
Relevant professional qualification or body: Chartered Accountant  
Address: c/o LCVS, 151 Dale Street, Liverpool L2 2AH

Date: 23 December 2016

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE  
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING CONSOLIDATED  
INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
<b>Income and endowments from:</b>					
Charitable activities	3	159,226	85,170	244,396	449,527
Trading activities	2	56,746	-	56,746	12,798
Investment income		229	-	229	1,679
<b>Total Income</b>		<b>216,201</b>	<b>85,170</b>	<b>301,371</b>	<b>464,004</b>
<b>Expenditure on:</b>					
Charitable activities	4	225,858	195,227	421,085	633,364
Trading activities	2	47,899	-	47,899	12,765
<b>Total expenditure</b>		<b>273,757</b>	<b>195,227</b>	<b>468,984</b>	<b>646,129</b>
<b>Net income/(expenditure) and net movement in funds for the year</b>		<b>(57,556)</b>	<b>(110,057)</b>	<b>(167,613)</b>	<b>(182,125)</b>
Total funds brought forward		178,265	175,498	353,763	535,888
<b>Total funds carried forward</b>	<b>15,16</b>	<b>120,709</b>	<b>65,441</b>	<b>186,150</b>	<b>353,763</b>

The notes on pages 13 to 23 form part of these accounts.

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**CONSOLIDATED BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2016**

Company Number: 2940823

	Notes	Group		Charity	
		2016 £	2015 £	2016 £	2015 £
<b>Fixed assets</b>					
Tangible fixed assets	8	-	-	-	-
<b>Current assets</b>					
Debtors	9	2,997	17,766	61,864	17,799
Cash at bank and in hand		206,933	355,352	131,804	353,226
		-----	-----	-----	-----
		209,930	373,118	193,668	371,025
		-----	-----	-----	-----
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	10	(23,780)	(19,355)	(7,518)	(17,262)
		-----	-----	-----	-----
Net current assets		186,150	353,763	186,150	353,763
		-----	-----	-----	-----
<b>Total assets less current liabilities</b>		<b>186,150</b>	<b>353,763</b>	<b>186,150</b>	<b>353,763</b>
		=====	=====	=====	=====
		£	£	£	£
<b>Funds</b>					
Unrestricted funds	14,15	120,709	178,265	120,709	178,265
Restricted funds	14,16	65,441	175,498	65,441	175,498
		-----	-----	-----	-----
		186,150	353,763	186,150	353,763
		=====	=====	=====	=====

For the year ending 31<sup>st</sup> March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts;
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board on 21st December 2016, and signed on their behalf by:

*Anita Louise Abram*

Mrs. A. Abram, Chair

# COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016

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### 1. Limited Liability

The charity is a company limited by guarantee. Each member's liability is limited to £5.

### 2. Accounting Policies

#### *Basis of Accounting*

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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 (FRS102) (effective 1st January 2015).

#### *Consolidated Financial Statements*

These financial statements consolidate the results of the charitable company and its wholly owned subsidiary WLCVS Limited on a line-by-line basis. A separate Statement of Financial Activities, or income and expenditure account, for the charitable company itself is not presented because the charitable company has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006 and paragraph 397 of SORP 2005. The surplus for the financial year is made up as follows:

	2016	2015
Holding charitable company's (deficit) for the financial year:	(£167,613)	(£182,125)
	=====	=====

#### *Going Concern*

The Trustees have reasonable expectation that the company will be able to continue in operational existence for the foreseeable future.

#### *Income recognition*

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations and legacies comprise of donations and general grants which are recognised in the accounts when received, with the exception of known legacies which are accounted for when their receipt is certain.

Income from charitable activities is recognised on an accruals basis. Grants receivable are recognised on the date on which their unconditional payment is confirmed by the donor.

Income from investment relates to bank interest received and is recognised when the amount is certain.

#### *Resources Expended*

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates: -

- costs of generating funds are those costs incurred in attracting voluntary income and those incurred in trading activities that raise funds;
- charitable expenditure comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries; and
- governance costs include those costs associated with meeting the constitutional and statutory requirements of the charitable company.

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All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis. These estimates are based on staff time.

**Operating Leases**

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

**Fixed Assets**

Individual fixed assets costing £2,500 or more are capitalised at cost, including any expenses of acquisition.

Tangible fixed assets are depreciated over their estimated useful lives as follows: -

Office Equipment	4 years on a straight-line basis
Computer Equipment	3 years on a straight-line basis
Leasehold Improvements	Over the period of the lease

**Fund Accounting**

Funds held by the charitable company are either: -

- **Restricted Funds** – these are funds that can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.
- **Unrestricted General Funds** – these are funds which can be used in accordance with the charitable objectives at the discretion of the Trustees.

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

Transfers between funds occur where there is a release of restricted or endowed funds to unrestricted funds or charges are made from the unrestricted to other funds.

**Pension**

The charitable company does not currently operate a pension scheme for its employees. However it does make payments of 6% into employee's personal pension plans. Pension Costs are accounted for when the contribution becomes payable and no future liability is recognised.

**2. Income and endowments from Trading Activities**

The wholly-owned subsidiary, WLCVS Limited, which is incorporated in the United Kingdom and is a company limited by guarantee, donates its profits to the charitable company. WLCVS Limited is engaged in the promotion and support of activities in the voluntary sector and serves the whole of the United Kingdom. The appointment of Officers of WLCVS Limited rests solely with the charitable company, which has absolute authority in this regard. A summary of the results is shown below.

**Summary of Profit and Loss Account: -**

	<u>2016</u>	<u>2015</u>
	£	£
Turnover	56,746	12,798
Interest Receivable	20	33
	<u>56,766</u>	<u>12,831</u>
Administrative Expenditure		
- Staff costs	(15,014)	(10,481)
- Other Costs	(32,885)	(2,317)



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	<u>(47,899)</u>	<u>(12,798)</u>
Net Profit	8,867	33
Amount donated to the charitable company	(8,867)	(33)

**The Assets and Liabilities of the Subsidiary were: -**

	<u>2016</u>	<u>2015</u>
	<u>£</u>	<u>£</u>
Current Assets	75,129	2,126
Creditors: - Amounts falling due within one year	<u>(75,129)</u>	<u>(2,126)</u>
Total Net Assets	<u>-</u>	<u>-</u>
Aggregate Reserves	<u>-</u>	<u>-</u>

**3. Income and endowments from Charitable Activities**

	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £	Total Funds 2015 £
<b>Grants, contracts and other income for the promotion and support of activities in the voluntary sector: -</b>				
Lancashire County Council	-	-	-	48,267
West Lancashire Borough Council	13,686	20,093	33,779	77,458
Big Lottery Fund	-	-	-	53,159
Sefton CVS	-	-	-	25,199
Probation Trust	-	-	-	39,661
CCG	42,202	20,000	62,202	29,782
Awards for All	-	-	-	10,000
Other Generated Income / Management Charges	94,629	45,077	139,706	163,617
Training Income	8,709	-	8,709	2,384
	<u>£159,226</u>	<u>£85,170</u>	<u>£244,396</u>	<u>£449,527</u>

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**4. Expenditure on Charitable Activities**

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Staff Salaries and Costs	159,920	139,155	299,075	312,387
Group Support	-	-	-	120,914
Other Direct Costs	64,438	56,072	120,510	198,563
Independent Examination fees	1,500	-	1,500	1,500
	-----	-----	-----	-----
	<b>£225,858</b>	<b>£195,227</b>	<b>£421,085</b>	<b>£633,364</b>
	=====	=====	=====	=====

**5. Net Movement in Funds**

	Total 2016 £	Total 2015 £
The net movement in funds is stated after charging: -		
Staff Costs (Note 6)	299,075	312,387
Independent Examination fees	1,500	1,500
Hire of Land and Buildings	31,140	24,070

**6. Staff Costs and Numbers**

	Total 2016 £	Total 2015 £
<b>Staff Costs: -</b>		
Staff Salaries (including subsidiary)	278,082	290,460
Social Security Costs	20,993	21,927
	-----	-----
	299,075	312,387
	-----	-----

The average number of full-time equivalent employees (including casual and part-time staff) during the year was made up as follows: -

	2016	2015
Management and administration	3	3
Project Managers	2	2
Project Workers/Assistants	6	6
	-----	-----
	<b>11</b>	<b>11</b>
	-----	-----

No employee received remuneration, including benefits, amounting to more than £60,000 in either year.

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The Trustees did not receive any emoluments in either year. No travel costs (2015: £Nil) were reimbursed to trustees (2015: none) during the year.

**7. Taxation**

The charitable company has charitable status under the Charities Act 1960 and is not subject to taxation by H M Revenue and Customs.

**8. Tangible Fixed Assets – Group and Charity**

	<b>Computer Equipment</b>	<b>Fixtures &amp; Fittings</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>
As at 1 April 2015	10,831	19,000	29,831
Additions during the year	-	-	-
	-----	-----	-----
Balance at 31 <sup>st</sup> March 2016	10,831	19,000	29,831
	-----	-----	-----
<b>Accumulated Depreciation</b>			
As at 1 <sup>st</sup> April 2015	10,831	19,000	29,831
Charge for the year	-	-	-
	-----	-----	-----
Balance at 31 <sup>st</sup> March 2016	10,831	19,000	29,831
	-----	-----	-----
<b>Net Book Value at 31<sup>st</sup> March 2016</b>	-	-	-
	=====	=====	=====
<b>Net Book Value at 31<sup>st</sup> March 2015</b>	-	-	-
	=====	=====	=====

The group had no capital commitments at 31 March 2016 (2015: £Nil).

**9. Debtors**

	<b>Group</b>		<b>Charity</b>	
	<b>2016</b>	<b>2015</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Amount due from subsidiary undertaking	-	-	58,867	33
Prepayments & accrued income	-	14,152	-	14,152
Other debtors	2,997	3,614	2,997	3,614
	-----	-----	-----	-----
	<b>2,997</b>	<b>17,766</b>	<b>61,864</b>	<b>17,799</b>
	=====	=====	=====	=====

**10. Creditors : amounts falling due within one year**

	<b>Group</b>		<b>Charity</b>	
	<b>2016</b>	<b>2015</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Other Creditors	2,080	9,068	632	8,412
Accrued Expenses	1,500	3,150	1,500	3,150
Social Security and Other Taxes	5,386	5,700	5,386	5,700
Deferred Income (Note 11)	14,814	1,437	-	-
	-----	-----	-----	-----
	<b>23,780</b>	<b>19,355</b>	<b>7,518</b>	<b>17,262</b>
	=====	=====	=====	=====

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

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**11. Deferred Income**

	<b>Group</b>	<b>Charity</b>
	<b>£</b>	<b>£</b>
Balance at 1 April 2015	1,437	-
Amount Deferred in the Year	14,814	-
Amount Released to Incoming Resources	(1,437)	(-)
	-----	-----
<b>Balance at 31 March 2016</b>	<b>14,814</b>	<b>-</b>
	=====	=====

Deferred Income includes grants, which the donor has specified, must be used in future accounting periods.

**12. Legal Status of the Charitable Company**

The charitable company is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.00.

**13. Contingent Liabilities**

The group did not have any contingent liabilities at 31 March 2016 or 31 March 2015.

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**14. Analysis of Net Assets between Funds**

	Fixed Assets £	Net Current Assets/(Liabilities) £	Total £
<b>Charity</b>			
<b>Unrestricted Funds</b>			
General Fund	-	119,509	119,509
Development Fund	-	1,200	1,200
	-----	-----	-----
	-	120,709	120,709
	-----	-----	-----
<b>Restricted Funds</b>			
- One Workforce Network	-	670	670
- Health and Inequalities Grant	-	670	670
- West Lancs Challenge SAS Project	-	4,748	4,748
- Health Literacy Comm Group	-	3,931	3,931
- West Lancs Ageing Well Partnership	-	1,144	1,144
- West Lancs People & Communities Partnership	-	225	225
- VCFS Mobilising Communities Fund	-	20,038	20,038
- SDG Grants	-	2,135	2,135
- Dolly Parton Charity	-	603	603
- Shopmobility Small Local Groups	-	2,644	2,644
- LCC Infant Mortality Awareness	-	4,335	4,335
- Moorgate Cluster	-	1,493	1,493
- VCFS Student Placement Scheme	-	12,071	12,071
- Carers Activities	-	8,854	8,854
- Rally Round	-	85	85
- West Lancs Light Railway	-	1,795	1,795
	-----	-----	-----
	-	65,441	65,441
	-----	-----	-----
<b>Charity Total</b>	-	186,150	186,150
WLCVS Ltd	-	-	-
	-----	-----	-----
<b>Group Total</b>	-	186,150	186,150
	=====	=====	=====

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

**15. Unrestricted Funds**

<i>Charity</i>	Resources at Beginning of Year £	<u>Movements In the period</u>			Resources at end of Year £
		Incoming £	Outgoing £	Transfers £	
General Fund	176,195	159,435	(224,988)	8,867	119,509
Development Fund	2,070	-	(870)	-	1,200
<b>Charity Totals</b>	<b>178,265</b>	<b>159,435</b>	<b>(225,858)</b>	<b>8,867</b>	<b>120,709</b>
WLCVS Ltd	-	56,766	(47,899)	(8,867)	-
<b>Group Totals</b>	<b>178,265</b>	<b>216,201</b>	<b>(273,757)</b>	<b>-</b>	<b>120,709</b>

The **General Fund** is used to finance the Charity's and group general activities as outline in the Trustees' Report.

The following fund is designated for specific purposes by the Trustees:

**Development Fund** – surpluses from operational activities have been accrued to provide funding specifically set aside to support the long-term development and sustainability of the organisation through infrastructure improvements such as Information Systems, IT equipment and training.

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
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**16. Restricted Funds**

<i>Charity</i>	Resources at Beginning of Year £	Income £	Expenditure £	Transfers £	Resources at end of Year £
- One Workforce Network	4,127	25	(3,482)	-	670
- West Lancashire Challenge	3,328	9,500	(12,828)	-	-
Project					
- ABCD Training-Central Lancs	109	-	(109)	-	-
- Health and Inequalities Grant	5,610	-	(4,940)	-	670
- Sustainable Transport Visitor EP	(50)	50	(-)	-	-
- ABCD Economic Migrant Workers	309	-	(309)	-	-
- West Lancs Challenge SAS Project	12,248	-	(7,500)	-	4,748
- Health Literacy Comm Group	2,766	10,593	(9,428)	-	3,931
- West Lancs Ageing Well	1,556	-	(412)	-	1,144
Partnership					
- West Lancs People & Communities Partnership	690	-	(465)	-	225
- West Lancs Alcohol Support Fund	2,460	-	(2,460)	-	-
- Connect for Life	15,167	-	(15,167)	-	-
- VCFS Mobilising Communities Fund	61,860	-	(41,822)	-	20,038
- SDG Grants	3,152	-	(1,017)	-	2,135
- Moving on Education	3,219	-	(3,219)	-	-
- Dolly Parton Charity	603	-	(-)	-	603
- Shopmobility Small Local Groups	2,644	-	(-)	-	2,644
- LCC Infant Mortality Awareness	9,000	-	(4,665)	-	4,335
- Awards for All (Community i)	7,574	-	(7,574)	-	-
- Moorgate Cluster	3,721	-	(2,228)	-	1,493
- VCFS Student Placement Scheme	35,405	-	(23,334)	-	12,071
- Tanhouse Community	-	1,046	(1,046)	-	-
- Carers Activities	-	40,000	(31,146)	-	8,854
- CCG Carers	-	20,000	(20,000)	-	-
- Rally Round	-	1,625	(1,540)	-	85
- West Lancs Light Railway	-	2,331	(536)	-	1,795
<b>Charity Totals</b>	<b>175,498</b>	<b>85,170</b>	<b>(195,227)</b>	<b>-</b>	<b>65,441</b>
WLCVS Ltd	-	-	-	-	-
<b>Group Totals</b>	<b>175,498</b>	<b>85,170</b>	<b>(195,227)</b>	<b>-</b>	<b>65,441</b>

**Description of Funds**

These are monies given to the Charity to be spent at the discretion for the Charity's Board of Trustees for specific charitable purposes, as follows:

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

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**One Workforce Network –**

This funding provides facilitation, administration and community development support for the network as well as funding for events, meetings and activity.

**Health & Inequalities Grant –**

Funded through NHS Central Lancashire, West Lancashire CVS administers this funding which is provided to local organisations to deliver activities improving health equality.

**West Lancs Challenge SAS Project –**

Funded as part of the West Lancs Challenge Project to provide apprentices across West Lancashire

**Health Literacy Comm Group –**

Funding to develop the West Lancs Health Network based on a quarterly forum event and regular cascading of health and well being related information

**West Lancs Ageing Well Partnership –**

Funding to support this thematic group of the One West Lancashire strategic partnership (formerly West Lancs LSP).

**West Lancs People & Communities Partnership –**

Funding to support this thematic group of the One West Lancashire strategic partnership (formerly West Lancs LSP).

**VCFS Mobilising Communities Fund –**

Funding from West Lancs CCG to support health initiative projects via VCFS organisations across West Lancashire.

**SDG Grants –**

Funding to provide grants to individuals to enable them to access training, employment or other development opportunities

**Dolly Parton Charity –**

Monies held from a local collection for the Dolly Parton fund.

**Shopmobility Small Local Groups –**

Administration of a discrete pot of funding for disbursement to small groups in West Lancashire.

**LCC Infant Mortality Awareness –**

Project to raise awareness of infant mortality rates in West Lancashire and to support actions aimed at reducing them, through the employment of a Community Development Worker and the management and distribution of a small grant pot.

**Moorgate Cluster –**

Project to provide community development support for Moorgate Children's Centre activities.

**VCFS Student Placement Scheme –**

Funding for a project to cover one year of employment costs for four student placements in West Lancashire VCFS organisations and for their supervision. The project will end in 2015/16.

**Tanhouse Community –**

A project funded by Community Concepts to carry out a residents/tenants consultation survey in the Tanhouse area of Skelmersdale and evaluate the results.



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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

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**Carers Activities –**

Funding to support activities specifically aimed at Carers and to complement the awareness raising service for Carers funded by West Lancashire CCG.

**CCG Carers –**

Funded by West Lancashire CCG to ensure that Carers are identified and receive services that meet their emotional and physical well-being needs and to raise awareness among health professionals of the issues faced by Carers.

**Rally Round –**

Funded by West Lancashire CCG, this pilot project provided funding to assess the benefit of an innovative health “app” product which connects ‘carers’ around an individual and for the CVS to promote and educate on the use of it.

**West Lancs Light Railway –**

Funded by a small Foundation Project Grant from the Heritage Lottery Fund, West Lancs CVS supported the West Lancs Light Railway in Hesketh Bank to review its governance and management procedures, its potential audiences and help to prepare a business plan for an expanded railway, prior to submission of a bid for a Heritage Lottery Grant.

**17. Related Parties**

During the year the charity invoiced its subsidiary company WLCVS Ltd for the following costs:- Staff Salaries and costs £15,609 (2015: £10,481) and postage, stationery and other costs £10,946 (2015: £127).

**18. Operating Lease Commitments**

There were no financial commitments falling due in the year to 31<sup>st</sup> March 2016 (2015: None).