

**COUNCIL FOR VOLUNTARY SERVICE  
WEST LANCASHIRE**

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**ANNUAL REPORT &  
CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE  
ANNUAL REPORT & CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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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 continually 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 that meet a wide range of local needs and have empowered local groups to work together.

During 2016/17, 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 2017/18.

That the CVS continues to achieve success against the odds is due to the hard work, dedication and enthusiasm of the staff team whose commitment to the community is outstanding.

**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.

The role of volunteers remains crucial to the positive work and impact the VCFS has across West Lancashire, as well as, the role of VCFS organisations in recruiting and supporting their incredible efforts.

With the ever increasing demand for VCFS services, financial investment continues to be the greatest challenge for most of our members, particularly in the current economic landscape.

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.

The ongoing support and collective energy of our local charities, social enterprises, community groups and faith partners, driven by our shared VCFS values continues to support the wellbeing of the West Lancashire community and the CVS team is privileged to work alongside so many committed individuals and groups.

**Greg Mitten**

Chief Officer, West Lancashire CVS

## **COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE TRUSTEES' ANNUAL REPORT AT YEAR ENDED 31<sup>st</sup> MARCH 2017**

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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 2017.

The financial statements comply with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) 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**

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**

2016/2017 was another 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 £1m per year. The CVS has also worked with West Lancs Borough Council, West Lancs CCG and other key stakeholders 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) again secured the national accreditation for another 3 years 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.

### **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 accelerated during 2016/17 with the launch of West Lancs Buzz, which currently has over 5,000 page views per month.

### **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 380 voluntary, faith and community groups currently in its membership, through attendance and support at borough and/or county wide partnership groups.

## **COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE TRUSTEES' ANNUAL REPORT AT YEAR ENDED 31<sup>st</sup> MARCH 2017**

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During the past year the CVS has continued to work with its VCFS membership and its public and private sector stakeholders in the strategic partnership body, 'One West Lancs'. The thematic groups of the partnership work across economic, health and environmental themes to improve the wellbeing of the West Lancs community. The CVS continues to facilitate and/or support all of these groups 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.

### **FINANCIAL REVIEW**

Total income in the year was £324,691 (2016: £301,371) of which £124,850 (2016: £85,170) related to funding for projects upon which restrictions are placed.

Total expenditure in the year was £438,903 (2016: £468,984), leaving a deficit for the year of £114,212 (2016 deficit £167,613).

At 31<sup>st</sup> March 2017 the charitable company's reserves stood at £71,938 (2016: £186,150) of which £37,181 (2016: £65,441) represented restricted funds.

### **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.

### **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 FUTURE**

Continuing to support the VCFS in West Lancs to develop their sustainability, quality of provision and resilience through these challenging economic times will remain a key objective for the CVS.

The CVS will ensure that links are formed with key Lancashire wide stakeholders e.g. Lancashire Association of CVSs (LACVS), One Lancashire, to enable West Lancs groups and organisations to gain investment through the delivery of Lancashire wide and sub-regional programmes and projects.

## **COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE TRUSTEES' ANNUAL REPORT AT YEAR ENDED 31<sup>st</sup> MARCH 2017**

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West Lancs CVS will continue to identify and encourage support for social and economic challenges facing our community e.g. upcoming changes to the welfare and benefits system (Universal Credit) and the increasing digitalisation of service provision, by developing local VCFS support projects. We will also work with stakeholders to develop projects which support social and community cohesion, in preparation for the arrival of refugees and asylum seekers into West Lancs.

We will continue our work to encourage, support and develop community projects which focus and invest in our environmental assets and open spaces e.g. community food growing.

The coming year may be challenging for many local organisations and the CVS will work closely with partners, providing more intensive support around governance, funding and sustainability. Key worker roles will be developed to offer more structured and intensive volunteering support to individuals who are currently economically inactive. 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 continue to use "horizon scanning" to ensure West Lancs VCFS is at the forefront of new commissioning opportunities e.g. Social Prescribing and the integration of health and care provision. This will ensure the West Lancs VCFS is acknowledged as one of the essential jigsaw pieces in the changing health and care structures to secure VCFS investment, complementing medical and clinical interventions.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The organisation is a charitable company, limited by guarantee registered in England and Wales, (company number 02940823) and was incorporated on 20<sup>th</sup> June 1994 and registered as a charity (charity number 1039563) on 19<sup>th</sup> July 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.

#### **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 8 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.



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

### **TRUSTEES' ANNUAL REPORT AT YEAR ENDED 31<sup>st</sup> MARCH 2017**

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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.

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.

#### **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.

# **COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**

## **TRUSTEES' ANNUAL REPORT AT YEAR ENDED 31<sup>st</sup> MARCH 2017**

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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.

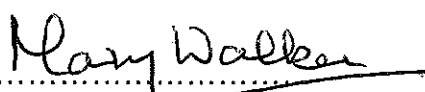
The Staff Manual includes a policy on delegated financial authorities and rules governing cheque signatories and bank transactions.

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.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Name</b>	Council for Voluntary Service West Lancashire
<b>Company number</b>	02940823
<b>Charity Number</b>	1039563
<b>Registered Office</b>	Certacs House 10-12 Westgate Skelmersdale West Lancashire WN8 AZ
	During the year the Members of the Board of Trustees (who are also directors) were as follows:
<b>Trustees</b>	M. Walker    Treasurer A. Abram    Chair S. Murrin-Bailey J. Broadbent D. Pryce D. Stanley
<b>Chief Officer</b>	G. Mitten
<b>Independent Examiner</b>	Graham Wright BA (Hons) FCA DChA Liverpool Charity and Voluntary Services 151 Dale Street Liverpool L2 2AH
<b>Bankers</b>	The Royal Bank of Scotland plc 24 Derby Street Ormskirk Lancashire L39 2BY

Signed on behalf of the Board of Trustees



**M. Walker**  
**Director and Treasurer**

Date: 27 Dec 2017

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

This report has been prepared in accordance with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) 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).

By Order of the Board

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**M Walker**  
**Director and Treasurer**

Date: 27 December 2017 .....

## **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 2017 which are set out on pages 11 to 27.

### **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**  
Chartered Accountant  
c/o LCVS, 151 Dale Street, Liverpool L2 2AH

Date: 27 December 2017

**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 2017**

	Note	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total 2017 £	Total 2016 £
<b>Income and endowments from:</b>					
Donations and Legacies	4a	740	-	740	-
Charitable activities	4b	174,165	124,850	299,015	244,396
Other trading activities	4c	24,814	-	24,814	56,746
Investment	4d	122	-	122	229
<b>Total income</b>		<b>199,841</b>	<b>124,850</b>	<b>324,691</b>	<b>301,371</b>
<b>Expenditure on:</b>					
Trading Activities		41,743		41,743	47,899
Charitable activities	5	244,050	153,110	397,160	421,085
<b>Total expenditure</b>		<b>285,793</b>	<b>153,110</b>	<b>438,903</b>	<b>468,984</b>
<b>Net expenditure, net movement in the year</b>		<b>(85,952)</b>	<b>(28,260)</b>	<b>(114,212)</b>	<b>(167,613)</b>
Total funds brought forward	16,17	120,709	65,441	186,150	353,763
<b>Total funds carried forward</b>	<b>15-17</b>	<b>34,757</b>	<b>37,181</b>	<b>71,938</b>	<b>186,150</b>

The notes on pages 13 to 27 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 of the charitable company and its subsidiary.

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**CONSOLIDATED BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2017**

Company Number: 2940823

	Notes	Group		Charity	
		2017 £	2016 £	2017 £	2016 £
<b>Fixed assets</b>					
Tangible fixed assets	9	-	-	-	-
<b>Current assets</b>					
Debtors	10	10,440	2,997	64,307	61,864
Cash at bank and in hand		86,962	206,933	29,984	131,804
		97,402	209,930	94,291	193,668
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	11	(25,464)	(23,780)	(5,498)	(7,518)
Net current assets		71,938	186,150	88,793	186,150
<b>Total assets less current liabilities</b>		<b>71,938</b>	<b>186,150</b>	<b>88,793</b>	<b>186,150</b>
		=====	=====	=====	=====
<b>Funds</b>					
Unrestricted funds	15,16	34,757	120,709	51,612	120,709
Restricted funds	15,17	37,181	65,441	37,181	65,441
		71,938	186,150	88,793	186,150
		=====	=====	=====	=====

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

For the period covered by these accounts the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The trustees, who are the directors of the company, acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

Approved by the Board on 27 December 2017, and signed on their behalf by:

Mary Walker

**M. Walker, Director and Treasurer**

**Date : 27 December 2017**

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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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 Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (SORP 2015) (effective 1<sup>st</sup> January 2015), Charities Act 2011 and the Companies Act 2006.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The Charity has taken advantage of the provisions in the SORP for Charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

**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:

	2017 £	2016 £
Holding charitable company's (deficit) for the financial year:	(97,357)	(167,613)
	=====	=====

**Going concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

**Fund accounting**

Unrestricted funds are the charity's free reserves available for the trustees to apply in accordance with the charitable company's charitable objectives.

Restricted funds are subject to specific restrictive conditions imposed by the donor. All restricted funds are accounted for as restricted income and expenditure for the purposes is charged to the fund.

**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.

# **COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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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 except for grants receivable, which 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.

### **Expenditure recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charitable company to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities. Support and governance costs are applied to unrestricted funds unless specifically included in the restrictions, as specified by the donor.

Expenditure on charitable activities relate to the operation of the charity comprising of direct charitable expenditure to meet the objectives of the charitable company. Support and governance costs relate to the management and operation of the organisation and also compliance with constitutional and statutory requirements in producing the annual report. These are dealt with in the Statement of Financial Activities when payment has been approved by the charitable company.

### **Fixed Assets**

Capital expenditure of £2,500 and above is stated in the balance sheet at cost less accumulated depreciation. Depreciation is provided to write off the cost of each asset over its expected useful life as below:

Office Equipment	4 years on a straight-line basis
Computer Equipment	3 years on a straight-line basis

### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

### **Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.



**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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**Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

**Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

**Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

***Taxation***

Income and gains are exempt from taxation as they are received and applied for charitable purposes only. The charitable company benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions.

**Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**3. 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 overleaf:

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Turnover	24,814	56,746
Interest Receivable	74	20
	-----	-----
	<b>24,888</b>	<b>56,766</b>
	-----	-----
Administrative Expenditure		
Staff costs	(9,201)	(15,014)
Other Costs	(32,542)	(32,885)
	-----	-----
	<b>(41,743)</b>	<b>(47,899)</b>
	-----	-----
Net Profit		
Net (Loss)		8,867
	(16,855)	
Amount donated to the charitable company	-	(8,867)
	=====	=====

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

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Current Assets	61,979	75,129
Creditors: - Amounts falling due within one year	(78,834)	(75,129)
	-----	-----
Total Net Assets	(16,855)	-
	-----	-----
Aggregate Reserves	(16,855)	-
	=====	=====

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

**4. Income and endowments**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>Total</b>
	<b>2017</b>	<b>2017</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>a. Donations and Legacies</b>				
Donations	740	-	740	-
	=====	=====	=====	=====
<b>b. Charitable activities</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
West Lancashire Borough Council	30,250	-	30,250	33,779
CCG	33,000	46,085	79,085	62,202
Awards for All				-
Other Generated Income / Management Charges	109,095	78,765	187,860	139,706
Training Income	1,820	-	1,820	8,709
	-----	-----	-----	-----
	<b>174,165</b>	<b>124,850</b>	<b>299,015</b>	<b>244,396</b>
	=====	=====	=====	=====
<b>c. Other trading activities</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
WLCVS Limited	24,814	-	24,814	56,746
	=====	=====	=====	=====
<b>d. Investments</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank Interest	122		122	229
	=====	=====	=====	=====

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

**5. Expenditure on Charitable Activities**

	<b>Direct Charitable Expenditure £</b>	<b>Support &amp; Governance Costs £</b>	<b>Total 2017 £</b>	<b>Total 2016 £</b>
To provide advancement of education, the protection of health and the relief of poverty, distress and sickness to the community of West Lancashire	344,686	52,474	397,160	421,085
	=====	=====	=====	=====

**a. Analysed as follows:**

	<b>2017 £</b>	<b>2016 £</b>
<i>Direct charitable expenditure:</i>		
Staff salary costs	280,397	299,075
Management fee	48,539	20,922
Volunteer expenses	422	526
Events costs	300	1,950
Refreshments	623	353
Conference and seminars	325	750
Room Hire	284	556
Group support	11,610	32,969
Health training	623	627
Project expenses	673	7,038
Donations	890	-
	-----	-----
	344,686	364,766
	-----	-----
<i>Support &amp; Governance costs:</i>		
Running costs	23,072	32,663
Office costs	6,314	7,877
Travel expenses	7,200	2,281
Insurance	1,869	1,803
Consultancy and professional costs	5,552	6,825
Subscriptions and publications	3,248	1,187
Staff training	80	330
Computer costs	1,222	1,114
Marketing and communications	2,541	425
Bank charges	376	314
Accountancy	1,000	1,500
	-----	-----
	52,474	56,319
	-----	-----
<b>Total expenditure on charitable activities</b>	<b>397,160</b>	<b>421,085</b>
	=====	=====

£153,110 (2016: £195,227) of the above expenditure relates to restricted funding.

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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**6. Net Movement in Funds**

The net movement in funds is stated after charging:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Staff Costs (Note 7)	280,397	299,075
Independent Examination fees	1,500	1,500
Hire of Land and Buildings	22,357	31,140

**7. Staff Costs and Numbers**

**a. Staff Costs: -**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Staff Salaries (including subsidiary)	264,221	278,082
Social Security Costs	16,176	20,993
	<b>280,397</b>	<b>299,075</b>

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

	<b>2017</b>	<b>2016</b>
Management and administration	2.2	2.6
Project Managers	1.6	0.6
Project Workers/Assistants	4.0	4.9
	<b>7.8</b>	<b>8.1</b>

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

The Trustees did not receive any emoluments in the year (2016: £nil).

No out of pocket expenses were reimbursed to trustees in the year (2016: £nil).

**8. Taxation**

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

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

**9. 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 <sup>st</sup> April 2016	10,831	19,000	29,831
Additions during the year	-	-	-
	-----	-----	-----
Balance at 31 <sup>st</sup> March 2017	<b>10,831</b>	<b>19,000</b>	<b>29,831</b>
	-----	-----	-----
<b>Accumulated Depreciation</b>			
As at 1 <sup>st</sup> April 2016	10,831	19,000	29,831
Charge for the year	-	-	-
	-----	-----	-----
Balance at 31 <sup>st</sup> March 2017	<b>10,831</b>	<b>19,000</b>	<b>29,831</b>
	-----	-----	-----
<b>Net Book Value at 31<sup>st</sup> March 2017</b>	-	-	-
	=====	=====	=====
<b>Net Book Value at 31<sup>st</sup> March 2016</b>	-	-	-
	=====	=====	=====

The group had no capital commitments at 31<sup>st</sup> March 2017 (2016: £Nil).

**10. Debtors**

	<b>Group</b>		<b>Charity</b>	
	<b>2017</b>	<b>2016</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Amount due from subsidiary undertaking	-	-	58,867	58,867
Debtors and prepayments	10,440	2,997	5,440	2,997
	-----	-----	-----	-----
	<b>10,440</b>	<b>2,997</b>	<b>64,307</b>	<b>61,864</b>
	=====	=====	=====	=====

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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

	<b>Group</b>		<b>Charity</b>	
	<b>2017</b>	<b>2016</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Other Creditors	19,511	2,080	45	632
Trade creditors and accruals	858	1,500	358	1,500
Social Security and Other Taxes	5,095	5,386	5,095	5,386
Deferred Income (Note 12)	-	14,814	-	-
	-----	-----	-----	-----
	<b>25,464</b>	<b>23,780</b>	<b>5,498</b>	<b>7,518</b>
	=====	=====	=====	=====

**12. Deferred Income**

	<b>Group</b>	<b>Charity</b>
	<b>£</b>	<b>£</b>
Balance at 1 <sup>st</sup> April 2016	14,814	-
Amount Deferred in the Year	-	-
Amount Released to Incoming Resources	(14,814)	(-)
	-----	-----
<b>Balance at 31<sup>st</sup> March 2017</b>	<b>-</b>	<b>-</b>
	=====	=====

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

**13. 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.

**14. Contingent Liabilities**

The group did not have any contingent liabilities at 31<sup>st</sup> March 2017 or 31<sup>st</sup> March 2016.

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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

	<b>Tangible Fixed Assets</b>	<b>Net Current Assets</b>	<b>Total</b>
<b>Charity</b>			
<b>Unrestricted Funds</b>	<b>£</b>	<b>£</b>	<b>£</b>
General Fund	-	50,412	50,412
Development Fund	-	1,200	1,200
	-----	-----	-----
	-	<b>51,612</b>	<b>51,612</b>
	-----	-----	-----
<b>Restricted Funds</b>			
Health Literacy Communication Group	-	2,732	2,732
West Lancs Ageing Well Partnership	-	844	844
VCFS Mobilising Communities Fund	-	(9)	(9)
SDG Grants	-	1,274	1,274
Dolly Parton Charity	-	603	603
Shopmobility Small Local Groups	-	1,744	1,744
LCC Infant Mortality Awareness	-	1,042	1,042
Moorgate Cluster	-	(60)	(60)
VCFS Student Placement Scheme	-	1,400	1,400
Carers Activities	-	29	29
West Lancs Light Railway	-	901	901
Lancashire Children & Mental Health	-	2,781	2,781
Active West Lancs	-	4,020	4,020
Beacon Practice Fund	-	50	50
UCLAN Level Crossing	-	8,978	8,978
Asylum Seekers Project – Skelmersdale International	-	2,062	2,062
Digital Inclusion – Buzz IT	-	5,400	5,400
Common Good Fund	-	1,390	1,390
Tanhouse Health Assets Project	-	2,000	2000
	-----	-----	-----
	-	<b>37,181</b>	<b>37,181</b>
	-----	-----	-----
<b>Charity Total</b>	-	<b>88,793</b>	<b>88,793</b>
	-		
WLCVS Ltd	-	<b>(16,855)</b>	<b>(16,855)</b>
	-----	-----	-----
<b>Group Total</b>	-	<b>71,938</b>	<b>71,938</b>
	=====	=====	=====



**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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**16. Unrestricted Funds**

<b>Charity</b>	<b>Movements in the period</b>			<b>Resources at end of Year £</b>
	<b>Resources at Beginning of Year £</b>	<b>Income £</b>	<b>Expenditure £</b>	
General Fund	119,509	174,953	244,050	50,412
Development Fund	1,200	-	-	1,200
	-----	-----	-----	-----
<b>Charity Totals</b>	<b>120,709</b>	<b>174,953</b>	<b>244,050</b>	<b>51,612</b>
	-----	-----	-----	-----
WLCVS Ltd	-	24,888	41,743	(16,855)
	-----	-----	-----	-----
<b>Group Totals</b>	<b>120,709</b>	<b>199,841</b>	<b>285,793</b>	<b>34,757</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**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

**17. Restricted Funds**

	<b>Movements in the period</b>			
	Resources at Beginning of Year	Income	Expenditure	Resources at end of Year
<b>Charity</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
One Workforce Network	670	-	670	-
Health and Inequalities Grant	670	-	670	-
West Lancs Challenge SAS Project	4,748	-	4,748	-
Health Literacy Communication Group	3,931	-	1,199	2,732
West Lancs Ageing Well Partnership	1,144	-	300	844
West Lancs People & Communities Partnership	225	-	225	-
VCFS Mobilising Communities Fund	20,038	-	20,047	(9)
SDG Grants	2,135	-	861	1,274
Dolly Parton Charity	603	-	-	603
Shopmobility Small Local Groups	2,644	-	900	1,744
LCC Infant Mortality Awareness	4,335	-	3,293	1,042
Moorgate Cluster	1,493	610	2,163	(60)
VCFS Student Placement Scheme	12,071	-	10,671	1,400
Carers Activities	8,854	46,085	54,910	29
Rally Round	85	9,851	9,936	-
West Lancs Light Railway	1,795	2,855	3,749	901
Lancashire Children & Mental Health	-	10,000	7,219	2,781
Active West Lancs	-	20,158	16,138	4,020
Beacon Practice Community Fund	-	500	450	50
UCLAN Level Crossing	-	18,000	9,022	8,978
Asylum Seekers Project – Skelmersdale International	-	5,551	3,489	2,062
Digital Inclusion – Buzz IT	-	7,400	2,000	5,400
Common Good Fund	-	1,840	450	1,390
Tanhouse Health Assets Project	-	2,000	-	2,000
<b>Charity Totals</b>	<b>65,441</b>	<b>124,850</b>	<b>153,110</b>	<b>37,181</b>

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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	Resources at Beginning of Year £	Income £	Expenditure £	Resources at end of Year £
WLCVS Ltd	-	-	-	-
<b>Group Totals</b>	<b>65,441</b>	<b>124,850</b>	<b>153,110</b>	<b>37,181</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:

**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 Communication 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.

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

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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**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.

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

**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.

#### **Lancashire Children & Mental Health**

Service redesign for children and young people emotional wellbeing. West Lancs had one year's funding to look at what was working locally and where gaps existed. Linked with CAMHS, schools and parents. Brought some parents together and helped individual families get connected to the community.

#### **Active West Lancs**

Active West Lancs is a partnership commissioned by Lancashire County Council to deliver a three year programme to improve health and wellbeing across the borough. The five partners involved were West Lancashire Borough Council, Skelmersdale Community Food Initiative, West Lancs School Sports Partnership, West Lancs CVS – Community Food Growing and West Lancs Community Leisure Trust. Building on existing projects, this fully inclusive service includes health walks and community events, school activities, family workshops and after-school clubs, community gardening, a revamped ‘activity referral’ scheme, weight management courses, taster and physical activity sessions. Active West Lancs runs a wide range of activities across various settings such as leisure centres, community centres, parks and outdoor facilities, schools and community allotments in a bid to get our community more active. Both medical referral and self-referral are possible onto specific courses.

#### **Beacon Practice Community Fund**

A discreet fund credited to the CVS, which started in April 2016 for distribution to West Lancs Charities, Social Enterprises and existing or developing community groups who are focussed on supporting the health of the local community.

#### **UCLAN Level Crossing**

‘Level Crossing’ is a West Lancashire resource designed to support local people with Type 2 Diabetes to improve their self-care. ‘Level Crossing’ is about ‘crossing over’ to a wider understanding of what keeps us healthy – as well as about managing health through GP support, good diet and physical activity. The three partners originally involved were: West Lancashire CVS, University of Central Lancashire and Skelmersdale Community Food Initiative.

#### **Asylum Seekers Project - Skelmersdale International**

Skem International is a network of support for asylum seekers, refugees and local people. It sits under Skelmersdale Outreach Trust which is a registered charity and can operate flexibly to co-ordinate activity and support.

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

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**Digital Inclusion – Buzz IT**

BuzzIT is a digital inclusion project being delivered by West Lancs CVS in partnership with Citizens Advice Lancashire West and West Lancashire Borough Council. The aim of the project is to identify and support West Lancashire residents and tenants to become more digitally aware and specifically target those who are digitally excluded to take up the use of online opportunities.

**Common Good Fund - Skelmersdale International**

The Common Good Fund is a Church Urban Fund grants fund that is an extension of the Near Neighbours programme, and offers small grants of between £250 and £5,000, as seed funding for local groups and organisations. The purpose of grants is to address recent and long entrenched tensions in local areas between faith and ethnic communities, where there are reported incidents of intolerance, to build connections and increase levels of trust and mutual support, as well as encouraging people to develop practical activities to bring about change.

**Tanhouse Health Assets Project**

Funding from Lancs County Council to support the development of an arts project to record the detail of the mapping work in Tanhouse

**18. Related Parties**

During the year the charity invoiced its subsidiary company WLCVS Ltd for the following costs: Staff Salaries and costs £9,415 (2016: £15,609) and postage, stationery and other costs £219 (2016: £10,946).

**19. Operating Lease Commitments**

There were no financial commitments falling due in the year to 31<sup>st</sup> March 2017 (2016: None).

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH**  
**2017**

	<b>2017</b>	<b>2016</b>
<b>INCOME</b>	<b>£</b>	<b>£</b>
Grants & Contracts	297,195	235,687
Training income	1,820	8,709
Donations	740	-
WLCVS Ltd income	24,814	56,746
Bank Interest	122	229
<b>Total Income</b>	<b>324,691</b>	<b>301,371</b>
<b>EXPENDITURE</b>		
<b>Raising Funds</b>		
WLCVS Ltd expenditure	<b>41,743</b>	<b>47,899</b>
<b>Charitable Activities</b>		
Staff salary costs	280,397	299,075
Travel expenses	7,200	2,281
Management fees	48,539	20,922
Other payroll and travel	-	820
Accountancy Fees	1,000	1,500
Insurance	1,869	1,803
Office costs and running costs	337	17
Rent	22,357	31,140
Telephone and internet	2,279	1,732
Repairs and renewals	715	1,523
Event costs	300	1,950
Refreshments	623	353
Photocopying	778	1,459
Stationery , postage and printing	2,707	3,715
Subscriptions and publications	3,248	1,187
Conferences and seminars	325	750
Staff training	80	330
Volunteers and beneficiaries training	-	25
Room hire	284	556
Office equipment	63	32
Computer costs	1,222	1,114
Grant support for groups	4,370	2,186
Consultants and professional costs	5,702	6,825
Health training	623	627
Training for groups and sessions	1,920	4,518
Group support	3,456	25,248
Marketing and communications	2,541	425
<i>Charitable activities expenditure carried forward</i>	<b>392,935</b>	<b>412,113</b>

**COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH**  
**2017**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<i>Charitable activities expenditure brought forward</i>	392,935	412,113
Bank charges	376	314
Sundries and general project expenses	673	7,038
SDG group grants	861	990
SD glover group support	1,003	27
Producing and printing information	-	102
Volunteer expenses	422	501
Donations	890	-
<b>Total expenditure on charitable activities</b>	<b>397,160</b>	<b>421,085</b>
<b>Total Expenditure</b>	<b>438,903</b>	<b>468,984</b>
<b>Net(expenditure) for year</b>	<b>(114,212)</b>	<b>(167,613)</b>
	<b>=====</b>	<b>=====</b>

(Pages 28 and 29 do not form part of the statutory financial statements)