



York Centre for Voluntary Service

Trustees Annual Report and Accounts

For the Year Ended

31 March 2018

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Trustees Annual Report

The Trustees of York CVS are pleased to present this annual report together with the financial statements of the Charity for the year ended 31 March 2018.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The Trustees have paid due regard to the requirements to act for the public benefit and are fully satisfied that the activities of the Charity meet all of the Charity Commission's guidance on public benefit on exercising their powers or duties.

Chair's report

York CVS is an infrastructure organisation working with the voluntary and community sector in York, as well as social enterprises. Here's a definition of infrastructure:

'The underlying base or foundation needed by an enterprise. It provides physical and organisational structures e.g. facilities, services, systems.'

In our world, these services include support, advice, voice and ideally challenge.

We use a simple description of our purpose:

'York CVS is a social action organisation. So we take steps to make positive change, challenge issues and grow new ideas for the future which strengthen communities.'

Underpinning this is the ongoing shift by York CVS from a transactional approach, focussed on the provision of services and support, to a transformational one - helping the sector to diversify, to develop and to work together, and with others.

Like many voluntary and community sector infrastructure organisations elsewhere, we are a hybrid, an organisation that has grown organically through accidents of local history and geography. We live in a Victorian school in the centre of York. This provides us with the opportunity to run a nursery, accommodate VCSE tenants and offer a conference centre and meeting facilities, as well as to deliver our infrastructure services and leadership (our four core businesses). This mix creates tough complexities as well as opportunities - for instance, how to blend the four into a whole, the amount of financial dealings to manage, the different professional approaches.

This last year was the third year of our planned reconstruction, begun just after the Boxing Day floods at the end of 2015. Since then we have considered our work in a three year framework, assuming that 2016 would be about survival, 2017 about rebuilding and that we would flourish in 2018! At the same time, there would be a continuous theme running across the years – the move from a transactional approach to one that is transformational.

Not surprisingly, our optimism has been tempered by reality. However, we've made strong progress on the key issue – a shift in style, the move to becoming a broker, a mediator, and an entrepreneur on behalf of the sector. Without a doubt, rebuilding is ongoing, but is now generously supported by a range of diverse partners, stakeholders and collaborators, the like of which we could never have imagined back in the early days of 2016. What a difference this makes. The ambition to flourish is very much still alive, just taking a little longer than anticipated.

For me, this last year has been about stretch, and sparkle!

For a collective of four small businesses turning over around £1 million annually, we have a

relatively small team. Although we employ 37 staff, many are part time, eight are devoted to the nursery and others to the conference centre. This means that a small team runs everything else, and more than that – generating and recreating the relationships that allow us to deliver with and on behalf of the sector. To do this well takes time and a personal touch, something that Sarah Armstrong, our Chief Executive, is renowned for, and excels at. And of course success breeds success. So there have been more and more invitations to do more and more interesting things, most of which are just what is needed for the people of York, especially those who value us most. We've worked hard to become the go to place for the sector in York. We now need to learn how to manage this demand, efficiently and effectively.

Some long periods of development, supported by surprising and uplifting bursts of sparkle, have been essential to our progress this year. Ways to Wellbeing is a fine example of this. The funding arrangements have a unique complexity, bids are crafted carefully, often overnight, then rejected for profoundly frustrating reasons; recording the work appropriately is a technological challenge. Then one of the team will casually mention an appreciative remark from a client

'Thanks for twisting the world back into where it makes more sense' (W2W client)

And suddenly the hard work, the slog, feels more than worthwhile.

I am extremely proud of York CVS and all those who work there or with us. I look forward to refining our portfolio, making sure we prioritise and keep delivering positive action on behalf of those who need us in York.

Objectives

The charitable objects of York CVS are:

- To work for the benefit of the City of York and its environs, and, in particular, by quickening the spirit of fellowship and social service and undertaking and assisting in social work and activities, and the promotion of social welfare of every kind in the said City and its environs
- To initiate, promote and assist any schemes, enterprises or activities for the benefit of the inhabitants of the said City and its environs, or otherwise calculated to advance the practice of good citizenship
- To promote assist and encourage the advancement of education in the City of York and its environs and especially on matters concerning social welfare
- To recruit, support and broker opportunities for volunteers; to assist them in doing such volunteering, and to act as a focus for personal service for the public good
- To provide information and advice for those who may be in need of it and to act as the neighbourly counsellor and helper of any persons who may be in difficulty or distress
- To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups; in particular through the Priory Street Nursery

Introduction to York CVS

York CVS is a social action organisation. This means we take steps to make positive change, challenge issues and grow new ideas which strengthen communities. Since 1939, York CVS has supported thousands of local charities, voluntary organisations and social enterprises to do just this. We help them focus on what they do best – making a difference for individuals and their communities.

We have a simple framework for our work:

1. Support the sector to survive and thrive
2. Represent the sector and provide a voice
3. Deliver services with a social impact
4. Sustain our organisational strength

We provide practical support such as room hire and office accommodation, essential services such as payroll and HR, and we design and deliver training on important changes such as the introduction of GDPR (General Data Protection Regulation).

We have a 'fixed and flexible' delivery approach – 'fixed services' which groups and organisations rely on, and a range of 'flexible' responsive offers which meet need as it occurs. We believe this type of bespoke support builds strength and resilience in our sector, so local charities, voluntary organisations and social enterprises can provide and grow essential services for the communities they serve.

We continue to rely on feedback from groups and organisations as this helps shape our work. This report gives a brief summary of our work over the last twelve months, using the simple framework headings.

Activities of York CVS – Achievements and performance during the year

1. Support the sector to survive and thrive

We continued to deliver a range of free training sessions including; Being the best trustee, How to use social media strategically, and Coaching for Community Leaders.

Working with York College we also accessed a range of free training opportunities including improving IT/business skills and developing management and leadership skills.

In preparation for the new General Data Protection Regulation (GDPR) beginning on 25 May 2018, we had numerous enquiries about how this would affect groups and organisations. We developed and delivered three free workshops between January and March 2018 to raise awareness of this and provide guidance on practical steps to take. We reached almost 200 groups and organisations in this period.

We were an active partner in the development of a week-long programme supporting National Safeguarding Week. This was to raise public and professional's awareness of what keeps people safe. During this week in October 2017 we hosted a workshop on the effects of grooming entitled: 'it lasts a lifetime' and launched our first ever nursery 'Parents Forum'.

During International Coaching week in May 2017, we hosted a session to bring together lead/chief officers in the sector to learn more about coaching, and how it can benefit the teams they lead and enhance the work they do. Attended by over 20 leaders, this was a very positive event.

We continued to support organisations with challenging issues. Both the Chair and Chief Executive worked privately with a small number of organisations to help explore difficult issues and find solutions.

We have also provided specialist HR support to over 20 different organisations. This has ranged from basic employment advice, running training sessions and writing policies through to working alongside Chairs of Trustees and senior managers on complex employee relations issues.

Following changes introduced by the Financial Conduct Authority, we had to adapt our payroll services within a very short period of time. We explored a number of options as we wanted to ensure we continued this very important service. This was a very intensive process to ensure our clients were aware of the changes and had enough support and information to make a decision about what service they would need. By the end of January 2018 we had adapted the service on offer to comply with the changes in legislation and to best meet the needs of our clients. At the end of March 2018 we continued to deliver our payroll service to 55 groups and organisation, processing the payroll for 364 employees.

2. Represent the sector and provide a voice

Over the year, York CVS continued to deliver four ‘themed’ forums: Mental Health; Learning Difficulties; Ageing Well and the Voluntary Sector. In total, the forums met 17 times during the year, with over 300 attendees in total. They provided a space for information sharing, reviewing good practice, and feedback on current issues.

We were an active partner in the Care Quality Commission’s ‘local system review’. Commissioned by the Secretaries of State for Health and for Communities and Local Government, these reviews focus on the interface of health and social care, particularly for people over 65 years old. We believed the sector had an important contribution to make. Therefore, we helped prepare the ‘story of York’, delivered part of the opening presentation and hosted a series of engagement activities, enabling the sector to talk about their experiences and contribution.

Our AGM in December 2017 was very well attended and Julia Unwin, who is leading the inquiry into the Future of Civil society in England, delivered an exceptional key note speech on the future of civil society. This followed with a focussed conversation in January 2018. We brought 15 organisations together to share their hopes and fears, the changes they are seeing, and to co-develop specific visions for what civil society might look like ten years from now.

Working with City of York Council, we jointly delivered a session on social value, what it is, and what it means for York. Attended by over 40 representatives from all three sectors, this event enabled new relationships to be developed and provided opportunities to sharing learning.

In partnership with City of York Council Health and Wellbeing Board we held a mapping day in February to capture information about activities, services and groups provided in York in relation to the Health and Wellbeing Strategy. This ambitious event enabled organisations to ‘drop in’ and tell us about their work so we have a clearer picture of what goes on in York, and where there may be genuine gaps. Over 90 organisations dropped in to tell us more about their work!

Our People Helping People strategy was officially launched in November 2017. This ambitious strategy recognises the value of volunteering, considers how this can grow to meet city wide needs such as reducing social isolation and loneliness. 80 Local, regional, national and international guests joined the launch, and committed their time and energy to taking this approach forward and growing volunteering and social action.

York CVS continues to be a senior member of several key Partnership Boards. These include the York Health and Wellbeing Board and its sub-structures as well as the Children’s and Adults’ Safeguarding Boards.

3. Deliver services with a social impact

Healthwatch York was set up by the Government in April 2013 to help put people at the heart of health and social care services. It is designed to make sure that an individual's voice can influence the design, delivery and review of local services. At Healthwatch York, we share people's views and concerns about health and social care services to stakeholder organisations and providers, and provide information about local services, signposting people to the services they need both at community information stands and via email and phone. Every year we produce a report on a topic chosen by the public, which is presented to the City of York Council Health and Wellbeing Board, where our recommendations are taken forward. In 2017-18 our focus was on access to NHS dentistry services. Our survey and report caused an impact throughout the city, highlighting how difficult it is to access an NHS dentist in York. One consequence of our work has been that NHS England were prompted to investigate the information they provide through NHS 111 about urgent dental care in the area. They found an error in the information they were providing, and this has subsequently been corrected. More information about other work Healthwatch York do can be found here: www.healthwatchyork.co.uk/wp-content/uploads/2014/06/HWY_AnnualReport2017-18_web.pdf

Growing Green Spaces helps voluntary and community groups to play a vital role in sustaining York's green spaces. With support and £100,000 from City of York Council, we have set up projects in Hull Road Park, Rowntree Park, West Bank Park, Clarence Gardens and Glen Gardens. Summer 2017 was effectively a test run, with the learning it offered underpinning the design of activities for summer 18. However, even during the early stages, the range of volunteers involved grew encouragingly, both in mix and numbers, with some fine examples of sustainable new planting in place.

York Dementia Action Alliance began in November 2016 with a big ambition – to ensure York is becoming a dementia friendly city. The network of public, private and third sector organisations involved in this grew to 52 in the year, all working together to ensure York is a dementia friendly city. A newsletter was developed earlier in the year and allows the sector to communicate what is happening for people living with dementia in York. We are working towards the development of a 'dementia academy' model – this will help us prepare for the predicted increase in dementia, and to focus efforts on areas such as increasing awareness of this and creating more volunteering opportunities and sustaining employment for people living with and living well with dementia.

Ways to Wellbeing is our social prescribing service. The model is simple and highly effective. It connects people to local community support to make them feel better. We know that nationally, 20-25% of patients consult their GPs for social problems, e.g. loneliness. We grew the service in the year, appointing two new part time staff. Referrals

also grew to over 300. We undertook an evaluation to assess how effective this service is in reducing the use of GP appointments and learned that it reduces it by almost 30%.

Ready for Anything continued to grow and demonstrates an excellent example of working in partnership. Created after the 2015 Boxing Day floods, we worked closely with the voluntary sector and business leaders to organise a safe and appropriate volunteering response to any future city-wide emergencies. We delivered two 'practice' events in the year, launched a specific website page, and increased the numbers of volunteers engaged to over 70.

Time to Change was launched in the year. This is part of a national campaign to end mental health discrimination. In York, we have focussed on raising awareness of the campaign, and enabling people with lived experience to share their thoughts and ideas. The next step will be to recruit a small number of local Champions to help us deliver this work.

Community Voices also began in this year. This was developed to recognise communities in York are changing, to embrace this diversity, and bring together people who perhaps wouldn't otherwise come together due to their cultural beliefs, religion, disability, vulnerability, need or experience. Working with 'expert organisations' we identified where we successfully engage local people, and where we could do more. We then undertook research to agree a joint project and agreed to focus on improving mental health.

York Human Rights City Network continued to support the development of York as a Human Rights City. We declared York as the UK's first Human Rights City in April 2017 where the Right Honourable the Lord Mayor of York, Cllr Dave Taylor, signed a declaration, making York the first city to undertake this.

4. Sustain our organisational strength

The Priory Street Centre continues to be a vital resource for the sector. We started the year with 17 licensees. It was a good year for the Conference Centre growing our sales revenue by 9% and taking around 1,200 bookings from approximately 350 different organisations.

Priory Street Nursery is a well-established nursery that has been running for over 30 years, now integrated into York CVS. It is a small self-contained nursery that is unique to York, offering care to children aged 0-5 years old within the same room. This is very popular with families as it means that sibling groups can stay together. We closely monitor 'take up' levels and over the year, our occupancy averaged at 80% across the year.

Since September 2016, we have been part of a national pilot in providing 3 and 4-year olds with 30 hours funding. This has been extremely successful, with over 50% of our 3 and 4-year-olds accessing the new funding. We reviewed our nursery fees in March 2017 to ensure that despite the new funding formula, we remain sustainable and in competition

with other local providers. This work has also enabled us to build on our positive relationships with the local partnerships, the NDNA and the Local Authority.

York CVS Nursery was rated 'good' by OFSTED in November 2014.

Developing our team

We continuously invest in our staff team to make sure they are kept up to date on local and national policy, and so we can continue to support the sector.

Our **Healthwatch York** team of staff and volunteers has attended training and learning events including:

- Introduction to advocacy training
- Safeguarding training
- Volunteer Inductions
- Disability Awareness Training (part 2 induction)
- Ways to Wellbeing training
- Mental Health First Aid training
- Autism Reality Experience
- Disability Awareness training
- Assertiveness Training
- Excel Training
- Safeguarding Alert Level 1
- Safe TALK Training

Our **nursery team** has taken part in numerous training/learning sessions including:

- Level 2 Award in Food Safety - Early Years
- Preparing for Ofsted
- Safeguarding Training
- Preventing and Managing Challenging Behaviour
- Epi-Pen Training
- Modern Slavery and Human Trafficking
- Level 4 Certificate for the Early Years Advanced Practitioner
- Level 2 Award in Employment Responsibilities and Rights in Health, Social Care and Children and Young People Settings
- Level 3 Diploma in Children's Learning and Development (Early Years Educator)

Our **finance team** has attended the following:

- Charity law update & new governance code updates
- Advanced Excel training

- GDPR awareness training
- HMRC and Sage webinars (ensuring compliance with new legislation as it is introduced)

Our **Ways to Wellbeing** team has attended:

- Coaching/mentoring skills
- Masterclass: Assessing and treating fatigue – Skills and strategies for Occupational Therapy Practice
- IDAS Champions training

Training for our other teams has included:

- Coaching, Mentoring and Facilitating
- Customer Care
- GDPR awareness

Looking ahead

These are on our agenda:

- Support for our incoming Chief Executive, helping her to continue the reconstruction, albeit with a different focus. We need to ensure that all our resources and systems reach the same quality and resilience as our strong external relationships and reputation. Developing both at the same time has proved to be understandably impossible.
- Recognising that our uncommitted funding is likely to shrink over coming years, we will need to consider how to deal with this, to consult widely about our ideas with external partners, critics and those who challenge us, then reshape our business accordingly.
- Succession planning, talent spotting, developing our staff, volunteers and trustees, ensuring that all of us are delivering as well as we possibly can, ideally with enthusiasm, energy and a real commitment to the wellbeing and development of the VCSE in York.

Financial Review

Reserves Policy

York CVS recognises three types of reserves as outlined below:

- **Free Reserves**

Reserves that are not legally restricted or designated for specific future use. They do not include funds that can only be realised by disposing of fixed assets held for charity use. They may include reserves that are part of investments depending upon the nature of those investments; this will be specified in the position statement described below.

York CVS aims to hold a free reserve that will enable an orderly closure of the charitable company in such an eventually. This is made up of two main components. Firstly, the funds to meet all contractual obligations of the company including service contracts and redundancy costs of employees. Secondly, the costs of continuing to run our entire service for between 3 and 6 months, in order to allow for an orderly wind down of services and so as not to have a sudden and adverse impact upon service users. The free reserves target is therefore expressed as a range.

- **Restricted Reserves**

Reserves held in accordance with any restrictions required by the original funder.

- **Designated Reserves**

Reserves which are set aside for a specified future use. This could include making provision for fluctuations in predicted future income, for significant costs associated with maintaining the Priory Street Centre, for planned future development of services or any other reasonable specified use.

Reserves Position Statement

Free Reserves

| | |
|-------------------------------|------------------------|
| Target range | £275,000 - £475,000 |
| At 1 April 2017 | £159,704 |
| Replenished /(Spent) in year | £158,687 |
| Total at 31 March 2018 | <u>£318,391</u> |

Designated Reserves

Future Maintenance Fund Reserve

| | |
|------------------------------|-----------|
| At 1 April 2017 | £261,645 |
| Replenished /(Spent) in year | (£90,000) |
| At 31 March 2018 | £171,645 |

York CVS Development Fund Reserve

| | |
|------------------------------|------------|
| At 1 April 2017 | £191,397 |
| Replenished /(Spent) in year | £(111,397) |
| At 31 March 2018 | £80,000 |

Fixed Assets Fund Reserve

| | |
|------------------------------|-----------|
| At 1 April 2017 | £553,167 |
| Replenished /(Spent) in year | £(12,424) |
| At 31 March 2018 | £540,743 |

Total designated reserves at 31 March 2018 **£792,388**

Total less Fixed Assets at 31 March 2018 **£251,645**

Fund Deficits

During the year 2017-2018 York CVS has an overall deficit of £33,181 as per the income and expenditure account.

Depreciation must also be taken into account. Separating this reduces the deficit to £18,697.

Reserves have been undesignated from both the Future Maintenance Fund and the Development Fund to bring Free Reserves within the target range defined in the York CVS Reserves Policy

Funding Sources

York CVS's largest source of funding was the City of York Council. The majority of this funding was restricted funding for the Healthwatch York and Growing Green Spaces projects.

A number of the City of York Council Wards funded specific pieces of work carried out by the Ways to Wellbeing, Ready for Anything and Healthwatch York projects.

The main funder for the Ways to Wellbeing project was the Independent Better Care Fund.

York CVS's other significant sources of income for the year were: unrestricted income from room hire and the sale of associated services at the Priory Street Centre; and fees generated by the Priory Street Nursery.

Other income was received from:

- The Vale of York Clinical Commissioning Group which provided York CVS with funding to support the voluntary and community sector in York.
- Two Ridings Community Foundation for the Ready for Anything project and the Ways to Wellbeing project.
- Joseph Rowntree Foundation for Ways to Wellbeing

A number of other small grants, contracts and donations were also received during the year from a number of organisations and individuals. We would like to thank them all for their generosity.

Expenditure

64% of total expenditure is on staffing as York CVS services are predominantly those delivered by people. In 2017-2018 staff costs totalled £708,737. The chief executive was the highest paid employee and received an annual salary of £52,520.

York CVS is proud to be a Living Wage employer and to be contributing towards the City of

York becoming a Living Wage City.

Other operating costs include the non-staff costs of running the PSC conference facilities and office space, and the non-staff costs of running the York CVS projects.

46% of the total depreciation included in the accounts is for depreciation of the leasehold improvements made to the buildings in the 1990s. The remaining 54% is the depreciation of capital items with a purchase cost of £2,000 or over.

In 2017-2018 the formula used to calculate the depreciation on leasehold improvements, carried out in the late 1990s, was altered. Up to and including the accounts for 2016 – 2017 the leasehold improvements were being depreciated over 20 years. During 2017 – 2018 trustees took the decision to depreciate the leasehold improvements over the remaining period of the lease. The result has been a significant reduction in the value of depreciation in the accounts.

Structure, Governance and Management

Constitution and Articles of Association

York CVS is constituted as a registered charity and a company limited by guarantee. The articles outline the objects and powers of the charity, how membership operates, how general meetings are to be conducted, how the charity is governed by its Board of Trustees and general administrative provisions.

York CVS Trustees are commonly also Trustees, staff or volunteers of other organisations and are required to declare all potential conflicts of interests as part of their induction every year. A register of Trustees declared interests is maintained for this purpose.

Recruitment and appointment of Trustees

The charity is governed between general meetings by its Board of Trustees. The Trustees are also the Directors of the Company. Trustees are elected at the AGM by and from the Full Members. The existing Board of Trustees may also appoint Trustees during the year to fill any vacancy in their number from amongst the Full Members. They may also co-opt up to four Trustees from beyond the Full Members in order to take advantage of specific areas of skill or knowledge. Appointed trustees must step down every 3 years and co-opted Trustees each year. All Trustees; elected, appointed and co-opted, have the same status once in post. For full details please see the Articles of Association.

Organisational structure and decision making

The Board of Trustees meets formally four times each year, comprising four quarterly meetings plus others as required. At the quarterly meetings the Board receives financial and other information and makes decisions concerning future strategic development, organisational policy, delivery and practice as well as issues involving reputation and relationships. At least one additional meeting will focus on future development.

Business Sub Committee

This committee also meets four times during the year. It provides detailed scrutiny and consideration of the many and varied issues discussed by the Board, allowing the full Board time to consider their implications, rather than operational detail.

Risk management

The York CVS risk management matrix and control measures have been reported on regularly as part of Board reports. Particular attention has been paid to the full range of risk which could be experienced e.g. reputational or organisational as well as financial.

Reference and Administrative Details

Company Limited by Guarantee: No. 493550

Registered Charity: No. 225087

Registered Office and Principal Address:

15 Priory Street

York

YO1 6ET

Telephone: (01904) 621133

Email: yorkcvs@yorkcvs.org.uk

Website: www.yorkcvs.org.uk

Key Management Personnel:

Chief Executive:

Sarah Armstrong

Head of Finance:

Joanne Abbott

Director of Partnerships:

Sarah Opie (until June 2017)

Director of Development:

Sue Collins (until December 2017)

Head of Marketing and Commercial Operations:

Andrew Langford

Our Advisers:

Bankers:

Unity Trust Bank, Nine Brindley Place

4 Oozells Square

Birmingham

B1 2HB

Virgin Money

2 New Street

York

YO1 2RA

CCLA

Senator House

85 Queen Victoria Street

London

EC4V 4ET

Auditors:

JWP Creers LLP Chartered Accountants

Genesis 5

Church Lane

Heslington

York YO10 5DQ

Board of Trustees

Chair:

Jane Hustwit

Vice Chair

Paul Tyack

(from September 2018)

Alison Day

(to December 2017)

Treasurer

Rod Peet

Trustees

Alison Day

(resigned December 2017)

Matthew Hick

Sally Hutchinson

Jane Hustwit

Stephen Ireland

Lionel Lennox

(resigned June 2018)

Rod Peet

(resigned September 2018)

Paul Tyack

Chris Welch

George Wood

Thomas Waring

(appointed December 2017)

City of York Council observers

Cllr Ashley Mason

(to June 2018)

Cllr Keith Myers

(to June 2018)

Responsibilities of the Board of Trustees

The Trustees (who are also directors of York Centre for Voluntary Services for the purposes of company law) are responsible for preparing the Trustees' Annual 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 year which give a true and fair view of the state of affairs of the charitable company at the year end and of its income and expenditure during that year. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles of the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The Trustees are responsible for keeping adequate 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.

In so far as the Trustees are aware;

- There is no relevant audit information of which the charitable company's auditors are unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Declaration

The Trustees Annual Report and Accounts were approved by the Board of Trustees on 19th September 2018 and signed on behalf of the Trustees by:

Jane Hustwit
Chair

Independent Auditor's Report to the Members

Opinion

We have audited the financial statements of York Centre for Voluntary Service for the year ended 31 March 2018 which comprise the Income and Expenditure Account, the Statement Financial Activities, the Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018, and of its income and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or

Independent Auditor's Report to the Members

- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements and
- the directors' report has been prepared in accordance with applicable legal requirements.

Independent Auditor's Report to the Members

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatement in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 21, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Independent Auditor's Report to the Members

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Independent Auditor's Report to the Members

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members and its trustees those matters we are required to state to them in an auditor's report for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Nigel Clemit ACA FCCA

For and on behalf of:

JWP Creers LLP, Statutory Auditor

Genesis 5, Church Lane, Heslington, York, YO10 5DQ

XX September 2018

Income and Expenditure Account for the Year Ended 31 March 2018

| | 2018 | | 2017 | |
|---|---------|-------------|---------|-------------|
| | £ | £ | £ | £ |
| Income | | | | |
| Donations | | 2,951 | | 2,124 |
| Grants and contracts | | 70,000 | | 91,643 |
| Room hire to non-voluntary organisations | | 92,485 | | 55,406 |
| Room hire & services to voluntary organisations | | 334,929 | | 364,998 |
| Project income | | 557,920 | | 375,463 |
| Interest receivable | | 3,084 | | 5,347 |
| | | <hr/> | | <hr/> |
| Total Income | | 1,061,369 | | 894,981 |
| Expenditure | | | | |
| Staff costs | 708,737 | | 657,449 | |
| Other operating costs | 277,600 | | 338,562 | |
| Grants payable | 93,729 | | 2,001 | |
| Depreciation and profit/loss on disposal | 14,484 | | 92,199 | |
| | <hr/> | | <hr/> | |
| Total Expenditure | | 1,094,550 | | 1,090,211 |
| | | <hr/> | | <hr/> |
| Surplus for the Year | | (33,181) | | (195,230) |
| Realised gain on investment | | - | | 10,352 |
| | | <hr/> | | <hr/> |
| Net Movement in Funds | | (33,181) | | (184,878) |
| | | <hr/> <hr/> | | <hr/> <hr/> |

All the activities of the company are classified as continuing.

Statement of Financial Activities for the Year Ended 31 March 2018

| | Note | Unrestricted funds £ | Restricted funds £ | Designated funds £ | 2017/18 Total funds £ | 2016/17 Total funds £ |
|--|------|----------------------------|--------------------------|--------------------------|--------------------------------|--------------------------------|
| Income | | | | | | |
| Donations and legacies | | 2,028 | 923 | - | 2,951 | 2,124 |
| Charitable activities | | | | | | |
| Grants and contracts | 3 | 70,000 | - | - | 70,000 | 91,643 |
| Room hire to non-voluntary organisations | | 92,485 | - | - | 92,485 | 55,406 |
| Room hire & services to voluntary organisations | | 334,929 | - | - | 334,929 | 364,998 |
| Project income | 4 | 153,739 | 404,181 | - | 557,920 | 375,463 |
| Investments | | | | | | |
| Interest receivable | | 3,084 | - | - | 3,084 | 5,347 |
| Total income | | <u>656,265</u> | <u>405,104</u> | <u>-</u> | <u>1,061,369</u> | <u>894,981</u> |
| Expenditure | | | | | | |
| Charitable expenditure | | | | | | |
| Core services | 5 | 528,609 | - | 14,484 | 543,093 | 696,144 |
| Project costs | 5 | 168,306 | 289,422 | - | 457,728 | 392,066 |
| Grants payable | 5 | - | 93,729 | - | 93,729 | 2,001 |
| Total Expenditure | | <u>696,915</u> | <u>383,151</u> | <u>14,484</u> | <u>1,094,550</u> | <u>1,090,211</u> |
| Net income/(expenditure) before investment gain/loss | | (40,650) | 21,953 | (14,484) | (33,181) | (195,230) |
| Gains/(losses) on investment assets | | - | - | - | - | 10,352 |
| Net income/(expenditure) before transfers | | (40,650) | 21,953 | (14,484) | (33,181) | (184,878) |
| Transfers between funds | | 199,337 | - | (199,337) | - | - |
| Net Movement in Funds/Net income/(expenditure) for the year | | <u>158,687</u> | <u>21,953</u> | <u>(213,821)</u> | <u>(33,181)</u> | <u>(184,878)</u> |
| Reconciliation of Funds | | | | | | |
| Balances Brought Forward | | 159,704 | 81,530 | 1,006,209 | 1,247,443 | 1,432,321 |
| Balances Carried Forward | | <u>318,391</u> | <u>103,483</u> | <u>792,388</u> | <u>1,214,262</u> | <u>1,247,443</u> |

All the activities of the company are classified as continuing.

The company has no recognised gains or losses other than the results for the year as set out above.

Balance Sheet at 31 March 2018

| | Notes | 2018 | 2017 |
|---|-------|------------------|------------------|
| | | £ | £ |
| Fixed Assets | | | |
| Long leasehold land and buildings | 9 | 537,907 | 544,548 |
| Equipment | 9 | 2,836 | 8,619 |
| | | <u>540,743</u> | <u>553,167</u> |
| Current Assets | | | |
| Debtors | 11 | 103,860 | 134,943 |
| Cash at bank and in hand | | 788,308 | 772,122 |
| | | <u>892,168</u> | <u>907,065</u> |
| Creditors: amounts falling due within one year | 12 | <u>(148,840)</u> | <u>(132,600)</u> |
| Net Current Assets | | 743,328 | 774,465 |
| Creditors: amounts falling due after one year | 13 | <u>(69,809)</u> | <u>(80,189)</u> |
| Total Net Assets | | <u>1,214,262</u> | <u>1,247,443</u> |
| The Funds of the Charity | | | |
| Unrestricted funds – general | | 318,391 | 159,704 |
| Designated funds | 14 | 792,388 | 1,006,209 |
| | | <u>1,110,779</u> | <u>1,165,913</u> |
| Total unrestricted funds | | 1,110,779 | 1,165,913 |
| Restricted funds | 15 | 103,483 | 81,530 |
| | | <u>103,483</u> | <u>81,530</u> |
| Total charity funds | | <u>1,214,262</u> | <u>1,247,443</u> |
| Registered number: 493550 | | | |

These accounts are prepared in accordance with the provision of Part 15 of the Companies Act relating to small companies and constitute the annual accounts by the Companies Act 2006 and are for circulation to members of the company.

These financial statements were approved by the directors and authorised for issue on 19 September 2018 and are signed on their behalf by:

Jane Hustwit
Chair
Director

Rod Peet
Treasurer
Director

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2018

| | Notes | 2018 £ | 2017 £ |
|---|-------|-------------|-------------|
| Cash flows from operating activities: | | | |
| Net cash provided by operating activities | 1 | 15,162 | 42,261 |
| Cash flows from investing activities: | | | |
| Dividends, interest and rents from investments | | 3,084 | 5,347 |
| Proceeds from sale of investments | | - | 715,439 |
| Purchase of property, plant and equipment | | (2,060) | - |
| | | <hr/> | <hr/> |
| Change in cash and cash equivalents in the year | | 16,186 | 763,047 |
| | | <hr/> | <hr/> |
| Cash and cash equivalents at 1 April 2017 | | 772,122 | 9,075 |
| | | <hr/> | <hr/> |
| Cash and cash equivalents at 31 March 2018 | 2 | 788,308 | 772,122 |
| | | <hr/> <hr/> | <hr/> <hr/> |

NOTES TO THE CASH FLOW STATEMENT**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

| | Notes | 2018 £ | 2017 £ |
|---|-------|-------------|-------------|
| Net income/(expenditure) for the year | | (33,181) | (184,878) |
| Adjustments for: | | | |
| Depreciation charges | | 14,484 | 92,199 |
| (Gains) on investments | | - | (10,352) |
| Dividends, interest and rents from investments | | (3,084) | (5,347) |
| Decrease in debtors | | 31,083 | 91,248 |
| Increase in creditors | | 5,860 | 59,391 |
| | | <hr/> | <hr/> |
| Net cash provided by/(used in) operating activities | | 15,162 | 42,261 |
| | | <hr/> <hr/> | <hr/> <hr/> |

2. ANALYSIS OF CASH AND CASH EQUIVALENTS

| | Notes | 2018 £ | 2017 £ |
|-------------------------------|-------|-------------|-------------|
| Cash in hand at 1 April 2017 | | 772,122 | 9,075 |
| Movement | | 16,186 | 763,047 |
| | | <hr/> | <hr/> |
| Cash in hand at 31 March 2018 | | 788,308 | 772,122 |
| | | <hr/> <hr/> | <hr/> <hr/> |

Notes to the Accounts 31 March 2018

1. Accounting Policies

Legal status

The charity is a private company limited by guarantee.

The charity is registered in England and Wales and its registered office is as stated in the Reference and Administration section of the Annual Report.

Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

York Centre for Voluntary Service meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

These accounts have been prepared as a going concern as future funding has been secured.

Fund accounting

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

Designated funds are unrestricted funds set aside by the Board of Trustees for specific future purposes or projects.

Unrestricted funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

1. Accounting Policies (continued)

Income

All income is included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income for grants is deferred where a funder specifies that income must be used in future accounting periods. Other income is deferred where it relates to the following year.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure includes any VAT which cannot be fully recovered as part of the expenditure to which it relates.

Raising funds comprise the costs associated with the preparation of funding applications and of attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grants awarded are charged in the year when formally awarded by the charity in line with funding requirements and are accounted for as they are paid.

All costs are allocated between the expenditure categories of the SOFA 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 as set out in note 5.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £2,000 are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation of tangible fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life:

| | |
|------------------------|---------------------------------------|
| Leasehold improvements | Over the term of the lease (2017: 5%) |
| Equipment | 25% - 50% |

Leasehold improvements are now depreciated over the term of the lease rather than 5% straight line.

1. Accounting Policies (continued)

Investments

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluation and disposals throughout the year.

Redundancy costs

Due to restructuring, two members of staff received voluntary redundancy in the prior year.

Retirement benefits

Up until 1 October 2012 employees were entitled to join the multi-employer pension scheme Growth plan 3 which was a defined benefit scheme. Then employees were offered to join the multi-employer pension scheme Growth plan 4 which is a defined contribution scheme.

Following auto enrolment from 1 October 2015 new and existing employees were automatically enrolled into the multi-employer growth plan 4 scheme unless they have exercised their right to opt out of scheme membership. The amount charged to the statement of financial activities is the contributions payable in the year and also includes the movement in the liability due the multi-employer pension scheme. More details of the scheme can be found in note 17.

Operating leases

Rentals payable under operating leases are charged to the statement of financial activities as incurred over the terms of the lease.

Financial instruments

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

2. Legal Status of the Charity

The charity is a private company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to 25p.

3. Grants and Contracts

| 2018 | Unrestricted Funds £ | Restricted Funds £ | Designated Funds £ | Total 2017/18 £ |
|------------------------------|----------------------------|--------------------------|--------------------------|-----------------------|
| City of York Council | 48,000 | - | - | 48,000 |
| Clinical Commissioning Group | 22,000 | - | - | 22,000 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 70,000 | - | - | 70,000 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

| 2017 | Unrestricted Funds £ | Restricted Funds £ | Designated Funds £ | Total 2016/17 £ |
|------------------------------|----------------------------|--------------------------|--------------------------|-----------------------|
| City of York Council | 48,001 | 5,903 | - | 53,904 |
| Clinical Commissioning Group | 37,739 | - | - | 37,739 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 85,740 | 5,903 | - | 91,643 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

4. Project Income

| 2018 | Unrestricted Funds £ | Restricted Funds £ | Designated Funds £ | Total 2017/18 £ |
|------------------------|----------------------------|--------------------------|--------------------------|-----------------------|
| Nursery | 149,566 | 2,074 | - | 151,640 |
| Ready for Anything | - | 23,409 | - | 23,409 |
| CYC Healthwatch York | - | 117,520 | - | 117,520 |
| Other Healthwatch York | - | 10,637 | - | 10,637 |
| Social Prescribing | - | 129,278 | - | 129,278 |
| Other | 4,173 | - | - | 4,173 |
| Dementia Co-ordinator | - | 51,542 | - | 51,542 |
| Community Voices | - | 10,000 | - | 10,000 |
| Green Spaces | - | 50,000 | - | 50,000 |
| Time to Change | - | 9,721 | - | 9,721 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 153,739 | 404,181 | - | 557,920 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

| 2017 | Unrestricted Funds £ | Restricted Funds £ | Designated Funds £ | Total 2016/17 £ |
|-----------------------|----------------------------|--------------------------|--------------------------|-----------------------|
| Nursery | 149,724 | 679 | - | 150,403 |
| CYC Healthwatch York | - | 115,000 | - | 115,000 |
| CCG Healthwatch York | - | 10,000 | - | 10,000 |
| Social Prescribing | - | 47,000 | - | 47,000 |
| Dementia Co-ordinator | - | 13,708 | - | 13,708 |
| Ready for Anything | - | 13,175 | - | 13,175 |
| Improving Wellbeing | - | 17,500 | - | 17,500 |
| Other | 8,677 | - | - | 8,677 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 158,401 | 217,062 | - | 375,463 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

5. Expenditure

Charitable expenditure

| 2018 | Unrestricted | Restricted | Designated | Total 2017/18 |
|----------------------------|--------------|-------------|-------------|------------------|
| | £ | £ | £ | £ |
| Core Costs | | | | |
| Priory street centre | 197,832 | - | - | 197,832 |
| Payroll | 42,992 | - | - | 42,992 |
| Human Resources | 2,536 | - | - | 2,536 |
| Support Costs | | | | |
| Central Costs | 199,432 | - | 14,484 | 213,916 |
| Human Resources | 18,315 | - | - | 18,315 |
| Communications & Marketing | 67,502 | - | - | 67,502 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 528,609 | - | 14,484 | 543,093 |
| Project costs | | | | |
| Nursery | 168,306 | 1,468 | - | 169,774 |
| Green Spaces | - | 12,375 | - | 12,375 |
| Healthwatch York | - | 137,660 | - | 137,660 |
| Social Prescribing | - | 89,044 | - | 89,044 |
| Dementia Co-ordinator | - | 2,219 | - | 2,219 |
| Ready for Anything | - | 27,111 | - | 27,111 |
| Community Voices | - | 10,000 | - | 10,000 |
| Time to change | - | 9,545 | - | 9,545 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 168,306 | 289,422 | - | 457,728 |
| Grants: | | | | |
| York Award | - | 221 | - | 221 |
| Healthwatch York | - | 3,000 | - | 3,000 |
| Dementia Co-ordinator | - | 53,878 | - | 53,878 |
| Green Spaces | - | 36,630 | - | 36,630 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | - | 93,729 | - | 93,729 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 696,915 | 383,151 | 14,484 | 1,094,550 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

5. Expenditure

Charitable expenditure (continued)

| 2017 | Unrestricted | Restricted | Designated | Total 2016/17 |
|----------------------------|-----------------------|-----------------------|-----------------------|-------------------------|
| | £ | £ | £ | £ |
| Core Costs | | | | |
| Priory street centre | 181,244 | - | - | 181,244 |
| Payroll | 39,287 | - | - | 39,287 |
| Human Resources | 3,283 | - | - | 3,283 |
| Forum support | 11,458 | - | - | 11,458 |
| Support Costs | | | | |
| Central Costs | 158,688 | 5,903 | 99,429 | 264,020 |
| Finance | 126,500 | - | - | 126,500 |
| Human Resources | 22,407 | - | - | 22,407 |
| Communications & Marketing | 44,706 | - | 3,239 | 47,945 |
| | <u>587,573</u> | <u>5,903</u> | <u>102,668</u> | <u>696,144</u> |
| Project costs | | | | |
| Nursery | 169,153 | 479 | - | 169,632 |
| Independent Living Scheme | 17,537 | 1,156 | - | 18,693 |
| Healthwatch York | - | 124,341 | - | 124,341 |
| Social Prescribing | - | 52,739 | - | 52,739 |
| Dementia Co-ordinator | - | 7,762 | - | 7,762 |
| Ready for Anything | - | 1,399 | - | 1,399 |
| Improve Wellbeing | - | 17,500 | - | 17,500 |
| | <u>186,690</u> | <u>205,376</u> | <u>-</u> | <u>392,066</u> |
| Grants | | | | |
| Staff Award | - | 370 | - | 370 |
| York Award | - | 1,631 | - | 1,631 |
| | <u>774,263</u> | <u>213,280</u> | <u>102,668</u> | <u>1,090,211</u> |
| | <u><u>774,263</u></u> | <u><u>213,280</u></u> | <u><u>102,668</u></u> | <u><u>1,090,211</u></u> |

5. Expenditure (continued)

Split of support costs

| | Support Staff costs | Support Other costs £ | Support Total £ | Direct Staff costs £ | Direct Other costs £ | Total 2017/18 £ |
|-------------------------------|------------------------|-----------------------------|-----------------------|----------------------------|----------------------------|-----------------------|
| Charitable Expenditure | | | | | | |
| Core costs | | | | | | |
| Priory Street Centre | 134,096 | 66,161 | 200,257 | 87,237 | 110,593 | 398,087 |
| Payroll Services | 62,715 | 30,942 | 93,657 | 40,799 | 2,193 | 136,649 |
| Human Resources | 3,898 | 1,923 | 5,821 | 2,536 | - | 8,357 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 200,709 | 99,026 | 299,735 | 130,572 | 112,786 | 543,093 |
| Project costs | | | | | | |
| Nursery | 6,640 | 15,763 | 22,403 | 139,601 | 7,770 | 169,774 |
| Green Spaces | 3,125 | - | 3,125 | - | 9,250 | 12,375 |
| Healthwatch York | 22,537 | 1,486 | 24,023 | 87,171 | 26,466 | 137,660 |
| Social Prescribing | 22,063 | - | 22,063 | 57,287 | 9,694 | 89,044 |
| Dementia Co-ordinator | - | - | - | - | 2,219 | 2,219 |
| Ready for Anything | 6,422 | 1,088 | 7,510 | 11,880 | 7,721 | 27,111 |
| Community Voices | - | - | - | 9,709 | 291 | 10,000 |
| Time to change | 8,500 | 24 | 8,524 | 902 | 119 | 9,545 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 69,287 | 18,361 | 87,648 | 306,550 | 63,530 | 457,728 |
| Grants | | | | | | |
| York Award | - | - | - | - | 221 | 221 |
| Healthwatch York | - | - | - | - | 3,000 | 3,000 |
| Dementia Co-ordinator | 8,448 | 119 | 8,567 | 15,218 | 30,093 | 53,878 |
| Green Spaces | 3,125 | - | 3,125 | - | 33,505 | 36,630 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 11,573 | 119 | 11,692 | 15,218 | 66,819 | 93,729 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total | 281,569 | 117,506 | 399,075 | 452,340 | 243,135 | 1,094,550 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

Support other costs

| | |
|------------------------------|-------------|
| | 2018 £ |
| Depreciation | 14,484 |
| Central Costs | 37,971 |
| Governance Costs | 9,300 |
| Communications and Marketing | 5,178 |
| Human Resources | 3,675 |
| Insurance | 1,600 |
| Irrecoverable VAT | 13,785 |
| Building Costs | 31,513 |
| | <hr/> |
| | 117,506 |
| | <hr/> <hr/> |

Support staff costs have been allocated on the basis of an estimate of staff time spent on those activities.

Support other costs have been allocated on the basis of an estimate of the proportion of expenditure incurred in that part of the organisation, based upon usage and space allocation.

6. Grants made

| | 2018 No | 2018 £ |
|------------------------|------------|-----------|
| Grants to individuals | - | - |
| Grants to institutions | 12 | 66,819 |
| | — | — |
| | 12 | 66,819 |
| | — | — |
| Support costs | | 26,910 |
| | | — |
| Total grant costs | | 93,729 |

Included in the above is a grant of £18,930 to The Conservation Volunteers in relation to the Green Spaces project. The remaining grants are not individually material in the context of institutional grants and therefore have not been disclosed.

7. Net Income/ (expenditure) for the Year

| This is stated after charging: | 2018 £ | 2017 £ |
|--------------------------------|-----------|-----------|
| Depreciation | 14,484 | 92,199 |
| Auditors' remuneration: | | |
| Audit | 4,980 | 4,980 |
| Other accountancy fees | 4,320 | 4,320 |

8. Staff Costs

The average weekly number of employees during the year, most of whom were part-time, was:

| | 2018 | 2017 |
|-----------------------------|---------|---------|
| Average number of employees | 39 | 35 |
| | — | — |
| Full time equivalents | 25 | 25 |
| | — | — |
| | £ | £ |
| Salaries | 641,855 | 587,282 |
| Social security costs | 47,984 | 44,122 |
| Pension costs | 18,898 | 19,229 |
| Redundancy | - | 6,816 |
| | — | — |
| | 708,737 | 657,449 |

No employee was paid a salary in excess of £60,000 per annum this year or in 2017.

Expenses totalling £493 (2017: £395) were reimbursed to one trustee in the year (2017: one).

8. Staff Costs (continued)

No trustees nor any persons connected with them received any remuneration for their services to the charity during the year.

The key management personnel comprise the Trustees, the Chief Executive Officer, Director of Partnerships, Director of Development, Head of Marketing and Business operations and the Head of Finance. The total paid to key management personnel during the year was £169,229 (2017: £106,884).

9. Tangible Fixed Assets

| Cost or Valuation | Leasehold Improvements £ | Equipment £ | Total £ |
|---------------------------------|--------------------------------|----------------|----------------|
| At 1 April 2017 | 1,575,665 | 105,065 | 1,680,730 |
| Additions | - | 2,060 | 2,060 |
| Disposals | - | (15,313) | (15,313) |
| | <hr/> | <hr/> | <hr/> |
| At 31 March 2018 | 1,575,665 | 91,812 | 1,667,477 |
| | <hr/> | <hr/> | <hr/> |
| Depreciation | | | |
| At 1 April 2017 | 1,031,117 | 96,446 | 1,127,563 |
| Provision for year | 6,641 | 7,843 | 14,484 |
| Disposals | - | (15,313) | (15,313) |
| | <hr/> | <hr/> | <hr/> |
| At 31 March 2018 | 1,037,758 | 88,976 | 1,126,734 |
| | <hr/> | <hr/> | <hr/> |
| Net book value at 31 March 2018 | <u>537,907</u> | <u>2,836</u> | <u>540,743</u> |
| Net book value at 31 March 2017 | <u>544,548</u> | <u>8,619</u> | <u>553,167</u> |

10. Fixed Asset Investments

| | 2018 £ | 2017 £ |
|---|-----------|-----------|
| Market value at 1 April 2017 | - | 705,087 |
| Additions | - | (715,439) |
| Net investment gains | - | 10,352 |
| | <hr/> | <hr/> |
| Market value at 31 March 2018 | - | - |
| | <hr/> | <hr/> |
| Historical cost | - | - |
| | <hr/> | <hr/> |
| UK listed investments are represented by: | | |
| COIF Charities Investment Fund | - | - |
| | <hr/> | <hr/> |

11. Debtors

| | 2018 £ | 2017 £ |
|--------------------------------|----------------|----------------|
| Trade debtors | 66,942 | 58,899 |
| Other debtors | 8,703 | 25,659 |
| Prepayments and accrued income | 19,349 | 21,552 |
| Taxation and Social Security | 8,866 | 28,833 |
| | <u>103,860</u> | <u>134,943</u> |

12. Creditors: amounts falling due within one year

| | 2018 £ | 2017 £ |
|------------------------------|----------------|----------------|
| Trade creditors | 16,157 | 15,778 |
| Taxation and Social Security | 11,572 | 11,014 |
| Other creditors | 45,815 | 18,653 |
| Accruals | 22,519 | 32,155 |
| Deferred income | 52,777 | 55,000 |
| | <u>148,840</u> | <u>132,600</u> |

Deferred income in 2018 of £52,777 relates to £50,000 for Green Spaces project and £2,777 for Time to Change project.

Deferred income in 2017 of £55,000 related to £50,000 income for Green Spaces Project and £5,000 for Community Voices Project.

13. Creditors amounts falling due over one year

| | 2018 £ | 2017 £ |
|-----------------|---------------|---------------|
| Other creditors | 69,809 | 80,189 |
| | <u>69,809</u> | <u>80,189</u> |

Included in the above the liability over 5 years is £30,653 (2017: £42,276) and is due by instalments.

14. Unrestricted Funds

| | Balance 1.4.2017 £ | Income £ | Expenditure £ | Transfers £ | Balance 31.3.2018 £ |
|-------------------------|--------------------------|----------------|------------------|------------------|---------------------------|
| Designated funds | | | | | |
| Future Maintenance Fund | 261,645 | - | - | (90,000) | 171,645 |
| CVS Development Fund | 191,397 | - | - | (111,397) | 80,000 |
| Fixed Assets Fund | 553,167 | - | 14,484 | 2,060 | 540,743 |
| | <u>1,006,209</u> | <u>-</u> | <u>14,484</u> | <u>(199,337)</u> | <u>792,388</u> |
| Total | 1,006,209 | - | 14,484 | (199,337) | 792,388 |
| General fund | 159,704 | 656,265 | 696,915 | 199,337 | 318,391 |
| | <u>1,165,913</u> | <u>656,265</u> | <u>711,399</u> | <u>-</u> | <u>1,110,779</u> |

The Future Maintenance Fund Reserve has been set aside to provide for long term future maintenance of the Priory Street Centre.

14. Unrestricted Funds (continued)

| | Balance 1.4.2016 £ | Income £ | Expenditure £ | Investment gains/(losses) £ | Transfers £ | Balance 31.3.2017 £ |
|-------------------------|--------------------------|-------------|------------------|-----------------------------------|----------------|---------------------------|
| Designated funds | | | | | | |
| Future Maintenance Fund | 261,645 | - | - | - | - | 261,645 |
| CVS Development Fund | 201,866 | - | 10,469 | - | - | 191,397 |
| Holding Fund | 19,733 | - | - | - | (19,733) | - |
| Fixed Assets Fund | 645,366 | - | 92,199 | - | - | 553,167 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total | 1,128,610 | - | 102,668 | - | (19,733) | 1,006,209 |
| General fund | 128,073 | 670,470 | 774,263 | - | 135,424 | 159,704 |
| Revaluation reserve | 105,087 | - | - | 10,352 | (115,439) | - |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total | 1,361,770 | 670,470 | 876,931 | 10,352 | 252 | 1,165,913 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

The CVS Development Fund is for the future development of York CVS services to the VCSE sector as outlined in the York CVS Strategic Plan.

The Fixed Assets Fund represents the total net book value (NBV) of fixed assets held by the charity.

The transfers' column represents transfers to bring in fixed assets and to undesignated funds to increase free reserves.

15. Restricted Funds

The income funds of the charity include restricted funds held to be applied for specific purposes:

| | Balance 1.4.2017 £ | Income £ | Expenditure £ | Transfers £ | Balance 31.3.2018 £ |
|-----------------------|--------------------------|-------------|------------------|----------------|---------------------------|
| York Award | 221 | - | 221 | - | - |
| Time to change | - | 9,721 | 9,545 | - | 176 |
| Healthwatch York | 59,477 | 128,230 | 140,660 | - | 47,047 |
| Bursary Fund | 1,248 | - | - | - | 1,248 |
| Green Spaces | - | 50,000 | 49,005 | - | 995 |
| Social Prescribing | 2,662 | 129,778 | 89,044 | - | 43,396 |
| Community Voices | - | 10,000 | 10,000 | - | - |
| Dementia Co-ordinator | 5,946 | 51,792 | 56,097 | - | 1,641 |
| Ready for Anything | 11,776 | 23,509 | 27,111 | - | 8,174 |
| CYC Deprivation | - | 1,374 | 1,128 | - | 246 |
| CYC EYPP | 200 | 700 | 340 | - | 560 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 81,530 | 405,104 | 383,151 | - | 103,483 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

15. Restricted Funds (continued)

| | Balance 1.4.2016 £ | Income £ | Expenditure £ | Transfers £ | Balance 31.3.2017 £ |
|---------------------------|--------------------------|----------------|------------------|----------------|---------------------------|
| York Award | 1,852 | - | 1,631 | - | 221 |
| Staff Award | 295 | 75 | 370 | - | - |
| Healthwatch York | 57,347 | 126,471 | 124,341 | - | 59,477 |
| Bursary Fund | 1,500 | - | - | (252) | 1,248 |
| Independent Living Scheme | 1,156 | - | 1,156 | - | - |
| Social Prescribing | 8,401 | 47,000 | 52,739 | - | 2,662 |
| Improving Wellbeing | - | 17,500 | 17,500 | - | - |
| Dementia Co-ordinator | - | 13,708 | 7,762 | - | 5,946 |
| Ready for Anything | - | 13,175 | 1,399 | - | 11,776 |
| CYC Deprivation | - | 338 | 338 | - | - |
| CYC EYPP | - | 341 | 141 | - | 200 |
| CYC Early Intervention | - | 5,903 | 5,903 | - | - |
| | <u>70,551</u> | <u>224,511</u> | <u>213,280</u> | <u>(252)</u> | <u>81,530</u> |

York Award

The York Award is to provide funding to support training and development of staff and volunteers in VCSE organisation in the City of York.

Time to Change

Around 1 in 4 people will experience a mental health problem this year yet the shame and silence can be as bad as the mental health problem itself. We work in partnership with Public Health colleagues to raise awareness, change attitudes and reduce stigma.

Healthwatch York

Healthwatch York is the funding from City of York Council to enable the public to voice their opinions on the provision of Healthcare Services.

Bursary Fund

The Bursary Fund was set up to provide funding for charities in York to access the services of York CVS.

Green Spaces

York CVS has been funded by City of York Council to find ways in which five local parks and open spaces can be supported by volunteers. The ambition is to maintain and ideally develop their attractiveness, as well as expand the diversity and numbers of volunteers involved.

Social Prescribing (Ways to Wellbeing)

In 2017/18 the City of York Council funded this Social Prescribing project through the Independent Better Care Fund and funding from a number of Wards. Funding was also received from the Two Ridings Foundation. The project connects people to local community support to make them feel better. Nationally 20 to 25% of patients consult their GPs for social problems such as loneliness. We reduce use of GP appointments for social issues, helping people stay safe and well at home for longer.

Community Voices

The communities of York are changing and growing. We want to embrace this diversity and bring together people who perhaps would not otherwise come together due to their cultural beliefs, religion, disability, vulnerability, need or experience. We feel they have an important voice and one that is not always heard. We believe they have important experience of living in York and ideas about how their experiences could be improved. Working with partner groups/organisations, we create opportunities for them to be heard both individually and collectively to stimulate new ideas and influence policy making.

Dementia Co-ordinator

York CVS' Dementia Action Coordinator provides support to York Dementia action Alliance. This work is funded by City of York Council.

Ready for Anything

This is a project funded by Two Ridings Community Foundation to continue and develop Ready for Anything, a programme offering volunteering support in emergencies, established in response to the 2015 York Boxing Day floods.

CYC Deprivation

This is CYC funding for 3 and 4 year olds and is based on the child's postcode. The funding is used to support children to access their places – eg cover the cost of their lunches or for resources to improve their nursery experience.

CYC (Early Years Pupil Premium) EY PP

This is CYC funding for 3 and 4 year olds based on post codes. It aims to help bridge the gap between the most and least advantaged children and their readiness for school. The funding is used for nursery resources, equipment or staff training.

16. Analysis of Net Assets between Funds

| | Un- restricted funds £ | Designated funds £ | Restricted funds £ | Total funds £ |
|---|---------------------------------|--------------------------|--------------------------|---------------------|
| Fund balances at 31 March 2018 are represented by: | | | | |
| Tangible Fixed Assets | - | 540,743 | - | 540,743 |
| Current Assets | 537,040 | 251,645 | 103,483 | 892,168 |
| Current Liabilities | (148,840) | - | - | (148,840) |
| Creditors falling due after one year | (69,809) | - | - | (69,809) |
| | ===== | ===== | ===== | ===== |
| Total Net Assets | 318,391 | 792,388 | 103,483 | 1,214,262 |
| | ===== | ===== | ===== | ===== |

17. Related Party Transactions

Due to the nature of the charity's operations and the composition of the Board of Trustees (being representatives of member organisations) it is inevitable that transactions may take place with organisations in which a member of the Board of Trustees may have an interest. All transactions involving organisations in which a member of the Board of Trustees may have an interest are conducted at arm's length and in accordance with the charity's normal financial procedures.

During 2017, a payment of £6,000 was made to Jane Hustwit Associates Ltd, a company owned by Jane Hustwit in respect of consultancy services provided, to act as Chief Executive for 19 days during September 2016. This was an exceptional circumstance as Sarah Armstrong (Chief Executive) had an extended holiday which had been previously agreed by Trustees at the time of her appointment.

This decision was in line with article 7 of the Charity's Articles of Association which permits payments to Trustees when a Trustee provides a service to the Charity, and is in accordance with the Charities Act 2011.

No such transaction occurred this year.

18. Multi-Employer Pension scheme

York CVS participates in the Pensions Trust Growth Plan, which is a multi-employer pension plan with both defined benefit (Growth Plan series 1, 2 and 3) and defined contribution elements (Growth Plan series 4). Since 1 October 2012 contributions have only been made to Growth Plan series 4, a defined contribution scheme. As at the balance sheet date there were 27 active members of the plan employed by York CVS.

York CVS is unable to identify its share of the underlying assets and liabilities of the scheme as each employer is exposed to actuarial risks associated with the current and former employees of other entities participating in the scheme. The last formal valuation of the plan was at September 2017. At this stage the market value of the Plan's assets were £795 million and liabilities were £926 million. The valuation revealed a funding deficit of £131.5 million, equivalent to a funding level of 85.8%. The next valuation is due at 30 September 2020.

On advice from the scheme actuary, the scheme employers have agreed an allocation of the scheme shortfall, subject to triennial review. York CVS has agreed to contribute payments into the scheme until March 2023. The liability is discounted to its net present value of £80,136 using a discount factor of 1.71% (2017: 1.32%) and has been recognised within creditors. The cost of unwinding the discount is a finance cost in the SOFA. The movement on the fund is:

18. Multi-Employer Pension scheme (continued)

| | |
|-----------------------|----------|
| | £ |
| At 1 April 2017 | 90,214 |
| Decrease in provision | (52) |
| Released in the year | (10,026) |
| | ————— |
| At 31 March 2018 | 80,136 |
| | ===== |

The repayment rate from 1 April 2018 is £10,327 per annum, increasing by 3% per year.

The employer’s contribution to the Pensions Trust Growth plan is £10,026 for the year ended 31 March 2018 (2017: £9,734) at a contribution rate of 1% – 8% of pensionable salaries to match the employees’. The employer’s contribution rate for the year ended 31 March 2018 has been set at 1% - 8%. The employer’s contribution for the year ended 31 March 2019 is £10,327.

19. Contingent liabilities

There is a potential liability to meet deficits on the defined benefit scheme (Growth Plan series 1, 2 and 3) if at any time York CVS ceases to have active members of the Pensions Trust Growth Plan series 4 scheme. In July 2018 the potential liability was advised as being £242,678 (2017: £267,571) including the series 3 scheme. York CVS currently has 27 active members and trustees have no plans to withdraw from the scheme. This means that the risk of realising the liability is minimal.

20. Funds Held on Behalf of Others as Custodian Trustee and Agent

At 31 March 2018 the charity held funds on behalf of others:

| | 2018 £ | 2017 £ |
|-------------------------|-----------|-----------|
| Payroll clients (agent) | - | 93,980 |
| | ————— | ————— |
| | - | 93,980 |
| | ===== | ===== |

York CVS acted as a non-principal agent for organisations using the York CVS payroll service. Payroll clients’ funds were used to pay the salaries, HM Revenue and Customs liabilities and pension contributions for their staff.

20. Funds Held on Behalf of Others as Custodian Trustee and Agent (continued)

All funds held on behalf of other organisations were held in the York CVS bank accounts and were not reflected in the Balance Sheet. Sufficient detail is available within the accounting records to ascertain the balances held at any time.

Up until December 2017, York CVS acted as a non-principal agent for organisations using the York CVS payroll service. Payroll clients’ funds were held and used to pay the salaries, HMRC liabilities and pension contributions for their staff. York CVS continues to run a payroll service but due to the introduction of new EU legislation in January 2018 it no longer holds funds belonging to its clients.

21. Other financial commitments

At 31 March 2018 the charitable company had total commitments under non-cancellable operating bases:

| | 2018 £ | 2017 £ |
|-------------------|-------------|-------------|
| Equipment | | |
| Within one year | 1,772 | 1,772 |
| Within five years | 3,248 | 5,020 |
| | <hr/> | <hr/> |
| | 5,020 | 6,792 |
| | <hr/> <hr/> | <hr/> <hr/> |