

Registered number: 00493550
Charity number: 225087

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2020

Trustees David Harbourne, Chair (appointed 7 August 2019)
Lesley Hayward (appointed 14 October 2020)
Jonah Hebron
Matthew Hick (resigned 9 October 2019)
Jane Hustwit (resigned 9 October 2019)
Sally Hutchinson (resigned 9 October 2019)
Matthew Knight (appointed 9 October 2019)
Luke Norbury (appointed 18 September 2019)
Katie Speed (appointed 18 September 2019)
Paul Tyack
Benjamin Vulliamy (appointed 9 October 2019)
Thomas Waring
Richard Weston, Treasurer
George Wood (resigned 9 October 2019)

Company registered number 00493550

Charity registered number 225087

Registered office 15 Priory Street
York
YO1 6ET

Chief executive officer Alison Semmence

Independent auditors Armstrong Watson Audit Limited
Chartered Accountants and Registered Auditors
Third Floor
10 South Parade
Leeds
LS1 5QS

Bankers Unity Trust Bank
Nine Brindley Place
4 Oozells Square
Birmingham
B1 2HB

Shawbrook Bank
Lutea House
Warley Hill Business Park
The Drive
Great Warley
Brentwood
CM13 3BE

CCLA
Senator House
85 Queen Victoria Street
London
EC4V 4ET

YORK CENTRE FOR VOLUNTARY SERVICE
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CHAIRMAN'S STATEMENT
FOR THE YEAR ENDED 31 MARCH 2020

I was delighted to join the Board of Trustees of York CVS in July 2019 and honoured to take over as Chair when Jane Hustwit stood down at the Annual General Meeting. Jane helped steer the CVS through a challenging period, providing energy, drive and compassion not just to the CVS but to all the people and organisations we are here to help.

Several other Trustees completed their terms of office in 2019: heartfelt thanks go to Matthew Hick, Sally Hutchinson and George Wood, together with best wishes for the future.

An open application process resulted in the appointment of several new Trustees. Matthew Knight, Luke Norbury, Katie Speed and Ben Vulliamy have brought expertise and passion to our work in the second half of the financial year.

One of Jane Hustwit's most important legacies was the appointment of Alison Semmence as our extremely impressive Chief Executive in November 2018. As reported last year, Alison quickly reviewed the CVS's finances and helped the Board take some difficult but essential decisions. This continued in 2019-20 with reviews of the Priory Street Nursery and our payroll service, which very sadly led to redundancies.

The Nursery was loved by parents, children and staff alike. It provided a valuable community service for many years. Unfortunately, income fell short of expenditure in recent times and we could not be sure that the Nursery would break even in future. Parents and carers put forward suggestions which the Trustees considered very carefully. We also consulted the nursery staff. Faced with continued questions about the Nursery's future viability, however, we took the difficult decision to close it at the end of spring term.

Following a separate review, the Trustees agreed to transfer the payroll service to Voluntary Action Leeds, which has run an equivalent service for a number of years. Economies of scale mean the combined service will provide security and value for money in the years to come.

The quality of the work done by our Nursery and payroll staff was never in doubt. They exemplified the spirit of everyone who works for the CVS. I am really impressed by the dedication, hard work and ideas which people bring to the CVS – volunteers as well as staff colleagues. On behalf of all the Trustees, thank you!

Our social action projects make a real difference to people in York. We help sustain York's green spaces by growing and supporting green volunteering. We help individuals and organisations become dementia friendly. We identify safe places where vulnerable people can ask for help while out and about. We campaign to end mental health discrimination. We promote human rights – in fact, York became the UK's first Human Rights City in 2017. Working with York's GPs, we help people stay safe and well at home for longer. And of course, we help voluntary, community and social enterprise organisations by providing information, advice, training, development, networking opportunities, office space, meeting rooms and representation in key forums.

We do all this with funding and support from City of York Council, the NHS and local and national charities. We had even more reason to be grateful for our close partnerships when the Covid-19 pandemic struck at the very end of our financial year: funders responded quickly and helpfully to new plans, priorities and timescales.

With Alison's clear-sighted leadership, the CVS team adapted remarkably quickly to working from home and found new ways to help people in need. I am in awe of the energy, drive and vision everyone has shown in these remarkable times.

We still face exceptional levels of uncertainty. With that in mind, we will carry out a full strategic review of our aims, ambitions and forward plans in 2020-21. I look forward to reporting the results in our next annual report.

David Harbourne, Chair

Date: November 2020

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2020

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 2020.

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 2019).

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.

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 and community 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.

The Articles of Association of York CVS set out a number of objectives which are summarised here:

- 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
- To advance the practice of good citizenship
- To promote and assist the advancement of education
- To recruit, support and broker opportunities for volunteers and assist them in volunteering
- To provide information and advice

Against this background, we group our work under four headings:

1. Support the voluntary, community and social enterprise (VCSE) sector to survive and thrive
2. Represent the VCSE sector and provide a voice
3. Deliver services with a social impact
4. Sustain our organisational strength

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

We provide practical support such as room hire and office accommodation, advice on HR and funding, 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 (core) 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 and community 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 four headings listed above. .

Activities of York CVS – Achievements and performance during the year

1. Support the sector to survive and thrive

We provided advice and guidance to over 100 local charities and voluntary and community groups on a range of subjects such as funding, appropriate legal structures, policies and succession planning. In addition our HR service continues to support groups and organisations with complex and sensitive issues. Our payroll service provided a service valued by many VCSE groups and organisations.

Forums and Events: a key part of our work is to hold regular networking events to enable our members to meet each other and understand what else is happening across the sector in York. We provided informative sessions on subjects such as veterans, county lines, modern slavery, Prevent, hate crime, procurement and social value to keep our members up to date with issues that are challenging York with the intention that we must all play our part in addressing these issues. This year we held 16 such events attracting 577 attendees.

A highlight of the year was our Volunteers Fair held during Volunteers Week. The event gave organisations which need volunteers the opportunity to advertise their work and recruit volunteers. Over 120 people attended the fair and received very positive feedback from the organisations who attended who said many had received enquiries about volunteering with them. They also reported how beneficial the event had been for meeting up with other organisations.

Communication & Engagement: we revamped our Voluntary Voice newsletter to inform our 1100 subscribers about what is happening across the VCSE sector in York and at York CVS. The newsletter is issued monthly and is well received by those who receive it.

In addition, our social media presence supports the sector by communicating with key partners and colleagues. We now have 4790 followers and maintain a high presence on Twitter and Facebook.

We continue to promote the 'People Helping People' volunteering strategy, in partnership with City of York Council and others.

Funding, training and development: we organised and delivered training on issues such as strategic and business planning, and writing successful funding applications. We undertook a full needs assessment of the training requirements for our members which informed a funding bid to Awards for All. This was successful and will enable us to deliver a full programme of training in 2020-21.

We introduced a new funding and development service this year with the recruitment of our co-ordinator to this new post. This enabled us to provide one to one sessions with over 100 people on a range of issues and provide support in developing funding bids.

We ran a very successful funding fair which brought together over 100 people to meet with 11 different funders to discuss their requirements and learn top tips for submitting applications.

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2. *Represent the sector and provide a voice*

York CVS continues to be a key strategic partner. We represent the VCSE sector on several boards including the York Health and Wellbeing Board, Children's and Adults' Safeguarding Boards, Community Safety Partnership, Better Care Fund Delivery Board, York Health & Care Collaborative, Mental Health Partnership, Ageing Well Partnership and Modern Slavery Partnership. This ensures that the Voluntary and Community Sector has a voice in how local services are developed and run.

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 with 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 reports on health and care issues, which we present to York's Health and Wellbeing Board. We make recommendations to the Board to improve the local health and care system. In 2019/20 we focused on reaching out to new people. We did this in a number of different ways, including:

- Listening to young people about health and social care in York
- Using our new Market Stall initiative, developed with Make It York, to increase awareness of Healthwatch York and provide information, advice and signposting in the centre of our city

We also responded to local concerns about health and social care, including:

- Looking at people's experiences of sight loss services
- Understanding the impact of changes to repeat prescription ordering on people living in York, and our local pharmacies.

More information about the work Healthwatch York does can be found here: www.healthwatchyork.co.uk.

Growing Green Spaces helps selected voluntary and community groups to play a vital role in sustaining York's green spaces. Resourced by City of York Council, grant funding supported nine groups: Holgate Community Garden, The Conservation Volunteers (TCV) York, YUMI, Dodsworth Residents Association, Fishponds Wood, Redfearn Community Group, Rowntree Park, St Nicks - Millennium Fields and Hull Road Park. All projects include community involvement and have recruited a diverse range of volunteers.

York Dementia Action Alliance (YDAA) continued to support its expanding network of nearly 60 public, private and third sector organisations, all working towards making York a dementia friendly city. The Alliance helps people with lived experience to share their experiences and directly involves them in shaping and developing the support and services they need. The newsletter is a valuable (and importantly, independent) dementia information resource for the sector. Meetings and events have taken place to share learning, experience and knowledge about dementia and to promote dementia friendly communities. Training sessions have included #DementiaDO, Dementia Friends and a Free to be Me with dementia training and awareness workshop with Healthwatch York and York LGBT Forum.

Ways to Wellbeing is our social prescribing service. The model is simple and highly effective. Our focus is on working creatively, pragmatically and flexibly to identify non-medical options that can improve wellbeing. We draw on opportunities in the community, grants, information and advice, informal resources and peer support. We know that nationally, 20-25% of patients consult their GPs for social problems such as loneliness. There is no pill to combat loneliness but projects such as this can help connect people to their communities and this does make a difference. GPs also benefit from the service: our previous impact report showed a 30% reduction in GP appointments among patients accessing the service.

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A collaboration between York CVS and the newly formed Primary Care Networks (PCN) in York began in January 2020. This collaboration was the first step in ensuring that social prescribing is available to everyone across the City of York. This one-year pilot set out to explore how, by working together, GPs and the voluntary sector can improve wellbeing outcomes for patients registered with GP practices in York. We will create bespoke projects to reflect the needs of each PCN. The model will reflect of the Ways to Wellbeing ethos and will be a holistic, person-centred approach to meeting needs. By empowering individuals to access support networks and activities in their community, we aim to reduce the number of patients attending GP surgeries for non-medical reasons.

Time to Change (TTC) is part of a national campaign to end mental health discrimination. The TTC York project has three priority areas: community (residents and visitors to York), employers and health professionals. We have actively raised awareness through campaigns and events and enabled people with lived experience to share their thoughts and ideas. Progress stepped up following the appointment of a co-ordinator in May 2019. There are now 51 registered York Champions helping to deliver this work.

York Human Rights City Network continued to support the development of York as a Human Rights City, as a member of the steering group and by co-hosting the coordinator.

The Safe Places Scheme provides registered Safe Place venues for vulnerable people if they feel at risk while they are out and about in York. Staff in Safe Place venues connect them to assistance if required and offer a safe space to wait. The scheme was re-started in September 2019 and there are now 22 registered Safe Places in York including HSBC, York Theatre Royal, Spurriergate Centre and McDonalds, who receive on-going support and advice.

4. Sustain our organisational strength

The Priory Street Centre continued to be a vital resource for the sector by providing low cost conference and meeting facilities for local, regional and national organisations. We provided office space for 20 different organisations delivering a range of voluntary and community services, including Age UK York, Brunswick Organic Nurseries and Older Citizens Advocacy York.

Priory Street Nursery was a small self-contained nursery offering care to children aged 0-5 years old. Unfortunately, the small size of the nursery made it increasingly difficult for the nursery to cover its costs. Deficits were funded from the CVS reserves. Against this background, the Trustees of York CVS decided to conduct a full review of the nursery in the spring and autumn of 2019. A group of parents put forward ideas for changing the business model. Nursery staff were consulted, too. After long and careful deliberation, the Trustees reluctantly concluded that the nursery's future viability could not be guaranteed and decided to close the nursery with effect from March 2020.

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

Examples of some of the training undertaken by our staff during 2019-20 include:

- Mental Health Awareness Training
- LGBT Training with NHS Vale of York CCG
- Unconscious bias training
- Dementia training
- Care Home Assessor training
- Volunteer induction
- Safeguarding training
- Health and Safety
- Fire Risk Assessment
- GDPR Training
- FGM – Recognising and Preventing FGM
- Working Together B – Shared Responsibilities to safeguard children
- Level 2 Award in food safety in catering

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

Covid-19

The Covid-19 pandemic struck towards the end of the financial year. York CVS responded immediately. The majority of staff were enabled to work from home and some took on revised roles and responsibilities. A number of other staff were furloughed. The Priory Street Centre conference rooms were closed with immediate effect. The full impact of these changes – particularly the loss of income from the conference rooms – will be felt in the 2020-21 financial year, but it is entirely appropriate to thank staff, colleagues in the VCSE sector and statutory agencies for their flexibility, dedication and hard work in an unprecedented period.

Looking ahead

These are on our agenda:

- Develop a new 5 year strategy for York CVS, taking account of the full impact of the Covid-19 pandemic on our local community.
- Expand the Social Prescribing Service in partnership with the Primary Care Networks.
- Recruit new Trustees to strengthen the Board and replace Trustees as they prepare to step down.
- Establish a volunteer centre to match potential volunteers with organisations that need them and ensure good practice is used when involving volunteers. We will endeavour to secure funding to meet this need.
- York is a beautiful city but there are many challenges facing the most vulnerable and disadvantaged citizens. We will highlight these challenges and ensure the VCSE sector is well placed and prepared to help people in need. We will work with statutory sector colleagues to tackle these issues and find solutions.

Financial review

Reserves policy

York CVS recognises four types of reserves as outlined below:

1. 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 eventuality. This is made up of two main components:

- the funds to meet all contractual obligations of the company including service contracts and redundancy costs of employees
- 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 mitigate the impact on service users.

The free reserves target is therefore expressed as a range.

2. Restricted Reserves

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

3. Designated Reserves

Designated Reserves are set aside for specified future use.

In previous years, York CVS had two designated reserves:

- York CVS Development Fund Reserve
- The Future Maintenance Fund Reserve

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FOR THE YEAR ENDED 31 MARCH 2020

The Trustees have reviewed these funds, taking account of official guidance on the designation and use of such funds.

The York CVS Development Fund was set up to support the cost of developing new services. There are no current plans to draw on the Development Fund and in any case, development costs (if needed) could legitimately be met from free reserves. The Trustees have therefore decided to close this designated fund and transfer the balance (£56,888) to Free Reserves in the first instance.

The Future Maintenance Fund Reserve provides for the long-term cost of repairs, maintenance and renewal of the Priory Street Centre (the PSC), as well as major costs arising unexpectedly in any given period (for example, the unplanned replacement of a central heating boiler following a breakdown). The PSC comprises several Victorian buildings, which are grade 2 listed. Apart from routine maintenance, little has been spent on repairs and renewals in recent years. Key features including the windows, passenger lift and potentially the roofs will need to be renovated or renewed over the coming years. The Trustees anticipate essential repair and renewal costs will amount to around £130,000 in the two years 2020-21 and 2021-22. A provisional works schedule has been prepared for the following eight years at an anticipated total cost of up to £600,000.

Against this background, the Trustees agreed to transfer £56,888 from free reserves to the Future Maintenance Fund Reserve, representing the full amount released following the closure of the Development Fund. This brought the value of the Future Maintenance Fund Reserve to £201,987 at 31 March 2020.

4. Fixed Assets Fund

The Fixed Assets Fund represents the total net book value (NBV) of fixed assets held by the Charity. The value shown in these accounts largely represents the value of leasehold improvements made to the buildings in Priory Street in the 1990s, after depreciation.

Reserves Position Statement

Free Reserves

Target range £225,000 - £425,000

At 1 April 2019	£318,801
Replenished/(Spent) in year	£76,978
Total at 31 March 2020	£385,373

Designated Reserves

Future Maintenance Fund Reserve	
At 1 April 2019	£145,083
Replenished/(Spent) in year	£56,888
At 31 March 2020	£201,971

York CVS Development Fund Reserve	
At 1 April 2019	£56,888
Replenished/(Spent) in year	(£56,888)
At 31 March 2020	nil

Fixed Assets Fund Reserve	
At 1 April 2019	£532,296
Replenished/(Spent) in year	(£6,395)
At 31 March 2020	£525,901

Total designated reserves at 31 March 2020 £727,872

Total less fixed assets at 31 March 2020 £201,971

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Fund results

During the year 2019-2020 York CVS had an overall surplus of £23,745, including a deficit of £36,432 for restricted activity. The unrestricted fund had a surplus of £60,177.

As noted above, the York CVS Development Fund has been discontinued and the outstanding balance has been transferred to the Future Maintenance Fund. Free Reserves remain within the target range defined in the York CVS Reserves Policy.

Funding Sources

York CVS's largest source of funding came from the City of York Council. The majority of this funding was restricted funding for Healthwatch York, our core funding and Ways to Wellbeing, through the Better Care Fund. Additional 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.

Other significant sources of income for the year included unrestricted income from room hire, the sale of associated services at the Priory Street Centre, fees for children cared for at Priory Street Nursery, and fees paid by clients of the CVS's payroll service.

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

65% of total expenditure is on staffing as York CVS services are predominantly delivered by our staff colleagues. In 2019-2020 staff costs totalled £743,637 (2019: £676,851). 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.

93% of the total depreciation included in the accounts is for depreciation of the leasehold improvements made to the buildings in the 1990s. The remaining 7% is the depreciation of capital items with a purchase cost of £2,000 or over.

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 and must declare any new interests and/or existing interests relevant to items under discussion at every meeting of the Board of Trustees. 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. Not less than five and no more than twelve Trustees are elected at the AGM by and from the full members. In addition, no more than five other persons, who may but need not be connected with any organisation which is a full member of the CVS, may be co-opted to serve as Trustees by the Board of Trustees. The Board of Trustees may appoint Trustees during the year to fill any vacancy arising between Annual General Meetings.

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Vacancies are advertised to members and the wider public by a range of means, including electronic media. Suitable applicants are interviewed by members of the Board of Trustees, who present a report and recommendations to the full Board of Trustees. The Board makes decisions on Trustee appointments based on the need for a spread of skills, expertise and diversity of expertise and opinion. All new Trustees are provided with relevant documents including the Memorandum and Articles of Association, reports and accounts and the Charity Commission guide, 'The Essential Trustee'. An induction programme is provided, including the opportunity to meet the chief executive and other CVS staff and Trustees, to familiarise them with the work of the CVS and the obligations of Trustees.

Elected Trustees must step down every 3 years at the AGM and co-opted Trustees each year at the AGM. No person may serve as a Trustee for more than six continuous years. All Trustees, elected and co-opted, have the same status once in post. For full details please see the Articles of Association available on www.yorkcvs.org.uk

Organisational structure and decision making

The Board of Trustees meets formally at least four times each year. At quarterly meetings the Board receives financial and other operational and management information and makes decisions concerning future strategic development, operational plans, financial management, organisational policy, delivery and practice as well as issues involving reputation and relationships. At least one additional meeting is held each year to focus on future development.

The Chief Executive develops an annual plan for approval by the Board of Trustees, together with a target schedule which identifies the specific targets to be achieved by each of the CVS's projects. Some targets are numerical – for example, the number of forums or training events to be organised, the number of people attending them, and so on. Others measure the (self-reported) impact of our work on the individuals we help: for example, people reporting that they feel less lonely as a result of our support (in this instance, our Ways to Wellbeing project). Progress towards achieving targets is reported to the Trustees at their quarterly meetings and final outcomes are reviewed at the end of the financial year. In 2019-20, all performance targets were met or exceeded, with a small number of exceptions.

The Board of Trustees conducts an annual self-assessment of performance. The Chair speaks to all Trustees individually and the Vice Chair leads a review of the Chair's performance. The aim is to ensure all Trustees are fully engaged, able to speak their minds, contribute to the Charity's work and put forward ideas for further development and improvement. Trustee skills audits are carried out periodically (most recently in 2019) and training and development needs are identified. All Trustees undertook online adult safeguarding training in spring 2020. York CVS is striving to meet the requirements and recommendations set out in the Charity Governance Code.

Operational matters and day-to-day decisions are vested in the Chief Executive and her team of staff, and are reported to the Board at their quarterly meetings (or more often, if necessary).

The Chair of Trustees conducts the Chief Executive's appraisal and reports the outcome to the other Trustees at a closed meeting, together with a report on the Chief Executive's future objectives. The Chief Executive's remuneration is reviewed annually by the Board of Trustees, taking account of the pay and conditions of people in comparable positions in York and beyond. All other staff salaries and terms and conditions of employment are reviewed by the Chief Executive, who puts all key proposals to the Board for consideration, amendment (if appropriate) and approval.

Resources Committee

The Resources Committee was established in 2019 and replaced the former Business Committee. The purpose of the Committee is to oversee the annual external audit cycle, monitor and review the use of resources including money, premises and staff, and make recommendations to the Board. The Committee comprises the Treasurer (who chairs the Committee), the Chair and Vice-Chair of Trustees and two additional members appointed by the full Board.

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Risk management

The York CVS risk management matrix and control measures are reviewed and updated as appropriate at every quarterly meeting of the Board of Trustees. Particular attention is been paid to the full range of risk which could be experienced including financial, reputational and organisational risks. The Covid-19 pandemic gave rise to increased risks which were monitored closely by the Board of Trustees, which agreed to meet more frequently than usual for the duration of the pandemic.

The biggest single risk facing York CVS at the end of 2019-20 was the loss of revenue from the Priory Street Centre conference rooms. With the country in lockdown, it seemed unlikely that the conference centre would return to normal levels of business at any time in the 2020-21 financial year. Early in 2020-21, the Chief Executive proposed, and the Trustees agreed, that some of the lost revenue would have to be mitigated by making a number of full- and part-time posts redundant, subject to full consultation with the affected staff. This was expected to offset a large part of the lost revenue, but not the whole sum. The Board agreed to draw on free reserves in the short term, while working closely with the Chief Executive to seek new sources of income and manage resources during a challenging and unpredictable period.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the Charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

The auditors, Armstrong Watson Audit Limited, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Declaration

The Trustees' Annual Report and Accounts were approved by the Board of Trustees and signed on behalf of the Trustees by:

David Harbourne
Chair

Date:

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STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2020

The Trustees (who are also the directors of the Charity for the purposes 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 year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF YORK CENTRE FOR VOLUNTARY SERVICE

Opinion

We have audited the financial statements of York Centre for Voluntary Service (the 'charitable company') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, 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 2020 and of its incoming resources 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 Charities Act 2011.

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 Auditors' 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 United Kingdom, including the Financial Reporting Council'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
- 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.

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF YORK CENTRE FOR VOLUNTARY SERVICE (CONTINUED)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. Our opinion on the financial statements does not cover the other information and 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, 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.

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF YORK CENTRE FOR VOLUNTARY
SERVICE (CONTINUED)**

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 Auditors' 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

Karen Rae FCCA
Armstrong Watson Audit Limited
Chartered Accountants and Registered Auditors

Leeds

Date:

Armstrong Watson Audit Limited are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2020**

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:					
Donations and legacies	5	782	1,550	2,332	2,756
Charitable activities	6	705,507	458,420	1,163,927	1,093,967
Investments	9	2,602	-	2,602	5,862
		<u>708,891</u>	<u>459,970</u>	<u>1,168,861</u>	<u>1,102,585</u>
Total income					
Expenditure on:					
Charitable activities	10	643,506	501,610	1,145,116	1,099,314
		<u>643,506</u>	<u>501,610</u>	<u>1,145,116</u>	<u>1,099,314</u>
Total expenditure					
Net gains on investments		-	-	-	10,037
		<u>65,385</u>	<u>(41,640)</u>	<u>23,745</u>	<u>13,308</u>
Net income/(expenditure)					
Transfers between funds	21	(5,208)	5,208	-	-
		<u>60,177</u>	<u>(36,432)</u>	<u>23,745</u>	<u>13,308</u>
Net movement in funds					
Reconciliation of funds:					
Total funds brought forward		1,053,068	174,502	1,227,570	1,214,262
Net movement in funds		60,177	(36,432)	23,745	13,308
		<u>1,113,245</u>	<u>138,070</u>	<u>1,251,315</u>	<u>1,227,570</u>
Total funds carried forward					

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 20 to 40 form part of these financial statements.

YORK CENTRE FOR VOLUNTARY SERVICE

(A Company Limited by Guarantee)

REGISTERED NUMBER: 00493550

**BALANCE SHEET
AS AT 31 MARCH 2020**

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	16	525,901	532,296
Investments	17	313,988	313,988
		<u>839,889</u>	<u>846,284</u>
Current assets			
Debtors	18	64,382	145,449
Cash at bank and in hand		505,710	425,305
		<u>570,092</u>	<u>570,754</u>
Creditors: amounts falling due within one year	19	(112,507)	(130,549)
Net current assets		<u>457,585</u>	<u>440,205</u>
Total assets less current liabilities		<u>1,297,474</u>	<u>1,286,489</u>
Creditors: amounts falling due after more than one year	20	(46,159)	(58,919)
Net assets excluding pension asset		<u>1,251,315</u>	<u>1,227,570</u>
Total net assets		<u><u>1,251,315</u></u>	<u><u>1,227,570</u></u>

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2020

	Note	2020 £	<i>As restated</i> 2019 £
Charity funds			
Restricted funds	21	138,070	174,502
Unrestricted funds			
Designated funds	21	727,872	734,267
General funds	21	385,373	318,801
Total unrestricted funds	21	1,113,245	1,053,068
Total funds		1,251,315	1,227,570

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

.....
David Harbourne
Chair

.....
Richard Weston
Trustee

Date:

The notes on pages 20 to 40 form part of these financial statements.

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2020

	2020	2019
	£	£
Cash flows from operating activities		
Net cash used in operating activities	78,564	(64,914)
	<hr/>	<hr/>
Cash flows from investing activities		
Dividends, interests and rents from investments	2,602	1,911
Purchase of tangible fixed assets	(761)	-
Purchase of investments	-	(300,000)
	<hr/>	<hr/>
Net cash provided by/(used in) investing activities	1,841	(298,089)
	<hr/>	<hr/>
Cash flows from financing activities		
	<hr/>	<hr/>
Net cash provided by financing activities	-	-
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	80,405	(363,003)
Cash and cash equivalents at the beginning of the year	425,305	788,308
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	505,710	425,305
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 20 to 40 form part of these financial statements

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

1. General information

The Charity is a private company limited by guarantee and is a registered charity. 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.

The accounts are prepared in Sterling.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), 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.

2.2 Going concern

The Trustees are satisfied that the going concern basis is appropriate for the preparation of the financial statements due to the net asset position of the Charity and the availability of sufficient cash reserves to meet liabilities as they fall due. The Trustees have considered the impact of COVID-19, a global pandemic, declared in March 2020, on the activities and operations of the Charity. The Charity has adapted well through amending its operational procedures and has managed to continue delivering its projects and services, despite the closure of its main office. Based on swift action to reduce expenditure and secure additional grant income, the Trustees are confident that reserves will remain sufficient to meet the Charity's needs into the 2021-22 financial year. The Trustees continue to monitor the situation and the impact on the finances of the Charity due to ongoing nature of this pandemic and the restrictions put in place by the UK Government.

2.3 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.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

2. Accounting policies (continued)

2.4 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.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

All expenditure is inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

2. Accounting policies (continued)

2.7 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Leasehold improvements	- Over the term of the lease
Equipment	- 25-50%

2.8 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.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.12 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.

2.13 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 18.

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

2. Accounting policies (continued)

2.14 Operating leases

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

2.15 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Legal status of 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.

4. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

Tangible fixed assets, as mentioned in note 2.7 above, are depreciated over a period intended to reflect their estimated useful lives. The applicability of the assumed lives is reviewed annually, taking into account factors such as physical condition, maintenance and obsolescence.

Tangible fixed assets are also assessed as to whether there are indicators of impairment. The assessment involves consideration of the economic viability of the purpose for which the asset is used.

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

5. Income from donations

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	782	1,550	2,332	2,756
<i>Total 2019</i>	<u>1,896</u>	<u>860</u>	<u>2,756</u>	

6. Income from charitable activities

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Grants and contracts (Note 6)	76,584	-	76,584	76,759
Room hire and services to organisations	476,089	-	476,089	416,906
Project income (Note 7)	152,834	458,420	611,254	600,302
Total 2020	<u>705,507</u>	<u>458,420</u>	<u>1,163,927</u>	<u>1,093,967</u>
<i>Total 2019</i>	<u>656,857</u>	<u>437,110</u>	<u>1,093,967</u>	

7. Grants and contracts

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
City of York Council	48,000	48,000	48,319
Clinical Commissioning Group	23,023	23,023	22,440
Grants from Trusts	5,561	5,561	6,000
Total 2020	<u>76,584</u>	<u>76,584</u>	<u>76,759</u>
<i>Total 2019</i>	<u>76,759</u>	<u>76,759</u>	

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

8. Project income

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Nursery	150,097	-	150,097	163,500
CYC Healthwatch York	-	122,898	122,898	121,584
CCG Healthwatch	-	-	-	2,500
Multiple Complex Needs Network	-	101,350	101,350	14,000
Social Prescribing	-	17,429	17,429	114,583
Dementia Co-ordinator	-	23,500	23,500	11,750
Green Spaces	-	-	-	150,000
Time to Change	-	16,664	16,664	15,279
Safe Place	-	16,592	16,592	5,000
Ready for Anything	-	-	-	(2,325)
Way 2 Wellbeing	-	156,072	156,072	-
Other	2,737	3,915	6,652	4,431
Total 2020	<u>152,834</u>	<u>458,420</u>	<u>611,254</u>	<u>600,302</u>
<i>Total 2019</i>	<u>163,192</u>	<u>437,110</u>	<u>600,302</u>	

9. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Investment income	2,602	2,602	5,862
<i>Total 2019</i>	<u>5,862</u>	<u>5,862</u>	

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

10. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Core services	455,788	-	455,788	563,006
Project costs	187,718	432,643	620,361	449,141
Grants payable	-	68,967	68,967	87,167
Total 2020	<u>643,506</u>	<u>501,610</u>	<u>1,145,116</u>	<u>1,099,314</u>
<i>Total 2019</i>	<u>732,363</u>	<u>366,951</u>	<u>1,099,314</u>	

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

11. Analysis of Expenditure by Costs

	Staff costs 2020 £	Other costs 2020 £	Support costs 2020 £	Total funds 2020 £	Total funds 2019 £
Core - Priory Street Centre	237,617	115,069	48,512	401,198	433,810
Core - Payroll Services	43,709	2,303	8,578	54,590	129,196
Nursery	161,348	9,272	17,098	187,718	172,219
Green Spaces	13,389	-	38	13,427	(9,250)
Healthwatch York	103,338	24,016	1,902	129,256	131,294
Social Prescribing	3,342	1,285	-	4,627	125,287
Dementia Co-ordinator	15,000	2,695	10	17,705	10,535
Ready for Anything	-	-	-	-	5,433
Multiple Needs Network	34,822	79,591	2,102	116,515	3,434
Time to Change	15,355	2,411	343	18,109	5,189
Safe Place	9,169	762	37	9,968	5,000
Ways 2 Wellbeing	100,766	8,591	336	109,693	-
Tang Hall	2,088	3,083	37	5,208	-
Safeguarding training	1,683	19	-	1,702	-
Healthwatch England	2,011	489	-	2,500	-
CYC Disabled Access Fund	-	316	-	316	-
CYC Depreivation	-	1,740	-	1,740	-
CYC EYPP	-	1,877	-	1,877	-
Grants - Social Prescribing	-	-	-	-	29,964
Grants - Green Spaces	-	38,235	-	38,235	57,203
Grants - Healthwatch	-	29,640	-	29,640	-
Grants - Time to Change	-	1,092	-	1,092	-
Total 2020	743,637	322,486	78,993	1,145,116	1,099,314
<i>Total 2019</i>	<i>705,433</i>	<i>245,746</i>	<i>148,135</i>	<i>1,099,314</i>	

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

Support costs	2020 £	2019 £
Depreciation	7,156	8,447
Central costs	-	74,759
Communications and Marketing	1,426	495
Insurance	1,851	1,745
Irrecoverable VAT	18,576	11,530
Building costs	49,984	51,159
	-----	-----
	78,993	148,135
	=====	=====

Support staff costs of £249,118 included within total 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.

12. Grants payable

In the accounting year ended 31 March 2020 there were no grants to individuals (2019: Nil) and 19 grants to institutions totalling £68,967 (2019: 14 grants to institutions £80,917 and support costs of £6,250).

13. Auditors' remuneration

	2020 £	2019 £
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	6,475	4,950
Fees payable to the Charity's auditor in respect of: All non-audit services not included above	1,875	4,320
	=====	=====

YORK CENTRE FOR VOLUNTARY SERVICE
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

14. Staff costs

	2020 £	2019 £
Salaries	684,270	614,658
Social security costs	42,755	43,639
Pension costs	16,612	18,554
	743,637	676,851

The average number of employees in the year is 40 (2019: 39) in the year ended 31 March 2020.

The average headcount expressed as full-time equivalents was :28 (2019: 27) in the year ended 31 March 2020.

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

The key management personnel comprise the Trustees, the Chief Executive Officer, Head of Marketing and Business Operations and the Head of Finance. The total paid to key management personnel during the year was £112,146 (2019: £118,805).

15. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 March 2020, expenses totalling £358 were reimbursed or paid directly to 2 Trustees (2019 - £758 to 2 Trustees).

16. Tangible fixed assets

	Leasehold Improv'ts £	Equipment £	Total £
Cost or valuation			
At 1 April 2019	1,575,665	91,812	1,667,477
Additions	-	761	761
Disposals	-	(28,434)	(28,434)
	1,575,665	64,139	1,639,804
Depreciation			
At 1 April 2019	1,044,399	90,782	1,135,181
Charge for the year	6,641	515	7,156
On disposals	-	(28,434)	(28,434)
	1,051,040	62,863	1,113,903

YORK CENTRE FOR VOLUNTARY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

16. Tangible fixed assets (continued)

	Leasehold Improv'ts £	Equipment £	Total £
Net book value			
At 31 March 2020	<u>524,625</u>	<u>1,276</u>	<u>525,901</u>
<i>At 31 March 2019</i>	<u>531,266</u>	<u>1,030</u>	<u>532,296</u>

17. Fixed asset investments

	UK Listed investments £
Cost or valuation	
At 1 April 2019	<u>313,988</u>
At 31 March 2020	<u>313,988</u>
Net book value	
At 31 March 2020	<u>313,988</u>
<i>At 31 March 2019</i>	<u>313,988</u>

The balance relates to the COIF Charities Investment Fund with a market value at the year end date of £313,988. The historical cost of this investment was £300,000.

18. Debtors

	2020 £	2019 £
Due within one year		
Trade debtors	42,518	32,218
Other debtors	-	13,865
Prepayments and accrued income	21,864	99,366
	<u>64,382</u>	<u>145,449</u>

YORK CENTRE FOR VOLUNTARY SERVICE
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

19. Creditors: Amounts falling due within one year

	2020	<i>2019</i>
	£	£
Trade creditors	12,472	8,432
Other creditors	33,712	28,600
Accruals and deferred income	66,323	93,517
	112,507	<i>130,549</i>
	2020	<i>2019</i>
	£	£
Deferred income at 1 April 2019	75,000	52,777
Resources deferred during the year	10,000	75,000
Amounts released from previous periods	(75,000)	<i>(52,777)</i>
	10,000	<i>75,000</i>

Deferred income of £10,000 relates to Awards for All. In 2019 £75,000 relates to Multiple Needs Network.

20. Creditors: Amounts falling due after more than one year

	2020	<i>2019</i>
	£	£
Other creditors	46,159	<i>58,919</i>

Included in the above liability over 5 years is £Nil (2019: £11,325) which is due by instalments.

YORK CENTRE FOR VOLUNTARY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

21. Statement of funds

Statement of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Unrestricted funds					
Designated funds					
Future Maintenance Fund	145,083	-	-	56,888	201,971
CVS Development Fund	56,888	-	-	(56,888)	-
Fixed Assets Fund	532,296	-	(7,156)	761	525,901
	<u>734,267</u>	<u>-</u>	<u>(7,156)</u>	<u>761</u>	<u>727,872</u>
General funds					
General Fund	318,801	708,891	(636,350)	(5,969)	385,373
	<u>318,801</u>	<u>708,891</u>	<u>(636,350)</u>	<u>(5,969)</u>	<u>385,373</u>
Total Unrestricted funds	1,053,068	708,891	(643,506)	(5,208)	1,113,245
	<u>1,053,068</u>	<u>708,891</u>	<u>(643,506)</u>	<u>(5,208)</u>	<u>1,113,245</u>
Restricted funds					
Time to change	10,266	16,664	(19,201)	-	7,729
Healthwatch York	37,457	122,948	(129,256)	-	31,149
Healthwatch England	2,500	-	(2,500)	-	-
Bursary Fund	1,248	-	-	-	1,248
Green Spaces	103,042	-	(51,662)	-	51,380
Social Prescribing	2,768	17,429	(4,627)	-	15,570
Dementia Co-ordinator	3,556	23,500	(17,705)	-	9,351
Ready for Anything	416	-	-	-	416
CYC Deprivation	1,009	1,046	(1,740)	-	315
CYC EYPP	1,318	820	(1,877)	-	261
CYC Disabled Access fund	356	-	(316)	-	40
Multiple Needs Network	10,566	101,350	(116,515)	-	(4,599)
Ways2Wellbeing	-	156,560	(139,333)	-	17,227
Safeguarding Training Project	-	1,961	(1,702)	-	259
Safe Place	-	17,692	(9,968)	-	7,724
Tang Hall Big Project	-	-	(5,208)	5,208	-
	<u>174,502</u>	<u>459,970</u>	<u>(501,610)</u>	<u>5,208</u>	<u>138,070</u>
Total of funds	1,227,570	1,168,861	(1,145,116)	-	1,251,315
	<u><u>1,227,570</u></u>	<u><u>1,168,861</u></u>	<u><u>(1,145,116)</u></u>	<u><u>-</u></u>	<u><u>1,251,315</u></u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

21. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2018</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers in/out</i>	<i>Balance at 31 March 2019</i>
	£	£	£	£	£
Unrestricted funds					
Designated funds					
Future Maintenance Fund	171,645	-	-	(26,562)	145,083
CVS Development Fund	80,000	-	-	(23,112)	56,888
Fixed Assets Fund	540,743	-	(8,447)	-	532,296
	<u>792,388</u>	<u>-</u>	<u>(8,447)</u>	<u>(49,674)</u>	<u>734,267</u>
General funds					
General Fund	318,391	664,615	(723,916)	49,674	318,801
	<u>1,110,779</u>	<u>664,615</u>	<u>(732,363)</u>	<u>-</u>	<u>1,053,068</u>
Restricted funds					
Time to change	176	15,279	(5,189)	-	10,266
Healthwatch York	47,047	121,704	(131,294)	-	37,457
Healthwatch England	-	2,500	-	-	2,500
Bursary Fund	1,248	-	-	-	1,248
Green Spaces	995	150,000	(47,953)	-	103,042
Social Prescribing	43,396	114,623	(155,251)	-	2,768
Dementia Co-ordinator	1,641	12,450	(10,535)	-	3,556
Ready for Anything	8,174	(2,325)	(5,433)	-	416
CYC Deprivation	246	2,574	(1,811)	-	1,009
CYC EYPP	560	1,550	(792)	-	1,318
CYC Disabled Access fund	-	615	(259)	-	356
Multiple Needs Network	-	14,000	(3,434)	-	10,566
Safe Place	-	5,000	(5,000)	-	-
	<u>103,483</u>	<u>437,970</u>	<u>(366,951)</u>	<u>-</u>	<u>174,502</u>
Total of funds	<u><u>1,214,262</u></u>	<u><u>1,102,585</u></u>	<u><u>(1,099,314)</u></u>	<u><u>-</u></u>	<u><u>1,227,570</u></u>

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NOTES TO THE FINANCIAL STATEMENTS
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22. Summary of funds

Summary of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Designated funds	734,267	-	(7,156)	761	727,872
General funds	318,801	708,891	(636,350)	(5,969)	385,373
Restricted funds	174,502	459,970	(501,610)	5,208	138,070
	<u>1,227,570</u>	<u>1,168,861</u>	<u>(1,145,116)</u>	<u>-</u>	<u>1,251,315</u>

Summary of funds - prior year

	<i>Balance at 1 April 2018 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2019 £</i>
Designated funds	792,388	-	(8,447)	(49,674)	734,267
General funds	318,391	664,615	(723,916)	49,674	318,801
Restricted funds	103,483	437,970	(366,951)	-	174,502
	<u>1,214,262</u>	<u>1,102,585</u>	<u>(1,099,314)</u>	<u>-</u>	<u>1,227,570</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

22. Summary of funds (continued)

Designated funds

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

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 between funds column represents transfers to affecting the fixed asset fund as well as movements in reserves. The Trustees have undesignated the CVS Development Fund in the year but similar designated monies to the Future Maintenance Fund as they recognise the investment required for the future within the Priory Street Centre. In the year monies were returned to the Tang Hall Big Project however this fund had been expended in full therefore these monies were transferred from general reserves.

Restricted Funds

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.

Healthwatch England

This is Healthwatch England funding to conduct engagement work on the NHS long term plan.

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.

Dementia Co-ordinator

York CVS' Dementia Action Co-ordinator provides support to York Dementia Action Alliance. This work is funded by City of York Council.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

22. Summary of funds (continued)

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) EYPP

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.

CYC Disabled Access fund

This is CYC funding on a needs basis to enable disabled children to access the Nursery.

Multiple Needs Network

A cross-sector, multi-agency network funded by Lankelly Chase, working together to change the system in York, so that people experiencing multiple and complex needs get better support. To host staff and resources to support the co-ordination of the Multiple Complex Needs Network (MCN) to bring about change to the system in York to ensure that people who need services and support can access what they need in a way that works best for them.

Safe Place

The funding will be used to set up a Safe Place Scheme in the city of York. This is a voluntary scheme that provides safe and supportive places, displaying a nationally recognised 'Safe Place' logo, which are open to the general public, such as shops, cafes and visitor centres. These act as 'go to' places should a disabled person experience difficulties, feel lost or frightened. Staff will help the individual by giving directions, or contacting a nominated person or help line and creating a temporary safe place.

Tang Hall Big Local

Additional income to provide more focussed deliver of Ways to Wellbeing in the Tang Hall area.

Safeguarding Training Project

A collaboration between 6 CVS, this project provides additional income to deliver safeguarding training and support to our members to ensure they use best practice in keeping vulnerable people safe.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

23. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	525,901	-	525,901
Fixed asset investments	313,988	-	313,988
Current assets	419,209	150,883	570,092
Creditors due within one year	(99,694)	(12,813)	(112,507)
Creditors due in more than one year	(46,159)	-	(46,159)
Total	<u><u>1,113,245</u></u>	<u><u>138,070</u></u>	<u><u>1,251,315</u></u>

Analysis of net assets between funds - prior period

	<i>Unrestricted funds 2019 £</i>	<i>Restricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Tangible fixed assets	532,296	-	532,296
Fixed asset investments	313,988	-	313,988
Current assets	396,252	174,502	570,754
Creditors due within one year	(130,549)	-	(130,549)
Creditors due in more than one year	(58,919)	-	(58,919)
Total	<u><u>1,053,068</u></u>	<u><u>174,502</u></u>	<u><u>1,227,570</u></u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

24. Reconciliation of net movement in funds to net cash flow from operating activities

	2020 £	2019 £
Net income for the period (as per Statement of Financial Activities)	23,745	13,308
Adjustments for:		
Depreciation charges	7,156	8,447
Gains/(losses) on investments	-	(10,037)
Dividends, interests and rents from investments	(2,602)	(5,862)
Decrease/(increase) in debtors	81,067	(41,589)
Decrease in creditors	(30,802)	(29,181)
Net cash provided by/(used in) operating activities	78,564	(64,914)

25. Analysis of cash and cash equivalents

	2020 £	2019 £
Cash in hand	505,710	425,305
Total cash and cash equivalents	505,710	425,305

26. Analysis of changes in net debt

	At 1 April 2019 £	Cash flows £	At 31 March 2020 £
Cash at bank and in hand	425,305	80,405	505,710
	425,305	80,405	505,710

27. 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 May 2020 the potential liability was advised as being £225,558 (2019: £211,550) 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.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

28. 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 £794.9 million, liabilities were £926.4 million and the deficit was £131.5 million. 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 2025. The liability is discounted to its net present value of £58,234 using a discount factor of 2.53% (2019: 1.39%) 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:

	£
At 1 April 2019	70,642
Increase in provision	894
Remeasurement	(1,579)
Released in the year	(11,723)
At 31 March 2020	58,234

The repayment rate from 1 April 2010 is £12,075 per annum, increasing by 3% per year.

The employer's contribution to the Pensions Trust Growth plan was £11,723 for the year ended 31 March 2020 (2019: £10,327) 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 2020 has been set at 1% - 8%. The employer's contribution for the year ended 31 March 2021 is £12,075.

29. Operating lease commitments

At 31 March 2020 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2020 £	2019 £
Not later than 1 year	888	2,908
Later than 1 year and not later than 5 years	1,332	1,477
	2,220	4,385

YORK CENTRE FOR VOLUNTARY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

30. 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 the year the Charity provided good and services to a business in which M Knight, Trustee is a Director.

	Value of transactions £	Balance outstanding at year end £
Community Furniture Store (Selby) Ltd	2,146	63
Community Furniture Store (York) Ltd	986	167
Community Furniture Store (Ryedale) Ltd	678	nil

The Charity also provided goods and services from Your Consortium Ltd, a business in which T Waring is a Director

Your Consortium Ltd	1,901	nil
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31. COVID-19

On 11 March 2020 the World Health Organisation declared COVID-19, a strain of the coronavirus, a world pandemic. Countries around the World, including the UK have taken action to limit the loss of life as a result. This has resulted in many measures being implemented by the UK Government with the aim of restricting movements and to reduce people coming into contact with each other. With the enforced closures of any business and the largely default position of 'working from home', this has resulted in a large reduction in economic activity and consequently lost income for many businesses.

As a result York Centre for Voluntary Service has adapted its working practices and operational activities to continue to deliver its projects and support to the sector and its communities.

The impact of COVID-19 on the Charity has been twofold. First, a majority of staff adapted quickly to working from home. Second, there was an immediate loss of income from meeting rooms in the Priory Street Conference Centre. Staff directly connected with the conference centre were placed on furlough. Following a review during the summer, the Trustees reluctantly approved plans to restructure staffing which led to a number of redundancies. This mitigated but did not eliminate a projected shortfall in income from the conference centre. York CVS applied for and was granted a grant from the Big Lottery Community Fund which further offset the shortfall. The Trustees continued to monitor income and expenditure closely and considered a range of scenarios for the future, including the potential impact of a further long lock-down. The Board was satisfied that reserves would remain within the target range at the end of the 2020-21 financial year. Further actions can be taken should they prove necessary for 2021-22 and beyond.

No adjustments have been considered necessary to any of the year end balances as a result of COVID-19 hence it is considered a non-adjusting event within these financial statements.