

Company Registered number: 04024662
Charity number: 1081381

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE
ANNUAL REPORT AND FINANCIAL STATEMENTS
31 MARCH 2012

Saffery Champness
CHARTERED ACCOUNTANTS

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

CONTENTS FOR THE YEAR ENDED 31 MARCH 2012

Boscombe Link
3-5 Palmerston Road
Boscombe
Bournemouth
BH1 4HN

Sovereign Centre Car Park
Boscombe
Bournemouth
BH1 4SX

Shopmobility
Castle Point
Castle Lane West
Bournemouth
BH8 9UZ

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BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

COMPANY INFORMATION FOR THE YEAR ENDED 31 MARCH 2012

**Charity trustees:
(Directors)**

Colin Feltham - Chair
Hazel Walker – Deputy Chair
Paul Payne - Treasurer
Reverend Martin Broad
Bev Hepting
Professor Keith Popple
Angela Ross
Richard Erven

Secretary

Vivienne Aird

Company number

04024662

Registered office

Boscombe Link
3 Palmerston Road
Bournemouth
Dorset
BH1 4HN

Accountants

Saffery Champness
Midland House
2 Poole Road
Bournemouth
Dorset
BH2 5QY

Solicitors

Dutton Gregory
Trussel House
23 St Peter Street
Winchester
SO23 8BT

Bankers

Co-operative Bank
Charities Aid Foundation

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

LEGAL AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2012

Staff

- Vivienne Aird (Chief Executive)
- Penny Turner (Finance Officer)
- Steve Place (Senior Advisor)
- Ruth Shearn (Communications Officer – Until 31st Oct 2011)
- Christina Squire (Events and Business Support Manager – from 28th Nov 2011)
- Carrie Smith (Volunteer Centre Manager – Joint with Poole CVS)
- Amy Dowling (Volunteer Centre Administrator)
- Jacque Salazar (Administrator – Maternity leave from 7th March 2012)
- Romany Meehan (Administrator – Maternity cover from 1st March 2012)

We are, of course, indebted to the many volunteers (especially those who have been involved for a number of years) who give their time so willingly to enable the many projects of Bournemouth Council for Voluntary Service to operate successfully.

Our sincere thanks are expressed to all who have been involved with Bournemouth Council for Voluntary Service.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2012

The Trustees present their Report, together with the Audited Accounts for the year to 31 March 2012.

1. Structure, Governance and Management

The organisation was set up in 1972 as Bournemouth Helping Services and registered as a charity. It became a charitable company limited by guarantee on 30th June 2000 and changed its name to Bournemouth Council for Voluntary Service. It adopted a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company winding up, members may be required to contribute an amount not exceeding £10.

The organisation became an accredited Council for Voluntary Service in 2000 and is a full member of the National Association for Voluntary and Community Action (formerly National Association of Councils for Voluntary Service).

Membership status is open to all local voluntary and community organisations providing a service in Bournemouth. Members of the Board are nominated and elected by the membership at the Annual General Meeting. Currently, one third of the directors retires each year by rotation and is eligible for re-election.

Five places on the Board are retained for co-opted members who are recruited for specific skills. Those who are interested in becoming co-opted members of the Board are invited to visit the charity and to learn about its work. They are then interviewed to ensure their suitability for office. If successful they are issued with a handbook and invited to observe a Board meeting before being formally nominated and voted on to the Board.

The local authority, which provides some core funding, has nominated an officer and an elected representative to serve as standing observers to the Board. Interested individuals, private and public sector bodies are eligible to become 'Friends of Bournemouth CVS'.

The full Board which currently has eight members meets at least four times a year. It is responsible for all strategic decisions affecting the organisation while the Chief Executive is responsible for day to day operations. A Finance and Personnel Sub-Committee comprising four trustees meets between board meetings to ensure financial accountability and to enable more detailed discussion to take place on personnel issues. Recommendations are then brought to the Board for ratification. At an independently facilitated away day in November 2007 trustees and staff worked jointly to draw up a strategic plan for 2008/14. The Chief Executive then drew up a detailed Business Plan for 2008/11 in conjunction with the staff team and Board. The Strategic Plan was recently reviewed and updated by staff and trustees at an away day in March 2012. In reviewing the aims and objectives and drawing up the Strategic Plan and the Business Plan the trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit. In particular, the trustees have considered how planned activities will contribute to the aims and objectives they have set.

All members of the Management Committee give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in the accounts.

The trustees have conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate any impact they may have on the charity. Risks are minimised by the implementation of internal control procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the premises. These procedures are regularly reviewed to ensure that they continue to meet the needs of the charity. This year the organisation was again awarded ISO 9001 quality standard to ensure a consistent quality of delivery for all operational aspects of the charity. The organisation has also achieved level 2 of PQASSO and is currently seeking to renew its accreditation by Volunteering England.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2012

Charitable Objects

The objects of Bournemouth Council for Voluntary Service, as stated in its Memorandum and Articles of Association are as follows:

'To promote charitable purposes for the community of Bournemouth, in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness and to bring together representatives of local organisations to achieve these objects'.

Public Benefit Statement

In considering its future strategy, aims and objectives, the organisation's trustees have paid due regard to the Charity Commission's guidance on Public Benefit. The trustees are satisfied that through its primary activities, the Charity provides identifiable benefits consistent with its charitable objects. The trustees do not consider that these activities produce any identifiable detriment or harm. The trustees are satisfied that any private benefit is incidental to its public benefit activity.

Vision

The vision of Bournemouth CVS is *'To ensure that Bournemouth is an area with strong, diverse, sustainable and independent voluntary and community organisations, which are equal partners in the development and delivery of policy, leaders in meeting the needs of the area and collaborate and cooperate to achieve their mission.'*

Aims

In order to achieve its vision the organisation pursues the following aims:

- To provide services and support and bring voluntary organisations together to enable them to work more effectively.
- To promote and encourage volunteering
- To enable the voluntary sector to represent their views and influence policy at a local and national level.
- To identify gaps and enable responsive services to be developed.

2. Achievements and Performance

The achievements and performance of the organisation are now reported in the context of these four key aims.

Aim 1: Providing services and support for voluntary organisations and bringing them together to enable them to work more effectively.

We have developed a range of services and support to local voluntary organisations including:

- Offering individual in-depth advice and guidance in response to 136 requests from over 77 different voluntary and community organisations in the last year. This support improves the standard of governance and management of local front-line service providers and helps them to deliver effective services to the people of Bournemouth.
- Providing a dedicated advice and support service for voluntary sector youth organisations.
- Providing a project which seeks to motivate local business to support the local voluntary organisations. In the first three months 8 successful partnerships had been established.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2012

- Offering a range of training courses and networking opportunities so promoting education and workforce development within the sector.
- Developing a Tendering Network to provide information and support for organisations wishing to tender for commissioned services. This network is enabling commissioners to improve their working practice. It also helps voluntary organisations to learn more about commissioning processes and is intended to help service providers to ensure that they are able to maintain their services for the benefit of local people.
- Maintaining 13 e-forums to improve communications between voluntary and community organisations. Through this we help organisations to exchange information and also bring together representatives of the different sectors to enable effective joint working for the benefit of the community.
- Further developing our website to offer specific information to the sector including advertising 76 local voluntary sector events and advertising 102 voluntary sector jobs free of charge.
- Providing an extensive selection of audio visual resources available for loan; 45 loans of equipment were made on 44 occasions to local organisations
- Compiling a 'Register' listing accurate contact details for 376 voluntary organisations in the Borough. The Register is aimed principally at support workers who work with local people and enables them to know what support services are available. This in turn helps them to gain access to services helping with problems including those relating to health and poverty. We receive numerous enquiries about updates of the Register and distribute over 400 copies of each edition.
- Providing a quarterly newsletter which is widely circulated to voluntary and statutory organisations. The newsletters help to develop the skills of the people delivering front-line services and act as a means of sharing information about issues important to the voluntary sector.

In the year ahead we will continue to provide these services. We will develop strategies to reach out and encourage even more organisations to use them and the advice service will be developed to focus in particular on enabling organisations to become more sustainable and diversify their funding sources.

Aim 2: Promoting and Encouraging Volunteering:

In order to promote volunteering we have developed a number of outreach information points in 12 local libraries. Further promotional work has included high profile publicity events during National Volunteers Week, media interviews, displays in shopping centres and participation in the Mayor of Bournemouth's Annual Volunteer of the Year Award.

The Bournemouth Voluntary Vacancies Bulletin which is updated monthly allows voluntary and statutory organisations to advertise volunteering opportunities. Over 200 copies are now distributed each month listing over 320 voluntary opportunities. Over 70% of organisations registered with the Volunteer Centre express high levels of satisfaction with the service. We are registered with the national volunteering website www.do-it.org.uk and regularly post opportunities within Bournemouth to it in recognition that many people now use the internet to gain access to information. Over the last year we received 1043 volunteering enquiries through this web based contact.

This year the brokerage service has continued to provide a timely and sensitive response to potential volunteers, helping them to clarify what they would like to do and matching them to available opportunities. In the last year, 1261 people approached the Volunteer Centre for assistance. 292 were interviewed by telephone while 216 were interviewed face to face. Of the 380 attending for interview, 143 had additional needs ranging from physical disability, learning disability, mental health conditions, and drug or alcohol dependency to ex-offending. It is clear that the brokerage service provided by the Volunteer Centre plays a significant role in ensuring equitable access to volunteering opportunities with all the benefits that such participation entails. Evaluation of the brokerage service is carried out at the time of the interview. Follow up information is also sought from clients two months after the initial interview. 80% of those attending for interview expressed high levels of satisfaction with the service.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2012

It is widely recognised that volunteering reduces social isolation, improves health and well-being and helps to develop community cohesion. It is also recognised as a way of helping people who have been excluded from the employment market to increase their skills and confidence and to return to paid employment thus reducing poverty. In the past year 56 people have been directly referred from the Jobcentre and given information about local volunteering opportunities. This is only a quarter of the number recorded last year and reflects the fact that the Department of Work and Pensions Volunteering Scheme has now come to an end.

Besides providing information about existing opportunities, an important area of work for the Volunteer Centre is to open up new placements and to promote good practice in the management of volunteers. Regular networking meetings for Volunteer Coordinators are offered which are supported by regular web-based communications. The network currently has a membership of over 545 organisations from the public and voluntary sector across Bournemouth and Poole with over 60% attendees reporting benefits from their attendance such as improvements to their practice, improvements to their management of volunteers and improved access to resources or expertise.

Aim 3: Enabling the Voluntary Sector to represent their views and influence policy at a local and national level.

The Voluntary and Community Sector has a great deal to offer in helping to shape policy and practice at the local level and in recent years there has been greater demand for it to be represented at various committees and forums. Democratic procedures for the election and appointment of these sector representatives have been developed and the voluntary sector now has places on 26 key decision making committees.

It is essential that the VCS meet regularly in order to develop a collective voice and to support and hold these representatives to account. We currently organise regular meetings of three forums which each meet three times a year. The Children and Young People Forum has 163 contacts on the mailing list and brings together organisations working with children and young people in Bournemouth. This year we have also developed a Criminal Justice Forum which brings together organisations in Bournemouth, Dorset and Poole which seek to promote community safety and reduce re-offending. In partnership with Dorset Race Equality Council and Poole Council for Voluntary Service we also run an Equality and Diversity Forum to bring diversity groups together to build capacity and develop a collective voice. Web-based networks have been developed to assist with communication between organisations. These forums all play an essential role in enabling the Voluntary and Community Sector to maintain an independent voice and play a full part in the planning and development of services for the local population in Bournemouth.

We have also organised two major events for the sector to give information about the health reforms. It is our intention to develop a fourth forum in the year ahead which will focus on Health and Care organisations.

A major focus of our work for the future will be to build firm relationships between the Clinical Commissioning Group, the Health and Well-Being Board and the Police and Crime Commissioner.

Through this work and our involvement with various local partnerships, our statutory partners are recognising the value that the voluntary sector brings to the development of new and existing services and are asking for increasing levels of voluntary sector representation. This is helping voluntary organisations to ensure that the needs of service users are at the forefront in policy development.

The 'Compact on Relations between Government and the Voluntary Sector' is the key document setting out how partnerships between local statutory organisations and the voluntary sector should function. In January a reviewed Compact was signed by the Chief Executive and the Leader of Bournemouth Borough Council. This work will be a particular focus in the year ahead and is an agreed priority of the sector.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2012

Aim 4: To identify gaps and enable responsive services to be developed.

We systematically gather information and feedback from the sector about areas of unmet need in the local population. In response we may work with others to ensure a service is developed to meet the identified need. Bournemouth CVS also has a history of playing an 'incubator' role where a service is developed under our auspices with the aim that it will eventually become an independent charity. This year with support, from a member of staff, transferred from NHS Bournemouth and Poole and funded by Bournemouth Borough Council, we established a new charity called South East Dorset Community Accessible Transport. The staff and assets of Bournemouth Community Transport were transferred to the new charity on April 1st 2012. Four existing BCVS trustees are supporting the development of the new charity in its initial stages

3. Bournemouth Community Transport

The following range of transport services were offered to the public during this year by Bournemouth Community Transport:

Bournemouth Accessible Transport (BAT)

The BAT Bus provides accessible transport to those with mobility difficulties who live in the Borough of Bournemouth to encourage independent living and enable social inclusion. Residents who would otherwise be unable to undertake their own shopping by means of conventional public transport are provided with door to door accessible transport to Castlepoint or Boscombe shopping centres on four mornings per week. Trips to places of interest are also provided on one or sometimes two days per week. This year we provided just under 7100 passenger journeys. Since the shopping service began in August 1996, we have enrolled over 1900 clients to the scheme.

Social Car Scheme

The Social Car Scheme provides transport for individual residents with mobility difficulties who are unable to make the journey concerned by use of conventional public transport e.g. to hairdressers, library, nursing and residential homes, Day Centres, various clubs and societies etc. (NB Not shops or hospitals as already served by BAT Bus). The transport is provided by a small team of voluntary drivers using their own vehicles. Drivers are reimbursed on a mileage basis and clients are invoiced at the same rate. In excess of 3000 passenger journeys were made during the last year.

Boscombe and Castlepoint Shopmobility

Through our Boscombe and Castlepoint Shopmobility Service we assist residents and visitors by providing short term hire of wheelchairs, both powered and manual, and powered scooters. We also provide longer term hire of the equipment for visitors to the area and for our clients wishing to travel away from the area.

Over 890 members have enrolled since Boscombe Shopmobility Unit opened in 1997 and over 7300 day visitors have used the service during the same period. Over 2,500 loans of equipment were made during the last year. In Castlepoint over 700 members have enrolled since the Unit opened in January 2004 and just under 4000 day visitors used the service during the same period. In excess of 2050 loans were made in the last year. We are still seeking a suitable site to open a third Shopmobility service in the Town Centre of Bournemouth.

4. Use of Volunteers

Full use is made of volunteers in the provision of services. Bournemouth CVS central office has two volunteers who work in an administrative capacity. A number of volunteers assist with the operation of the various services offered by Bournemouth Community Transport. At the time of writing, they assist as follows:-

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2012

- A small team of 13 volunteer drivers use their own cars to transport clients on pre-booked journeys. Some give up their time on a regular daily basis while others work a few hours a week. Drivers assist the clients from front door to car when required. They keep records of all journeys undertaken and send in a monthly claim form detailing these.
- Volunteers assist at Boscombe Shopmobility and are on duty for shifts, usually of 2 hours duration, undertaking a variety of tasks including routine clerical and reception duties. There are currently 2 volunteers covering a total of 6 hours per week. A number of these volunteers do, from time to time, stay on longer than their allocated shift to assist with busy periods. At Castlepoint Shopmobility volunteers assist in the same way as at Boscombe. There are currently 2 volunteers covering a total of 14 hours per week.
- We have also introduced a 'buddy' scheme at Castlepoint to assist some of the clients with their shopping. There are currently two volunteers working 6 hours per week and we hope to build further on this in the coming months.

5. Ensuring that services remain relevant

In order to ensure that all the services provided by Bournemouth Council for Voluntary Service remain relevant to the needs of local voluntary and community organisations, consultation and evaluation are carried out on a regular and on-going basis. We have worked with the Evaluation Trust to generate independent feedback about our Advice Service. We run regular forums, events and conferences which all provide important feedback and help to shape future provision.

6. Ensuring that our services are accessible to the public

All of our services are either free at the point of delivery or provided at a relatively low charge in order to ensure that those in need are not excluded. Whilst our transport services are aimed specifically at helping people with restricted mobility we ensure that all of our services are accessible. Examples of the way we achieve this include a regular review of our web site to ensure that it meets current standards in terms of accessibility and delivery of all of our events at accessible premises.

7. Plans for the Future

The Voluntary and Community Sector is growing in influence and with it demand for our service grows. The context in which we are operating is a dynamic one and different forms of association are emerging such as community interest companies and social enterprise. The sector will be required to develop new skills and areas of expertise in order to respond. We will also be required to build new relationships and partnerships with different agencies. We will be seeking to enter into a dialogue with the new GP Consortium in order to ensure that they are aware of the potential contribution of the VCS in meeting health needs locally. A further area of work will be to engage with local business in order to seek to develop a culture of philanthropy to support VCS activity with local communities.

An increasing number of opportunities present themselves for the sector to influence the development of policies and services. We will seek to put in place at local level the structures which are required to enable this to happen to the greatest effect. We will continue to seek to remove the barriers to commissioning opportunities for the sector through our work with our statutory partners and to review and update the Compact and ensure its implementation at local level.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2012

We will develop strategies to reach out and encourage greater participation in our services by ever more organisations and will explore a range of strategies to attract greater numbers of volunteers. Funding bids will be submitted to sustain and further develop all our services to meet the increased demand. We will continue to work in partnership to avoid duplication and to gain access to additional funding streams to increase and enhance the services we can provide.

8. Financial Review

Bournemouth Borough Council provides some core funding for the organisation. Within the service level agreement however it is acknowledged that extra funding must be raised in order to deliver all our core services. In addition to this core funding, Bournemouth Borough Council Children's Services has also provided funding to enable us to support volunteer-led youth organisations. A third stream of funding has been provided this year to contribute towards the costs of the Volunteer Centre.

We also receive funding from NHS Bournemouth and Poole. A four year commitment has been made and this has enabled us to establish the Volunteer Centre on a firmer footing and to increase the level of service we are able to provide to front line organisations. In addition we have acted as the accountable body in making a joint bid to the Big Lottery BASIS programme which has ensured the continuation of an integrated advice service with our partners in Poole Council for Voluntary Service and Dorset Race Equality Council.

The overall legal responsibility for BCVS rests with the Board members who are the Trustees of the organisation and Directors of the Company. Elected annually, officers and members discharge their duties chiefly through the quarterly meetings of the Committee and through membership of the Finance and Personnel sub-committee which reports to the full Committee. Trustees are constantly reviewing the use of resources and over the last few years in order to make most efficient use of them we have made two joint appointments with Poole CVS.

Reserves Policy

In line with Charity Commission advice, BCVS has a reserves policy to ensure viability beyond the immediate future and to provide continuity of service over the longer term. Unspent money is allocated to two different types of fund in the accounts at the end of the financial year: designated and unrestricted.

Bournemouth Council for Voluntary Service is particularly aware of the need to cover contingency liabilities such as gaps in funding streams, cash flow and meeting the cost of redundancy payments to staff in the event that projects come to an end or that the organisation itself should be forced to close.

The level of reserves has been set by Bournemouth Council for Voluntary Service taking into account the following:

- Core funding is currently only secured from the local authority and the local primary care trust. It would typically take a minimum of a year to make up any shortfall in this funding which is not always received in advance.
- Additional funding has been received at a consistent level for a number of years; however it has all been short term in nature. The organisation needs to safeguard against future changes in funding programmes particularly in the current economic climate. Additionally in-kind support which is currently received may not be available in the future.
- Sufficient funds from reserves should be readily available to provide working capital to enable the organization to bid for additional funding streams which may be paid in arrears.
- Funds should be available in order to build capacity internally and contribute to improved productivity and sustainability of the organization.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2012

- The smooth running of the charity and the provision of certain core services to the voluntary and community sector needs to be maintained by ensuring that redundancies do not have to be made in the event of the sudden loss of funding. Funds should be available to continue to subsidise the provision of core services until alternative sources of funding can be found.
- If the charity were to close it could take a minimum of nine months to find alternative sources of support for the voluntary and community groups across Bournemouth.
- Funding should be available to deal with contingencies which might arise in the day to day running of the organization e.g. absence cover, recruitment costs etc.
- A number of costs would be associated with dissolution of the charity.

The target amount for unrestricted reserves given the above is 6 to 9 months of annual expenditure. The unrestricted reserves can be drawn on in an emergency or to take advantage of unexpected opportunities. If funds fall below the required level, the trustees will include a target figure for rebuilding reserves when setting budgets before the outset of each financial year.

The trustees will consider current costs of closure and examine the level of reserves each year when setting the following year's budget. This reserves policy will be reviewed every year.

In accordance with the reserves policy, the restricted funds balances on the Community Transport projects include £79,000 set aside to ensure continuity of service to vulnerable clients and the future replacement of fixed assets.

Funds held as Custodian Trustee on behalf of Others

No cash assets are currently held on behalf of other organisations.

Trustees Responsibilities

We are required under Company Law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements we are required to:

- select suitable accounting policies and then apply them consistently;
- make reasonable and prudent judgements and estimates;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

We are responsible for:

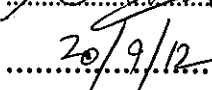
- keeping proper accounting records;
- safeguarding the company's assets;
- taking reasonable steps for the prevention and detection of fraud

Small Company Exemption

Advantage has been taken in the preparation of this report of special exemptions provided by Part II of Schedule 8 to the Companies Act 1985.

On behalf of the Board


..... C Feltham (Chair)


..... (date)

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

INDEPENDENT EXAMINERS' REPORT FOR THE YEAR TO 31 MARCH 2012

I report on the accounts of the company for the year ended 31 March 2012, which are set out on pages 12 to 24.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants for England and Wales.

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

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

Basis of independent examiner's report

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

Independent examiner's statement

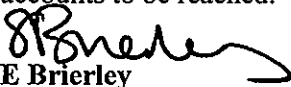
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


E Brierley

For and on behalf of

Saffery Champness
Chartered Accountants
Statutory Auditors
Midland House
2 Poole Road
Bournemouth
BH2 5QY

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31 MARCH 2012

	Notes	Unrestricted £	Restricted £	Total 2012 £	Total 2011 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	-	3,077	3,077	2,992
Activities for generating funds	4	-	1,573	1,573	1,464
Investment income	5	1,785	173	1,958	1,479
Incoming resources from charitable activities					
Incoming resources from charitable activities relating to project partners	3	32,770	390,872	423,642	445,379
	3	-	46,353	46,353	126,683
Total incoming resources		34,555	442,048	476,603	577,997
Resources expended					
Costs of charitable activities	6	29,238	357,555	386,793	386,874
Costs of charitable activities relating to project partners	6	-	46,822	46,822	125,160
Governance costs	7	3,783	2,396	6,179	7,193
Total resources expended	8	33,021	406,773	439,794	519,227
Net resources expended/expenditure for the year					
Transfer of funds		1,534	35,275	36,809	58,770
		-	-	-	-
Net movement in funds		1,534	35,275	36,809	58,770
Total funds at 1 April 2011		254,440	148,127	402,567	343,797
Total funds at 31 March 2012		255,974	183,402	439,376	402,567

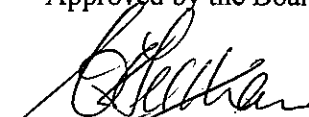
BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

BALANCE SHEET AS AT 31 MARCH 2012

	Notes	£	2012	£	£	2011	£
Fixed assets							
Tangible fixed assets	11		2,545			3,607	
Current assets							
Stocks		1,901			2,000		
Debtors and prepayments	12	38,416			16,178		
Cash at bank, Building Society and in hand		606,715			422,727		
		<u>647,032</u>			<u>440,905</u>		
Creditors – amounts falling due with one year							
Creditors and accruals	13	210,201			41,945		
Net current assets			436,831			398,960	
Net assets			<u>439,376</u>			<u>402,567</u>	
Funds							
Unrestricted	15		255,974			254,440	
Restricted	14		183,402			148,127	
			<u>439,376</u>			<u>402,567</u>	

These Financial Statements have been prepared in accordance with the special provisions for small companies within Part 15 of the Companies Act 2006.

Approved by the Board of Trustees on and signed on its behalf by


C Feltham

Company Registration Number: 04024662

The notes on pages 15 to 26 form part of these Financial Statements.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

1 Accounting policies

The accounts are prepared under the fundamental accounting policies on an accruals basis.

a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP2005), and the Companies Act 2006.

b) Cashflow statement

Advantage has been taken of the exemption under Financial Reporting Standard No: 1 not to produce a cashflow statement for 2011 or 2012.

c) Voluntary income

Donations represent voluntary amounts received during the period.

d) Grants receivable

Income from grants is included in the accounts in the year of receipt, with adjustments for amounts received in advance being carried forward as deferred funding.

Income and expenditure from multi partner grants, whereby Bournemouth Council for Voluntary Services are the lead accountable body, is recognised gross.

e) Expenditure

All expenditure is classified under the Charity's principal categories of charitable and other expenditure and by the type of expense.

f) Operating leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as incurred.

g) Fund accounting

General unrestricted funds comprise the accumulated surplus or deficit on income and expenditure account. They are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

Restricted funds are funds subject to specific restricted conditions imposed by donors.

Designated funds are funds which have been set aside at the discretion of the Trustees for specific purposes.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

h) **Tangible fixed assets**

Expenditure on fixed assets for use by the Charity are capitalised.

Depreciation is charged at the following rates:

Equipment	straight line over expected period of use
Vehicles	straight line over expected period of use
Leasehold property	over period of the lease

i) **Taxation**

The Charity is not liable to direct taxation (Income Tax) on its income as it falls within the various exemptions available to registered charities.

The Charity is not registered for Value Added Tax (VAT) and is therefore unable to reclaim any input tax it suffers on its purchases. Expenditure in the Accounts is therefore shown inclusive of VAT where appropriate.

j) **Stock**

Stock of stationery is valued at the lower of cost and net realisable value.

k) **Reserves policy**

Sufficient funds must be available in each project in reserve to cover outstanding leases, loans and redundancy costs.

l) **Pension scheme**

Employer contributions to the Bournemouth Council for Voluntary Service Group Personal Pension Plan, employees' personal pensions and other agreed schemes are charged to the Statement of Financial Expenditure as incurred in the accounting year.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

2 Voluntary income

	Unrestricted	Restricted	Total	Total
	£	£	2012	2011
			£	£
Voluntary donations/gifts in kind				
Bournemouth accessible transport	-	2,351	2,351	2,396
Shopmobility	-	726	726	478
Castle Point Shopmobility	-	-	-	118
	<u>-</u>	<u>3,077</u>	<u>3,077</u>	<u>2,992</u>

Included within Bournemouth accessible transport, donations of £2,200 were received from BACE.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

3 Incoming resources from charitable activities

	Unrestricted £	Restricted £	Total 2012 £	Total 2011 £
BCVS				
Bournemouth Council	-	30,000	30,000	30,000
Bournemouth & Poole PCT	-	30,000	30,000	12,818
Other income	-	120	120	134
Central functions, trustee & governance				
Bournemouth Council	29,958	-	29,958	33,000
Grants received	-	-	-	14,155
Bournemouth & Poole PCT	-	-	-	3,849
Membership fees	2,685	-	2,685	2,417
Training fees	-	-	-	-
Register sales	38	-	38	20
Other income	89	-	89	25
Grassroots	-	-	-	3,280
Social car scheme				
Bournemouth Council	-	19,571	19,571	19,571
Fees	-	14,788	14,788	14,376
Bournemouth accessible transport				
Bournemouth Council	-	37,791	37,791	37,791
Membership fees	-	2,208	2,208	2,268
Fares	-	18,831	18,831	16,653
Fuel rebate	-	1,926	1,926	2,201
Shopmobility				
Bournemouth Council	-	14,866	14,866	14,866
Membership fees	-	2,502	2,502	2,489
Visitor & longer loan hire	-	4,016	4,016	5,188
Other income	-	2,405	2,405	2,467
Castlepoint Shopmobility				
Visitor and longer loan hire	-	4,007	4,007	4,144
Membership	-	1,476	1,476	1,502
Other income	-	3,441	3,441	3,479
Landlords contribution to costs	-	2,855	2,855	11,000
Tenants	-	8,500	8,500	8,500
Representation				
Bournemouth Council Children's Services	-	-	-	10,000
Poole Council for Voluntary Service	-	-	-	10,000
Other income	-	-	-	100
Carried forward	32,770	199,303	232,073	266,293

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

3 Incoming Resources from charitable activities (continued)

	Unrestricted £	Restricted £	Total 2012 £	Total 2011 £
Brought forward	32,770	199,303	232,073	266,293
Voluntary Youth Sector				
Bournemouth Council	-	6,750	6,750	13,500
Voluntary Youth Project	-	3,000	3,000	-
Other income	-	-	-	23
BCVS Capacity Builders Development				
Grants received	-	-	-	23,000
Other Income	-	-	-	710
Bournemouth Volunteer Centre				
Bournemouth Council	-	30,000	30,000	15,000
Bournemouth & Poole PCT	-	-	-	15,000
Other income	-	-	-	100
Voluntary Sector Reps				
Grants received	-	7,000	7,000	-
BASIS – BCVS				
Big Lottery Fund Grant	-	56,118	56,118	51,760
Training income	-	1,301	1,301	2,455
CLINKS BCVS				
Grants received	-	-	-	28,538
TARGETTED SUPPORT FUND – Action 3				
Grants received	-	-	-	14,000
TARGETTED SUPPORT FUND – Action 5				
Grants received	-	-	-	5,000
Criminal Justice				
Grants received	-	12,500	12,500	-
Engagement with Business				
Grants received	-	17,400	17,400	-
CWDC				
Grants received	-	10,000	10,000	10,000
CWDC – Poole				
Grants received	-	10,000	10,000	-
Carried forward	32,770	353,372	386,142	445,379

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2012**

3 Incoming resources from charitable activities (continued)

	Unrestricted £	Restricted £	Total 2012 £	Total 2011 £
Brought forward	32,770	353,372	386,142	445,379
CBCT				
Grants received	-	25,000	25,000	-
Voluntary and mentoring				
Grants received	-	12,500	12,500	-
	32,770	390,872	423,642	445,379
Partner Projects:				
BASIS – Dorset REC				
Big Lottery Fund Grant	-	6,007	6,007	4,903
BASIS – PCVS				
Big Lottery Fund Grant	-	40,346	40,346	33,980
CLINKS – DCA				
Grants received	-	-	-	11,800
CLINKS – PCVS				
Grants received	-	-	-	48,500
CLINKS – Dorset VC				
Grants received	-	-	-	6,500
Capacity Builders Development - Dorset REC				
Grants received	-	-	-	13,000
Capacity Builders Development - PCVS				
Grants received	-	-	-	8,000
	-	46,353	46,353	126,683
Total	32,770	437,225	469,995	572,062

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

4 Incoming resources from activities for generating funds

	Unrestricted	Restricted	Total 2012	Total 2011
	£	£	£	£
Shopmobility – fundraising	-	501	501	545
Castlepoint Shopmobility – fundraising	-	1,020	1,020	919
Bournemouth accessible transport	-	52	52	-
	-	1,573	1,573	1,464

5 Investment income

	Unrestricted	Restricted	Total 2012	Total 2011
	£	£	£	£
Bank interest	1,785	173	1,958	1,479

6 Costs of charitable activities

By category of cost:

	Unrestricted	Restricted	Restricted - Project Partners	Total 2012	Total 2011
	£	£	£	£	£
Staff costs:					
Staff salaries, pensions and expenses	42,497	249,313	31,348	323,158	353,850
Staff training	90	1,347	741	2,178	1,322
Volunteer expenses	-	9,625	-	9,625	13,806
Post, stationery and photocopying	397	7,724	1,430	9,551	9,426
Subscriptions and publications	624	636	236	1,496	4,481
Telephone	369	4,737	306	5,412	5,272
Insurance	545	4,338	122	5,005	4,904
Advertising	-	1,593	-	1,593	4,966
Training	85	3,573	-	3,658	4,782
Vehicle hire	-	3,918	-	3,918	6,226
Vehicle expenses	-	9,817	-	9,817	10,848
Room hire	-	1,215	-	1,215	1,164
Depreciation	-	1,062	-	1,062	1,060
Office equipment renewals	182	108	33	323	93
Heat and light	-	835	348	1,183	1,473
Rent	1,397	5,603	1,108	8,108	7,902
Consultancy	-	19,630	1,280	20,910	18,725
Conference costs	-	-	-	-	12,554
Recruitment	36	754	-	790	1,074
Rates	639	450	-	1,089	995
Refreshments	365	659	-	1,024	1,470
Premises expenses	(134)	519	170	555	1,238
Bank charges	98	127	-	225	179
Cleaning	-	20	-	20	29
IT support & financial management	2,009	418	103	2,530	992
Costs recovered/management fees	(19,961)	27,423	9,597	17,059	8,203
Grants paid	-	2,111	-	2,111	35,000
	29,238	357,555	46,822	433,615	512,034

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

7 Governance costs

	Unrestricted	Restricted	Restricted - Project Partners	Total 2012	Total 2011
	£	£	£	£	£
Accountancy fees	1,642	2,349	47	4,038	4,938
Trustee expenses	513	-	-	513	622
Trustee training/meetings	107	-	-	107	212
Trustee mailings	175	-	-	175	191
Insurance costs	929	-	-	929	921
AGM costs	417	-	-	417	309
	<u>3,783</u>	<u>2,349</u>	<u>47</u>	<u>6,179</u>	<u>7,193</u>

8 Total resources expended by project

	Unrestricted	Restricted	Total 2012	Total 2011
	£	£	£	£
Social car scheme	-	34,110	34,110	37,456
Shopmobility	-	30,717	30,717	30,446
Bournemouth Accessible Transport	-	58,592	58,592	63,095
Castlepoint Shopmobility	-	28,199	28,199	29,305
Voluntary Youth Sector	-	9,658	9,658	13,346
Bournemouth Volunteer Centre	-	18,181	18,181	22,052
Gateway 1a	-	8,851	8,851	-
BCVS	-	46,119	46,119	44,764
Central functions, trustee and governance	33,021	-	33,021	20,405
Engagement with business	-	16,400	16,400	-
CBCT	-	25,412	25,412	-
Representation	-	3,016	3,016	17,128
Voluntary Sector Reps	-	1,001	1,001	1,700
Capacity Builders Development - BCVS	-	-	-	23,710
BASIS - BCVS	-	61,326	61,326	46,598
CLINKS - BCVS	-	-	-	28,517
Targeted Support Fund - Action 3	-	-	-	10,500
Targeted Support Fund - Action 5	-	-	-	5,000
CWDC	-	7,369	7,369	-
CWDC - Poole	-	7,236	7,236	-
Volunteering and mentoring	-	3,717	3,717	-
Project partners:				
Capacity Builders Development - Dorset REC	-	-	-	13,000
Capacity Builders Development - PCVS	-	-	-	8,000
BASIS - Dorset REC	-	7,478	7,478	3,432
BASIS - PCVS	-	39,391	39,391	33,973
CLINKS - DCA	-	-	-	11,800
CLINKS - PCVS	-	-	-	48,500
CLINKS - Dorset VC	-	-	-	6,500
	<u>33,021</u>	<u>406,773</u>	<u>439,794</u>	<u>519,227</u>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

9 Total resources expended by type of cost

	Grants and Costs of Activities £	Governance Costs £	2012 £	2011 £
Social car scheme	34,110	-	34,110	37,456
Shopmobility	30,717	-	30,717	30,446
Bournemouth accessible transport	58,592	-	58,592	63,095
Castlepoint Shopmobility	28,199	-	28,199	29,305
Voluntary Youth Sector	9,658	-	9,658	13,346
Bournemouth Volunteer Centre	18,181	-	18,181	22,052
Gateway 1a	8,851	-	8,851	-
BCVS	46,119	-	46,119	44,764
Central functions, trustee and governance	29,238	3,783	33,021	20,405
CBCT	25,412	-	25,412	-
Engagement with business	16,400	-	16,400	-
Volunteer Sector Reps	1,001	-	1,001	1,700
Representation	3,016	-	3,016	17,128
Capacity Builders Development - BCVS	-	-	-	23,710
BASIS - BCVS	58,977	2,349	61,326	46,598
CLINKS - BCVS	-	-	-	28,517
Targetted Support Fund - Action 3	-	-	-	10,500
Targetted Support Fund - Action 5	-	-	-	5,000
CWDC	7,369	-	7,369	-
CWDC – Poole	7,236	-	7,236	-
Volunteering and mentoring	3,717	-	3,717	-
Project partners:				
Capacity Builders Development - Dorset REC	-	-	-	13,000
Capacity Builders Development - PCVS	-	-	-	8,000
BASIS - Dorset REC	7,478	-	7,478	3,432
BASIS - PCVS	39,344	47	39,391	33,973
CLINKS - DCA	-	-	-	11,800
CLINKS - PCVS	-	-	-	48,500
CLINKS - Dorset VC	-	-	-	6,500
	<u>433,615</u>	<u>6,179</u>	<u>439,794</u>	<u>519,227</u>

10 Staff costs

	2012 £	2011 £
Salaries, NIC and pensions	322,602	350,349
Staff expenses	1,669	3,601
Staff training	2,178	1,322
	<u>326,449</u>	<u>355,272</u>

Included in the above are social security costs of £19,269
The average number of employees during the year was 17.
No employees received emoluments in excess of £60,000 in the period.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

11 Tangible fixed assets

	Equipment £	Vehicles £	Property Improvements £	Total £
Cost				
1 April 2011	81,789	19,341	3,085	104,215
Additions	-	-	-	-
Disposals	-	-	-	-
31 March 2012	81,789	19,341	3,085	104,215
Depreciation				
1 April 2011	81,575	15,948	3,085	100,608
Charge for the period	214	848	-	1,062
On disposals	-	-	-	-
31 March 2012	81,789	16,796	3,085	101,670
Net Book Value				
31 March 2012	-	2,545	-	2,545
31 March 2011	214	3,393	-	3,607

12 Debtors and prepayments

	2012 £	2011 £
Outstanding project income	14,088	4,049
Prepayments and accrued income	4,328	12,129
Other debtors	20,000	-
	38,416	16,178

All debtors are due within one year.

13 Creditors and accruals

	2012 £	2011 £
Project expenses	6,333	6,333
Trade creditors	-	370
Accruals and deferred income	187,673	35,242
Other creditors	16,195	-
	210,201	41,945

All creditors are due within one year.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

14 Restricted funds

	31/03/11 £	Incoming £	Outgoing £	Transfer £	31/03/12 £
Bournemouth Council for					
Voluntary Service	(1,812)	60,120	(46,119)	-	12,189
Social car scheme	18,418	34,403	(34,110)	-	18,711
Shopmobility	20,616	25,059	(30,717)	-	14,958
Bournemouth accessible transport	61,275	63,202	(58,592)	-	65,885
Castlepoint Shopmobility	(802)	21,342	(28,199)	-	(7,659)
Voluntary youth sector	7,359	9,750	(9,658)	-	7,451
CWDC	10,000	10,000	(7,369)	-	12,631
Representation	2,990	-	(3,016)	-	(26)
Bournemouth Volunteer Centre	8,074	30,000	(18,181)	-	19,893
Voluntary Sector Reps	9,965	7,000	(1,001)	-	15,964
CWDC – Poole	-	10,000	(7,236)	-	2,764
BASIS – BCVS	7,045	57,419	(61,326)	-	3,138
CLINKS – BCVS	21	-	-	-	21
Gateway 1A	-	12,500	(8,851)	-	3,649
Engagement with business	-	17,400	(16,400)	-	1,000
Targeted Support Fund - Action 3	3,500	-	-	-	3,500
CBCT	-	25,000	(25,412)	-	(412)
Volunteering and mentoring	-	12,500	(3,717)	-	8,783
Partner Projects:					
BASIS - Dorset REC	1,471	6,007	(7,478)	-	-
BASIS - PCVS	7	40,346	(39,391)	-	962
	<u>148,127</u>	<u>442,048</u>	<u>(406,773)</u>	<u>-</u>	<u>183,402</u>

15 Unrestricted funds

	2012 £	2011 £
Designated funds set aside to protect against loss of currently funded projects	65,046	92,323
General unrestricted funds:		
- to cover 6 months running costs/3 months closure costs	190,928	162,117
	<u>255,974</u>	<u>254,440</u>

General Unrestricted reserves are calculated in accordance with the reserves policy as stated on pages 9 and 10.

16 Trustees' expenses

During the year no remuneration was paid and £513 (2011: £622) expenses were reimbursed to the Trustees.