

**Company Registered number: 04024662**  
**Charity number: 1081381**

**BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**31 MARCH 2014**

# **BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE**

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

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# **BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE**

## **COMPANY INFORMATION FOR THE YEAR ENDED 31 MARCH 2014**

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### **Charity trustees:**

#### **(Directors)**

Colin Feltham – Chair (resigned 31 July 2014)  
Hazel Walker – Vice-Chair (appointed Chair 31 July 2014)  
Paul Payne - Treasurer  
Reverend Martin Broad  
Bev Hepting (resigned 16 April 2014)  
Professor Keith Popple  
Angela Ross  
Richard Erven  
Deborah Clifton  
Alice Buller (appointed 16 January 2014)

### **Secretary**

Vivienne Aird

### **Company number**

04024662

### **Registered office**

Boscombe Link  
3-5 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 2014**

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**Staff**

- Vivienne Aird (Chief Executive)
- Penny Turner (Finance Officer)
- Steve Place (Senior Advisor)
- Christina Squire (Events and Business Support Manager)
- Amy Dowling (Volunteer Centre Broker)
- Romany Meehan (Administrator)
- Helen Hender (Voluntary Youth Sector)

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 2014**

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The Trustees present their Report, together with the Audited Accounts for the year to 31 March 2014

### **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 30<sup>th</sup> 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 of Bournemouth Council for Voluntary Service 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 had ten members at March 31<sup>st</sup> 2014 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 March 2014 trustees and staff confirmed the Strategic Plan for 2014/19. This in turn will inform the Business Plan 2014/17. In regularly reviewing the aims and objectives and drawing up the Strategic Plan and the Business Plan the trustees have referred to 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 Board of Trustees give their time voluntarily and received no benefits from the charity during 2013/14. 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 and the Chief Executive presents a report to trustees on an annual basis. These procedures were all recently 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 accredited by Volunteering England until May 2015.

# BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

## REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2014

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### 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.

## 2. Achievements and Performance

The achievements and performance of the organisation are now reported in the context of these three 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 692 requests from 132 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. 87% of respondents say the advice service has helped them to improve their governance while 92% say it has helped them to diversify their funding sources.
- Providing in addition a dedicated advice and support service for voluntary sector youth organisations which responded to 192 requests from 51 different organisations. This service also aims to improve relationships and partnership working between the voluntary and statutory youth services. In 2012 50% of voluntary youth groups reported improved relationships with their statutory partners while this rose to 75% in 2013.

## **BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE**

### **REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2014**

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- Offering a range of training courses attended by 295 representatives of different organisations to promote education and workforce development within the sector in topics such as:
    - Improving Funding Applications
    - Safeguarding Children
    - Presentation Skills
    - First Aid in the Workplace
    - Looking After the Money
    - Being A Charity Trustee
    - Equality, Diversity and Human Rights
    - Introduction to Fundraising
    - Campaigning Workshop
    - How to Show You Provide a Good Quality Service
- 84% of attendees report increased confidence in their level of skill as a result of attending BCVS training
- Maintaining a Bursary Scheme and awarding 9 bursaries to enable voluntary youth workers to attend training courses
  - Organising with local businesses to provide 45 one to one advice sessions with 86% of attendees reporting that attendance had helped them to provide more effective services to the community. Topics included:
    - Accountancy
    - Human Resources
    - IT Advice
    - Charity Law
    - Fundraising
  - Further developing the Criminal Justice Forum for organisations supporting victims of crime and seeking to rehabilitate offenders and attracting 121 attendances from 51 different organisations
  - Continuing to run the Children and Young People Forum for organisations working with children and young people in Bournemouth attracting 116 attendances from 41 different organisations
  - Developing a Health and Care Forum attended by organisations seeking to improve the health and well-being of residents in the town with 89 attendances by from different voluntary organisations.
  - 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 141 local voluntary sector events and advertising 147 voluntary sector jobs free of charge.
  - Providing a regular newsletter entitled 'Know Your Stuff' which updates members on all the legal and technical aspects of running a charitable organisation. The newsletters help to develop the skills of the people delivering front-line services and acts as a means of sharing information about issues important to the voluntary sector.
  - Providing an extensive selection of audio visual resources available for loan; 80 loans of equipment were made to 25 local organisations
  - Compiling a 'Register' listing accurate contact details for approximately 400 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 approximately 600 copies of each edition.
  - Providing a quarterly newsletter which is widely circulated to voluntary and statutory organisations to promote the work of the voluntary sector.
  - Providing a project which seeks to motivate local business to support local voluntary organisations and fulfil their corporate social responsibility.

**BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE  
REPORT OF THE TRUSTEES (DIRECTORS)  
FOR THE YEAR ENDED 31 MARCH 2014**

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- Working with Bournemouth Chamber of Commerce to develop a new Charities Forum to support the development of relationships between local charities and local business

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.

**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. We have also introduced a Young Volunteer Award Scheme to promote and recognise volunteering among young people.

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](http://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 1288 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, we dealt with 1595 enquiries altogether. 1298 new volunteers registered with the Volunteer Centre. 307 were interviewed by telephone while 184 were interviewed face to face. Of those attending for interview, 98 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.

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.

This year we have worked in partnership with Bournemouth Integrated Youth Service and Bournemouth 2026 to launch the Bournemouth Young Volunteer Award Scheme. Young People receive an award to recognise the contribution they have made when they have completed a set number of hours. The aim of the award is to recognise and celebrate the many hours that young people contribute to voluntary work in their local community. It also helps to raise the profile of volunteering among young people and provides useful information to add to CVs. Since April 1<sup>st</sup> 2013 the scheme has awarded 333 certificates to young people for a combination of one-off events, 20 & 50 hours of volunteering.

Another 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 meetings for Volunteer Coordinators are offered which are supported by regular web-based communications. The e-network currently has a membership of 158 subscribers from organisations from the public and voluntary sector across Bournemouth and Poole with over 80% saying they agree or strongly agree that we do a good job of providing the sector with volunteers. Attendees of the Coordinator's Network meetings report benefits from their attendance such as improvements to their practice, improvements to their management of volunteers and improved access to resources or expertise.

## **BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE**

### **REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2014**

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

Many Voluntary and Community Sector organisations in Bournemouth have as one of their primary purposes an ambition to change the policies and practice of various agencies and public bodies in order to challenge the discrimination and disadvantage experienced by their beneficiaries. To support them in their endeavours BCVS invests a considerable proportion of its resources in ensuring that the VCS has on-going engagement and good access to those who are responsible for local decision making at the highest level.

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.

In order to meet this increased demand we have developed democratic procedures for the election and appointment of sector representatives and the voluntary sector now has places on 22 key decision making committees in Bournemouth.

It is essential that the VCS meets regularly in order to develop a collective voice and to support and hold these representatives to account. We currently organise regular meetings of four forums which each meet three times a year. The Children and Young People Forum brings together organisations working with children and young people in Bournemouth. We also organise a Criminal Justice Forum which brings together organisations in Bournemouth, Dorset and Poole which seek to promote community safety, reduce re-offending and support victims of crime. This year we have continued to develop the Health and Care Forum which has enabled the sector to keep abreast of national and local policy development. In a survey which we carried out during the year to test the effectiveness of this work 78% of local VCS organisations said they were either fairly or very aware of national developments while 80% said they were fairly or very aware of local policy developments. The forum is also helping to develop relationships between the sector and local health care professionals and to identify ways in which the health needs of local residents can be met more effectively.

Lastly, working in partnership with Dorset Race Equality Council and Poole Council for Voluntary Service, we run an Equality and Diversity Forum to bring diversity groups together to build their capacity and to enable them to 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.

A major focus of our work this year has been on establishing firm relationships between the voluntary and community sector and the numerous bodies which have been recently established including, the Clinical Commissioning Group, the Health and Well-Being Board and the Office of the Police and Crime Commissioner.

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. This was a particular focus at our AGM this year with representatives of the Bournemouth Borough Council, Dorset Police, Dorset Fire and Rescue Services, Royal Bournemouth and Christchurch Hospital and other local healthcare institutions pledging their support.

# **BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE**

## **REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2014**

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### **3. Use of Volunteers**

In addition to the trustees, Bournemouth CVS has two volunteers who work in an administrative capacity.

### **4. 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 run regular forums, events and conferences which all provide important feedback and help to shape future provision.

### **5. 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. 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.

### **6. Plans for the Future**

Demographic change and changes in public policy are placing increased demand on local service provision (both voluntary and statutory) at a time when resources for public services are diminishing. Our ageing and increasingly diverse population are requiring service providers to increase and adapt the type of support provided. This is creating pressures as well as new opportunities.

We will be seeking to work more closely with the local authority to enable them to meet these challenges. The voluntary sector has a sound track record in working innovatively to develop responsive services which make best use of resources and thus has much to offer in this respect.

We will be working with General Practice and Public Health bodies to support them to take a more preventative and holistic approach. We will be encouraging them to work more closely with the voluntary sector to harness its ability to provide solutions and responses to healthcare needs which are social in origin rather than medical. We will be seeking to continue the dialogue with the Health and Wellbeing Board and the Clinical Commissioning Group 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 continue our engagement with local business in order to seek to develop a culture of philanthropy to support VCS activity with local communities.

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.

An increasing number of opportunities present themselves for the sector to influence the development of policies and services. We will continue to run the sub-sectorial forums to bring organisations up to date with national and local policy developments. We will also continue to provide an infrastructure to ensure that the local voluntary sector can continue to have genuinely accountable representatives who are able to speak with authority on behalf of the sector.

# **BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE**

## **REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2014**

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This year we have greatly increased participation by local voluntary organisations in all our services. At the annual staff and trustee away day it was agreed that a priority for the year ahead will be to work towards the NAVCA quality award in addition to our other two quality awards. We will also continue to develop our marketing strategy and consider how new and existing organisations find out about the services which we offer. We have carried out a mapping exercise which has enabled us to significantly increase our knowledge of voluntary organisations which are operating in Bournemouth. We will be analysing this in the year ahead and seeking to build up more evidence about the value of the work which the sector undertakes.

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.

### **7. 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 Integrated Youth Service also provided funding to enable us to support volunteer-led youth organisations. A third stream of funding has been provided which 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.

We also receive core funding from NHS Bournemouth and Poole. In addition we have received legacy funding for two projects from Bournemouth 2026 (formerly the Bournemouth Local Strategic Partnership). This has enabled us to launch a project which seeks to establish mutually beneficial relationships between local businesses and local voluntary organisations. The second project is called 'Helping You to Do More' and funds a full time advisor who provides guidance and advice to the local voluntary organisations on how they can increase their service provision and achieve sustainability.

Additional small amounts of income are generated from sales of the Register, charges levied on our training courses, and membership fees.

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.

### **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. Money which is not committed 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:

## **BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE**

### **REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2014**

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- Core funding is currently only secured from the local authority and the Dorset Clinical Commissioning Group. 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.
- 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 budget for the following year. This reserves policy will be reviewed every year.

#### **Funds held as Custodian Trustee on behalf of others**

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

# **BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE**

## **REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2014**

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### **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 15 of the Companies Act 2006.

On behalf of the Board

..... **Hazel Walker (Chair)**

**31 July 2014**

# **BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE**

## **INDEPENDENT EXAMINERS' REPORT FOR THE YEAR TO 31 MARCH 2014**

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I report on the accounts of the company for the year ended 31 March 2014, which are set out on pages 13 to 26.

### **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.

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.

**N Fernyhough**  
**For and on behalf of**

**xx xxxxxx 2014**

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 2014

	Notes	Unrestricted £	Restricted £	Total 2014 £	Total 2013 £
<b>Incoming resources</b>					
Incoming resources from generated funds:					
Voluntary income	2	-	260	260	-
Investment income	4	1,650	-	1,650	2,337
Incoming resources from charitable activities					
	3	18,454	187,035	205,489	234,715
Incoming resources from charitable activities relating to project partners					
	3	-	-	-	7,055
<b>Total incoming resources</b>		<u>20,104</u>	<u>187,295</u>	<u>207,399</u>	<u>244,107</u>
<b>Resources expended</b>					
Costs of charitable activities					
	5	39,458	200,555	240,013	247,135
Costs of charitable activities relating to project partners					
	8	-	-	-	8,017
Governance costs					
	6	7,881	-	7,881	4,870
<b>Total resources expended</b>	7	<u>47,339</u>	<u>200,555</u>	<u>247,894</u>	<u>260,022</u>
Net resources expended/expenditure for the year					
		(27,235)	(13,260)	(40,495)	(15,915)
Transfer of funds					
		-	-	-	(63,779)
Net movement in funds					
		(27,235)	(13,260)	(40,495)	(79,694)
<b>Total funds at 1 April 2013</b>		<u>275,427</u>	<u>84,255</u>	<u>359,682</u>	<u>439,376</u>
<b>Total funds at 31 March 2014</b>		<u>248,192</u>	<u>70,995</u>	<u>319,187</u>	<u>359,682</u>

# BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

## BALANCE SHEET AS AT 31 MARCH 2014

	Notes	£	2014	£	2013	£
<b>Fixed assets</b>						
Tangible fixed assets	10		-		-	
<b>Current assets</b>						
Debtors and prepayments	11	2,911		12,026		
Cash at bank, Building Society and in hand		360,775		431,027		
		<u>363,686</u>		<u>443,053</u>		
<b>Creditors – amounts falling due with one year</b>						
Creditors and accruals	12	44,499		83,371		
Net current assets			319,187		359,682	
Net assets			<u>319,187</u>		<u>359,682</u>	
<b>Funds</b>						
Unrestricted	14		248,192		275,427	
Restricted	13		70,995		84,255	
			<u>319,187</u>		<u>359,682</u>	

In preparing these financial statements:

- a) The directors are of the opinion that the charitable company is entitled to exemption from audit conferred by Section 477 of the Companies Act 2006.
- b) No notice has been deposited under Section 476 of the Companies Act 2006, and
- c) The directors acknowledge their responsibilities for:
  - i) ensuring the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006, and
  - ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 394 and 395 of the Companies Act 2006.

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

Approved on behalf of the Board of Trustees on 31 July 2014

Hazel Walker  
Company Registration Number: 04024662

# BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

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### 1 Accounting policies

#### 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. The principal accounting policies adopted in the preparation of the financial statements are set out below.

#### b) Cashflow statement

Advantage has been taken of the exemption under Financial Reporting Standard 1 not to produce a cashflow statement for 2013 or 2014.

#### 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 2014**

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### **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
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### **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) Reserves policy**

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

### **k) 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 Activities as incurred in the accounting year.

# BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

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### 2 Voluntary income

	Unrestricted £	Restricted £	Total 2014 £	Total 2013 £
Voluntary donations/gifts in kind				
Bournemouth Volunteer Centre	-	260	260	-
	<u>-</u>	<u>260</u>	<u>260</u>	<u>-</u>

# BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

### 3 Incoming resources from charitable activities

	Unrestricted £	Restricted £	Total 2014 £	Total 2013 £
<b>BCVS</b>				
Bournemouth Council	-	50,000	50,000	12,876
Bournemouth & Poole PCT	-	-	-	30,000
Membership fees	-	3,440	3,440	2,565
Other income	-	-	-	267
<b>Central functions, trustee &amp; governance</b>				
Bournemouth Council	15,000	-	15,000	30,000
Register sales	5	-	5	41
Other income	1,248	-	1,248	136
<b>Social car scheme</b>				
Other income	-	-	-	6,333
<b>Voluntary Youth Sector</b>				
Bournemouth Council	-	9,585	9,585	10,369
<b>Bournemouth Volunteer Centre</b>				
Bournemouth Council	-	15,000	15,000	15,000
Big Lottery Fund	-	250	250	-
<b>Voluntary Sector Reps</b>				
Grants received	-	-	-	-
<b>BASIS – BCVS</b>				
Big Lottery Fund Grant	-	-	-	15,101
Training income	-	-	-	370
<b>Business/Events Manager</b>				
Clinical Commissioning Group (CCG)	-	30,000	30,000	22,124
NAVCA	-	-	-	1,946
Bournemouth Council	-	3,219	3,219	7,039
Other income	-	2,000	2,000	33
<b>Business case advisor 13</b>				
Bournemouth 2026	-	40,000	40,000	33,333
Bournemouth Council	-	696	696	1,392
Other income	-	965	965	130
<b>Carried forward</b>	<b>16,253</b>	<b>155,155</b>	<b>171,408</b>	<b>189,055</b>

# BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

### 3 Incoming Resources from charitable activities (continued)

	Unrestricted £	Restricted £	Total 2014 £	Total 2013 £
<b>Brought forward</b>	16,253	155,155	171,408	189,055
<b>CDF</b>				
Grants received on behalf of others	-	728	728	-
<b>Engagement with Business</b>				
Grants received	-	30,300	30,300	30,300
Training income	-	210	210	-
<b>CWDC &amp; Training bursaries</b>				
Bournemouth Council	-	140	140	2,000
Other income	-	502	502	-
<b>Youth work training</b>				
Bournemouth Youth Service	-	-	-	2,600
<b>Youth Work Grants</b>				
Bournemouth Youth Service – Partnership grant	-	-	-	4,950
Bournemouth Youth Service – Targeted grant	-	-	-	4,750
<b>Training</b>				
Other income	2,201	-	2,201	1,060
	<u>18,454</u>	<u>187,035</u>	<u>205,489</u>	<u>234,715</u>
<b>Partner Projects:</b>				
<b>BASIS – Dorset REC</b>				
Big Lottery Fund Grant	-	-	-	1,005
<b>BASIS - PCVS</b>				
Big Lottery Fund Grant	-	-	-	6,050
	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,055</u>
<b>Total</b>	<u>18,454</u>	<u>187,035</u>	<u>205,489</u>	<u>241,770</u>

In 2012/13 the company received total funding of £492, from the Big Lottery Fund Grant, as reimbursement of total capital expenditure.

# BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

### 4 Investment income

	Unrestricted £	Restricted £	Total 2014 £	Total 2013 £
Bank interest	1,650	-	1,650	2,337

### 5 Costs of charitable activities

#### By category of cost:

	Unrestricted £	Restricted £	Total 2014 £	Total 2013 £
<b>Staff costs:</b>				
Staff salaries, pensions and expenses	45,034	120,894	165,928	174,571
Staff training	-	1,861	1,861	1,169
Volunteer expenses	-	807	807	1,475
<b>Other costs:</b>				
Post, stationery and photocopying	140	7,212	7,352	13,043
Subscriptions and publications	747	530	1,277	1,216
Telephone	310	1,052	1,362	1,264
Insurance	592	-	592	630
Advertising	2,269	608	2,877	5,372
Training	594	5,273	5,867	5,704
Travel and subsistence	7	573	580	-
Room hire	82	1,111	1,193	699
Depreciation	-	-	-	-
Office equipment renewals	101	1,595	1,696	2,285
Heat and light	-	-	-	87
Rent	1,500	6,500	8,000	8,696
Consultancy	-	-	-	4,400
Conference costs	-	1,489	1,489	2,688
Recruitment/HR expenses	158	535	693	552
Refreshments	417	331	748	343
Premises expenses	24	247	271	338
Bank charges	30	-	30	107
IT support & financial management	799	1,585	2,384	1,264
Costs recovered/management fees	(13,346)	13,344	(2)	(2,540)
Grants paid	-	35,008	35,008	31,789
	<u>39,458</u>	<u>200,555</u>	<u>240,013</u>	<u>255,152</u>

# BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

### 6 Governance costs

	Unrestricted	Restricted	Restricted - Project Partners	Total 2014	Total 2013
	£	£	£	£	£
Accountancy fees	4,680	-	-	4,680	2,820
Trustee expenses	469	-	-	469	562
Trustee training/meetings	851	-	-	851	340
Trustee mailings	197	-	-	197	215
Insurance costs	834	-	-	834	610
AGM costs	850	-	-	850	323
	<u>7,881</u>	<u>-</u>	<u>-</u>	<u>7,881</u>	<u>4,870</u>

### 7 Total resources expended by project

	Unrestricted	Restricted	Total 2014	Total 2013
	£	£	£	£
BCVS	-	45,785	45,785	48,202
Community Development Foundation	-	728	728	-
Voluntary Youth Sector	-	14,233	14,233	10,834
CWDC & Training bursaries	-	4,439	4,439	9,416
Bournemouth Volunteer Centre	-	17,423	17,423	18,591
Voluntary Sector Reps	-	500	500	2,500
Engagement with business	-	31,510	31,510	30,300
Volunteering and mentoring	-	-	-	1,390
Business/Events	-	32,369	32,369	31,613
Business Case 13	-	46,159	46,159	31,980
Youth Work Training	-	2,600	2,600	-
Youth Work Grants partnership	-	4,809	4,809	-
BASIS - BCVS	-	-	-	18,609
Central functions, trustee and governance	46,043	-	46,043	47,510
Training	1,296	-	1,296	1,060
<b>Project partners:</b>				
BASIS - Dorset REC	-	-	-	1,005
BASIS - PCVS	-	-	-	7,012
	<u>47,339</u>	<u>200,555</u>	<u>247,894</u>	<u>260,022</u>

# BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

### 8 Total resources expended by type of cost

	Grants and Costs of Activities £	Governance Costs £	2014 £	2013 £
BCVS	45,785	-	45,785	48,202
Community Development Foundation	728	-	728	-
Voluntary Youth Sector	14,233	-	14,233	10,834
CWDC & Training bursaries	4,439	-	4,439	9,416
Bournemouth Volunteer Centre	17,423	-	17,423	18,591
Volunteer Sector Reps	500	-	500	2,500
Engagement with business	31,510	-	31,510	30,300
Volunteering and mentoring	-	-	-	1,390
Business/Events	32,369	-	32,369	31,613
Business Case 13 Advisor	46,159	-	46,159	31,980
Youth Work Training	2,600	-	2,600	-
Youth work grants	4,809	-	4,809	-
BASIS - BCVS	-	-	-	18,609
Central functions, trustee and governance	38,162	7,881	46,043	47,510
Training	1,296	-	1,296	1,060
<b>Project partners:</b>				
BASIS - Dorset REC	-	-	-	1,005
BASIS - PCVS	-	-	-	7,012
	<u>240,013</u>	<u>7,881</u>	<u>247,894</u>	<u>260,022</u>

### 9 Staff costs

	2014 £	2013 £
Salaries, NIC and pensions	165,928	173,802
Staff expenses	-	768
Staff training	1,861	1,169
	<u>167,789</u>	<u>175,739</u>

Included in the above are social security costs of £12,949 (2013: £13,015)

The average number of employees during the year was 7 (2013: 8).

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 2014

### 10 Tangible fixed assets

	Equipment £	Vehicles £	Property Improvements £	Total £
<b>Cost</b>				
1 April 2013	81,789	15,101	3,085	99,975
Additions	-	-	-	-
Disposals	(81,789)	(15,101)	(3,085)	(99,975)
	<hr/>	<hr/>	<hr/>	<hr/>
31 March 2014	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>				
1 April 2013	81,789	15,101	3,085	99,975
Charge for the period	-	-	-	-
On disposals	(81,789)	(15,101)	(3,085)	(99,975)
	<hr/>	<hr/>	<hr/>	<hr/>
31 March 2014	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net Book Value</b>				
31 March 2014	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
31 March 2013	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>

### 11 Debtors and prepayments

	2014 £	2013 £
Outstanding project income	1,845	10,652
Prepayments and accrued income	896	1,374
Other debtors	170	-
	<hr/>	<hr/>
	2,911	12,026
	<hr/>	<hr/>

All debtors are due within one year.

### 12 Creditors and accruals

	2014 £	2013 £
Accruals and deferred income	44,499	83,371
	<hr/>	<hr/>
	44,499	83,371
	<hr/>	<hr/>

All creditors are due within one year.

## BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

#### 13 Restricted funds

	31/03/13	Incoming	Outgoing	Transfers	31/03/14
	£	£	£	£	£
Bournemouth Council for Voluntary Service	9,695	53,440	45,785	(412)	16,938
Community Development Foundation	-	728	728	-	-
Voluntary youth sector	6,986	9,585	14,233	-	2,338
CWDC & Training bursaries	5,215	642	4,439	-	1,418
Bournemouth Volunteer Centre	16,302	15,510	17,423	-	14,389
Voluntary Sector Reps	13,464	-	500	-	12,964
CWDC – Poole	2,764	-	-	(2,764)	-
CLINKS – BCVS	21	-	-	(21)	-
Engagement with business	1,000	30,510	31,510	-	-
Targeted Support Fund - Action 3	3,500	-	-	(3,500)	-
CBCT	(412)	-	-	412	-
Volunteering and mentoring	7,393	-	-	(7,393)	-
Business/Events Manager	3,152	35,219	32,369	10,178	16,180
Business Case Advisor 13	2,875	41,661	46,159	3,500	1,877
Youth work training	2,600	-	2,600	-	-
Youth work grants	9,700	-	4,809	-	4,891
	84,255	187,295	200,555	-	70,995

There have been a number of transfers between the restricted funds during the year.

Bournemouth Council for Voluntary Service – This transfer was a contribution towards the capacity building of the BCVS Community Transport Project.

CWDC – Poole – This transfer was a contribution from Poole CVS for work completed in Poole by the Business Events Manager as agreed with the funders.

Targeted Support Fund – Action 3 – This transfer is for the use of the Advisor, funded as a separate project, to run Tendering and Commissioning events for the Voluntary Sector as agreed with the funder.

CLINKS – This transfer was for the Business Events Manager for work on the Clinks project.

Volunteering and Mentoring – This transfer is for the use of the Business Events Manager, funded as a separate project, for their work done with organisations supporting volunteering and mentoring with ex-offenders as agreed with the funder.

# BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

---

<b>14 Unrestricted funds</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Designated funds	72,584	104,943
General unrestricted funds:		
- to cover 6 months running costs/3 months closure costs	175,608	170,484
	<u>248,192</u>	<u>275,427</u>

The Trustees have designated a total of £72,584 at 31 March 2014 to cover the following:  
£27,676 – funding the budgeted deficit for the year ended 31 March 2015  
£25,681 – funding projects not funded beyond 31 March 2015  
£19,227 – funding for the Volunteer Centre

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

### 15 Trustees' expenses

During the year no remuneration was paid and £469 (2013: £562) expenses were reimbursed to the Trustees.