

Company Registered number: 04024662
Charity number: 1081381

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE
ANNUAL REPORT AND FINANCIAL STATEMENTS
31 MARCH 2015

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

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Boscombe Link
3-5 Palmerston Road
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Bournemouth
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BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

COMPANY INFORMATION FOR THE YEAR ENDED 31 MARCH 2015

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 – Vice-Chair (appointed 31 July 2014)
Bev Hepting (resigned 16 April 2014)
Professor Keith Popple
Angela Ross
Richard Erven
Deborah Clifton
Alice Buller (resigned 9 September 2014)
Sarah Harrison (appointed 26 February 2015)

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

Bankers

Co-operative Bank
Charities Aid Foundation
Virgin
United Trust Bank
Shawbrook

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

LEGAL AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2015

Staff

- Vivienne Aird (Chief Executive)
- Penny Turner (Finance Officer)
- Steve Place (Senior Advisor)
- Christina Squire (Events and Business Support Manager) (resigned 30 November 2014)
- Amy Collins (Volunteer Development Worker)
- Romany Ross (Business Support Manager)
- 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 2015

The Trustees present their Report, together with the Audited Accounts for the year to 31 March 2015.

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 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 nine members at March 31st 2015, 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 Committee meets more often to ensure financial accountability and to enable more detailed planning to take place. At an independently facilitated away day in March 2014 trustees and staff confirmed the Strategic Plan for 2014/19. This in turn has informed the Business Plan 2014/17. In regularly reviewing the aims and objectives and drawing up the Strategic Plan and the Business Plan 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 give their time voluntarily and received no benefits from the charity during 2014/15. 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. We are also pursuing the NAVCA Quality Standard which is the national standard for Councils for Voluntary Service.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2015

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 which collaborate and cooperate to achieve their mission.'*

Aims

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

- To support the identification of needs in the community and facilitate innovation and improvements to meet those needs
- To ensure that local organisations and community groups fulfil their missions more effectively
- To facilitate effective communication and collaboration amongst local VCS and between public, private and voluntary sectors
- To support local VCS to influence policies, plans and practices that have an impact on their organisations and beneficiaries
- To ensure that the VCS is benefitting from the additional capacity of volunteers and that they are valued for their contribution

2. Achievements and Performance

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

Aim 1 To support the identification of needs in the community and facilitate innovation and improvements to meet those needs

We support the identification of needs in the community by supporting people to set up new groups to meet needs which they have identified. Needs in the local community are also identified on an on-going basis by already established organisations. In order that this information can be shared we bring organisations together in regular sub-sectoral forums. Innovative ideas and improvements to services are identified and organisations may work together to realise these improvements or feed the information back to relevant bodies.

We keep the sector informed about national and local and policy developments and seek to build up information about how the implementation of these policies affects local communities.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2015

Aim 2: To ensure that local organisations and community groups fulfil their missions more effectively

Over the last year we have delivered a range of services and support to local voluntary organisations including:

- Offering individual in-depth advice and guidance in response to 572 requests from 124 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. 83% of respondents say the advice service has helped them to improve their governance while 92% of respondents say that as a result of the advice service their organisations are more sustainable.
- Providing in addition a dedicated advice and support service for voluntary sector youth organisations which responded to 140 requests from 37 different organisations.
- Offering a range of training courses attended by 196 representatives of different organisations to promote education and workforce development within the sector in topics such as:
 - Good Governance
 - Safeguarding Children
 - Presentation Skills
 - First Aid in the Workplace
 - Looking After the Money
 - Being A Charity Trustee
 - Introduction to Lottery Funding
 - Introduction to Fundraising
 - Effective Committee Meetings
 - Managing Your Volunteers
 - Volunteer Recruitment
 - Awards for All and Reaching Communities Workshop
 - Twitter Workshop
 - 83% of attendees report increased confidence in their level of skill as a result of attending BCVS training
- Providing, in addition to formal training, 29 one to one advice sessions for voluntary organisations by local businesses with 89% of attendees reporting that attendance had helped them to provide more effective services to the community. Topics included:
 - Human Resources
 - Charity Law
 - Fundraising
 - Social Media
 - Accounting
- 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.
- Launching an e-network to keep trustees updated on legal and technical developments. Several factsheets and a newsletter for trustees have also been distributed.
- Further developing our website to offer specific information to the sector
- Providing practical support to the sector by for example advertising jobs and events and providing an extensive selection of audio visual resources available for loan;

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

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Aim 3: To facilitate effective communication and collaboration amongst local VCS and between public, private and voluntary sectors

The main written medium through which we communicate is our quarterly newsletter which carries articles about the work of local organisations and is widely circulated to voluntary and statutory organisations. Daily communication between VCS organisations is supported through 10 e-forums. In partnership with Poole CVS we also organise three sub-sectoral forums to bring representatives of the voluntary and public sector together to share information about local and national policy developments and to enable effective joint working for the benefit of the community.

The three sub-sectoral forums are as follows:

- Criminal Justice Forum for organisations supporting victims of crime and seeking to rehabilitate offenders and attracting 73 attendances from 33 different organisations
- Children and Young People Forum for organisations working with children and young people in Bournemouth attracting 44 attendances by 26 different organisations
- Health and Care Forum attended by organisations seeking to improve the health and well-being of residents in the town with 101 attendances by 50 different voluntary organisations.

Working 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 their capacity and to enable them to develop a collective voice.

Local business have been encouraged to support voluntary organisations and fulfil their corporate social responsibility through our Give and Receive Project. Twenty-five individual partnerships were established between local businesses and local voluntary organisations which offered a wide range of support including: in-house training, fundraising, IT support and new supplier opportunities. We also ran a Speed Dating Event which established relationships between the private sector and the voluntary sector and led to a number of successful on-going collaborations. The funding for this project has now ended but in a survey conducted at the end 100% of participating businesses agreed that their awareness of local needs within the voluntary sector had increased due to the project. We continue to provide the surgeries with private sector input on a pro-bono basis. We also run a Charities Forum in partnership with Bournemouth Chamber of Trade and Commerce which meets four times a year where relationships are able to continue to develop.

Aim 4: To support the local VCS to influence policies, plans and practices that have an impact on their organisations and beneficiaries.

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 16 key decision making committees in Bournemouth.

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The forums have a crucial role to play in ensuring that the sector is able to play a full part in the planning and development of services for the local population in Bournemouth. Each meeting focuses on recent policy developments at national and local level. Voluntary sector representatives are able to feed back on meetings which they have attended and the local sector is able to feedback on the impact which policies are having on local communities. The forums also help 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.

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. Bournemouth Borough Council, Dorset Police, Office of the Police and Crime Commissioner, Dorset Fire and Rescue Services, Royal Bournemouth and Christchurch Hospital are all signatories to the Bournemouth Compact.

Aim 5: To ensure that the VCS is benefitting from the additional capacity of volunteers and that they are valued for their contribution

In order to increase the pool of potential volunteers 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, development of Twitter 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 890 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. Altogether we dealt with 1921 enquiries (this includes enquiries from pre-existing volunteers and repeat enquiries.). 1138 new volunteers were registered with the Volunteer Centre in the last year. 298 were interviewed by telephone while 159 were interviewed face to face (either through outreach, formal one to one interviews or by dropping in to the Volunteer Centre). Of the new volunteers that we registered 120 were recorded as having at least one 'barrier', ranging from physical disability, learning disability, mental health conditions and drug or alcohol dependency through to ex-offending. In addition to this a further 82 people were recorded as being unemployed with no other presenting barriers.

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. 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 brings.

This year we have continued to work in partnership with Bournemouth Integrated Youth Service and Bournemouth 2026 to develop 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 1st 2013 the scheme has awarded 717 certificates to young people for a combination of one-off events, 20 & 50 hours of volunteering.

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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 277 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.

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. The regular forums, events and conferences which we run all provide important feedback and help us to maintain a dialogue with the sector to inform the design of 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 includes 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. The ageing and increasingly diverse population requires 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 continue to work 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.

We will continue to seek to remove the barriers to commissioning opportunities for the sector through our work with our statutory partners on a Commissioning framework 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 2015

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-sectoral 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.

This year we have greatly increased participation by local voluntary organisations in all our services. We will also continue to develop our marketing strategy and consider how new and existing organisations find out about the service 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 continue to work towards the NAVCA quality award in addition to our other two quality awards.

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. 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.

1. 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 has 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 have also received some core funding from Dorset Clinical Commissioning Group to enable us to fulfil the role of strategic partner.

We have been successful in gaining funding for two new projects this year. The Young Volunteers Project receives funding from Bournemouth 2026 (formerly the Bournemouth Local Strategic Partnership) while the Bournemouth Locality Clinical Group are funding a social prescription service which enables us to signpost patients and professionals to voluntary sector services to meet the social needs of patients.

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

The overall legal and financial 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 Board and through membership of the Finance 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

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- Core funding is currently only secured from the local authority and the local 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 2015

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)**

30 July 2015

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

INDEPENDENT EXAMINERS' REPORT FOR THE YEAR TO 31 MARCH 2015

I report on the accounts of the company for the year ended 31 March 2015, 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
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 2015

	Notes	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	20		20	260
Investment income	4	950		950	1,650
Incoming resources from charitable activities					
	3	47,850	114,241	162,091	205,489
Total incoming resources		<u>48,820</u>	<u>114,241</u>	<u>163,061</u>	<u>207,399</u>
Resources expended					
Costs of charitable activities	5	39,547	155,966	195,513	240,013
Governance costs	6	5,575	-	5,575	7,881
Total resources expended	7	<u>45,122</u>	<u>155,966</u>	<u>201,088</u>	<u>247,894</u>
Net resources expended/expenditure for the year					
		3,698	(41,725)	(38,027)	(40,495)
Transfer of funds		(8,338)	8,338	-	-
Net movement in funds					
		(4,640)	(33,387)	(38,027)	(40,495)
Total funds at 1 April 2014		<u>248,192</u>	<u>70,995</u>	<u>319,187</u>	<u>359,682</u>
Total funds at 31 March 2015		<u>243,552</u>	<u>37,608</u>	<u>281,160</u>	<u>319,187</u>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

BALANCE SHEET AS AT 31 MARCH 2015

	Notes	£	2015	£	£	2014	£
Current assets							
Debtors and prepayments	10	5,441			2,911		
Cash at bank, Building Society and in hand		288,184			360,775		
		<u>293,625</u>			<u>363,686</u>		
Creditors – amounts falling due with one year							
Creditors and accruals	11	12,465			44,499		
Net current assets			281,160			319,187	
Net assets			<u>281,160</u>			<u>319,187</u>	
Funds							
Unrestricted	13		243,552			248,192	
Restricted	12		37,608			70,995	
			<u>281,160</u>			<u>319,187</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 30 July 2015

Hazel Walker
Company Registration Number: 04024662

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

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 2014 or 2015.

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.

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 2015

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

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 2015

2 Voluntary income

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
Voluntary donations/gifts in kind				
Bournemouth Volunteer Centre	-	-	-	260
Transition Town Bournemouth	20	-	20	-
	<u>20</u>	<u>-</u>	<u>20</u>	<u>260</u>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

3 Incoming resources from charitable activities

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
BCVS				
Dorset Clinical Commissioning Group	-	20,000	20,000	50,000
Membership fees	-	2,950	2,950	3,440
Other income	-	98	98	-
Central functions, trustee & governance				
Bournemouth Council	44,000	-	44,000	15,000
Register sales	56	-	56	5
Other income	1,493	-	1,493	1,248
Voluntary Youth Sector				
Bournemouth Council	-	11,066	11,066	9,585
Bournemouth Volunteer Centre				
Bournemouth Council	-	15,000	15,000	15,000
Big Lottery Fund	-	-	-	250
Business/Events				
Clinical Commissioning Group (CCG)	-	-	-	30,000
Bournemouth Council	-	1,762	1,762	3,219
Other income	-	105	105	2,000
Business case advisor 13				
Bournemouth 2026	-	6,667	6,667	40,000
Bournemouth Council	-	-	-	696
Other income	-	-	-	965
Public Health				
Poole CVS	-	7,924	7,924	-
Training Income	-	450	450	-
Young Volunteers				
Bournemouth 2026	-	4,170	4,170	-
Building Better Opportunities Development fund				
Big Lottery	-	2,767	2,767	-
Better Together (formerly Virtual Ward)				
Grants Received	-	9,265	9,265	-
Advisory				
Bournemouth Council	-	21,672	21,672	-
Dorset Clinical Commissioning Group	-	10,000	10,000	-
Other Income	-	180	180	-
Carried forward	45,548	114,076	159,624	171,408

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

3 Incoming Resources from charitable activities (continued)

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
Brought forward	45,548	114,076	159,624	171,408
CDF				
Grants received on behalf of others	-	-	-	728
Engagement with Business				
Grants received	-	-	-	30,300
Training income	-	-	-	210
CWDC & Training bursaries				
Bournemouth Council	-	165	165	140
Other income	-	-	-	502
Training				
Other income	2,302	-	2,302	2,201
Total	<u>47,850</u>	<u>114,241</u>	<u>162,091</u>	<u>205,489</u>

4 Investment income

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
Bank interest	<u>950</u>	<u>-</u>	<u>950</u>	<u>1,650</u>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

5 Costs of charitable activities

By category of cost:

	Unrestricted	Restricted	Total	Total
	£	£	2015	2014
	£	£	£	£
Staff costs:				
Staff salaries, pensions and expenses	43,448	116,751	160,199	165,928
Staff training	7	1,439	1,446	1,861
Volunteer expenses	-	156	156	807
Other costs:				
Post, stationery and photocopying	543	8,629	9,172	7,352
Subscriptions and publications	1,317	214	1,531	1,277
Telephone	306	1,001	1,307	1,362
Insurance	-	801	801	592
Advertising	(63)	740	677	2,877
Training	1,024	1,188	2,212	5,867
Travel and subsistence	61	812	873	580
Room hire	-	769	769	1,193
Office equipment renewals	7	417	424	1,696
Rent	1,500	6,500	8,000	8,000
Conference costs	-	1,895	1,895	1,489
Recruitment/HR expenses	360	-	360	693
Refreshments	435	336	771	748
Premises expenses	717	-	717	271
Bank charges	33	-	33	30
IT support & financial management	252	715	966	2,384
Costs recovered/management fees	-10,400	10,400	-	(2)
Grants paid	-	3,196	3,196	35,008
Miscellaneous	-	7	7	
	<u>39,547</u>	<u>155,966</u>	<u>195,513</u>	<u>240,013</u>

Unrestricted advertising costs – The negative balance is due to a refund of VAT which was charged in error.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

6 Governance costs

	Unrestricted	Restricted	Restricted - Project Partners	Total 2015	Total 2014
	£	£	£	£	£
Accountancy fees	3,210	-	-	3,210	4,680
Trustee expenses	596	-	-	596	469
Trustee training/meetings	717	-	-	717	851
Trustee mailings	516	-	-	516	197
Insurance costs	256	-	-	256	834
AGM costs	280	-	-	280	850
	<u>5,575</u>	<u>-</u>	<u>-</u>	<u>5,575</u>	<u>7,881</u>

7 Total resources expended by project

	Unrestricted	Restricted	Total 2015	Total 2014
	£	£	£	£
BCVS	-	46,881	46,881	45,785
Community Development Foundation	-	-	-	728
Voluntary Youth Sector	-	13,742	13,742	14,233
CWDC & Training bursaries	-	1,583	1,583	4,439
Public Health	-	8,374	8,374	-
Bournemouth Young Volunteer Awards	-	2,119	2,119	-
BBDO	-	2,767	2,767	-
Better Together	-	9,265	9,265	-
Advisory	-	27,022	27,022	-
Bournemouth Volunteer Centre	-	17,073	17,073	17,423
Voluntary Sector Reps	-	2,335	2,335	500
Engagement with business	-	-	-	31,510
Business Support	-	13,261	13,261	32,369
Business Case 13	-	8,544	8,544	46,159
Youth Work Training	-	-	-	2,600
Youth Work Grants	-	3,000	3,000	4,809
Central functions, trustee and governance	44,098	-	44,023	46,043
Training	1,024	-	1,099	1,296
	<u>45,122</u>	<u>155,966</u>	<u>201,088</u>	<u>247,894</u>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

8 Total resources expended by type of cost

	Grants and Costs of Activities £	Governance Costs £	2015 £	2014 £
BCVS	46,881	-	46,881	45,785
Community Development Foundation	-	-	-	728
Voluntary Youth Sector	13,742	-	13,742	14,233
Public Health	8,374	-	8,374	-
Bournemouth Young Volunteer Awards	2,119	-	2,119	-
BBDO	2,767	-	2,767	-
Better Together	9,265	-	9,265	-
CWDC & Training bursaries	1,583	-	1,583	4,439
Bournemouth Volunteer Centre	17,073	-	17,073	17,423
Volunteer Sector Reps	2,335	-	2,335	500
Engagement with business	-	-	-	31,510
Advisory	27,022	-	27,022	-
Buisness Support	13,261	-	13,261	32,369
Business Case 13 Advisor	8,544	-	8,544	46,159
Youth Work Training	-	-	-	2,600
Youth work grants	3,000	-	3,000	4,809
BASIS - BCVS	-	-	-	-
Central functions, trustee and governance	38,448	5,575	44,023	46,043
Training	1,099	-	1,099	1,296
	195,513	5,575	201,088	247,894

9 Staff costs

	2015 £	2014 £
Salaries, NIC and pensions	160,199	165,928
Staff training	1,446	1,861
	161,645	167,789

Included in the above are social security costs of £12,707 (2014: £12,949)

The average number of employees during the year was 7 (2014: 7).

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 2015

10 Debtors and prepayments

	2015	2014
	£	£
Outstanding project income	3,964	1,845
Prepayments and accrued income	667	896
Other debtors	810	170
	<hr/>	<hr/>
	5,441	2,911
	<hr/>	<hr/>

All debtors are due within one year.

11 Creditors and accruals

	2015	2014
	£	£
Accruals and deferred income	12,465	44,499
	<hr/>	<hr/>
	12,465	44,499
	<hr/>	<hr/>

All creditors are due within one year.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

12 Restricted funds

	31/03/14	Incoming	Outgoing	Transfers	31/03/15
	£	£	£	£	£
Bournemouth Council for					
Voluntary Service	16,938	23,048	46,881	8,000	1,105
Voluntary youth sector	2,338	11,066	13,742	338	-
CWDC & Training bursaries	1,418	165	1,583	-	-
Bournemouth Volunteer Centre	14,389	15,000	17,073	-	12,316
Voluntary Sector Reps	12,964		2,335	-	10,629
Business Support	16,180	1,867	13,261	-	4,786
Business Case	1,877	6,667	8,544	-	-
Youth work grants – partnership & targeted	4,891	-	3,000	-	1,891
Public Health	-	8,374	8,374	-	-
Bournemouth Young Volunteer Awards Scheme	-	4,170	2,119	-	2,051
BBDO	-	2,767	2,767	-	-
Better Together	-	9,265	9,265	-	-
Advisory	-	31,852	27,022	-	4,830
	70,995	114,241	155,966	8,338	37,608

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

13 Unrestricted funds	2015	2014
	£	£
Designated funds	64,584	72,584
General unrestricted funds:		
- to cover 6 months running costs/3 months closure costs	178,968	175,608
	<u>243,552</u>	<u>248,192</u>

The Trustees have designated funds to cover the following:

£14,000 Business Support

£19,000 Advisory

£31,584 to fund projects not funded beyond 31 March 2016.

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

14 Trustees' expenses

During the year no remuneration was paid and £584 (2014: £469) expenses were reimbursed to the Trustees.