

Company Registered number: 04024662
Charity number: 1081381

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE
ANNUAL REPORT AND FINANCIAL STATEMENTS
31 MARCH 2013

Saffery Champness
CHARTERED ACCOUNTANTS

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 2013

**Charity trustees:
(Directors)**

Colin Feltham - Chair
Hazel Walker – Deputy Chair
Paul Payne - Treasurer
Reverend Martin Broad
Bev Hepting
Professor Keith Popple
Angela Ross
Richard Erven
Deborah Clifton (appointed 8 November 2012)

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 2013

Staff

- Vivienne Aird (Chief Executive)
- Penny Turner (Finance Officer)
- Steve Place (Senior Advisor)
- Christina Squire (Events and Business Support Manager)
- Carrie Smith (Volunteer Centre Manager – Joint with Poole CVS – until 31st March 2013)
- Amy Dowling (Volunteer Centre Broker)
- Jacque Salazar (Administrator – until 31st March 2013)
- 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 2013

The Trustees present their Report, together with the Audited Accounts for the year to 31 March 2013.

1. Structure, Governance and Management

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

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

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

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

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

The full Board which had nine members at March 31st 2013 meets at least four times a year. It is responsible for all strategic decisions affecting the organisation while the Chief Executive is responsible for day to day operations. A Finance and Personnel Sub-Committee comprising four trustees meets between board meetings to ensure financial accountability and to enable more detailed discussion to take place on personnel issues. Recommendations are then brought to the Board for ratification. At an independently facilitated away day in November 2007 trustees and staff worked jointly to draw up a strategic plan for 2008/14. The Chief Executive then drew up a detailed Business Plan in conjunction with the staff team and Board. In regularly reviewing the aims and objectives and drawing up the Strategic Plan and the Business Plan the trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit. In particular, the trustees have considered how planned activities will contribute to the aims and objectives they have set.

All members of the Management Committee give their time voluntarily and received no benefits from the charity during 2012/13. Any expenses reclaimed from the charity are set out in the accounts.

The trustees have conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate any impact they may have on the charity. Risks are minimised by the implementation of internal control procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the premises. These procedures were all reviewed this year 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 2013

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 556 requests from 108 different voluntary and community organisations in the last year. This support improves the standard of governance and management of local front-line service providers and helps them to deliver effective services to the people of Bournemouth.
- Providing in addition a dedicated advice and support service for voluntary sector youth organisations which responded to 55 requests from 35 different organisations.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2013

- Offering a range of training courses attended by 198 representatives of different organisations to promote education and workforce development within the sector in topics such as:
 - Funding through Companies
 - Funding your On-Going work
 - Pricing and Costing
 - Marketing on a Shoestring
 - Internet Safety Training
 - Social Finance
 - Child Accident Prevention
 - Funding for Core Costs
 - Effective Committee Meetings
 - Writing Winning Bids
- Establishing a Bursary Scheme and awarding 18 bursaries to enable voluntary youth workers to attend training courses
- Organising other educational opportunities such as visits to local prisons
- Further developing the Criminal Justice Forum for organisations supporting victims of crime and seeking to rehabilitate offenders and attracting 174 attendances from 80 different organisations
- Continuing to run the Children and Young People Forum for organisations working with children and young people in Bournemouth 34 attendances by 23 different organisations
- Launching a new Health and Care Forum attended by organisations seeking to improve the health and well-being of residents in the town. 73 different voluntary organisations have attended meetings.
- Developing a Tendering Network to provide information and support for organisations wishing to tender for commissioned services. This network which attracted 67 attendances from 36 different organisations is enabling commissioners to improve their working practice. It also helps voluntary organisations to learn more about commissioning processes and is intended to help service providers to ensure that they are able to maintain their services for the benefit of local people.
- Maintaining 13 e-forums to improve communications between voluntary and community organisations. Through this we help organisations to exchange information and also bring together representatives of the different sectors to enable effective joint working for the benefit of the community.
- Further developing our website to offer specific information to the sector including advertising 142 local voluntary sector events and advertising 198 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 act as a means of sharing information about issues important to the voluntary sector.
- Providing an extensive selection of audio visual resources available for loan; 57 loans of equipment were made to 19 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 over 400 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 the local voluntary organisations.
- Working with Bournemouth Chamber of Commerce to develop a new Charities Forum to support relationships between local charities and local business

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2013

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

Aim 2: Promoting and Encouraging Volunteering:

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

The Bournemouth Voluntary Vacancies Bulletin which is updated monthly allows voluntary and statutory organisations to advertise volunteering opportunities. Over 200 copies are now distributed each month listing over 320 voluntary opportunities. Over 70% of organisations registered with the Volunteer Centre express high levels of satisfaction with the service. We are registered with the national volunteering website www.do-it.org.uk and regularly post opportunities within Bournemouth to it in recognition that many people now use the internet to gain access to information. Over the last year we received 982 volunteering enquiries through this web based contact.

This year, despite having considerably less resources, 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 1796 enquiries altogether. 1196 new volunteers registered with the Volunteer Centre. 235 were interviewed by telephone while 182 were interviewed face to face. Of the 182 attending for interview, 136 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.

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

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2013

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 amount of its resources in ensuring that the VCS has on-going engagement and good access to those who are responsible for decision making at the highest local 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 recent years there has been greater demand for the sector to be represented at various committees and forums. Democratic procedures for the election and appointment of these sector representatives have been developed and the voluntary sector now has places on 16 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. This year we have launched a new forum for Health and Care organisations which has enabled the sector to keep abreast of national and local health policy development. In a survey which we carried out during the year to test the effectiveness of this work 85% of local VCS organisations said they were either fairly or very aware of national developments while 77% said they were fairly or very aware of local policy developments.

Lastly, 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.

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 new bodies which have been established including, the Clinical Commissioning Group, the Health and Well-Being Board and 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 work will be a particular focus in the year ahead and is an agreed priority of the sector.

3. Use of Volunteers

Bournemouth CVS has two volunteers who work in an administrative capacity.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2013

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 have worked with the Evaluation Trust to generate independent feedback about our Advice Service. We run regular forums, events and conferences which all provide important feedback and help to shape future provision.

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

The Voluntary and Community Sector is growing in influence and with it demand for our service grows. The context in which we are operating is a dynamic one and the sector is constantly required to develop new skills and areas of expertise in order to respond. The sector is also required to build new relationships and partnerships with different agencies. We will be seeking to enter into a dialogue with the newly established 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.

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

This year we have greatly increased participation by local voluntary organisations in all our services. At the annual staff and trustee awayday it was agreed that a priority for the year ahead will be to review our marketing strategy and consider how new and existing organisations find out about the service which we offer. We will be carrying out a mapping exercise in the year ahead to discover more information about all the organisations which are operating in Bournemouth. We will also be 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.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2013

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 Children's Services has also provided funding to enable us to support volunteer-led youth organisations. A third stream of funding has been provided this year to contribute towards the costs of the Volunteer Centre. This has enabled us to establish the Volunteer Centre on a firmer footing and to increase the level of service we are able to provide to front line organisations.

We also receive core funding from NHS Bournemouth and Poole. In addition we have acted as the accountable body in making a joint bid to the Big Lottery BASIS programme which ensured the continuation of an integrated advice service with our partners in Poole Council for Voluntary Service and Dorset Race Equality Council until June 2012.

We have also received funding for two new 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.

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.

Changes in the year

On 1 April 2012 the projects which made up Community Transport were transferred to a new charity called South East Dorset Community Accessible Transport. The projects making up Community Transport are the Social Car Scheme, Bournemouth Accessible Transport, Boscombe Shopmobility and Castlepoint Shopmobility.

It had always been intended that community transport would be established as a separate independent organisation. In March 2011, matters were given additional impetus when the Board of BCVS accepted an offer from Bournemouth Borough Council for the transfer of a development worker for eight months to begin the transformation of Community Transport to a new independent organisation. During 2011/12 the new charity was registered with the Charity Commission and a separate Board of Trustees was established. The staff and assets were transferred on April 1st 2012.

The transfer of these projects has meant a reduction in income for charity. In the year to 31 March 2012 the income for these projects totalled £143,833 and expenditure totalled £151,618.

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.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2013

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

- Core funding is currently only secured from the local authority and the local primary care trust. It would typically take a minimum of a year to make up any shortfall in this funding which is not always received in advance.
- Additional funding has been received at a consistent level for a number of years; however it has all been short term in nature. The organisation needs to safeguard against future changes in funding programmes particularly in the current economic climate. Additionally in-kind support which is currently received may not be available in the future.
- Sufficient funds from reserves should be readily available to provide working capital to enable the organization to bid for additional funding streams which may be paid in arrears.
- Funds should be available in order to build capacity internally and contribute to improved productivity and sustainability of the organization.
- 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 2013

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

..... **C Feltham (Chair)**

5 September 2013

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

INDEPENDENT EXAMINERS' REPORT FOR THE YEAR TO 31 MARCH 2013

I report on the accounts of the company for the year ended 31 March 2013, 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

9 September 2013

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 2013

	Notes	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	-	-	-	3,077
Activities for generating funds	4	-	-	-	1,573
Investment income	5	2,337	-	2,337	1,958
Incoming resources from charitable activities					
	3	31,237	203,478	234,715	423,642
Incoming resources from charitable activities relating to project partners					
	3	-	7,055	7,055	46,353
Total incoming resources		33,574	210,533	244,107	476,603
Resources expended					
Costs of charitable activities	6	43,700	203,435	247,135	386,793
Costs of charitable activities relating to project partners	6	-	8,017	8,017	46,822
Governance costs	7	4,870	-	4,870	6,179
Total resources expended	8	48,570	211,452	260,022	439,794
Net resources expended/expenditure for the year					
		(14,996)	(919)	(15,915)	36,809
Transfer of funds					
		34,449	(98,228)	(63,779)	-
Net movement in funds					
		19,453	(99,147)	(79,694)	36,809
Total funds at 1 April 2012		255,974	183,402	439,376	402,567
Total funds at 31 March 2013		275,427	84,255	359,682	439,376

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

BALANCE SHEET AS AT 31 MARCH 2013

	Notes	2013		2012	
		£	£	£	£
Fixed assets					
Tangible fixed assets	11		-		2,545
Current assets					
Stocks		-		1,901	
Debtors and prepayments	12	12,026		38,416	
Cash at bank, Building Society and in hand		431,027		606,715	
		<u>443,053</u>		<u>647,032</u>	
Creditors – amounts falling due with one year					
Creditors and accruals	13	83,371		210,201	
		<u>83,371</u>		<u>210,201</u>	
Net current assets			359,682		436,831
Net assets			<u>359,682</u>		<u>439,376</u>
Funds					
Unrestricted	15		275,427		255,974
Restricted	14		84,255		183,402
			<u>359,682</u>		<u>439,376</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 5 September 2013

C Feltham
Company Registration Number: 04024662

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

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 No: 1 not to produce a cashflow statement for 2012 or 2013.

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 2013

h) **Tangible fixed assets**

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

Depreciation is charged at the following rates:

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

i) **Taxation**

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

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

j) **Stock**

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

k) **Reserves policy**

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

l) **Pension scheme**

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

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

2 Voluntary income

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
Voluntary donations/gifts in kind				
Bournemouth accessible transport	-	-	-	2,351
Shopmobility	-	-	-	726
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	3,077
	<hr/>	<hr/>	<hr/>	<hr/>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

3 Incoming resources from charitable activities

	Unrestricted	Restricted	Total	Total
	£	£	2013	2012
			£	£
BCVS				
Bournemouth Council	-	12,876	12,876	30,000
Bournemouth & Poole PCT	-	30,000	30,000	30,000
Membership fees	-	2,565	2,565	-
Other income	-	267	267	120
Central functions, trustee & governance				
Bournemouth Council	30,000	-	30,000	29,958
Membership fees	-	-	-	2,685
Register sales	41	-	41	38
Other income	136	-	136	89
Social car scheme				
Bournemouth Council	-	-	-	19,571
Fees	-	-	-	14,788
Other income	-	6,333	6,333	-
Bournemouth accessible transport				
Bournemouth Council	-	-	-	37,791
Membership fees	-	-	-	2,208
Fares	-	-	-	18,831
Fuel rebate	-	-	-	1,926
Shopmobility				
Bournemouth Council	-	-	-	14,866
Membership fees	-	-	-	2,502
Visitor & longer loan hire	-	-	-	4,016
Other income	-	-	-	2,405
Castlepoint Shopmobility				
Visitor and longer loan hire	-	-	-	4,007
Membership	-	-	-	1,476
Other income	-	-	-	3,441
Landlords contribution to costs	-	-	-	2,855
Tenants	-	-	-	8,500
Carried forward	30,177	52,041	82,218	232,073

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

3 Incoming Resources from charitable activities (continued)

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
Brought forward	30,177	52,041	82,218	232,073
Voluntary Youth Sector				
Bournemouth Council	-	10,369	10,369	9,750
Bournemouth Volunteer Centre				
Bournemouth Council	-	15,000	15,000	30,000
Voluntary Sector Reps				
Grants received	-	-	-	7,000
BASIS – BCVS				
Big Lottery Fund Grant	-	15,101	15,101	56,118
Training income	-	370	370	1,301
Business/Events Manager				
Bournemouth Council	-	22,124	22,124	-
NAVCA	-	1,946	1,946	-
Other grants received	-	7,039	7,039	-
Other income	-	33	33	-
Business case 13				
Bournemouth 2026	-	33,333	33,333	-
Other grants received	-	1,392	1,392	-
Other income	-	130	130	-
Criminal Justice				
Grants received	-	-	-	12,500
Engagement with Business				
Grants received	-	30,300	30,300	17,400
Training bursaries				
Bournemouth Council	-	2,000	2,000	10,000
CWDC – Poole				
Grants received	-	-	-	10,000
Carried forward	30,177	191,178	221,355	386,142

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

3 Incoming resources from charitable activities (continued)

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
Brought forward	30,177	191,178	221,355	386,142
CBCT				
Grants received	-	-	-	25,000
Voluntary and mentoring				
Grants received	-	-	-	12,500
Youth work training				
Bournemouth Youth Service	-	2,600	2,600	-
Youth Work Grants				
Bournemouth Youth Service – Partnership grant	-	4,950	4,950	-
Bournemouth Youth Service – Targeted grant	-	4,750	4,750	-
Training				
Other income	1,060	-	1,060	-
	<u>31,237</u>	<u>203,478</u>	<u>234,715</u>	<u>423,642</u>
Partner Projects:				
BASIS – Dorset REC				
Big Lottery Fund Grant	-	1,005	1,005	6,007
BASIS - PCVS				
Big Lottery Fund Grant	-	6,050	6,050	40,346
	-	7,055	7,055	46,353
Total	<u>31,237</u>	<u>210,533</u>	<u>241,770</u>	<u>469,995</u>

During the year the company received total funding of £492, from the Big Lottery Fund Grant, as reimbursement of total capital expenditure. In 2011/12 there was income received from the Big Lottery Fund Grant for April and May 2012 which was deferred to the current year. The deferred income recognised in the year to 31 March 2013 by Bournemouth Council for Voluntary Service is £15,101, Dorset Race Equality is £1,005 and Poole Council for Voluntary Service is £6,050.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

4 Incoming resources from activities for generating funds

	Unrestricted	Restricted	Total	Total
	£	£	2013	2012
	£	£	£	£
Shopmobility – fundraising	-	-	-	501
Castlepoint Shopmobility – fundraising	-	-	-	1,020
Bournemouth accessible transport	-	-	-	52
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,573</u>

5 Investment income

	Unrestricted	Restricted	Total	Total
	£	£	2013	2012
	£	£	£	£
Bank interest	2,337	-	2,337	1,958
	<u>2,337</u>	<u>-</u>	<u>2,337</u>	<u>1,958</u>

6 Costs of charitable activities

By category of cost:

	Unrestricted	Restricted	Restricted - Project Partners	Total	Total
	£	£	£	2013	2012
	£	£	£	£	£
Staff costs:					
Staff salaries, pensions and expenses	43,520	126,491	4,560	174,571	323,158
Staff training	75	931	163	1,169	2,178
Volunteer expenses	-	1,475	-	1,475	9,625
Post, stationery and photocopying	5,790	7,191	62	13,043	9,551
Subscriptions and publications	652	530	34	1,216	1,496
Telephone	433	762	69	1,264	5,412
Insurance	630	-	-	630	5,005
Advertising	1,102	4,270	-	5,372	1,593
Training	705	4,999	-	5,704	3,658
Vehicle hire	-	-	-	-	3,918
Vehicle expenses	-	-	-	-	9,817
Room hire	45	654	-	699	1,215
Depreciation	-	-	-	-	1,062
Office equipment renewals	27	2,225	33	2,285	323
Heat and light	-	-	87	87	1,183
Rent	1,500	6,917	279	8,696	8,108
Consultancy	-	4,400	-	4,400	20,910
Conference costs	-	2,688	-	2,688	-
Recruitment	462	90	-	552	790
Rates	-	-	-	-	1,089
Refreshments	318	25	-	343	1,024
Premises expenses	126	169	43	338	555
Bank charges	107	-	-	107	225
Cleaning	-	-	-	-	20
IT support & financial management	346	884	34	1,264	2,530
Costs recovered/management fees	(12,138)	6,945	2,653	(2,540)	17,059
Grants paid	-	31,789	-	31,789	2,111
	<u>43,700</u>	<u>203,435</u>	<u>8,017</u>	<u>255,152</u>	<u>433,615</u>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2013**

7 Governance costs

	Unrestricted	Restricted	Restricted - Project Partners	Total 2013	Total 2012
	£	£	£	£	£
Accountancy fees	2,820	-	-	2,820	4,038
Trustee expenses	562	-	-	562	513
Trustee training/meetings	340	-	-	340	107
Trustee mailings	215	-	-	215	175
Insurance costs	610	-	-	610	929
AGM costs	323	-	-	323	417
	<u>4,870</u>	<u>-</u>	<u>-</u>	<u>4,870</u>	<u>6,179</u>

8 Total resources expended by project

	Unrestricted	Restricted	Total 2013	Total 2012
	£	£	£	£
Social car scheme	-	-	-	34,110
Shopmobility	-	-	-	30,717
Bournemouth Accessible Transport	-	-	-	58,592
Castlepoint Shopmobility	-	-	-	28,199
Voluntary Youth Sector	-	10,834	10,834	9,658
Bournemouth Volunteer Centre	-	18,591	18,591	18,181
BCVS	-	48,202	48,202	46,119
Central functions, trustee and governance	47,510	-	47,510	33,021
Engagement with business	-	30,300	30,300	16,400
CBCT	-	-	-	25,412
Voluntary Sector Reps	-	2,500	2,500	1,001
BASIS - BCVS	-	18,609	18,609	61,326
Training bursaries	-	9,416	9,416	7,369
CWDC – Poole	-	-	-	7,236
Volunteering and mentoring	-	1,390	1,390	3,717
Business/Events Manager	-	31,613	31,613	11,867
Business Case 13	-	31,980	31,980	-
Training	1,060	-	1,060	-
Project partners:				
BASIS - Dorset REC	-	1,005	1,005	7,478
BASIS - PCVS	-	7,012	7,012	39,391
	<u>48,570</u>	<u>211,452</u>	<u>260,022</u>	<u>439,794</u>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

9 Total resources expended by type of cost

	Grants and Costs of Activities £	Governance Costs £	2013 £	2012 £
Social car scheme	-	-	-	34,110
Shopmobility	-	-	-	30,717
Bournemouth accessible transport	-	-	-	58,592
Castlepoint Shopmobility	-	-	-	28,199
Voluntary Youth Sector	10,834	-	10,834	9,658
Bournemouth Volunteer Centre	18,591	-	18,591	18,181
BCVS	48,202	-	48,202	46,119
Central functions, trustee and governance	42,640	4,870	47,510	33,021
Engagement with business	30,300	-	30,300	16,400
CBCT	-	-	-	25,412
Volunteer Sector Reps	2,500	-	2,500	1,001
BASIS - BCVS	18,609	-	18,609	61,326
Training bursaries	9,416	-	9,416	7,369
CWDC – Poole	-	-	-	7,236
Volunteering and mentoring	1,390	-	1,390	3,717
Business/Events Manager	31,613	-	31,613	11,867
Business Case 13	31,980	-	31,980	-
Training	1,060	-	1,060	-
Project partners:				
BASIS - Dorset REC	1,005	-	1,005	7,478
BASIS - PCVS	7,012	-	7,012	39,391
	<u>255,152</u>	<u>4,870</u>	<u>260,022</u>	<u>439,794</u>

10 Staff costs

	2013 £	2012 £
Salaries, NIC and pensions	173,802	322,602
Staff expenses	768	1,669
Staff training	1,169	2,178
	<u>175,739</u>	<u>326,449</u>

Included in the above are social security costs of £13,015 (2012: £19,269)

The average number of employees during the year was 8 (2012: 17).

No employees received emoluments in excess of £60,000 in the period.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

11 Tangible fixed assets

	Equipment £	Vehicles £	Property Improvements £	Total £
Cost				
1 April 2012	81,789	19,341	3,085	104,215
Additions	-	-	-	-
Disposals	-	4,240	-	4,240
31 March 2013	81,789	15,101	3,085	99,975
Depreciation				
1 April 2012	81,789	16,796	3,085	101,670
Charge for the period	-	-	-	-
On disposals	-	1,695	-	1,695
31 March 2013	81,789	15,101	3,085	99,975
Net Book Value				
31 March 2013	-	-	-	-
31 March 2012	-	2,545	-	2,545

12 Debtors and prepayments

	2013 £	2012 £
Outstanding project income	10,652	14,088
Prepayments and accrued income	1,374	4,328
Other debtors	-	20,000
	12,026	38,416

All debtors are due within one year.

13 Creditors and accruals

	2013 £	2012 £
Project expenses	-	6,333
Accruals and deferred income	83,371	187,673
Other creditors	-	16,195
	83,371	210,201

All creditors are due within one year.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

14 Restricted funds

	31/03/12	Incoming	Outgoing	Transfer to	Transfer to	31/03/13
	£	£	£	SEDCAT	unrestricted	£
				£	funds	£
Bournemouth Council for Voluntary Service	12,189	45,708	48,202	-	-	9,695
Social car scheme	18,711	6,333	-	(11,987)	(13,057)	-
Shopmobility	14,958	-	-	(9,583)	(5,375)	-
Bournemouth accessible transport	65,885	-	-	(42,209)	(23,676)	-
Castlepoint Shopmobility	(7,659)	-	-	-	7,659	-
Voluntary youth sector	7,451	10,369	10,834	-	-	6,986
CWDC	12,631	2,000	9,416	-	-	5,215
Bournemouth Volunteer Centre	19,893	15,000	18,591	-	-	16,302
Voluntary Sector Reps	15,964	-	2,500	-	-	13,464
CWDC – Poole	2,764	-	-	-	-	2,764
BASIS – BCVS	3,138	15,471	18,609	-	-	-
CLINKS – BCVS	21	-	-	-	-	21
Engagement with business	1,000	30,300	30,300	-	-	1,000
Targeted Support Fund - Action 3	3,500	-	-	-	-	3,500
CBCT	(412)	-	-	-	-	(412)
Volunteering and mentoring	8,783	-	1,390	-	-	7,393
Business/Events Manager	3,623	31,142	31,613	-	-	3,152
Business Case 13	-	34,855	31,980	-	-	2,875
Youth work training	-	2,600	-	-	-	2,600
Youth work grants	-	9,700	-	-	-	9,700
Partner Projects:						
BASIS - Dorset REC	-	1,005	1,005	-	-	-
BASIS - PCVS	962	6,050	7,012	-	-	-
	183,402	210,533	211,452	(63,779)	(34,449)	84,255

The transfer to SEDCAT relates to the projects transferred to South East Dorset Community Accessible Transport which is a new charity set up to provide community transport in the South East Dorset Area.

The transfer to the unrestricted funds relate to historic costs paid by Bournemouth Council for Voluntary Service for the provision of the community transport within the local area out of general funds.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

15 Unrestricted funds	2013	2012
	£	£
Designated funds set aside to protect against loss of currently funded projects	104,943	65,046
General unrestricted funds:		
- to cover 6 months running costs/3 months closure costs	170,484	190,928
	<u>275,427</u>	<u>255,974</u>

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

16 Trustees' expenses

During the year no remuneration was paid and £562 (2012: £513) expenses were reimbursed to the Trustees.