

Company Registered number: 04024662
Charity number: 1081381

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

ANNUAL REPORT AND FINANCIAL STATEMENTS

31 MARCH 2017

Saffery Champness
CHARTERED ACCOUNTANTS

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

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BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

COMPANY INFORMATION FOR THE YEAR ENDED 31 MARCH 2017

**Charity trustees:
(Directors)**

Ms Hazel Walker– Chair
Reverend Martin Broad – Vice-Chair
Mr Paul Payne - Treasurer
Mr Colin Feltham
Professor Keith Popple
Mr Richard Erven (resigned 30 April 2017)
Ms Deborah Clifton
Ms Sarah Harrison
Mr Philip Tarrant
Dr Sonia Wilson

Secretary Ms Vivienne Aird

Company number 04024662

Registered office Boscombe Link
3-5 Palmerston Road
Bournemouth
Dorset
BH1 4HN

Accountants Saffery Champness LLP
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 2017

Staff

- Ms Vivienne Aird (Chief Executive)
- Mr Steve Place (Senior Advisor)
- Ms Amy Collins (Volunteer Development Worker)
- Ms Romany Ross (Business Support Manager)
- Ms Dani Ford-Horne (Voluntary Youth Sector)
- Mr John Bailey
- Ms Hannah Rees

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 2017

The Trustees present their Report, together with the Accounts for the year to 31 March 2017 which have been independently examined.

1. Structure, Governance and Management

The organisation was set up in 1972 as Bournemouth Helping Services and subsequently registered as a charity. It became a charitable company limited by guarantee on 30th June 2000 and became an accredited Council for Voluntary Service. It changed its name to Bournemouth Council for Voluntary Service in the same year. 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.

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

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

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

The full Board, which had ten members at March 31st 2017, meets at least five times a year. A Finance Committee meets as required 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. A detailed action plan has been developed which is closely monitored by Trustees. 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 activities 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 2016/17. 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. Financial 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 Health and Safety Report to trustees on an annual basis. Policies and procedures are regularly reviewed to ensure that they continue to meet the needs of the charity.

This year the organisation was again awarded the ISO 9001 quality standard to ensure a consistent quality of delivery for all operational aspects of the charity. We also hold the NAVCA Quality Standard which is the national quality award for Councils for Voluntary Service.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2017

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 (Voluntary and Community Sector) 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 keeping abreast of demographic information which can help to reinforce anecdotal and qualitative evidence being gathered from local organisations. We keep the sector informed about national and local 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 2017

Needs in the community are identified on an on-going basis by the local voluntary and community sector and also by individuals seeking to set up new organisations or groups. We assist by helping groups to set up new services to respond to needs which they have identified. 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- back information to relevant bodies about gaps in services.

This year we have worked closely with Public Health Dorset and Poole CVS to support front line groups in their work on health and wellbeing. We have jointly organised training for groups and developed a series of factsheets to enable VCS to identify health needs in the population and to find ways of measuring the impact of the local VCS in responding. Three organisations have been helped to develop new services or activities while 28 local organisations have been given one to one support to further develop their work on wellbeing. We are also working closely with all GP practices in Bournemouth and Adult Social Care teams to offer a service which seeks to link patients and clients to voluntary sector services which can assist. Again this helps us to gain awareness of local need and to identify gaps in services. We are currently working hard to highlight the need for improvements to community transport services and initiatives to combat loneliness amongst the local population.

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 413 requests from 93 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. 94% of respondents say the advice service has helped them to improve their governance while 97% 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 80 requests from 17 different organisations.
- Offering a range of training courses attended by 169 representatives of different organisations to promote education and workforce development within the sector in topics such as:
 - Being a Charity Trustee
 - Introduction to Lottery Funding
 - Intro to Fundraising
 - Good Governance
 - Event and Community Fundraising
 - Writing Better Funding Applications
 - Looking After the Money89% of attendees report increased confidence in their level of skill as a result of attending BCVS training.
- Providing, in addition to formal training, 6 one to one advice sessions for voluntary organisations on the topic of fundraising with 100% of attendees reporting that they were very satisfied with the advice received. A Social Media Surgery for 10 delegates was also held with 100% of delegates reporting that they were either very satisfied or satisfied with the support received.
- 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.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2017

- Maintaining the 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;

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 which each meet at least twice a year 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. This attracted 39 attendances from 22 different organisations. In addition to the two Forum meetings, a special one-off 'Meet the Candidates' event prior to the election of the Police and Crime Commissioner was held. This was attended by 31 delegates from 20 different organisations.
- Children and Young People Forum for organisations working with children and young people in Bournemouth. This attracted 18 attendances by 10 different organisations
- Health and Care Forum attended by organisations seeking to improve the health and well-being of residents in the town with 82 attendances by 39 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.

We also run a Charities Forum in partnership with Bournemouth Chamber of Trade and Commerce which meets four times a year to discuss topics of interest.

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 practices 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 14 key decision making committees in Bournemouth. We have organised the election of 15 voluntary sector representatives to these positions.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2017

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 give feedback on meetings which they have attended and the local sector is able to raise issues about the impact which new and existing 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 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

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.

Those wishing to volunteer can gain access to the service by dropping in to the office, attending one of our talks or outreach events or by making contact electronically or by telephone. This year 709 new volunteers were registered with the Volunteer Centre. Of these 107 were recorded as having at least one 'barrier to volunteering', ranging from physical disability, learning disability, mental health conditions and drug or alcohol dependency through to ex-offending. In addition to this a further 23 people were recorded as being unemployed with no other presenting barriers.

We promote volunteering opportunities on behalf of local voluntary and statutory organisations through our monthly voluntary vacancies brochure – this is updated monthly and over 200 copies are now distributed each month listing over 300 voluntary opportunities. It is sent to libraries, is available on our website and e-mailed to over 70 local organisations. We also make use of Twitter (@Bournemouthvols) to advertise roles. During National Volunteers Week we organised a fair and invited a number of charities to promote the work that they do and to advertise for volunteers. We also participated in the Mayor of Bournemouth's Annual Volunteer of the Year Award. Altogether we provided information in response to 1553 enquiries. We conducted 85 face to face interviews and 317 telephone interviews with potential volunteers.

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. Quarterly meetings for Volunteer Coordinators of local organisations are offered and topics covered in the past 12 months include:

- Employee Volunteering,
- European Voluntary Service,
- Making Your Volunteer Role Stand Out,
- Sharing Volunteers with other organisations
- Development of a Volunteer Management Quality Standard

Meetings are backed up by regular web-based communications to 309 subscribers from the public and voluntary sector across Bournemouth and Poole.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES (DIRECTORS) FOR THE YEAR ENDED 31 MARCH 2017

We have developed two projects to target specific groups of volunteers. The first group are employees of local large employers. We broker opportunities for groups of employees to volunteer with local charities. In partnership with Poole CVS we have also developed a new website *The Volunteer Pool* to highlight voluntary roles which will attract skilled business people e.g. HR support, Trustee roles, website development.

The second project aims to attract young people to volunteer. We have continued to work in partnership with Bournemouth Integrated Youth Service and Bournemouth 2026 to develop the Bournemouth Young Volunteer Award Scheme. The aim of the award is to recognise and celebrate the many hours that young people, aged 13 to 21, contribute to voluntary work in their local community. It also helps to raise the profile of volunteering among young people. Young Volunteers receive certificates to recognise the contribution they have made and when 500 hours have been achieved a trophy is awarded. Since its launch on 1st April 2013 the scheme has awarded over 1800 certificates to young people recognising over 60,000 hours of volunteering within the local community. We also hold an annual Young Volunteer Celebration Evening and this over 180 young people and adults attended the event.

3. 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.

4. 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 website to ensure that it meets current standards in terms of accessibility and delivery of all of our events at accessible premises. Participants in our events or training courses are invited to inform us of any specific requirements they may have and we will always do our best to meet them.

5. 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. As well as pressures this is creating 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 seek to remove the barriers to commissioning opportunities for the sector through our work with our statutory partners by encouraging them to use a range of funding mechanisms including grants 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 2017

An increasing number of opportunities present themselves for the sector to influence the development of policies and services. We will continue to run the 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 has genuinely accountable representatives who are able to speak with authority on its behalf.

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 will develop strategies to reach out and encourage greater participation in our services by even more organisations and will explore a range of strategies to attract greater numbers of volunteers. We will continue to collaborate and work in partnership to avoid duplication and to gain access to additional funding streams to increase and enhance the services we can provide.

6. Financial Review

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 regular meetings of the Board and through membership of the Finance Committee.

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. We also receive some core funding from Dorset Clinical Commissioning Group to enable us to fulfil the role of strategic partner.

We have been successful in again gaining funding for two projects this year. The Young Volunteers Project receives funding from Bournemouth 2026 (formerly the Bournemouth Local Strategic Partnership) while the Dorset Clinical Commissioning Group continues to fund a Navigation Service which enables us to signpost patients and professionals to voluntary sector services to meet the social needs of patients.

This year we have again been successful in raising income, particularly by recovering staff costs through consultancy fees. In addition small amounts of income are generated from sales of the Register, charges levied on our training courses, and membership fees.

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 reserves.

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 2017

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 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 protect itself 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 organisation 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 provision of certain core services to the voluntary and community sector need 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 at least nine months to find alternative sources of support for 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.
- Were it to become necessary 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 2017

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

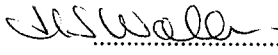
We are responsible for:

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

Small Company Exemption

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

On behalf of the Board

 **H. Walker (Chair)**

(date) 21 September 2017 .

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

INDEPENDENT EXAMINERS' REPORT FOR THE YEAR TO 31 MARCH 2017

I report on the accounts of the company for the year ended 31 March 2017, which are set out on pages 13 to 22.

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

21 September 2017

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31 MARCH 2017

	Notes	Unrestricted £	Restricted £	Total 2017 £	Total 2016 £
Income from:					
Donations and legacies	2	30	-	30	241
Investment income	3	2,265	-	2,265	1,801
Income from charitable activities		135,740	74,313	210,053	205,839
Total incoming resources		<u>138,035</u>	<u>74,313</u>	<u>212,348</u>	<u>207,881</u>
Expenditure on:					
Costs of charitable activities	4	131,205	67,999	199,204	207,704
Total expenditure	6	<u>131,205</u>	<u>67,999</u>	<u>199,204</u>	<u>207,704</u>
Net movement in funds		6,830	6,314	13,144	177
Total funds at 1 April 2016		<u>264,417</u>	<u>16,920</u>	<u>281,337</u>	<u>281,160</u>
Total funds at 31 March 2017		<u>271,247</u>	<u>23,234</u>	<u>294,481</u>	<u>281,337</u>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

BALANCE SHEET AS AT 31 MARCH 2017

	Notes	2017	2016
		£	£
Current assets			
Debtors and prepayments	9	8,595	2,405
Cash at bank, Building Society and in hand		298,236	284,545
		<u>306,831</u>	<u>286,950</u>
Creditors – amounts falling due with one year			
Creditors and accruals	10	12,350	5,613
Net current assets		<u>294,481</u>	<u>281,337</u>
Net assets		<u>294,481</u>	<u>281,337</u>
Funds			
Unrestricted	12	271,247	264,417
Restricted	11	23,234	16,920
		<u>294,481</u>	<u>281,337</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.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The notes on pages 15 to 22 form part of these Financial Statements.

Approved on behalf of the Board of Trustees on 21 September 2017 .



Hazel Walker

Company Registration Number: 04024662

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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 preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015. Bournemouth Council for Voluntary Service constitutes a public benefit entity as defined by FRS 102.

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

b) Going Concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

c) Cashflow statement

The charity has taken the exemption provided in Update Bulletin 1 updating Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) allowing small Charities not to prepare a cash flow statement.

d) Voluntary income

Donations represent voluntary amounts received during the period.

e) 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.

f) Expenditure

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

g) 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.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

h) 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.

i) Tangible fixed assets

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

Depreciation is charged at the following rates:

Equipment Straight line method over expected period of use

j) Financial instruments

The charity has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are recognised initially in the accounts at transaction price, including any transaction costs. At the end of each accounting period, basic financial instruments are recognised at amortised cost. For debt instruments this is calculated using the effective interest rate method.

k) 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.

l) Reserves policy

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

m) 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.

n) Critical estimates and judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

2 Donations and legacies

	Unrestricted £	Restricted £	Total 2017 £	Total 2016 £
Voluntary administration workers	-	-	-	241
Donations	30	-	30	-
	<u>30</u>	<u>-</u>	<u>30</u>	<u>241</u>

3 Investment income

	Unrestricted £	Restricted £	Total 2017 £	Total 2016 £
Bank interest	2,265	-	2,265	1,801
	<u>2,265</u>	<u>-</u>	<u>2,265</u>	<u>1,801</u>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

4 Costs of charitable activities

By category of cost:

	Unrestricted £	Restricted £	Total 2017 £	Total 2016 £
Staff costs:				
Staff salaries, pensions and expenses	113,965	50,864	164,829	161,261
Staff training	126	448	574	657
Volunteer expenses	326	1,020	1,346	4,381
Other costs:				
Post, stationery and photocopying	1,457	4,540	5,997	7,110
Subscriptions and publications	601	597	1,198	2,746
Telephone	1,044	559	1,603	1,470
Insurance	433	398	831	827
Advertising	327	237	564	144
Training	-	-	-	1,537
Travel and subsistence	917	906	1,823	1,642
Room hire	-	-	-	2,576
Office equipment renewals	-	-	-	89
Rent	4,344	3,656	8,000	8,000
Consulting and recruitment costs	290	1,181	1,471	4,647
Conference costs	1,614	1,280	2,894	1,421
Refreshments	397	200	597	649
Premises expenses	54	133	187	89
Bank charges	-	-	-	15
IT support & financial management	1,642	605	2,247	1,509
Grants paid	-	-	-	1,148
Miscellaneous	-	-	-	107
Support costs (see note 5)	3,668	1,375	5,043	5,679
	<u>131,205</u>	<u>67,999</u>	<u>199,204</u>	<u>207,704</u>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

5 Support costs

	Unrestricted	Restricted	Total	Total
	£	£	2017	2016
			£	£
Accountancy fees	2,648	1,000	3,648	3,645
Trustee expenses	211	200	411	666
Trustee training/meetings	241	175	416	756
Trustee mailings	-	-	-	48
Insurance costs	265	-	265	264
AGM costs	303	-	303	300
	<u>3,668</u>	<u>1,375</u>	<u>5,043</u>	<u>5,679</u>

6 Total resources expended by project

	Unrestricted	Restricted	Total	Total
	£	£	2017	2016
			£	£
BCVS Central Functions	114,965	-	114,965	117,771
Voluntary Youth Project	-	11,954	11,954	13,790
Bournemouth Young Volunteer Awards	-	8,348	8,348	15,803
Better Together	-	-	-	10,000
Bournemouth Volunteer Centre	-	-	-	12,522
Voluntary Sector Reps	-	188	188	2,135
Virtual Ward	-	47,509	47,509	25,776
Business Support	-	-	-	4,786
Invoiced services	13,882	-	13,882	3,584
Joint ventures – Training	2,358	-	2,358	1,537
	<u>131,205</u>	<u>67,999</u>	<u>199,204</u>	<u>207,704</u>

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

7 Total resources expended by type of cost

	Grants and Costs of Activities £	Support Costs £	2017 £	2016 £
BCVS Central Functions	111,297	3,668	114,965	117,771
Voluntary Youth Project	11,789	165	11,954	13,790
Bournemouth Young Volunteer Awards	8,348	-	8,348	15,803
Better Together	-	-	-	10,000
Bournemouth Volunteer Centre	-	-	-	12,522
Volunteer Sector Reps	188	-	188	2,135
Virtual Ward	46,299	1,210	47,509	25,776
Business Support	-	-	-	4,786
Invoiced services	13,882	-	13,882	3,584
Joint ventures – Training	2,358	-	2,358	1,537
	<u>194,161</u>	<u>5,043</u>	<u>199,204</u>	<u>207,704</u>

8 Staff costs

	2017 £	2016 £
Salaries, NIC and pensions	164,829	161,253
Staff expenses	-	8
Staff training	574	657
	<u>165,403</u>	<u>161,918</u>

Included in the above are social security costs of £10,191 (2016: £13,196)
 The average number of employees during the year was 7 (2016: 6).
 No employees received emoluments in excess of £60,000 in the period.
 No redundancy or termination payments were made during the year (2016: £nil).

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

9 Debtors and prepayments

	2017	2016
	£	£
Outstanding project income	7,511	1,663
Prepayments and accrued income	667	667
Other debtors	417	75
	8,595	2,405

All debtors are due within one year.

10 Creditors and accruals

	2017	2016
	£	£
Accruals and deferred income	12,168	5,221
Other creditors	182	392
	12,350	5,613

All creditors are due within one year.

11 Restricted funds

	31/03/16	Incoming	Outgoing	Transfers	31/03/17
	£	£	£	£	£
Voluntary Youth Project	1,601	18,066	11,954	-	7,713
Voluntary Sector Reps	8,494	-	188	-	8,306
Virtual Ward	(627)	51,621	47,509	-	3,485
Bournemouth Young Volunteer Awards Scheme	7,452	4,626	8,348	-	3,730
	16,920	74,313	67,999	-	23,234

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

12 Unrestricted funds	2017	2016
	£	£
Designated funds	67,811	97,341
General unrestricted funds:		
- to cover 6 months running costs and 3 months closure costs	203,436	167,076
	<u>271,247</u>	<u>264,417</u>

The Trustees have designated funds to cover the following:

£nil for Capital items

£6,329 to cover shortfall and achieve a balanced budget for 2017/18

£20,000 for IT Development Fund

£41,482 for Transformation and Sustainability Fund.

General Unrestricted reserves are calculated in accordance with the reserves policy as stated on page 10.

13 Trustees' expenses

During the year no remuneration was paid and £411 (2016: £666) expenses were reimbursed to the Trustees.