



Lancaster District Community and Voluntary Solutions Trustees' Report and Financial Statements for the year ending 30th June 2011

Reference and Administrative details:

- **Registered name of the Charity** – Lancaster District Community & Voluntary Solutions
- **Other names for Charity** – Lancaster CVS or LDCVS
- **Charity Registration Number** – 1127626
- **Company Registration Number** – 6743623
- **Registered Office** - Trinity Community Centre
Middle Street
Lancaster
LA1 1JZ
- **Names of all Directors on the date this report was approved** –
Alan Chesters (Chair)
Barbara Dearnley (Treasurer)
Harsha Shukla
Lynne Stafford
- **Names of other persons who served as trustees in the financial period** –
Jane Forde (Resigned at AGM 2010)
Warwick Wilson (Resigned and removed from Companies House register 27/1/11)
Bob McKittrick (Resigned and removed from Companies House register 13/4/11)
- **Additional CVS Board Members** –
Lancashire County Council and Lancaster City Council each nominate an individual to join the Board as a non-voting observer / advisor; during the year these were: County Councillor, Sam Riches and City Councillor, Mike Greenall.
- **Bankers** -
CAF BANK Ltd Abbey National plc
PO Box 289, Kings Mill, 28 Penny Street
West Malling, Kent ME19 4TA Lancaster LA1 1UA
- **Independent Examiner** –
Mr N Moore FCCA
BCS Accountants
Border House, 60 Main Rd, Bolton Le Sands, Carnforth, LA5 8DN

Structure, Governance and Management:

- **Nature of the Governing Document** - Memorandum and Articles
- **How the Charity is constituted** – Incorporated
- **Date of Governing Document** - 7th November 2008
- **Method of recruitment and election of trustees** -
LDCVS is a membership organisation, the membership being predominantly drawn from other local voluntary organisations, from whom the Directors (Executive Committee) are elected at the AGM. The paid staff of LDCVS are accountable to this Board which is also the decision making committee of the organisation.
- **Policy & Procedures adopted for the induction and training of trustees** -
New Trustees are inducted into the workings of the Charity, including policies and procedures, at an induction workshop specially organised for them by the existing trustees and staff.
These policies & procedures in common with all other internal policies and procedures are currently under review as part of an on-going organisational review
- **Wider Networks and other relationships** –
LDCVS is actively involved in the Lancaster District Local Strategic Partnership (LDLSP) as a board member. We are also members of: LACVS (Lancashire Association of CVS's) – NAVCA (National

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Association for Voluntary and Community Action) formerly NACVS, which offers support and information to individual CVS's. – NCVO (National Council for Voluntary Organisations). And other groups such as MIG (Morecambe inter agency group).

- **Subsidiaries –**

None to report

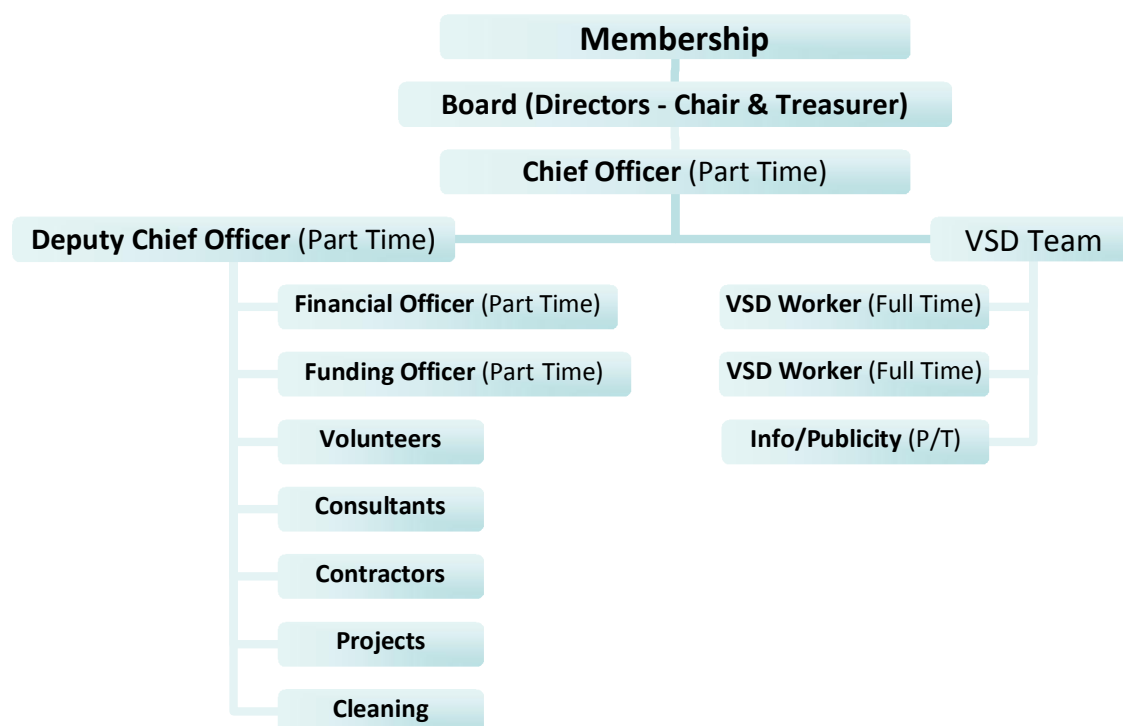
- **Risks -**

During 2009-2011, the Directors and Management Team have substantially completed the process of a comprehensive review of all policies and procedures with respect to the new company status. Particular attention being paid to Risk Management and Business Continuity.

The three main risks previously identified are the loss of a major funder, insufficient trustees; and the loss of one or more key staff. It was agreed that everything was in place that could be, to mitigate these risks, namely, meeting the requirements of funders; an annual trustee recruitment campaign; and good staff management, together with an awareness that key staff do move on and that, in those circumstances, a review of the impact on the organisation would have to be undertaken.

Organisational structure of the charity -

This diagram represents the organisational structure at the time of approving this report



Objectives, Activities, Achievements & Performance:

Lancaster District CVS's Memorandum & Articles states its purpose as follows:

- to promote any charitable purposes for the benefit of the community with particular reference to the local government district of Lancaster (hereinafter called "the area of benefit") and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness;
- to promote and organise co-operation in the achievement of the above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

Public benefits

LDCVS is an umbrella organisation that exists to support and develop the community and voluntary sector in Lancaster District. The Public Benefits of CVS are responsive to the changing need of our beneficiaries and to the third sector, with the overall objective to support and strengthen the sustainability, independence and ability of the Voluntary Community and Faith sector to deliver services and activities that support individuals and communities in Lancaster District.

We also provide a public benefit by offering a range of different services and activities to individuals, ensuring that any new project is supportive of our charitable purposes. Often new activities are targeted at those most in need and where other Voluntary organisations that we support cannot address the need.

The trustees of LDCVS believe they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission.

Chairs Annual Report

This year has been a period of very mixed fortunes for the organisation with a number of challenges.

On the one hand we welcomed the return of our Chief Officer after a period of absence recovering from a very serious accident. We also need to recognise how, despite a gap in our staff team, the other members of staff put in an enormous amount of extra effort and time to ensure that the organisation continued to provide our services. It is difficult to see how we could provide our level of service without all the team's continued contributions, both paid and unpaid.

Through our continuing funding from the Big Lottery for our Voluntary Sector Development team we have continued to provide information, advice and support and training for organisations in the district and we have had continuing financial support from the City Council and other funders.

On the other hand we have had to cope with a number of events that have impacted on the organisation including reduced access to our office and services and reduced staff hours. This has been in response to losing a significant amount of funding, along with other CVS's, from Lancashire County Council in April of this year.

Two Directors also resigned during the year and the Board has been dealing with the aftermath of the resignation of one of the Directors. This has diverted much of the Board's attention which inevitably impacts on time and direction of the trustees. Subsequent to legal advice the Board made provision in respect of a potential tax liability to the organisation.

However there are still challenges facing us for the coming year.

There is no doubt that funding will remain a particular challenge for us, as it is for our members and although the funding for our Development team through BASIS, doesn't finish until 2013, we will need to explore how we can continue to fund this vital part of our work after that date.

The 'Big Society' also presents a challenge for us as we learn how austerity measures may impact on us and raises the question of whether we are an appropriately sized organisation to survive within the financial landscape that we operate in. It may be up to us to instigate debate and discussion about this issue amongst the other CVS's in Lancashire.

Finally we will continue to seek out opportunities to develop our work so that we can provide the level of service needed by the voluntary sector. We will also continue to provide a voice for our members, represent their views and take necessary action to ensure funders and policy makers understand the vital role of the voluntary sector.

Alan Chesters (Chair LDCVS)

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Review of Activities, Achievements & Performance

This period, July 1st 2010 to 30th June 2011 has seen one staff change, sadly, Jane Dutton left CVS during the year and as a result of the current funding position has not been replaced. The Management Team have continued the process of delivering against targets laid out in our five year plan. Given the current economic climate which has affected the sector as a whole, LDCVS has performed well, achieving/exceeding its outcome and financial targets. The team has continued to nurture existing and establish new external working relationships on which LDCVS's reputation is built. During the year, we continued to occupy the community centre at Middle Street, although the question of accommodation which is more suited to our current work remains high in our planning.

A sample of just 36 of our members indicated that between them they support and manage 683 volunteers contributing over 785,700 volunteer hours a year and contributing over 4½ million pounds to the local economy in just one year. We support our members in this work and much more, through our Voluntary Sector Development Team.

Voluntary Sector Development Work (VSDW) including BASIS

With the aid of funding from Big Lottery BASIS, the VSDW team continued its work with local voluntary, community and faith sector groups, providing one to one information, advice and support to 135 organisations for the financial period.

"As a new trustee I don't know how I could have coped without the help from CVS! I have had to learn so much!"

"CVS opened our eyes to the many different funding options that we would be available to us that we were not aware of otherwise."

"...more than very helpful, it has formed a major part in moving towards saving the charity"

"...in-depth support with our accounts has been invaluable"

Voluntary Sector Development Tracking Targets and Achieved at BASIS year end (March 2011)

	1	2	3	5
Outcomes Over 5 Year Period	Stronger More Effective Organisations 350 interventions that will increase the strength and effectiveness of VCFS organisations	Financial Resources 450 interventions that will build the capacity of voluntary organisations to access financial resources	Training Opportunities 500 training opportunities that will improve the skill sets of local organisations	Sectoral Cohesion 120 organisations will benefit from increased sectoral cohesion representation and coordination
Apr 2010	11	8	4	0
May 2010	5	7	20	0
Jun 2010	6	15	17	11
Jul 2010	11	14	0	22
Aug 2010	4	9	3	0
Sept 2010	7	4	23	11
Oct 2010	6	8	1	3
Nov 2010	3	5	0	19
Dec 2010	5	5	13	0
Jan 2011	8	12	18	13
Feb 2011	3	7	11	0
Mar 2011	6	14	14	0
Total	75	108	124	79
Target	75	100	105	25
% of Target Achieved	100%	108%	118%	316%

One of the highlights of this period was the Volunteer Achievement Awards in June 2011 which were held in the Ashton Hall in partnership with Lancaster City Council. This unique event celebrates the hard work and dedication shown by volunteers in the Lancaster District. Over 100 individuals attended and were each presented with a certificate of achievement from Chris Batten, Director of the Francis C Scott fund.

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The Lancaster District Voluntary Sector Forum

- Four successful events were held and attended by 89 people.
- Hate Crime, 16th July 2010
- Trustee Recruitment, 10th September 2010
- Public Spending Review, 18th November 2010
- Third Sector Think Tank, 13th January 2011

Volunteer Co-ordinators Network meetings

- Supporting long term unemployed volunteers, 19th January 2011
- Skills 4 Volunteering, 18th July 2011

Training

Thirteen training sessions were provided on a diverse range of topics, attended by a total of 134 people.

- Introduction to Writing Small Funding Bids, September 2010
- Managing Volunteers, September 2010
- How to Write a Fundraising Strategy, December 2010
- Basic Food Hygiene, December 2010
- Roles and Responsibilities of Trustees, January 2011
- How to Write an Awards for All Bid, January 2011
- Performance Management, February 2011
- Emergency First Aid, March 2011
- Safeguarding Level One, March 2011
- The Confident Chair, March 2011
- Safeguarding Vulnerable Adults, April 2011,
- Volunteers and the Law, April 2011,
- Basic Counselling Skills, June 2011

Chargeable Services

This is a relatively new area of work for CVS, we had long been aware of the need in the District for a targeted financial provision including, for example, payroll. Although these services are chargeable they also include high degree of development work. This project was launched in 2009 - 2010 with clients such as 'Lancaster CAB' and 'The Friendship Centre'. The service is growing and has proved a very welcome addition to our range of services.

For example

Community Learning Network.

"CLN continues to work with a network of learning promoters and has hosted a number of events and initiatives. The project, with the aim of increasing adult learning amongst local community groups is gathering momentum. Unfortunately funding for this project continues to be an issue. CLN work with CVS at Trinity benefiting from their Development Workers expertise provided free of charge and their Chargeable Services such as book keeping and payroll which is good value for money and is very accessible."

The Friendship Centre.

"The Friendship Centre has greatly benefited from CVS's chargeable services, using both office space and the book-keeping/financial support service. We are a small organisation and renting office space at CVS is an ideal way for our part time worker to stay connected to the local voluntary sector. We have greatly benefited from the book-keeping/finance service offered by CVS, and found their approach to be flexible and accommodating to our needs. Monthly finance reports are produced in a format that is easy to understand, and accessible to people who do not come from a finance background. We have had a very positive experience with CVS and recommend them to other groups."

Administration and Volunteers

The Lancaster District CVS administration team, formerly managed by Jane Dutton, has continued to deal with information enquiries, ensure our database and membership records are kept up to date and operate our photocopying and equipment hire services. We continue to be indebted to our team of volunteers, who support us in a variety of ways. Annette Marsden (Administrative Volunteer), Charis Dutton (Membership and Grants Volunteer) and Jonathan Dutton (Financial volunteer) who have all volunteered with us throughout the year. Both Charis and Jonathan have now left us, one to further their education and one to further their career. We are very grateful to Annette who has increased her hours with us providing a valuable additional contribution to our work at LDCVS.

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Quality Assurance System

During the year we have maintained the 12 areas outlined in Level 1 of PQASSO, Practical Quality Assurance System for Small Organisations, an award winning system developed by Charities Evaluation Service, specifically for the voluntary sector. We have introduced a number of improvements to the areas of Governance, User-Centred Service, Managing People, Learning and Development, Managing Resources, Communications and promotion and Monitoring and Evaluation, and are confident that our organisation is still compliant at PQASSO Level 1. We are currently working towards Level 2.

Financial Review:

- **Reserves -**

LDCVS has a reserves policy, in compliance with which it annually reviews both the sum it wishes to hold in reserve in the unrestricted budget and the basis for that figure. For 2011 - 12, the figure is £24,940, which comprises 3 months' running costs, redundancy costs for all staff and an extra 3 months' rent (6 months' notice required). This figure is lower than 2010 - 2011 the result of staff changes. The actual figure at 30th June 2011 is £24,940. The trustees will attempt to retain reserves at this level or better over the forthcoming year despite predicted pressures on funding in the year.

- **Trustees' responsibilities -**

The charity's trustees are responsible for preparing financial statements for each financial year that give a true and fair view of the charity's incoming resources and application of resources during the year and of its state of affairs at the end of the year. In preparing the financial statements the trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed subject to any material departures disclosed and explained in the financial statements;
- d) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Plans for Future Periods:

During 2010 Lancaster District CVS developed a five year business plan covering the period 2010 to 2015. This plan continues the strategic development of LDCVS in line with priorities identified throughout its medium term, three year, strategic development programme. This plan reflects the new set of strategic aims agreed by the Directors during 2010. Priorities for the period are included in this plan. Financial summaries are also included in the plan which are supported by a 'comprehensive' financial planning document (internal). During the year the directors and management team reviewed the risk management policy and Business Continuity Policy.

As a result of the general financial situation the 'Lancashire County Council funding' (£35,507) has not been renewed, this has had a significant impact on future plans. The decision not to replace the administration post has negated some of the effect of this. The directors and management are working with some success towards replacing the rest of the shortfall. However, they are very much aware that financial pressures will continue for some time and are closely monitoring the changing situation.

Statutory compliance:

The accounts comply with current statutory requirements, the requirements of the charity's governing document and the requirements of the Charities SORP. This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The Trustees' Report was approved on 26th October 2011 and was signed on behalf of the Trustees by:

Barbara Dearnley

Treasurer

**Independent Examiner's Report: (Year to 30th June 2011)
to the members of Lancaster District Community & Voluntary Solutions**

I report on the accounts of the charity for the year ended 30 June 2011 set out on pages 7 to 16.

Respective responsibilities of Trustees and Independent Examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006) 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 43(3)(a) of the 1993 Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 I do not express an audit opinion on whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement.

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 trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 386 of the Companies Act 2006); and
- accounts are prepared which agree 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; or

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

Mr N Moore FCCA
Independent examiner

BCS Accountants
Border House
60 Main Road
Bolton le Sands
Carnforth
LA5 8DN
28th October 2011

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STATEMENT OF FINANCIAL ACTIVITIES – Year to 30th June 2011 (Incorporating the income and expenditure account)

		Unrestricted Funds	Restricted Funds	Total Funds 2011	2010
INCOMING RESOURCES	Note				
Incoming resources from generated funds:					
Voluntary income	2	51115	980	52095	50519
Activities for generating funds	3	26645	-	26645	18862
Investment income –bank interest receivable		110	-	110	96
Incoming resources from charitable activities:					
Grants & service level agreements	5	3500	123502	127002	129608
Other	4	9179	22961	32140	22560
TOTAL INCOMING RESOURCES		90549	147443	237992	221645
RESOURCES EXPENDED					
Cost of Activities to Generate Funds	8	13784	-	13784	10348
Cost of Charitable Activities	8	83399	94910	178309	187767
Governance costs	8	1348	802	2150	4409
Fundholding Grants	14	-	25000	25000	29893
TOTAL RESOURCES EXPENDED		98531	120712	219243	232417
NET INCOMING/(OUTGOING) RESOURCES	13/14	(7982)	26731	18749	(10772)
Transfers between funds					
Management & consultancy fees		23040	(23040)	-	-
Fixed asset fund		936	(936)	-	-
NET MOVEMENT IN FUNDS	13/14	15994	2755	18749	(10772)
Total funds brought forward at 1July 2010		20077	14674	34751	45523
TOTAL FUNDS CARRIED FORWARD		36071	17429	53500	34751

The Statement of Financial Activities includes all gains and losses in the period and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

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BALANCE SHEET - 30th June 2011

	Note	2011	2010
FIXED ASSETS			
Tangible assets	10	2380	
CURRENT ASSETS			
Stock in hand		294	
Debtors	11	13253	6387
Cash at bank and in hand		45420	53838
		58967	
CREDITORS: Amounts falling due within one year	12	(7847)	(25474)
NET CURRENT ASSETS		51120	34751
TOTAL ASSETS LESS CURRENT LIABILITIES		53500	34751
FUNDS			
Unrestricted funds :			
Designated funds	13	4734	4528
General funds	13	31337	15549
Restricted funds	14	17429	14674
TOTAL FUNDS		53500	34751

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act. The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

These financial statements were approved by the members of the board on the 26th October 2011 and are signed on their behalf by:

Barbara Dearnley

Treasurer
LDCVS (Company Registration Number 6743623)

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NOTES TO THE FINANCIAL STATEMENTS - (Year to 30th June 2011)

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Fixed assets

Equipment purchases costing more than £500 have been capitalised and included on the Balance sheet as Tangible Fixed Assets, any related expenditure being shown as asset funds which fund future depreciation of the assets.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

- Equipment - 25% straight line
- Computer Equipment - 33% straight line

Incoming resources

Grants receivable

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the period in which they are receivable, except for those grants which are for a future specific period, in which case the relevant amount is deferred to that period.

Other income

Other income is recognised in full in the Statement of Financial Activities in the year in which it is receivable.

Resources expended

Expenditure is recognised on an accruals basis as a liability when it is incurred.

Expenditure includes any relevant VAT.

Grants payable are payments made to community groups from specific funding and are accounted for when the grant is awarded.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis eg. estimated usage, as set out in Note 8.

Pension scheme

The charity operates a defined contribution pension scheme. Pension costs charged in the Statement of Activities represent the contribution payable by the charity in the year.

Operating leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the SOFA in the year in which they accrue.

Fund accounting

Unrestricted funds comprise those funds which the trustees are free to use in accordance with charitable objects.

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Designated funds are those funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds are funds which have been given for particular purposes and projects. Details of the nature and purpose of each fund is set out in Note 14.

Transfers to unrestricted funds from restricted funds represent the amounts earned by the charity by way of management and consultancy fees as permitted by the relevant funding agreements.

2. VOLUNTARY INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2011	Total Funds 2010
Core funding				
Lancashire County Council	35507	-	35507	35507
Lancaster City Council	15500	-	15500	15000
Community Grant	-	400	-	400
Donations	108	580	688	12
	51115	980	52095	50519

3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds	Total Funds 2011	Total Funds 2010
Fees			
Galbraith Trust	5443	5443	5482
Chargeable services	21202	21202	13380
	26645	26645	18862

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds 2011	Total Funds 2010
Other income				
Core activity				
Training income	6923	-	6923	7103
Consultancy income	1000	-	1000	1430
Children's Trust	-	-	-	1009
Other sundry income	1256	-	1256	1215
LACVS				
Sundry income	-	22961	22961	11803
	9179	22961	32140	22560

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5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES - (Grants & Service Level Agreements)

	Unrestricted Funds	Restricted Funds	Total Funds 2011	Total Funds 2010
Core activity				
LDLSP (Community Grants)	3500	25000	28500	17125
Nat Merriman Fund	-	-	-	10814
Voluntary Sector Development				
Big Lottery Fund (BASIS)	-	97002	97002	96057
LDLSP (Volunteering Strategy)	-	-	-	2986
LDLSP (LIAP)	-	-	-	299
NCVO bursary	-	500	500	-
Community Learning Network				
NLDC	-	-	-	2327
Fundholding				
E Lancs Deaf Society – (Galbraith Trust)	-	1000	1000	-
	3500	123502	127002	129608

6. TAXATION

LDCVS is a registered charity. All the company's income is applied to its charitable activities and the company is therefore exempt under current legislation from most forms of taxation. (CTA 2010 s 475/476, 486 & 488 and ITA 2007 s 532 & 534)

7. NET RESOURCES FOR THE YEAR

This is stated after charging:

	2011	2010
Independent Examiners Fee	1600	1816
Depreciation	1189	2834
Operating lease costs: Land & Buildings	11140	10578

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8. TOTAL RESOURCES EXPENDED

	Activities to Generate Funds	Charitable Activities	Governance	Total 2011	Total 2010
Costs directly related to activities					
Salaries	7325	139708	-	147033	127317
Consultancy fees	-	9827	-	9827	34144
Legal Fees	-	-	-	-	2000
Room hire	20	816	-	836	507
Meeting & travel expenses	9	2828	535	3372	3036
Publicity & printing	774	3039	-	3813	2812
Postage & stationery	145	1201	-	1346	1668
Membership fees & subscriptions	55	546	-	601	586
Training & conferences fees	-	1497	-	1497	1650
Computer software	75	177	-	252	223
Repairs & renewals	51	258	-	309	754
Provision of training courses	-	4293	-	4293	6419
Insurance	-	2307	-	2307	2232
Other costs	-	1910	15	1925	535
Independent Examiner fees (Note 7)	-	-	1600	1600	1816
Support costs allocated to activities (by usage)					
Rent	4355	6785	-	11140	10758
Telephone & internet	975	1928	-	2903	3233
Depreciation	-	1189	-	1189	2834
	13784	178309	2150	194243	202524

9. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2011	2010
Wages and salaries	129894	112656
Social security costs	10592	9037
Pension Costs	6557	5624
	147033	127317

No employee received emoluments of more than £60,000 during the year. Directors are not remunerated. No out of pocket expenses were claimed by the Directors in the year.

The charity operates a defined contribution pension scheme for the benefit of its employees. The assets of the scheme are held in independently administered funds. The pension cost charge represents contributions payable by the charity. The average number of employees during the period was :

Full time

Voluntary Sector Development Workers 2

Part time

Chief Officer	1	Deputy Chief Officer	1
Administration Manager (To May 2011)	1	Finance officer	1
Grants Administrator	1	Cleaner	1
Information & Publicity officer	1		

Lancaster District Community and Voluntary Solutions

Trustees Report and Financial Statements
For the year ending 30th June 2011

NOTES TO THE FINANCIAL STATEMENTS - (Year to 30th June 2011)

10. TANGIBLE FIXED ASSETS

	Computer Equipment	Equipment	Total
COST			
At 1 July 2010	31486	26,360	57846
Additions	3569	-	3569
At 30 June 2011	35055	26360	61415
DEPRECIATION			
At 1 July 2010	31486	26360	57846
Charge for the year	1189	-	1189
At 30 June 2011	32675	26360	59035
NET BOOK VALUE			
At 30 June 2011	2380	Nil	2380
At 30 June 2010	Nil	Nil	Nil

11. DEBTORS

	2011	2010
Grants and service income receivable	7114	875
Other debtors	4004	3105
Prepayments	2135	2407
	13253	6387

12. CREDITORS: Amounts falling due within one year

	2011	2010
Creditors	3635	4722
Accruals	4212	3962
Deferred income	-	16790
	7847	25474

13. UNRESTRICTED FUNDS

	Balance at 1 July 2010	Incoming resources	Outgoing resources	Transfers	Balance at 30 June 2011
General Funds	15549	90549	(97342)	22581	31337
Designated fund					
Printing	4138	-	-	(2237)	1901
Equipment	390	-	-	63	453
Fixed asset fund	-	-	(1189)	3569	2380
	20077	90549	(98531)	23976	36071

- Transfers to Fixed Asset fund represents the cost of fixed assets and funds future depreciation of the assets.
- Transfers to general unrestricted funds, from restricted funds, represent management and consultancy fees charged to specific restricted funds as permitted by the funding agreement.
- Transfers to Designated Funds represent monies set aside from Photocopying and Equipment hire charges to provide for future repairs and replacements, net of any such replacements.

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Trustees Report and Financial Statements
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NOTES TO THE FINANCIAL STATEMENTS - (Year to 30th June 2011)

14. RESTRICTED FUNDS

	Balance at 1 July 2010	Incoming resources	Outgoing resources	Transfers	Balance at 30 June 2011
GRANTS					
Core					
Community Grant	-	400	-	(400)	-
Voluntary Sector Development					
Big Lottery Fund	3494	97002	(84764)	(11195)	4537
NCVO Bursary	-	500	(500)	-	-
LACVS	361	22961	(10448)	(12381)	493
FUNDHOLDING					
LDLSP (Community Grant)	-	25000	(25000)	-	-
East Lancs Deaf Society	-	1000	-	-	1000
Nat Merriman Fund	10819	580	-	-	11399
	14674	147443	(120712)	(23976)	17429

Transfers from restricted funds represent management and consultancy fees charged to specific restricted funds as permitted by the funding agreement and the cost of fixed assets funded from grant income and transferred to designated fixed asset funds.

Restricted funds represent:

Core – funds to promote the advancement of charitable purposes for the benefit of community.

Voluntary Sector Development – funds to provide voluntary sector development workers and voluntary sector forum for the district.

Fundholding – funds administered for specific activities.

LACVS – funds to facilitate employment of a consultant and other project work on behalf of LACVS.

15. RELATED PARTIES

Mr W Wilson, who was a trustee of LDCVS during the period was also a trustee of the Galbraith Trust but had no overall control of either charity. LDCVS provides support services for the Galbraith Trust.

Lancaster District Community and Voluntary Solutions

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NOTES TO THE FINANCIAL STATEMENTS - (Year to 30th June 2011)

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	Total
Fixed Assets	2380		2380
Current Assets	38635	20332	58967
Current Liabilities	(4944)	(2903)	(7847)
Total Net Assets	36071	17429	53500

17. CONTINGENT LIABILITY NOTE

There is a Contingent Liability arising from the contractual arrangements for a member of staff.
The potential liability cannot be determined with substantial accuracy.