

## Lancaster District Community and Voluntary Solutions

Trustees Report and Financial Statements

For the period ending 30<sup>th</sup> June 2009 (1<sup>st</sup> April 2009 – 30<sup>th</sup> June 2009)

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### Reference and Administrative details:

- **Registered name of the Charity –**  
Lancaster District Community & Voluntary Solutions
- **Any other names by which the charity is known –**  
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 Pro Tem)  
Harsha Shukla  
Lynne Stafford  
Jane Forde  
Bob McKittrick (From October 2009)  
Warwick Wilson (From October 2009)
- **Names of other persons who served as trustees in the financial period –**  
Jennifer Lauruol (resigned 15/6/09)
- **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; on the date this report was approved these were:  
County Councillor, Sam Riches and City Councillor, John Barnes
- **Bankers -**  
CAF BANK Ltd  
PO Box 289, Kings Mill,  
West Malling, Kent ME19 4TA  
Abbey National plc  
28 Penny Street  
Lancaster LA1 1UA

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For the period ending 30<sup>th</sup> June 2009 (1<sup>st</sup> April 2009 – 30<sup>th</sup> June 2009)

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- **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 -**  
7<sup>th</sup> 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
- **Closure of former Charity & Transfer of Assets and Undertaking from unincorporated charity to new incorporated Charity.**  
It was agreed at the AGM of the former charity in 2008 that:  
  
“This Annual General Meeting approves the principle of incorporation of the charity as a company limited by guarantee under the name of Lancaster CVS, and authorises the Executive Committee to take all steps necessary to achieve this as soon as may be practicable.”  
  
Subsequently this took place, this new company ‘Lancaster District Community & Voluntary Solutions’ (Registered no 6743623) was established in November 2008 followed by formal registration with the Charity Commission.(Charity registration No 1127626) The whole remained dormant until 1<sup>st</sup> April 2009. A formal closure/transfer of assets was agreed at an EGM of the former charity held on 26<sup>th</sup> February 2009.

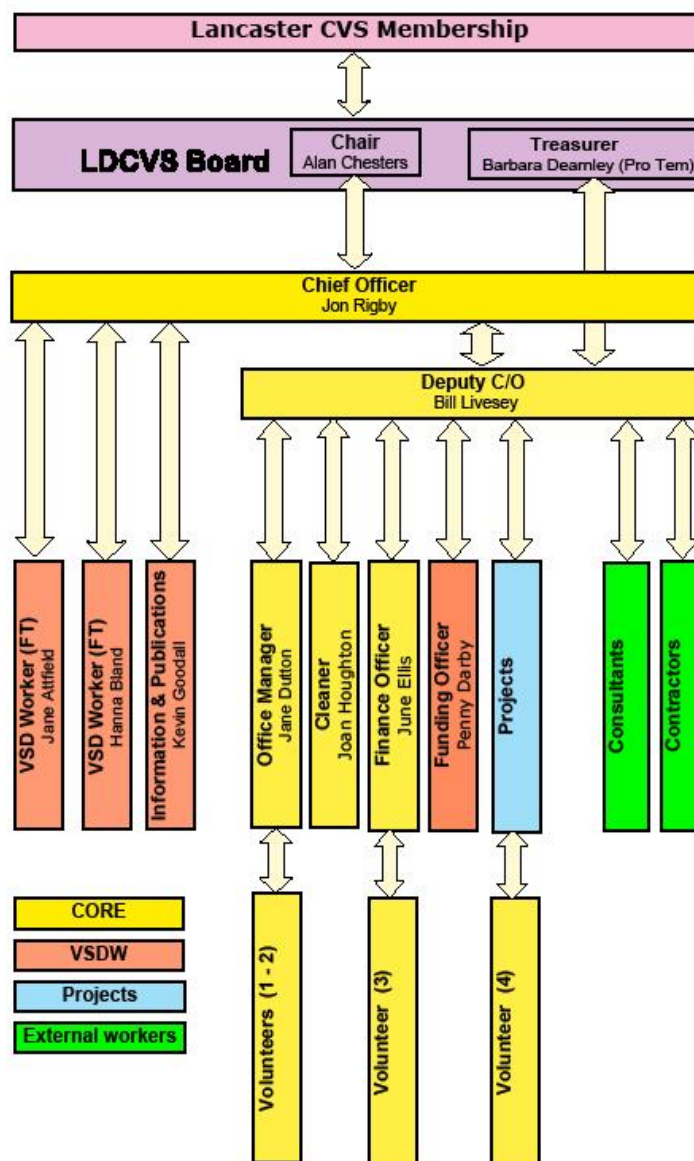
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### Organisational structure of the charity -

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

**LDCVS Formal Management Structure as at Oct 2009**  
(All Staff have informal access to all levels)



- **Wider Networks and other relationships -**

LDCVS is a member of the National Association of Council for Voluntary Service (NACVA). NACVA offers support and information to individual CVS's. In February 2005 LDCVS also became a member of National Council for Voluntary Organisations (NCVO).

- **Subsidiaries -**

None to report

• **Risks -**

During 2002-03, the Trustees carried out a comprehensive review of the possible risks facing the organisation, leading to the adoption of a Risk Management Policy at the meeting of the Trustees on 17 December 2002. The new company will review all policies and procedures during 2009.

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.

## **Objectives, Activities, Achievements & Performance:**

### **Objectives**

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

1. 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;
2. 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.

### **Review of activities, achievements & Performance**

This short period April to June 2009 has seen no changes of staff in the team at LDCVS. Jon and Bill have continued the processes of ensuring that CVS has a Sustainable future; the move to incorporation being one strand of this process. When coupled with our five year plan CVS can expect to look forward to a fairly stable mid term future. 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 benefit from the extra space and the meeting room available to us at Middle Street although the question of accommodation which is more suited to our current work remains high in our planning.

### **Voluntary Sector Development Work (VSDW) including BASIS**

With successful 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 43 organisations from April – June 2009.

One of the highlights of this period was the Volunteer Achievement Awards, held in Morecambe in June. Over 50 local groups were represented at this event.

## **Lancaster District Community and Voluntary Solutions**

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### **The Lancaster District Voluntary Sector Forum**

Two successful events were held:

- Volunteering Strategy Consultation, April
- Volunteering Strategy Steering Group, May

### **Training**

Seven training sessions were provided on a diverse range of topics:

- Emergency Life Support, First Aid, April
- Basic Food Hygiene, May
- Introduction to Employment Law, June
- Social Enterprise Festival, Funding sources, June

The above courses were attended by a total of 35 groups.

### **Interagency Meetings**

We delivered 1 interagency meeting in Morecambe.

<b>A more detailed report of all activities is available on our web site.</b>
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### **Chargeable Services**

This is a new area of work for CVS. We have long been aware of the need in the Lancaster District 3<sup>rd</sup> sector for a very 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 this period and initial results are encouraging; clients such as 'Lancaster CAB' and 'The Friendship Centre' are amongst the first to take advantage of this new provision.

### **Administration**

The Lancaster District CVS administration team, 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.

The above 3 month period was a busy one, coinciding with our annual membership renewal process, during which we received over 200 membership forms. Annette Marsden, our Admin Volunteer processed the majority of information on the forms, and this was then passed on to our Development Team for analysis, resulting in production of "The Sector Counts" leaflet.

In June we were pleased to welcome Charis Dutton to our team as a Membership & Grants Volunteer, largely concentrating on follow-up work connected with the Galbraith Trust.

### **Quality Assurance System**

During this period, we started to look in detail at the different areas outlined in PQASSO, Practical Quality Assurance System for Small Organisations, an award winning system organisation but continues its work in a manner which bodes well for the future of LDCVS. All Trustees have good attendance at regular meetings.

### **Community Learning Network (CLN)**

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 the group have now been registered with the charity commission and following a successful bid for NLDC funding it is expected that they will be in a position to assume control of their own future during 2009.

### **The Friendship Centre**

During the period, Alys, the development worker, employed on behalf of the Friendship Centre by LDCVS continued to use LDCVS as her office base. The centre itself continued its growth and remains committed to providing what is a very valuable resource for the community at its 'Lancaster Baptist Church' location.

## **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 2009-10, the figure is £25,612, 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 2008 ~ 2009 the result of staff changes. The actual figure at 30<sup>th</sup> June 2009 is £24,588. 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 1993. 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 2007/8 Lancaster District CVS developed a five year business plan covering the period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2013. This plan continues the strategic development of LDCVS in line with priorities identified throughout its medium term, three year, strategic development programme. This plan is available on line, at [www.lancastercvs.org.uk](http://www.lancastercvs.org.uk) and is available as a hard copy, on request, to Lancaster CVS (Cost £2.50)

- Priorities for the period and consequent risk management assessments etc are included in this plan.

Financial summaries are included in the plan which are supported by a 'more comprehensive' financial planning document (for internal use only).

Lancaster Community and Voluntary Solutions will continue to use this plan until a new plan for the company is completed in 2010 continuing the work of Lancaster & District Council for Voluntary Service.

The accounts comply with current statutory requirements, the requirements of the charity's governing document and the requirements of the Charities SORP.

The Trustees' Report was approved on 5th November 2009 and was signed on behalf of the Trustees by:

**Barbara Dearnley**

Treasurer (Pro Tem)

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF  
LANCASTER DISTRICT COMMUNITY AND VOLUNTARY SOLUTIONS**

**PERIOD ENDED 30 JUNE 2009**

I report on the accounts of the charity for the period ended 30 June 2009 set out on pages 8 to 18.

**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'.

**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

4 November 2009

**Lancaster District Community and Voluntary Solutions**

Trustees Report and Financial Statements

For the period ending 30<sup>th</sup> June 2009 (1<sup>st</sup> April 2009 – 30<sup>th</sup> June 2009)**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE  
INCOME AND EXPENDITURE ACCOUNT)****PERIOD 7<sup>th</sup> NOVEMBER 2008 TO 30<sup>th</sup> JUNE 2009**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £
<b>INCOMING RESOURCES</b>				
<b>Incoming resources from generating funds:</b>				
Voluntary income	2	13,285		13,285
Activities for generating funds	3	3,421		3,421
Investment income –bank interest receivable		28		28
Incoming resources from charitable activities:				
Grants & service level agreements	5	1,250	53,952	55,202
Other incoming resources	4	2,167	3,061	5,228
<b>TOTAL INCOMING RESOURCES</b>		<b>20,151</b>	<b>57,013</b>	<b>77,164</b>
<b>RESOURCES EXPENDED</b>				
<b>Charitable activities</b>				
Core		27,273	600	27,873
Community Learning Network		240	6,074	6,314
Voluntary Sector Development			27,631	27,631
LACVS			2,195	2,195
<b>Governance costs</b>	6	473	192	665
<b>TOTAL RESOURCES EXPENDED</b>		<b>27,986</b>	<b>36,692</b>	<b>64,678</b>
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR BEFORE TRANSFERS</b>				
	12 & 13	(7,835)	20,321	12,486
<b>Transfers between funds</b>				
Management & consultancy fees		5,786	(5,786)	-
<b>NET MOVEMENT IN FUNDS</b>	12 & 13	(2,049)	14,535	12,486
Total funds brought forward at 1April 2009		28,209	4,828	33,037
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>26,160</b>	<b>19,363</b>	<b>45,523</b>

The company commenced trading on 1 April 2009, at which time it acquired all assets and liabilities of Lancaster District Council for Voluntary Service

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.

**Lancaster District Community and Voluntary Solutions**

Trustees Report and Financial Statements

For the period ending 30<sup>th</sup> June 2009 (1<sup>st</sup> April 2009 – 30<sup>th</sup> June 2009)**BALANCE SHEET****30<sup>th</sup> JUNE 2009**

	Note	2009	
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	9		2,834
<b>CURRENT ASSETS</b>			
Debtors	10	12,449	
Cash at bank and in hand		<u>47,977</u>	<u>60,426</u>
<b>CREDITORS: Amounts falling due within one year</b>	11		<u>17,737</u>
<b>NET CURRENT ASSETS</b>			42,689
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><u>45,523</u></u>
<b>FUNDS</b>			
Unrestricted funds :	12		
Designated funds			1,572
General funds			24,588
Restricted funds	13		19,363
<b>TOTAL FUNDS</b>			<u><u>45,523</u></u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the year by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act. The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 221 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 section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements were approved by the members of the board on the 5<sup>th</sup> November 2009 and are signed on their behalf by:

**Barbara Dearnley**  
Treasurer (Pro Tem)

## **NOTES TO THE FINANCIAL STATEMENTS**

### **PERIOD ENDED 30<sup>th</sup> JUNE 2009**

#### **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 grants being shown as restricted 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.

## **NOTES TO THE FINANCIAL STATEMENTS**

### **PERIOD ENDED 30<sup>th</sup> JUNE 2009**

#### **Resources expended (cont)**

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. Floor area, or estimated usage as set out in Note 5.

#### **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 period.

#### **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.

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 13

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.

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## NOTES TO THE FINANCIAL STATEMENTS

### PERIOD ENDED 30<sup>th</sup> JUNE 2009

#### 2. VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2009 £
<b>Core funding</b>		
Lancashire County Council	8,660	8,660
Lancaster City Council	4,625	4,625
	<b>13,285</b>	<b>13,285</b>

#### 3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Total Funds 2009 £
<b>Fees</b>		
Galbraith Trust	1,312	1,312
Chargeable services	2,109	2,109
	<b>3,421</b>	<b>3,421</b>

#### 4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £
<b>Other income</b>			
<b>Core activity</b>			
Training income	906		906
Consultancy income	697		697
Other sundry income	564		564
<b>LACVS</b>			
Sundry income		3,061	3,061
<b>Total</b>	<b>2,167</b>	<b>3,061</b>	<b>5,228</b>

**NOTES TO THE FINANCIAL STATEMENTS**

**PERIOD ENDED 30<sup>th</sup> JUNE 2009**

**5. OTHER INCOMING RESOURCES-grants & service level agreements**

	<b>Unrestricted Funds</b>	<b>Restricted</b>	<b>Total Funds 2009</b>
	£	£	£
<b>Core activity</b>			
Community Grant	1,250	17,500	18,750
<b>Voluntary Sector Development</b>			
Lottery		29,470	29,470
<b>Community Learning Network</b>			
NLDC		6,982	6,982
	<b>1,250</b>	<b>53,952</b>	<b>55,202</b>

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### 6. TOTAL RESOURCES EXPENDED

	Core	Community Learning Network	Voluntary Sector Development	Lancs. Assoc of CVS	Governance	Total 2009
<b>Costs directly related to activities</b>						
Salaries	12,686	3,565	16,802			33,053
Consultancy fees	7,336	1,747	1,700	2,184		12,967
Rent & room hire	367	40	469		50	926
Printing, postage & stationery	896	75	321			1,292
Membership fees & subscriptions	101					101
Travel expenses	15	40	66	11		132
Insurance	552					552
Publicity			295			295
Other costs	567		693		225	1,485
Training & conferences fees	15		132			147
Computer software	1,004		4,500			5,504
Provision of training courses	1,473					1,473
Independent Examiner fees (Note )					352	352
Company formation					38	38
<b>Grant funding</b>						
Grants (note)	600					600
<b>Support costs allocated to activities (by usage)</b>						
Rent	1,708	315	618			2,641
Telephone & internet	546	180	258			984
Depreciation	7	352	1,777			2,136
	<b>27,873</b>	<b>6,314</b>	<b>27,631</b>	<b>2,195</b>	<b>665</b>	<b>64,678</b>

## NOTES TO THE FINANCIAL STATEMENTS

### PERIOD ENDED 30<sup>th</sup> JUNE 2009

#### 7. NET RESOURCES FOR THE PERIOD

This is stated after charging:

	<b>2009</b>
	£
Independent Examiners Fee *	352
Depreciation	2,136
Operating lease costs:	
Land & Buildings	2,640

Debit in accounts is after credit of £240 for earlier period. Charge for current period is £592

#### 8. STAFF COSTS AND EMOLUMENTS

**Total staff costs were as follows:**

	2009
	£
Wages and salaries	29,393
Social security costs	2,304
Pension Costs	1,356
	<u>33,053</u>

No employee received emoluments of more than £60,000 during the period.

Trustees are not remunerated. No out of pocket expenses were claimed by the Trustees in the period.

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, analysed by function, was:

##### **Full time**

Voluntary Sector Development                      2

##### **Part time**

Deputy chief officer                                      1

Voluntary Sector Development                      2

Administrative support                                   1

Finance officer    1

Project worker    1

Cleaner    1

**Lancaster District Community and Voluntary Solutions**

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For the period ending 30<sup>th</sup> June 2009 (1<sup>st</sup> April 2009 – 30<sup>th</sup> June 2009)**9. TANGIBLE FIXED ASSETS**

	<b>Computer Equipment £</b>	<b>Equipment £</b>	<b>Total £</b>
<b>COST</b>			
<b>At 1 April 2009 &amp; 30 June 2009</b>	<b>31,486</b>	<b>26,360</b>	<b>57,846</b>
<b>DEPRECIATION</b>			
At 1 April 2009	30414	22462	52876
Charge for the period	1072	1064	2136
<b>At 30 June 2009</b>	<b>31,486</b>	<b>23,526</b>	<b>55,012</b>
<b>NET BOOK VALUE</b>			
<b>At 30 June 2009</b>	<b>Nil</b>	<b>2,834</b>	<b>2,834</b>

Assets were transferred at 1 April 2009 from Lancaster District Council for Voluntary Service at their net book values.

**10. DEBTORS**

	<b>2009 £</b>
Grants and service income receivable	6511
Other debtors	2852
Prepayments	3086
	<u>12449</u>

**11. CREDITORS: Amounts falling due within one year**

	<b>2009 £</b>
Creditors	10763
Accruals	897
Deferred income	6077
	<u>17737</u>

**Lancaster District Community and Voluntary Solutions**

Trustees Report and Financial Statements

For the period ending 30<sup>th</sup> June 2009 (1<sup>st</sup> April 2009 – 30<sup>th</sup> June 2009)**12. UNRESTRICTED FUNDS**

	<b>Balance at 1 April 2009</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Transfers</b>	<b>Balance at 30 June 2009</b>
	<b>£</b>	<b>£</b>			
<b>General Funds</b>	26,390	20,151	(27,739)	5786	24588
<b>Designated fund</b>					
Fixed asset fund	1,819		(247)		1,572
	<b>28,209</b>	<b>20,151</b>	<b>(27,986)</b>	<b>5786</b>	<b>26160</b>

Opening balances were transferred from Lancaster District Council for Voluntary Service.

Transfers to designated funds represent the cost of fixed assets funded from grant income and funds future depreciation of the assets.

Transfers to general unrestricted funds represent management and consultancy fees charged to specific restricted funds as permitted by the funding agreement.

**Lancaster District Community and Voluntary Solutions**

Trustees Report and Financial Statements

For the period ending 30<sup>th</sup> June 2009 (1<sup>st</sup> April 2009 – 30<sup>th</sup> June 2009)**13. RESTRICTED FUNDS**

	<b>Balance at 1 April 2009</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Transfers</b>	<b>Balance at 30 June 2009</b>
<b>Grants</b>					
<b>Core</b>					
Community Grants		17,500	(600)		16,900
<b>Voluntary Sector Development</b>					
Lottery	50	29,470	(26,046)	(2,697)	777
<b>Community Learning Network</b>					
LSC NLDC	1,134	6,982	(5,962)	(2,557)	(403)
<b>LACVS</b>					
		3,061	(2,195)	(532)	334
<b>Fundholding</b>					
Adult Mental Health Forum	493				493
<b>Fixed Asset Fund</b>					
	3,151		(1,889)		1,262
	<b>4,828</b>	<b>57,013</b>	<b>(36,692)</b>	<b>(5,786)</b>	<b>19,363</b>

Opening balances were transferred from Lancaster District Council for Voluntary Service.

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 t workers and voluntary sector forum for the district.

**Community Learning Network** – funds to establish a network of learning promoters with the aim of increasing adult learning amongst local community groups.

**Fundholding** – funds administered for specific activities.

**Fixed Asset Fund** – funds represent the cost of fixed assets funded from specific grant income received and funds future depreciation of those assets.

**LACVS** – funds to facilitate employment of a consultant on behalf of LACVS.