

REGISTERED COMPANY NUMBER: 03731848 (England and Wales)
REGISTERED CHARITY NUMBER: 1074947

REPORT OF THE TRUSTEES AND
AUDITED FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2012
FOR
CAMBRIDGE COUNCIL FOR VOLUNTARY
SERVICE

Staffords
Chartered Accountants
& Statutory Auditors
CPC1
Capital Park
Fulbourn
CAMBRIDGE
Cambridgeshire
CB21 5XE

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012

	Page
Report of the Trustees	1 to 7
Report of the Independent Auditors	8 to 9
Statement of Financial Activities	10
Balance Sheet	11 to 12
Notes to the Financial Statements	13 to 20

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2012

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03731848 (England and Wales)

Registered Charity number
1074947

Registered office
Llandaff Chambers
2 Regent Street
CAMBRIDGE
Cambridgeshire
CB2 1AX

Trustees

R D L Talbot	
M Sanders	
A P Gardner	- resigned 5/7/2011
M Clark	
J Harkness	- resigned 10/1/2012
N Wrigley	
G P Radford	- appointed 10/1/2012

Company Secretary
J Reeve

Senior Statutory Auditor
Matthew Pettifer FCA

Auditors

Staffords
Chartered Accountants
& Statutory Auditors
CPC1
Capital Park
Fulbourn
CAMBRIDGE
Cambridgeshire
CB21 5XE

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2012

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of new trustees

Trustees are primarily recruited from the membership. Applicants from full member organisations have to be proposed and seconded by other members and stand for election at the AGM. No more than eight trustees are elected at the AGM, who serve for a period of two years and are subject to retirement by rotation. Trustees may be co-opted up to a maximum of four or a third of the total number of trustees serving at any one time. Co-opted trustees may be from the membership or individuals with suitable skills that fill identified gaps in the current trustee board.

Induction and training of new trustees

All trustees receive an induction pack detailing their responsibilities, a Companies House "AP01" form and copy of the Memorandum and Articles. A structured development day takes place at least once a year to induct new trustees and set the strategic direction of the organisation.

Organisational structure

The company is governed by an Executive Committee that meets at least quarterly. Observers from the County Council and District Councils are invited to attend these meetings. The Executive Committee sets and reviews the organisational strategy, direction, staffing, structure and resources. The day-to-day running of the company is carried out by employed staff, led by a Chief Executive Officer, who has delegated authority to run operations and make expenditure up to the level of £2,000. The authorisation of all expenditure, online and on paper require two signatures.

The organisation employed 7 members of staff during the year (4.25 FTE). The work of the company was greatly enhanced by the regular contributions of two dedicated volunteers.

Cambridge Council for Voluntary Service is a member of the National Association of Voluntary and Community Action (NAVCA) and has achieved the NAVCA Quality Mark, following detailed scrutiny and supply of relevant evidence.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. This is done at the regular meetings and in relation to any new business or circumstances.

PUBLIC BENEFIT

The trustees have complied with their duty in section 4 of the 2006 Charities Act to have due regard to guidance published by the Charity Commission, including public benefit guidance. CCVS provides services to the general public of Cambridge City and surrounding areas by supporting and promoting their charitable and community groups. The issue of public benefit was reviewed at the trustees meeting on 12 October 2010.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2012

OBJECTIVES AND ACTIVITIES

The objects of Cambridge Council for Voluntary Service (CCVS) are set out in the Memorandum of Association and are to:

"promote any charitable purposes for the benefit of the community in the Cambridge and the surrounding area (herein called the area of benefit) and the surrounding area and in particular the advancement of education, the protection of the environment, the protection of health and the relief of poverty, distress and sickness; and to promote and organise co-operation in the achievement of these purposes."

CCVS supports community and voluntary groups in Cambridge and nearby districts, in particular in South Cambridgeshire and Fenland. Support services fall under the headings of organisational development, networking and representation. In 2011 CCVS trustees reviewed and restructured the charity to take account of the changing needs of the sector. This involved some streamlining as well as recruitment of new staff who could provide more development expertise and project management skills.

Organisational Development

CCVS surveyed member groups at the beginning of the year in order to make sure that the services planned for the year matched the needs of the community and voluntary groups in the area. In order to plan more efficiently this survey was undertaken with those for East Cambridgeshire and Huntingdonshire, before making a joint plan for the county. Organisational development took the form of providing expert advice to community groups (up by 18% on the previous year), matching groups with relevant funding sources and helping them make successful applications. CCVS provided more support than ever before for groups that wanted to advertise their resources, jobs and services and was able to supply nine groups with CCVS resources that were no longer required.

CCVS delivered 32 high quality training opportunities and specialist briefings on topics that had been selected by the groups themselves, an increase of 45% on the previous year. 483 individuals associated with community groups benefited from attendance on these courses. Partnerships were developed with expert trainers, brought in from national and local organisations, in order to meet the course requirements. Where possible, CCVS was able to negotiate a no-fee arrangement with the external trainers in order to keep the service free of charge to local groups. Evaluation of these courses by those attending training events showed an overall increase of 60 % in learning, knowledge or skills. Most of the training was around supporting groups in running their organisations, 56%, but sessions were fully booked for in the areas of policy development, project management and learning new communications.

CCVS maintained the licence with funding search engine, Grantfinder, as well as close links with Cambridgeshire Community Fund and the local authorities grant funds. In 2011 Cambridge University Rag CCVS assisted in distributing £9,103 amongst 26 CCVS member groups. CCVS also assisted groups by providing accommodation, meeting room space, cost-price or free resources and advertising opportunities for member group services through the Directory of groups and the monthly newsletter.

A community accountancy project was funded by Cambridge City to improve and develop the financial management of Cambridge based groups. Lottery funding continued to support the delivery of training in the three Districts during the year.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2012

OBJECTIVES AND ACTIVITIES

Networking

A project to further upgrade and improve the CCVS website in line with developing increased internet usage was started this year, to facilitate groups networking with each other and external interested parties. Four local Chief Executive's Forums were held to inform and develop local policy on a number of local issues with the statutory colleagues.

The network of the three CVS organisations in Cambridgeshire continued to flourish with the help of a Big Lottery funded project that has enabled the three organisations to harmonise their systems and streamline areas of joint delivery, which ensure that all community and voluntary groups have access to the same high calibre of information, advice and guidance.

The accommodation facility at Llandaff Chambers, which CCVS manages for five local groups was host to nearly 4,000 visitors this year, demonstrating that the pooling resources not only saves money but also helps with keeping the groups networked and in touch with users.

Representation

In order to be representative CCVS has to ensure that channels of communication are open between its members and itself. The annual membership refresh ensures that contact details are up to date and that, even when groups do not want to advertise their details in public (because they are running their groups from private addresses, for instance), CCVS can still contact them for their opinions for the numerous surveys that it undertakes for the voluntary sector and the public sector throughout the year. Members of CCVS staff continued to represent the sector on numerous civic partnership and working parties in the county.

Looking Forward

CCVS will be focussing on its core role of supporting local community and voluntary groups to remain sustainable and grow as required over the forthcoming years. The make-up of the local voluntary sector is predominantly of small, long-lived groups that provide specific services to particular sections of the communities in our area. However, every year there is a call for CCVS to support the inauguration of new groups as well as help manage the winding up of charities for a number of reasons. At a time when there is a greater demand than ever before for non-statutory services to support vulnerable people maintain a good quality of life, CCVS will be concentrating on maximising the support and training provided to those vital groups in the community to keep going and meet their charitable purposes.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2012

FINANCIAL REVIEW

Reserves policy

The trustees have conducted a comprehensive risk assessment and considered the level of reserves that should be maintained to meet liabilities and to sustain the organisation in the event of a major change to its core funding. C CVS relies on drawing in contract funding every year to maintain its output of services. Given the political and economic changes that have recently been experienced the C CVS board has assessed the reliability of the main sources of income and taken into account the trends and pressures on grant aid. Accordingly the trustees have altered the targets set for unrestricted reserves so that they cover six months resource expenditure at £101,564. Reserves for redundancy, ICT upgrades and service development have been set collectively at £38,667. This makes a total reserve target of £140,231. In this way C CVS can ensure that, in years that are lean in project funding, it can properly plan programmes of activity in the first six months of every year, pending the development of other income streams. 2010-11 contract income enabled C CVS to approach these targets with £118,115, a little higher than expected due to the late start of two development projects.

Results for the Year

The Accounts for the year ending 31st March 2012 have been accepted by the Executive Committee and prepared and independently audited by Staffords, Chartered accountants and registered auditors. Copies are circulated to the members at the AGM and are available from the C CVS office.

C CVS had a successful year drawing in £209,109 in grants and contracts from statutory and charitable sources. C CVS also picked up the management and delivery of two county-wide projects in 2011; one contract for County Council Adult Services, called "Going Local" and one for the Big Lottery looking at simplifying communications in the voluntary sector.

The deed of variation with Cambridge Community Trust continued successfully with £75 per month, without interest, being paid. The trustees have made provision against this debt on the grounds of prudence at the year-end in accordance with Accounting Standards as the likelihood of recoverability was considered uncertain. The Charity has entered into a Deed of Release dated 29 August 2012 relating to this debt with a full and final settlement amount being agreed. Settlement funds were received on 29 August 2012 and will be recognised in the 2012/13 financial year.

The Statement of Financial Activities shows the movement of funds over the year. The total incoming resources were £209,109, including donation of software from Microsoft to the value of £2,180. Expenditure including provision for bad debt was £183,403. The end of year position provides unrestricted reserves of £118,115.

C CVS will be limiting its risk by maximising the opportunities to deliver training jointly with high quality training providers, concentrating all its resources on delivering contracted services to groups and ensuring that this results in improved outcomes for member groups. Close monitoring and evaluation of all activities will enable adjustments and improvements to services to be implemented during the year if necessary. Where opportunities arise, C CVS will carefully consider adding to the planned activity for the year, provided that reimbursement is made for the service on a full cost recovery basis, and through contract payments being paid in advance. The increase in the reserves targets includes some for service development. Over the forthcoming year C CVS will be aiming to identify sustainable contracts that increase its independence from grants.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2012

PLANS FOR THE FUTURE

In order to continue delivering core services to groups in 2012-13 CCVS will continue to develop staff skills that enable it to deliver high quality training and organisational development in-house where possible. Against a background of uncertainty and inevitable cuts in public funding CCVS has nevertheless been able to define a 12-month programme of training based on the results of the annual needs survey, undertaken in March 2012. Training priorities for groups in different districts have been actively catered for. Working closely with the two other CVS organisations CCVS will be able to report its outcomes as part of a county-wide service level agreement with the County Council and NHS Cambridgeshire. CCVS will actively seek to build on its leadership role in county-wide initiatives, combining this with opportunities to undertake consultation, research and survey work for statutory partners will be actively sought to build on the success of previous projects. CCVS will continue to seek ways of improving networking and representing of its member groups as well as engaging them in partnership work wherever possible.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Cambridge Council for Voluntary Service for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2012

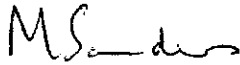
STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

AUDITORS

The auditors, Staffords, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD:



M Sanders - Trustee

16 October 2012

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

We have audited the financial statements of Cambridge Council for Voluntary Service for the year ended 31 March 2012 on pages ten to twenty. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including APB Ethical Standard - Provisions Available for Small Entities (Revised), in the circumstances set out in note 16 to the financial statements

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Trustees.

Matthew Pettifer

Matthew Pettifer FCA (Senior Statutory Auditor)
for and on behalf of Staffords
Chartered Accountants
& Statutory Auditors
CPC1
Capital Park
Fulbourn
CAMBRIDGE
Cambridgeshire
CB21 5XE

Date:16/12/13.....

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2012

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	2,278	-	2,278	91
Investment income	3	305	-	305	218
Incoming resources from charitable activities					
CCVS	4	<u>114,222</u>	<u>92,304</u>	<u>206,526</u>	<u>212,360</u>
Total incoming resources		116,805	92,304	209,109	212,669
RESOURCES EXPENDED					
Charitable activities					
CCVS	5	93,653	84,904	178,557	143,849
Governance costs	7	5,746	-	5,746	5,538
Other resources expended		<u>(900)</u>	<u>-</u>	<u>(900)</u>	<u>(600)</u>
Total resources expended		98,499	84,904	183,403	148,787
NET INCOMING RESOURCES before transfers		18,306	7,400	25,706	63,882
Gross transfers between funds	15	<u>(1,997)</u>	<u>1,997</u>	<u>-</u>	<u>-</u>
Net incoming/(outgoing) resources		16,309	9,397	25,706	63,882
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>101,806</u>	<u>4,475</u>	<u>106,281</u>	<u>42,399</u>
TOTAL FUNDS CARRIED FORWARD		<u>118,115</u>	<u>13,872</u>	<u>131,987</u>	<u>106,281</u>

The notes form part of these financial statements

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REGISTERED COMPANY NUMBER: 03731848 (England and Wales)

BALANCE SHEET
AT 31 MARCH 2012

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
FIXED ASSETS					
Tangible assets	11	6,480	-	6,480	-
CURRENT ASSETS					
Debtors: amounts falling due within one year	12	29,493	15,654	45,147	43,052
Cash at bank and in hand		<u>113,455</u>	<u>933</u>	<u>114,388</u>	<u>100,907</u>
		142,948	16,587	159,535	143,959
CREDITORS					
Amounts falling due within one year	13	(31,313)	(2,715)	(34,028)	(37,678)
NET CURRENT ASSETS		<u>111,635</u>	<u>13,872</u>	<u>125,507</u>	<u>106,281</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>118,115</u>	<u>13,872</u>	<u>131,987</u>	<u>106,281</u>
NET ASSETS		<u>118,115</u>	<u>13,872</u>	<u>131,987</u>	<u>106,281</u>
FUNDS	15				
Unrestricted funds				118,115	101,806
Restricted funds				<u>13,872</u>	<u>4,475</u>
TOTAL FUNDS				<u>131,987</u>	<u>106,281</u>

The notes form part of these financial statements

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

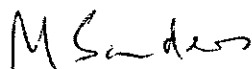
REGISTERED COMPANY NUMBER: 03731848 (England and Wales)

BALANCE SHEET - CONTINUED

AT 31 MARCH 2012

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 16 October 2012 and were signed on its behalf by:



M Sanders -Trustee

The notes form part of these financial statements

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

The support costs are allocated in agreement with funders or grant givers to cover Full cost recovery where permitted by the terms of the funding or grant.

Allocation and apportionment of costs

Staff costs and overheads are allocated to projects and funds on the basis of time spent.

Tangible fixed assets

Tangible fixed assets are capitalised if the individual item cost exceeds £900. Items are depreciated over their estimated useful economic life:

Computer Equipment	25% on Cost
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Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs

The company contributes to some employee's personal pension plans on a defined contribution basis. Contributions payable to the plans are charged to the Statement of Financial Activities in the period to which they relate.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2012

2. VOLUNTARY INCOME

	2012	2011
	£	£
Donations	<u>2,278</u>	<u>91</u>

3. INVESTMENT INCOME

	2012	2011
	£	£
Deposit account interest	<u>305</u>	<u>218</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2012	2011
	£	£
Charges for services	14,741	11,193
Rents received	19,362	19,882
Grants	<u>172,423</u>	<u>181,285</u>
	<u>206,526</u>	<u>212,360</u>

Grants received, included in the above, are as follows:

	2012	2011
	£	£
Big Lottery (BASIS II) Hunts Forum	7,696	11,763
Cambridge City Council (Community Development)	30,000	30,000
Community Bookkeeping	5,000	15,000
Faiths in Action	-	11,911
LPSA City	-	33,750
LPSA DIPL	-	5,000
SCDC - Seldom Heard Voices	-	2,600
Cambridge City Council (Support Projects)	-	6,000
Cambridgeshire County Council	31,229	23,969
Cambridgeshire County Council Fenland Services	-	4,342
Fenland District Council	15,000	6,250
NHS Cambridgeshire PCT	23,220	20,200
South Cambs District Council	7,670	7,500
Cambridge Student Rag	3,000	3,000
Cambridge City Council Prevent	3,000	-
Cambridgeshire County Council - Going Local	28,825	-
Big Lottery - (BASIS II) Young Lives	<u>17,783</u>	<u>-</u>
	<u>172,423</u>	<u>181,285</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2012

5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 6)	Totals
	£	£	£
CCVS	<u>178,517</u>	<u>40</u>	<u>178,557</u>

6. SUPPORT COSTS

All costs are directly allocated to charitable activities and the charity has no unattributable support costs.

Support costs, included in the above, are as follows:

	2012	2011
	CCVS	Total activities
	£	£
Bank charges	<u>40</u>	<u>32</u>

7. GOVERNANCE COSTS

	2012	2011
	£	£
Staff costs	3,393	3,284
Other costs	302	109
Legal fees	35	255
Auditors' remuneration	<u>2,016</u>	<u>1,890</u>
	<u>5,746</u>	<u>5,538</u>

8. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2012	2011
	£	£
Auditors' remuneration	2,016	1,890
Depreciation - owned assets	<u>2,160</u>	<u>-</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2012

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2012 nor for the year ended 31 March 2011.

Trustees' Expenses

There were no trustees expenses paid during the year or during the prior year.

10. STAFF COSTS

	2012	2011
	£	£
Wages and salaries	99,801	82,997
Social security costs	8,553	6,881
Other pension costs	<u>8,523</u>	<u>8,210</u>
	<u>116,877</u>	<u>98,088</u>

The average monthly number of employees during the year was as follows:

	2012	2011
Development workers	3	2
Administrative workers	2	3
Managerial	<u>2</u>	<u>1</u>
	<u>7</u>	<u>6</u>

No staff members received emoluments greater than £60,000.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2012

11. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 April 2011	1,911
Additions	<u>8,640</u>
At 31 March 2012	<u>10,551</u>
 DEPRECIATION	
At 1 April 2011	1,911
Charge for year	<u>2,160</u>
At 31 March 2012	<u>4,071</u>
 NET BOOK VALUE	
At 31 March 2012	<u>6,480</u>
At 31 March 2011	<u>-</u>

12. DEBTORS

	2012 £	2011 £
Amounts falling due within one year:		
Trade debtors	25,859	34,436
Other debtors	990	18
Cambridge Community Trust	900	900
Provision against bad debt	(900)	(900)
Prepayments and accrued income	<u>18,298</u>	<u>8,598</u>
	<u>45,147</u>	<u>43,052</u>
 Amounts falling due after more than one year:		
Cambridge Community Trust	12,960	13,860
Provision against bad debt	<u>(12,960)</u>	<u>(13,860)</u>
	<u>-</u>	<u>-</u>
 Aggregate amounts	<u>45,147</u>	<u>43,052</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2012

12. DEBTORS - continued
Cambridge Community Trust

A further deed of variation was entered into whereby CCT will pay £75 per calendar month, with a review every 6 months. The trustees have made provision against this debt on the grounds of prudence at the year end in accordance with Accounting Standards as the likelihood of recoverability was considered uncertain.

After the year end the Trustees entered into a Deed of Release with the debtor and have agreed a full and final settlement figure of £6,300 which was received on 29 August 2012 and will be recognised as income in the 2012/13 accounts.

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Trade creditors	6,575	434
Social security and other taxes	3,102	2,196
Deferred income	21,958	32,575
Accrued expenses	<u>2,393</u>	<u>2,473</u>
	<u>34,028</u>	<u>37,678</u>

14. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	2012	2011
	£	£
Expiring:		
Within one year	18,000	-
Between one and five years	<u>1,915</u>	<u>2,969</u>
	<u>19,915</u>	<u>2,969</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2012

15. MOVEMENT IN FUNDS

	At 1/4/11 £	Net movement in funds £	Transfers between funds £	At 31/3/12 £
Unrestricted funds				
General fund	38,552	18,306	22,590	79,448
Designated fund	<u>63,254</u>	<u>-</u>	<u>(24,587)</u>	<u>38,667</u>
	101,806	18,306	(1,997)	118,115
Restricted funds				
Cambridge City Council - LPSA	2,906	(4,903)	1,997	-
Cambridge City Council - Community Bookkeeper	1,569	(1,569)	-	-
Basis II CVS5	-	1,856	-	1,856
BASIS II Representation	-	6,985	-	6,985
Going Local	<u>-</u>	<u>5,031</u>	<u>-</u>	<u>5,031</u>
	4,475	7,400	1,997	13,872
TOTAL FUNDS	<u>106,281</u>	<u>25,706</u>	<u>-</u>	<u>131,987</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	116,805	(98,499)	18,306
Restricted funds			
Cambridge City Council Community Development	30,000	(30,000)	-
Cambridge City Council - LPSA	-	(4,903)	(4,903)
Cambridge City Council - Community Bookkeeper	5,000	(6,569)	(1,569)
Basis II CVS5	7,696	(5,840)	1,856
BASIS II Representation	17,783	(10,798)	6,985
Going Local	28,825	(23,794)	5,031
Cambridge City Council - Prevent	<u>3,000</u>	<u>(3,000)</u>	<u>-</u>
	92,304	(84,904)	7,400
TOTAL FUNDS	<u>209,109</u>	<u>(183,403)</u>	<u>25,706</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2012

15. MOVEMENT IN FUNDS - continued

Restricted Fund information

Cambridge City Council - LPSA project - "Empowering Cambridge City Communities through Voluntary Sector Capacity Building".

Cambridge City Council (Community Development) - Capacity Building and support for City groups.

Cambridge City Council - "Community Bookkeeping project" - Financial development work with designated City groups.

Cambridge City Council Prevent - Funding application support for City community cohesion grant.

Big Lottery (BASIS II) Hunts Forum - CVS5 harmonisation project for CVSIC.

Big Lottery (BASIS II) Young Lives - VCS Communications project for Cambridgeshire United.

Going Local (Adult Social Care, Cambridgeshire County Council) - Characterisation of VCS Adult social care groups in Cambridgeshire.

Transfers between funds

A transfer of £1,997 has been made between the General fund and Cambridge City Council - LPSA Fund to eliminate overspend on this fund.

A transfer of £24,587 has been made from the Designated Fund to the General Fund to reflect the specific reserve provision as per the agreed Reserves Policy (see the Trustees' Report for further details).

16. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to assist with the preparation of the financial statements.