

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

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR
THE YEAR ENDED 31 MARCH 2016
FOR
CAMBRIDGE COUNCIL FOR VOLUNTARY
SERVICE

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

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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FOR THE YEAR ENDED 31 MARCH 2016

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CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2016**

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 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Purposes and Aims

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

(1) To promote any charitable purposes for the benefit of the community in Cambridge and the surrounding area (hereinafter called "the area of benefit") and in particular the advancement of education, protection of the environment, 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 representatives of the statutory authorities and voluntary organisation engaged in the furtherance of the above purposes within the area of benefit.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

OBJECTIVES AND ACTIVITIES

Strategic Plan

In early 2015, C CVS staff and the Executive Committee worked to design and implement a Strategic Planning document. This document is currently being used to guide the activities, actions and priorities of the organisation and will be regularly reviewed on an annual basis. The Vision Statement, Mission Statement and Aims as outlined in the Strategic Plan are below:

Vision Statement:

To be the 'go to' Organisation in the County to champion the voluntary & community sectors and the expert provider of support and services enabling the sectors to grow and flourish.

Mission Statement:

To lead the voluntary & community sectors by providing expertise, innovative services and support that enables and delivers:

- The skills, knowledge and confidence groups need to make a real difference.
- Groups to develop their own voice to speak up for themselves and those with whom they work.
- Promotes partnership and co-operation.

Aims:

- To ensure we have the necessary skills to effectively lead and navigate change, build strong relationships, enable good governance and management and demonstrate our value to both Members and key stakeholders.
- To increase our Membership and value we offer to Members.
- To support Members by brokering new relationships, innovative ways of working together and funding opportunities.
- To work more closely together with the other key infrastructure organisations to increase partnership working, shared resources and to better coordinate to influence decision makers at all levels.
- To demonstrate and champion our social value, economic contribution and communicate our impact to our funders and other public bodies, our Membership, local businesses and the general public to ensure we are an integral part of any local policy decisions that influence the sector and the communities we serve.
- To diversify income streams to increase capacity for Members and others.

Activities

C CVS provides services under three broad headings. These services are offered to voluntary and community groups across the areas in which we operate. We work with both members and non-members alike. Initial support is offered to all groups free of charge and if they need ongoing help or services then groups are asked to join C CVS. The headings under which we provide services include:

-Organisational development and support

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

OBJECTIVES AND ACTIVITIES

Strategic Plan

CCVS offers advice and support to voluntary and community organisations. Groups can access this by email, phone or through 1-2-1 sessions at either the CCVS office or at one of the regular surgeries that we host. We are able to provide information on all aspects of running a voluntary organisation including setting up, governance, funding and financial management.

We also offer essential training courses to members (at no cost) and to non-members (for a nominal rate). Paid-for masterclasses are also offered. Bespoke training and development support to organisations is also available for a small fee. The training we offer is influenced by the annual survey we carry out in partnership with the other Cambridgeshire CVSs.

-Networking

We provide opportunities for groups to learn from one another. This includes occasional networking events but also involves putting organisations in contact with others who may be able to offer assistance or work in partnership with each other.

-Representation

As an infrastructure organisation, CCVS is asked to sit on a number of forums and panels to represent the diverse views of the sector. We act as a conduit between the sector and statutory services and encourage two way communication and dialogue.

The above activities are supported by a communications programme. The communications programme includes email newsletters, social media and the maintenance of the CVS website www.cambridgecv.org.uk. The CCVS newsletter goes out monthly, is available to anyone who signs up and contains information on our work, updates on legislation, what is happening around the sector and other news that could be of interest to those working or volunteering in the sector. We also send out regular e-bulletins to members to keep them up to date with other information. A monthly funding news bulletin, produced in collaboration with other county CVSs, is sent to members and details local and national funding opportunities. We send out other targeted e-news letters to councils, parish council clerks and to CEOs of member organisations. For social media activities, we utilise Facebook and Twitter to help spread information of interest to the sector and to the statutory services we work with.

CCVS also carries out project work that is compatible with our mission. In 2015-16, this included:

- RAG Grants - CCVS works Cambridge University Student RAG to distribute small grants of up to £200 to CCVS member organisations.

- List projects that are in the accounts: Cambridge City Council Community Development and Community Bookkeeper, Big Lottery (via Care Network) and VCS Photo Competition. The detail of the work we have done and the difference it makes is set out in the achievements and performance section.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

OBJECTIVES AND ACTIVITIES

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. C CVS 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 formally reviewed at the trustees' meeting on 12 October 2010.

Volunteers

C CVS has not made use of any volunteers in this financial year to deliver its services.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

ACHIEVEMENT AND PERFORMANCE

Charitable activities

We believe that the organisations we work with and the wider voluntary and community sector are best placed to ensure that communities flourish, that individuals are supported and that inequalities are reduced. Whether it is helping people to be healthier, providing sport and arts opportunities, working with new arrivals or any one of the thousands of positive actions that groups undertake each year to improve and enrich lives, we know that our sector is making a real difference. The work we do helps these organisations to do more, to work smarter and to maintain high standards. Whilst it is not CCVS having the direct front line impact on service users, our work helps to ensure that it continues. As one member put it:

"It is difficult to sum up the support from CCVS in a few words! It is, quite simply, vital for organisations like ours who are small and inexperienced in many areas and also who sometimes struggle with confidence on bigger issues. It is amazing to know that there is high-quality support for us, and also such frequent and detailed updates about funding and what is going on in the sector. Thank you for all you do for us and organisations like us."

Organisational development

In 2015 - 2016 we

- Delivered 766 support sessions to 257 different organisations, of which 154 were 1-2-1 sessions with groups.

- Introduced Skype sessions to enable better access by rural groups.

- Ran 20 training courses attended by 230 individuals from 109 different organisations.

Much of our work involves helping groups to improve their income through fundraising. We help groups identify funds, work with them through the application process as well as provide different training opportunities. Typical feedback includes:

"Just to let you know that we have been successful in receiving a grant from Amey Cespa for the £15k that we applied for. Thank you so much for your help and guidance on this. Without you it would have been so difficult to achieve."

"Just to let you know that we applied for this funding and have been awarded a grant to run a project relating to domestic violence. Many thanks for the heads up on this."

"...I was successful with a bid for a two year project working with Bangladesh woman's groups in Arbury, Kings Hedges, East Chesterton and Abbey. We have been awarded £43,970 which will enable us to carry out a fairly comprehensive programme of engagement in the community - 'Action For Change' - during its duration. Thank you for the information about this fund which I probably would have missed otherwise."

"Thank you very much for the link and for all your time and advice last week, which was as invaluable as always."

"I am sure you have seen the outcomes by now but just to send my thanks with your help in our application - they have awarded us £2,000"

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The training we provide is designed to give people real skills that can impact on how they work or volunteer. We deliver a mixture of essential training sessions and masterclasses, we also deliver funding fairs at which groups can meet funders and run an annual half day conference as part of our AGM. Typical feedback includes:

When asked what participants had learned:

"That it's alright to be the questioner in meetings if I can see a pitfall. How extensive the responsibilities (for trustees) are."

"The confidence to help people and reassure them they are in good hands."

When asked about what changes would be made within the organisation:

"Rethink how we show budget and think about real costs."

"Thinking about different ways of telling stories and what suits best. Great intro to useful tools I will use to create multimedia."

"That I need to learn more about budgets. All very useful especially the free templates."

In 2015-2016, we continued our relationship with Cambridge University Student RAG and helped them to distribute grants of up to £200 to small CVS member organisations. For this year, a total of £7,400 was distributed across 37 organisations.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

ACHIEVEMENT AND PERFORMANCE

Networking

In 2015 -2016 we

- Answered 184 of our support queries from groups looking to network with others or find out how they could be more involved with partners.
- Held 3 networking events attended by 64 people from 42 groups.

We also continued to develop our own networks and the three CVS organisations in Cambridgeshire continued to work together. This has led to joint training, shared publications and a more co-ordinated approach to delivering services.

Our relationships with statutory organisations continue to develop and this has helped us deliver more co-ordinated results for the sector. An example of this is the joint presentations and workshops carried out with the Cambridge City Council to inform groups about changes to their grant application procedures and priorities.

CCVS have also helped with the organisation and publicity for a volunteer fair in Cambridge and publicised, attended and presented at the annual County Voluntary Sector fair run by Cambridgeshire ACRE.

Representation

In 2015-2016, CCVS attended more than 60 partnership meetings to represent the wider voluntary sector. These were generally district or county partnership meetings and included things like Community Safety Partnerships, Local health Partnerships and specialist meetings such as the County Communications and Infrastructure meetings. At these meetings, CCVS is able to advocate for the sector to ensure that appropriate groups are recognised for their contribution to meeting specific goals and to ensure that groups are approached to deliver services, as appropriate.

We have developed a blog to provide feedback and have a regular 'Getting Heard' section in the newsletter. Occasionally, small surveys are used to find out groups' views as well as collecting feedback from our day to day interaction with groups.

Feedback from statutory partners shows that they recognise the importance of engaging with the sector and that they see CCVS as a conduit through which to do this.

"The VCS provides that local knowledge of local provision and need as well as giving practical expertise as to appropriate interventions. The Voluntary sector is a key player in all local provision but they can be a very difficult group to engage with due to changes in personnel running very small and very local services. The CVS is therefore a very important member of the Local Health Partnership."

Communications and projects

Over the year CCVS sent out:

- o 12 editions of the Monthly newsletter.
- o 18 e-bulletins to members.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

ACHIEVEMENT AND PERFORMANCE

Networking

- o 3 bulletins to the CEO group.
- o 11 editions of the funding bulletin that is produced in partnership with other County CVSs.
- o 3 bulletins to all councillors.
- o 3 bulletins to all parish clerks.

We regularly update the website to include information relevant to the sector and continue to refine the factsheets that we email to people requesting help. The website saw over 541,000 hits in 2015 and 37,800 visits. The CCVS twitter feed has 1,100 followers and the use of this type of media is being developed along with the website. We also have a Facebook page that we are building up and a blog which averages 750 hits.

This communications package keeps groups up to date with what is happening locally and nationally as well as informing them of important changes to legislation and areas of good practice. We are in the process of developing a more co-ordinated communication strategy and looking at the channels that we use to inform groups of issues and to inform the general population about the work that the sector carries out.

"Thank you for your assistance. I have just seen the article for volunteers in your newsletter. I now await a deluge of volunteers!"

"I like to be kept up to date with things going on in the sector so CCVS is our first port of call."

"Thank you for the great work you are doing. The last newsletter was so useful to us as well."

We ran another successful photo competition in 2015-2016. This generated photos that we have used in publicity as well as in a display that has been available at a number of locations across the county.

The Annual Survey received 264 responses, which is an 8% uplift on the previous year. The survey indicated that groups still valued the services of CCVS and gave a clear indication for new areas of training that are needed. It also endorsed the importance of the ongoing training and support we provide.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2016**

FINANCIAL REVIEW

Results for the year

The Accounts for the year ending 31st March 2016 have been accepted by the Executive Committee and prepared and independently examined by Staffords, Chartered Accountants and Registered Auditors.

CCVS income was comparable with the previous year with a total income from charitable activities of £180,525, compared to £180,597 for 2014-2015. Despite the trustees planning for a deficit budget in 2015-2016, CCVS ended the year with a surplus of £4,313. This reversal of fortunes was primarily generated by savings in staffing costs, by income from services provided being higher than expected.

The Statement of Financial Activities shows the movement of funds over the year. The total incoming resources were £180,525 and the expenditures were £176,212.

Principal funding sources & generation of income

CCVS continues to limit its risk by maximising the number and diversity of income sources and by working in partnership with other organisations where possible.

CCVS provided its services with funds in the form of grants from Cambridge City Council, Fenland District Council, and South Cambridgeshire District Council, as well as a yearly rolling countywide joint commissioning agreement with Cambridgeshire County Council and Cambridgeshire & Peterborough Clinical Commissioning Group was agreed in conjunction with CVS5.

Funds were also generated by the sale of services, through membership fees and sponsorship, and through a service level agreement with Hunts Forum to share development worker time.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2016**

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. CCVS 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 CCVS 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 nine months resource expenditure at £119,327. Reserves for redundancy, sickness and ICT upgrades have been set collectively at £19,730. This makes a total reserve target of £139,057. In this way, CCVS 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.

The results show current unrestricted reserves of £127,924 and restricted reserves of £10,000. The unrestricted reserves are below target by £11,133.

CCVS is currently developing a voluntary and community sector infrastructure support hub in Cambridge. This project requires a physical rehabilitation of the existing space and, as such, has necessitated the drawdown of a limited amount of reserves while the organisation is awaiting receipt of funds from the City Council.

In light of the new office development and changes to the funding environment CCVS will revise its reserves policy as part of its annual review. CCVS will work to meet the reserve levels outlined by reviewing our management of the infrastructure support hub and look to developing new income-generating projects.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2016**

FUTURE PLANS

2016-2017 is likely to be one of considerable change for CCVS. The new CEO will need to start to implement the agreed strategic plan and continue to look at how to diversify the income CCVS receives. There are likely to be continued changes and cuts to statutory funding and it is essential that we are in a place to ensure that we can make the most of these. We also know that we will have to relocate offices as our lease has been terminated at our current location and this will be a major drain on time and resources.

There are plans to develop a Dragons' Apprentice programme in the area. This will look at joining local schools, businesses and voluntary organisations together to develop projects and raise funds. We also want to start to look at how we can promote the local voluntary sector more widely.

CCVS will be looking to review how it operates in order to become more efficient and effective. This will involve looking at all aspects of the use of IT and how we monitor and record information and the work we do. We recognise the need to report on impact as well as activities and we will look at how to facilitate this. At the same time, we will look at how we can grow our membership and offer a more tailored package of support to groups with common aims or issues. Our training offer will continue to be developed in line with the annual survey responses to ensure we are able to offer groups the training they require.

Where possible, CCVS will continue to seek out projects and contracts that can ensure that our core work is supported, and that we are able to offer new services to members and the wider sector that help them run their organisations more effectively.

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 £1.

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.

A qualifying third party indemnity provision is in force for the benefit of the trustees.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

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 6 members of staff during the year (4 FTE).

Cambridge Council for Voluntary Service is a member of the National Association of Voluntary and Community Action (NAVCA) and of the National Council for Voluntary Organisations (NCVO).

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. Trustees are invited into the office to meet staff and to have an opportunity to understand how CCVS works and details of current plans and projects.

Trustee remuneration

All Trustees give their time voluntarily and receive no benefits from the charity. Trustees are entitled to claim legitimate out of pocket expenses accrued through their role. Any expenses reclaimed from the charity are set out in note 10 to the accounts. For this period the trustees claimed back £Nil (2015: £Nil).

Related parties

CCVS has close relationships with Cambridge City Council, South Cambridgeshire District Council, Fenland District Council, Cambridgeshire County Council and Cambridgeshire and Peterborough Clinical Commissioning Group. Each of these groups provides essential core funding. District councils are asked to nominate observers to attend trustee boards. These individuals are not voting members and are not party to confidential discussions.

CCVS works with other charities and is a member of Cambridgeshire Council for Voluntary Services 5 (CVS5) which is a consortium of CVS organisations (currently CCVS, Hunts Forum and Voluntary and Community Action East Cambs (VCAEC) that covers the five districts of Cambridgeshire. Hunts Forum manage a joint contract on behalf of CVS5 with the Cambridgeshire County Council and with the Cambridgeshire and Peterborough Clinical Commissioning Group.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

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. C CVS 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.

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	
S E Halksworth	- appointed 1/4/2015
M Sanders	
N Wrigley	
E T Stadnik	- appointed 1/4/2015
M McCormack	- appointed 11/12/2015

Company Secretary

M R Freeman

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner

Matthew Pettifer FCA
Institute of Chartered Accountants in England & Wales
Staffords
Chartered Accountants
CPC1
Capital Park
Fulbourn
CAMBRIDGE
Cambridgeshire
CB21 5XE

Chief Executive

L B Stombock (from 13 July 2015)

M R Freeman (to 13 July 2015)

CHARITY NAME

The charity is also known as Cambridge CVS and CCVS.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

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), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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.

Approved by order of the board of trustees on21/9/16..... and signed on its behalf by:

.....M Sanders.....

M Sanders - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

I report on the accounts for the year ended 31 March 2016 set out on pages eighteen to thirty one.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors 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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

have not been met; or

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

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

ms *to*

Matthew Pettifer FCA
Institute of Chartered Accountants in England & Wales
Staffords
Chartered Accountants
CPC1
Capital Park
Fulbourn
CAMBRIDGE
Cambridgeshire
CB21 5XE

Date: 21/9/16

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	-	500	500	76
Charitable activities	5				
CCVS		124,322	55,000	179,322	180,074
Investment income	4	703	-	703	447
Total		125,025	55,500	180,525	180,597
EXPENDITURE ON					
Charitable activities	6				
CCVS		130,221	45,991	176,212	162,313
NET INCOME/(EXPENDITURE)		(5,196)	9,509	4,313	18,284
Transfers between funds	17	(32)	32	-	-
Net movement in funds		(5,228)	9,541	4,313	18,284
RECONCILIATION OF FUNDS					
Total funds brought forward		133,152	459	133,611	115,327
TOTAL FUNDS CARRIED FORWARD		127,924	10,000	137,924	133,611

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

BALANCE SHEET
AT 31 MARCH 2016

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
CURRENT ASSETS					
Debtors	14	9,792	-	9,792	10,950
Cash at bank		<u>127,618</u>	<u>10,000</u>	<u>137,618</u>	<u>132,968</u>
		137,410	10,000	147,410	143,918
CREDITORS					
Amounts falling due within one year	15	(9,486)	-	(9,486)	(10,307)
		<u>127,924</u>	<u>10,000</u>	<u>137,924</u>	<u>133,611</u>
NET CURRENT ASSETS					
		<u>127,924</u>	<u>10,000</u>	<u>137,924</u>	<u>133,611</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>127,924</u>	<u>10,000</u>	<u>137,924</u>	<u>133,611</u>
NET ASSETS					
		<u>127,924</u>	<u>10,000</u>	<u>137,924</u>	<u>133,611</u>
FUNDS					
Unrestricted funds	17			127,924	133,152
Restricted funds				<u>10,000</u>	<u>459</u>
TOTAL FUNDS					
				<u>137,924</u>	<u>133,611</u>

The notes form part of these financial statements

BALANCE SHEET - CONTINUED
AT 31 MARCH 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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.

The financial statements were approved by the Board of Trustees on
...21/9/16..... 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 2016

1. LEGAL FORM

The charity is a registered charity registered in England and Wales number 1074947 and a company limited by guarantee, having no share capital, incorporated in England and Wales number 03731848.

Its registered office and principal place of business is at Llandaff Chambers, 2 Regent Street, CAMBRIDGE, CB2 1AX.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

2. ACCOUNTING POLICIES - continued

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations are recognised on receipt. Gift Aid is recognised in the same period as the donation to which it relates.

Membership income is recognised in the period to which the membership fee relates.

Grant income is recognised in full on receipt unless there are unfulfilled performance conditions that do not allow the income to be recognised. In this case the grant is accounted for as a liability until the performance conditions have been met.

Grant income is only deferred if the grant is time-related and relates partly or wholly to a post year-end time period.

The charity is not VAT registered.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

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.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

2. ACCOUNTING POLICIES - continued

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.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be estimated or measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

3. DONATIONS AND LEGACIES

	2016	2015
	£	£
Donations	<u>500</u>	<u>76</u>

4. INVESTMENT INCOME

	2016	2015
	£	£
Deposit account interest	<u>703</u>	<u>447</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2016	2015
		£	£
Charges for services	CCVS	29,450	31,386
Rents received	CCVS	24,555	23,251
Grants	CCVS	<u>125,317</u>	<u>125,437</u>
		<u>179,322</u>	<u>180,074</u>

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

	2016	2015
	£	£
Cambridge City Council (Support Projects)	45,000	45,000
Cambridgeshire County Council	21,000	21,000
Fenland District Council	12,750	13,875
Cambs & Peterborough CCG	24,034	25,412
South Cambs District Council	8,700	8,700
Other Grants	3,833	150
Big Lottery (via Care Network)	-	7,500
Community Treasures	-	800
South Cambs CDRP	-	3,000
Cambridge City Council - Relocation	<u>10,000</u>	<u>-</u>
	<u>125,317</u>	<u>125,437</u>

The charity has also benefitted from charitable rate relief on its premises.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

6. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 7) £	Support costs (See note 8) £	Totals £
CCVS	<u>170,596</u>	<u>5,616</u>	<u>176,212</u>

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2016 £	2015 £
Staff costs	122,916	116,745
Rates and water	240	240
Insurance	842	681
Telephone	1,353	919
Post, printing, stationery & advertising	3,765	3,247
Staff recruitment, travel & training	5,661	2,952
Events costs	661	619
Consultants & Trainers	5,461	2,072
IT Costs	2,946	3,337
Support for Groups	500	300
Rent	18,000	18,000
Premises Costs	7,276	6,301
Membership & subscriptions	475	500
Sub-contracts	500	-
Depreciation	-	2,160
	<u>170,596</u>	<u>158,073</u>

8. 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:

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

8. SUPPORT COSTS - continued

	2016	2015
	CCVS	Total
	£	activities
		£
Wages	3,564	1,706
Social security	323	170
Pensions	162	277
Accountancy and legal fees	1,535	1,603
Governance costs	32	484
	<u>5,616</u>	<u>4,240</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2016	2015
	£	£
Depreciation - owned assets	-	2,160
Independent Examiner's fee	<u>1,535</u>	<u>1,440</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

11. STAFF COSTS

	2016	2015
	£	£
Wages and salaries	116,812	106,283
Social security costs	7,690	6,561
Other pension costs	2,463	6,054
	<u>126,965</u>	<u>118,898</u>

Key Management Personnel remuneration totalled £40,982 (2015: £33,048).

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

	2016	2015
Development workers	2	2
Administrative workers	2	2
Managerial	2	2
	<u>6</u>	<u>6</u>

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

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	76	-	76
Charitable activities			
CCVS	123,774	56,300	180,074
Investment income	<u>447</u>	-	<u>447</u>
Total	124,297	56,300	180,597

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON Charitable activities CCVS	<u>97,052</u>	<u>65,261</u>	<u>162,313</u>
Total	<u>97,052</u>	<u>65,261</u>	<u>162,313</u>
NET INCOME/(EXPENDITURE)	27,245	(8,961)	18,284
Transfers between funds	<u>(9,420)</u>	<u>9,420</u>	<u>-</u>
Net movement in funds	17,825	459	18,284
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>115,327</u>	-	<u>115,327</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>133,152</u></u>	<u><u>459</u></u>	<u><u>133,611</u></u>

13. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 April 2015 and 31 March 2016	<u>10,551</u>
DEPRECIATION	
At 1 April 2015 and 31 March 2016	<u>10,551</u>
NET BOOK VALUE	
At 31 March 2016	<u>-</u>
At 31 March 2015	<u>-</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Trade debtors	1,305	4,043
Prepayments and accrued income	<u>8,487</u>	<u>6,907</u>
	<u>9,792</u>	<u>10,950</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Trade creditors	6,831	8,381
Social security and other taxes	977	196
Accrued expenses	<u>1,678</u>	<u>1,730</u>
	<u>9,486</u>	<u>10,307</u>

Trade creditors are paid within supplier terms, typically within 30 days. Social security and other taxes are paid by the 19th of the following month. Other creditors (accruals) are payable when the invoice relating to the accrual is due.

16. OPERATING LEASE COMMITMENTS

The following total operating lease payments are committed to be paid:

	Land and buildings		Other operating leases	
	2016	2015	2016	2015
	£	£	£	£
Expiring:				
Within one year	6,750	9,000	-	-
Between one and five years	<u>-</u>	<u>-</u>	<u>7,377</u>	<u>3,830</u>
	<u>6,750</u>	<u>9,000</u>	<u>7,377</u>	<u>3,830</u>

Lease payments totalling £20,412 were made in the year (2015: £19,915).

The charity entered into a new 10 year lease on their new office in August 2016. The annual rent is £22,000.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

17. MOVEMENT IN FUNDS

	At 1/4/15 £	Net movement in funds £	Transfers between funds £	At 31/3/16 £
Unrestricted funds				
General fund	133,152	(5,196)	(32)	127,924
Restricted funds				
Big Lottery (via Care Network)	459	(459)	-	-
VCS Photo Competition	-	(32)	32	-
Cambridge City Council Relocation fund	-	10,000	-	10,000
	<u>459</u>	<u>9,509</u>	<u>32</u>	<u>10,000</u>
TOTAL FUNDS	<u><u>133,611</u></u>	<u><u>4,313</u></u>	<u><u>-</u></u>	<u><u>137,924</u></u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	125,025	(130,221)	(5,196)
Restricted funds			
Cambridge City Council Community Development	40,000	(40,000)	-
Cambridge City Council - Community Bookkeeper	5,000	(5,000)	-
Big Lottery (via Care Network)	-	(459)	(459)
VCS Photo Competition	500	(532)	(32)
Cambridge City Council Relocation fund	10,000	-	10,000
	<u>55,500</u>	<u>(45,991)</u>	<u>9,509</u>
TOTAL FUNDS	<u><u>180,525</u></u>	<u><u>(176,212)</u></u>	<u><u>4,313</u></u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

17. MOVEMENT IN FUNDS - continued

Restricted Fund information

Cambridge City Council Community Development for organisational development and support for Cambridgeshire groups.

Cambridge Council Community Bookkeeping Fund for financial development work with Cambridgeshire groups.

Advice Services Fund Big Lottery via Care Network for facilitation of advice services.

Irwin Mitchell contribution for photo competition.

Cambridge City Council Relocation grant funding to go towards the cost of relocating to Arbury Court.

Transfers between funds

A transfers of £32 has been made between the General fund and the VCS Photo Competition Fund to eliminate a small overspend on the fund.

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2016.

19. FIRST YEAR ADOPTION

No material adjustments have been made on transition to FRS 102.

Transitional relief

No advantage has been taken of transitional reliefs on transition to FRS 102.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

RECONCILIATION OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2015

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
INCOME AND ENDOWMENTS				
FROM				
Donations and legacies		76	-	76
Charitable activities		180,074	-	180,074
Investment income		<u>447</u>	-	<u>447</u>
Total		180,597	-	180,597
EXPENDITURE ON				
Charitable activities		158,073	4,240	162,313
Governance costs		<u>4,240</u>	<u>(4,240)</u>	<u>-</u>
NET INCOME/(EXPENDITURE)		<u>18,284</u>	<u>-</u>	<u>18,284</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

RECONCILIATION OF FUNDS
AT 1 APRIL 2014
(DATE OF TRANSITION TO FRS 102)

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
FIXED ASSETS				
Tangible assets		<u>2,160</u>	-	<u>2,160</u>
		2,160	-	2,160
CURRENT ASSETS				
Debtors		11,529	-	11,529
Cash at bank		<u>115,002</u>	-	<u>115,002</u>
		126,531	-	126,531
CREDITORS				
Amounts falling due within one year		(13,364)	-	(13,364)
NET CURRENT ASSETS		<u>113,167</u>	-	<u>113,167</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		115,327	-	115,327
		<u>115,327</u>	-	<u>115,327</u>
FUNDS				
Unrestricted funds		<u>115,327</u>	-	<u>115,327</u>
TOTAL FUNDS		<u>115,327</u>	-	<u>115,327</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

RECONCILIATION OF FUNDS
AT 31 MARCH 2015

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
CURRENT ASSETS				
Debtors		10,950	-	10,950
Cash at bank		<u>132,968</u>	-	<u>132,968</u>
		143,918	-	143,918
CREDITORS				
Amounts falling due within one year		(10,307)	-	(10,307)
		<u>133,611</u>	-	<u>133,611</u>
NET CURRENT ASSETS				
		133,611	-	133,611
TOTAL ASSETS LESS CURRENT LIABILITIES				
		133,611	-	133,611
NET ASSETS				
		<u>133,611</u>	-	<u>133,611</u>
FUNDS				
Unrestricted funds		133,152	-	133,152
Restricted funds		<u>459</u>	-	<u>459</u>
TOTAL FUNDS		<u>133,611</u>	-	<u>133,611</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016

	2016 £	2015 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	500	76
Investment income		
Deposit account interest	703	447
Charitable activities		
Charges for services	29,450	31,386
Rents received	24,555	23,251
Grants	<u>125,317</u>	<u>125,437</u>
	<u>179,322</u>	<u>180,074</u>
Total incoming resources	180,525	180,597
 EXPENDITURE		
Charitable activities		
Wages	113,248	104,577
Social security	7,367	6,391
Pensions	2,301	5,777
Rates and water	240	240
Insurance	842	681
Telephone	1,353	919
Post, printing, stationery & advertising	3,765	3,247
Staff recruitment, travel & training	5,661	2,952
Events costs	661	619
Consultants & Trainers	5,461	2,072
IT Costs	2,946	3,337
Support for Groups	500	300
Rent	18,000	18,000
Allocation of central costs	-	-
Premises Costs	7,276	6,301
Carried forward	169,621	155,413

This page does not form part of the statutory financial statements

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CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016

	2016 £	2015 £
Charitable activities		
Brought forward	169,621	155,413
Membership & subscriptions	475	500
Sub-contracts	500	-
Depreciation	-	2,160
	<u>170,596</u>	<u>158,073</u>
Support costs		
Governance costs		
Wages	3,564	1,706
Social security	323	170
Pensions	162	277
Accountancy and legal fees	1,535	1,603
AGM	32	484
	<u>5,616</u>	<u>4,240</u>
Total resources expended	<u>176,212</u>	<u>162,313</u>
Net income	<u><u>4,313</u></u>	<u><u>18,284</u></u>

This page does not form part of the statutory financial statements
