

**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 2017**  
**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 2017**

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## CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

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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 2017. 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.

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2017

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**OBJECTIVES AND ACTIVITIES**

**Strategies for achieving objectives**

We review our aims, objectives and activities each year. This review looks at what we have achieved and the success of each key activity and the benefits they have brought to voluntary organisations across the area of benefit.

**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**

CCVS 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 CCVS. The headings under which we provide services include:

\* **Organisational development and support**

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](http://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 Hunts Forum, 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 2016-17, this included:

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**OBJECTIVES AND ACTIVITIES**

**Strategies for achieving objectives**

- \* RAG Grants - CCVS works Cambridge RAG to distribute small grants of up to £200 to CCVS member organisations.
- \* Healthy Fenland project in partnership with Care Network and Cambridgeshire Community Foundation.
- \* Support services for applications to the People's Health Lottery.

The detail of the work we have done and the difference it makes is set out in the achievements and performance section.

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

**Volunteers**

CCVS 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 2017**

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**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:

"The help and on-going advice from CCVS is vital to our organisation and we would not have been as successful without their help and the one to one meetings."

Some of the detail of what we have done is set out below.

**Organisational development**

In 2016 - 2017 despite two office moves we continued to deliver services to groups across Cambridge City, South Cambridgeshire and Fenland. We also took over responsibility for the Support Cambridgeshire advice and training work across the county.

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:

"Advice and guidance from CCVS was undoubtedly the reason for successfully obtaining a grant of £10,000 from BLF/A4A to provide and install a waterless toilet on our allotment site. Additionally, through CCVS we obtained a £200 grant from Cambridge Rag Fund to purchase and install cycle stands in our car park at the allotment site."

"We received funding from comic relief and are seeking funding from the Healthy Fenland Fund which is pending"

This year we also helped a number of organisations to apply for funding through the People's Health Trust, we are still awaiting official confirmation of the success of the applications but a number of organisations have indicated they have had a positive response.

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. We ran 21 training courses 3 funding fairs and provided training at 4 events organised by other partners. In all 452 individuals took part in CCVS training or events. Typical feedback includes:

"The training was interesting. The trainer had a vast amount of useful experience and shared this really well. Thank you very much."

"Great course and I liked how it was interactive and discussion led."

"It's all rather scary. I'm not used to this much responsibility. I will take this seriously now and try to be an informed and effective trustee."

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**ACHIEVEMENT AND PERFORMANCE**

**Fundraising activities**

In 2016-2017, we continued our relationship with Cambridge RAG and helped them to distribute grants of up to £200 to small CVS member organisations. For this year, a total of £8,200 will be distributed across 41 organisations subject to final fundraising totals. We asked groups how they spent their money and the impact it had. The results of this are available on the website [www.cambridgecvcs.org.uk/home/how-to-find-funding/RAGfunding](http://www.cambridgecvcs.org.uk/home/how-to-find-funding/RAGfunding) but there was:

"Please pass on our thanks to the RAG Committee as our Club would not be able to continue without their generous funding. Our thanks also to C CVS for all their help in processing application forms."

**Networking**

A good deal of the work we do is about linking organisations who may be able to help with issues or who are involved in similar areas of work. 2016-17 has seen us building partnerships with other organisations in the new offices and in the surrounding area.

We ran a number of networking events across the county and were able to support events run by partner organisations. These enable participants to hear from expert speakers about particular issues and to share experiences.

Along with this C CVS has joined the Support Cambridgeshire partnership (See later). This has helped us develop our joint working with Hunts Forum and Cambridgeshire ACRE. This has led to joint training, shared publications and a more coordinated approach to delivering services.

Our relationships with statutory organisations continue to develop and this has helped us deliver more coordinated results for the sector. An example of this is the joint presentations and workshops carried out with the new South Cambridgeshire DC locality teams.

**Representation**

In 2016-2017, C CVS continued to attend 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, C CVS 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.

Feedback from members shows that they recognise the importance of the C CVS representation with 80% of C CVS members who responded to the last survey stating it was extremely or very important that they were represented.

"The staff I have worked with represent the sector well. They are knowledgeable and helpful."

**Communications and projects**

Over the year C CVS sent out:

- o 12 editions of the Monthly newsletter.
- o 14 e-bulletins to members.
- o 4 bulletins to the CEO group.
- o 11 editions of the funding bulletin that is produced in partnership with other County CVSs.
- o 4 bulletins to all councillors.
- o 5 bulletins to all parish clerks.

We regularly update the website to include information relevant to the sector and continue to refine the fact sheets that we email to people requesting help. The website saw over 472,000 hits in 2016-17 and 39,251 visits. The C CVS twitter feed has 1,600 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.

## CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Fundraising activities**

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 coordinated 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.

"The newsletter we find essential as we can keep up to date with different issues that affect our org."

"Information of when and where to apply for grants is invaluable. Would not know of some of them if not for CCVS."

The Annual Survey received 221 responses and provides important information on the sector and the support and training they require. 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.

##### **Office move**

One of the main development opportunities for CCVS during 2016-17 has been the move to new offices in Arbury Court. This new voluntary sector hub in one of the most deprived areas of Cambridge will bring CCVS into the heart of the community, and provide a base for front line organisations.

On 12th August 2016 CCVS and all our licensees left Llandaff Chambers for new premises.

CCVS had embarked on the redevelopment of a City Council property at 16-18 Arbury Court. This entailed a complete refit from an empty space to offices for use by voluntary organisations and meeting and training rooms. As this work had not been completed by the 12th August CCVS and Cambridge and District Volunteer Centre (CDVC) moved into temporary accommodation at Buchan Street Neighbourhood Centre.

On 21st November we were able to occupy the new premises. Offices were licenced to CDVC and to Cambridge ethnic Community Forum (CECF) and all three organisations began the task of settling in to their new accommodation.

We are grateful to all those who have facilitated this move especially the City Council and the main contractors COEL. The CCVS staff team have worked tirelessly to design the building and to facilitate the move, and have then continued to ensure that new systems and all the aspects of a new office were available for all the organisations within the building.

##### **Support Cambridgeshire**

In September 2016 a new Cambridgeshire County Council funded partnership was formed. Support Cambridgeshire is a three-year project bringing together three partner organisations who will work together to support community groups and organisations across Cambridgeshire.

Hunts Forum of Voluntary Organisations will lead the partnership, supported by Cambridge Council for Voluntary Services and Cambridgeshire ACRE. Each of the partner organisations will serve as expert sources of advice and guidance. Support Cambridgeshire will deliver better outcomes for local organisations across the county, with the expectation of a stronger and more vibrant voluntary and community sector.

Support Cambridgeshire will harness the skills and expertise contained within the partnership, but will also use other Development partners as and when required.

#### **FINANCIAL REVIEW**

##### **Results for the year**

The Accounts for the year ending 31st March 2017 have been accepted by the Executive Committee and prepared and independently examined by Staffords, Chartered Accountants and Registered Auditors. Copies are available from the CCVS office and from the CCVS website.



**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**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 £159,729. Reserves for redundancy, sickness and ICT upgrades have been set collectively at £18,030. This makes a total reserve target of £177,759. 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 £45,150 (2016: £127,924) and restricted reserves of £6,500 (2016: £10,000). The unrestricted reserves are below target by £132,609.

**FUTURE PLANS**

2017-2018 will continue to be one of change for CCVS. We will continue to settle into our new offices and will plan an official opening that will also be a celebration of our 40th year of work. We will also begin the year with an interim CEO shared with Hunts Forum. During the year the trustees will carry out a due diligence exercise to look at formal merger with Hunts Forum.

CCVS will continue to embed the new cloud based computing system and will look to develop a new shared CRM system with Hunts Forum. This will simplify monitoring and reporting and also the collection of information on the different activities both CCVS and Hunts Forum undertake. It will also allow us to better target some of our communications.

Throughout the changes we will continue to deliver our core functions. We will respond to changes to funding and ensure that we can provide as comprehensive a service as possible. We will continue to look at new ways to deliver support and training requirements, as part of this we will look at how we develop new innovative partnerships.

**Volunteering**

With the closure of Cambridge and District Volunteer Centre (CDVC) and the transfer of some of their funding to CCVS we will look at what service we are able to provide to organisations who use volunteers, to volunteer managers and to those individuals who wish to volunteer. We will look at how we can build on the excellent work of CDVC, especially around the Supported Volunteering project. It is our hope to see this project expanded and made more sustainable by looking at new funding opportunities.

**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 2017

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#### **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 requires two signatures.

The organisation employed six members of staff during the year (4.2 FTE). In March 2017 Brad Stombock the CEO resigned and the trustees appointed Mark Freeman as the interim CEO.

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 11 to the accounts. For this period the trustees claimed back £nil (2016: £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 that covers the five (5) districts of Cambridgeshire, currently CCVS, Hunts Forum and Voluntary and Community Action East Cambs (VCAEC). Hunts Forum manages a joint contract on behalf of CVS5 with Cambridgeshire County Council and Cambridgeshire and Peterborough Clinical Commissioning Group. This came to an end in 2016-17 and the county funding retendered with a contract awarded to Support Cambridgeshire of which CCVS is a member alongside Hunts Forum and Cambridgeshire ACRE. All partner organisations are strongly committed to partnership working in order to add value and strength to the core activities identified in the tender specification.

##### **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.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

03731848 (England and Wales)

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2017

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1074947

**Registered office**

16-18 Arbury Court  
CAMBRIDGE  
Cambridgeshire  
CB4 2QJ

**Trustees**

R D L Talbot  
S E Halksworth - resigned 7/12/2016  
M Sanders  
N Wrigley - resigned 28/11/2016  
E T Stadnik  
M McCormack  
A T Cogan - appointed 28/2/2017

**Company Secretary**

M R Freeman

**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 (to 17 March 2017)

M R Freeman (from 17 March 2017)

**CHARITY NAME**

The charity is also known as Cambridge CVS and CCVS.

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
A T Cogan - Trustee

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

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I report on the accounts for the year ended 31 March 2017 set out on pages twelve to twenty two.

**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**

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

Date: .....

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2017**

	Notes	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	-	-	-	500
<b>Charitable activities</b>	6				
CCVS		<b>92,664</b>	<b>46,500</b>	<b>139,164</b>	179,322
Other trading activities	4	<b>96,000</b>	-	<b>96,000</b>	-
Investment income	5	<b>893</b>	-	<b>893</b>	703
<b>Total</b>		<b>189,557</b>	<b>46,500</b>	<b>236,057</b>	180,525
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	7				
CCVS		<b>267,293</b>	<b>40,000</b>	<b>307,293</b>	176,212
Other		<b>5,038</b>	<b>10,000</b>	<b>15,038</b>	-
<b>Total</b>		<b>272,331</b>	<b>50,000</b>	<b>322,331</b>	176,212
<b>NET INCOME/(EXPENDITURE)</b>		<b>(82,774)</b>	<b>(3,500)</b>	<b>(86,274)</b>	4,313
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>127,924</b>	<b>10,000</b>	<b>137,924</b>	133,611
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>45,150</b>	<b>6,500</b>	<b>51,650</b>	137,924

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE (REGISTERED NUMBER: 03731848)**

**BALANCE SHEET**  
**AT 31 MARCH 2017**

		Unrestricted funds	Restricted funds	2017 Total funds	2016 Total funds
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	14	2,083	-	2,083	-
<b>CURRENT ASSETS</b>					
Debtors	15	8,355	-	8,355	9,792
Cash at bank		41,969	6,500	48,469	137,618
		<u>50,324</u>	<u>6,500</u>	<u>56,824</u>	<u>147,410</u>
<b>CREDITORS</b>					
Amounts falling due within one year	16	(7,257)	-	(7,257)	(9,486)
<b>NET CURRENT ASSETS</b>		<u>43,067</u>	<u>6,500</u>	<u>49,567</u>	<u>137,924</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>45,150</u>	<u>6,500</u>	<u>51,650</u>	<u>137,924</u>
<b>NET ASSETS</b>		<u>45,150</u>	<u>6,500</u>	<u>51,650</u>	<u>137,924</u>
<b>FUNDS</b>					
Unrestricted funds	18			45,150	127,924
Restricted funds				6,500	10,000
<b>TOTAL FUNDS</b>				<u>51,650</u>	<u>137,924</u>

The notes form part of these financial statements

**BALANCE SHEET - CONTINUED**  
**AT 31 MARCH 2017**

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The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 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 ..... and were signed on its behalf by:

.....  
A T Cogan -Trustee

The notes form part of these financial statements



**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**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.

**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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**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**2. ACCOUNTING POLICIES - continued**

**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.

**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.

**3. DONATIONS AND LEGACIES**

	<b>2017</b>	2016
	<b>£</b>	£
Donations	-	500
	<u>          </u>	<u>          </u>

**4. OTHER TRADING ACTIVITIES**

	<b>2017</b>	2016
	<b>£</b>	£
Exceptional item - Compensation for early termination of lease	<b>96,000</b>	-
	<u>          </u>	<u>          </u>

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2017**

**5. INVESTMENT INCOME**

	<b>2017</b>	2016
	£	£
Deposit account interest	<b>893</b>	703
	<u>893</u>	<u>703</u>

**6. INCOME FROM CHARITABLE ACTIVITIES**

	<b>Activity</b>	<b>2017</b>	2016
		£	£
Charges for services	CCVS	<b>15,426</b>	29,450
Rents received	CCVS	<b>6,446</b>	24,555
Grants	CCVS	<b>117,292</b>	125,317
		<u>139,164</u>	<u>179,322</u>

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

	<b>2017</b>	2016
	£	£
Cambridge City Council (Support Projects)	<b>40,000</b>	45,000
Cambridgeshire County Council	<b>10,500</b>	21,000
Fenland District Council	<b>11,625</b>	12,750
Cambs & Peterborough CCG	<b>12,017</b>	24,034
South Cambs District Council	<b>10,000</b>	8,700
Other Grants	<b>5,500</b>	3,833
Cambridge City Council - Relocation	-	10,000
Cambridge City Council - Volunteers' Week	<b>6,500</b>	-
Cambs County Council - Support Cambridge	<b>11,237</b>	-
Fenland District Council - Healthy Fenland	<b>3,837</b>	-
NHS Cambs	<b>6,076</b>	-
	<u>117,292</u>	<u>125,317</u>

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

**7. CHARITABLE ACTIVITIES COSTS**

	<b>Direct costs</b>	<b>Support costs</b>	<b>Totals</b>
	<b>(See note 8)</b>	<b>(See note 9)</b>	
	£	£	£
CCVS	<b>305,175</b>	<b>2,118</b>	<b>307,293</b>
	<u>305,175</u>	<u>2,118</u>	<u>307,293</u>

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**8. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2017	2016
	£	£
Staff costs	132,479	122,916
Rates and water	240	240
Insurance	1,171	842
Telephone	2,928	1,353
Post, printing, stationery & advertising	7,335	3,765
Other costs	100	-
Staff recruitment, travel & training	2,230	5,661
Events costs	3,007	661
Consultants & Trainers	1,372	5,461
IT Costs	5,637	2,946
Support for Groups	-	500
Rent	21,570	18,000
Premises Costs	1,837	7,276
Membership & subscriptions	348	475
Sub-contracts	-	500
Depreciation	13,117	-
Refurbishment costs	111,804	-
	<u>305,175</u>	<u>170,596</u>

**9. SUPPORT COSTS**

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

**10. NET INCOME/(EXPENDITURE)**

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

	2017	2016
	£	£
Depreciation - owned assets	13,118	-
Independent Examiner's fee	1,584	1,535
	<u>14,702</u>	<u>1,535</u>

**11. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016 .

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016 .

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2017**

**12. STAFF COSTS**

	<b>2017</b>	2016
	<b>£</b>	£
Wages and salaries	<b>120,709</b>	116,812
Social security costs	<b>7,762</b>	7,690
Other pension costs	<b>4,008</b>	2,463
	<u><b>132,479</b></u>	<u>126,965</u>

Key Management Personnel remuneration totalled £36,112 (2016: £40,982).

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

	<b>2017</b>	2016
Development workers	<b>2</b>	2
Administrative workers	<b>2</b>	2
Managerial	<b>2</b>	2
	<u><b>6</b></u>	<u>6</u>

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

**13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total funds £</b>
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	-	<b>500</b>	500
<b>Charitable activities</b>			
CCVS	<b>124,322</b>	<b>55,000</b>	179,322
Investment income	<b>703</b>	-	703
<b>Total</b>	<u><b>125,025</b></u>	<u><b>55,500</b></u>	<u>180,525</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
CCVS	<b>130,221</b>	<b>45,991</b>	176,212
<b>Total</b>	<u><b>130,221</b></u>	<u><b>45,991</b></u>	<u>176,212</u>
<b>NET INCOME/(EXPENDITURE)</b>	<u><b>(5,196)</b></u>	<u><b>9,509</b></u>	<u>4,313</u>
<b>Transfers between funds</b>	<u><b>(32)</b></u>	<u><b>32</b></u>	<u>-</u>
<b>Net movement in funds</b>	<u><b>(5,228)</b></u>	<u><b>9,541</b></u>	<u>4,313</u>

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2017**

<b>13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued</b>			
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	Total funds
	<b>£</b>	<b>£</b>	<b>£</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>133,152</b>	<b>459</b>	133,611
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>127,924</b>	<b>10,000</b>	137,924
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

<b>14. TANGIBLE FIXED ASSETS</b>			
	<b>Short leasehold</b>	<b>Computer equipment</b>	<b>Totals</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>COST</b>			
At 1 April 2016	-	10,551	10,551
Additions	124,227	2,778	127,005
	<hr/>	<hr/>	<hr/>
At 31 March 2017	124,227	13,329	137,556
	<hr/>	<hr/>	<hr/>
<b>DEPRECIATION</b>			
At 1 April 2016	-	10,551	10,551
Charge for year	12,423	695	13,118
Impairments	111,804	-	111,804
	<hr/>	<hr/>	<hr/>
At 31 March 2017	124,227	11,246	135,473
	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>			
At 31 March 2017	-	2,083	2,083
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2016	-	-	-
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

An impairment has been made in respect of fixed asset costs to write off the cost of the refurbishment of Arbury Court in the current year rather than over the lifetime of the lease. This impairment cost is disclosed within Charitable activities within the SOFA. The impairment has been made as the trustees consider it gives a more prudent view of the charity's affairs to write down these costs in the year when they were incurred rather than carrying them forward as an asset.

<b>15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
	<b>2017</b>	2016
	<b>£</b>	<b>£</b>
Trade debtors	3,525	1,305
Prepayments and accrued income	4,830	8,487
	<hr/>	<hr/>
	<b>8,355</b>	9,792
	<hr/> <hr/>	<hr/> <hr/>

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2017**

**16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017	2016
	£	£
Trade creditors	1,749	6,831
Social security and other taxes	617	977
Other creditors	307	-
Deferred income	3,000	-
Accrued expenses	1,584	1,678
	<u>7,257</u>	<u>9,486</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.

**17. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2017	2016
	£	£
Within one year	42	6,750
Between one and five years	99,305	7,378
	<u>99,347</u>	<u>14,128</u>

Lease payments totalling £21,296 were made in the year (2016: £20,412).

**18. MOVEMENT IN FUNDS**

	At 1/4/16	Net movement in funds	At 31/3/17
	£	£	£
<b>Unrestricted funds</b>			
General fund	127,924	(82,774)	45,150
<b>Restricted funds</b>			
Cambridge City Council Community Development	-	6,500	6,500
Cambridge City Council Relocation fund	10,000	(10,000)	-
	<u>10,000</u>	<u>(3,500)</u>	<u>6,500</u>
<b>TOTAL FUNDS</b>	<u>137,924</u>	<u>(86,274)</u>	<u>51,650</u>

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**18. MOVEMENT IN FUNDS - continued**

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

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Movement in funds £</b>
<b>Unrestricted funds</b>			
General fund	189,557	(272,331)	(82,774)
<b>Restricted funds</b>			
Cambridge City Council Community Development	46,500	(40,000)	6,500
Cambridge City Council Relocation fund	-	(10,000)	(10,000)
	<u>46,500</u>	<u>(50,000)</u>	<u>(3,500)</u>
<b>TOTAL FUNDS</b>	<u><u>236,057</u></u>	<u><u>(322,331)</u></u>	<u><u>(86,274)</u></u>

Restricted Fund information

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

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

**19. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2017.



**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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	2017	2016
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	-	500
<b>Other trading activities</b>		
Exceptional item - Compensation for early termination of lease	96,000	-
<b>Investment income</b>		
Deposit account interest	893	703
<b>Charitable activities</b>		
Charges for services	15,426	29,450
Rents received	6,446	24,555
Grants	117,292	125,317
	<hr/>	<hr/>
	139,164	179,322
	<hr/>	<hr/>
<b>Total incoming resources</b>	<b>236,057</b>	<b>180,525</b>
 <b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	120,709	113,248
Social security	7,762	7,367
Pensions	4,008	2,301
Rates and water	240	240
Insurance	1,171	842
Telephone	2,928	1,353
Post, printing, stationery & advertising	7,335	3,765
Other costs	100	-
Staff recruitment, travel & training	2,230	5,661
Events costs	3,007	661
Consultants & Trainers	1,372	5,461
IT Costs	5,637	2,946
Support for Groups	-	500
Rent	21,570	18,000
Allocation of central costs	-	-
Premises Costs	1,837	7,276
Membership & subscriptions	348	475
Sub-contracts	-	500
Depreciation	13,117	-
Refurbishment costs	111,804	-
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	305,175	170,596

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**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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	<b>2017</b>	2016
	<b>£</b>	£
<b>Other</b>		
Exceptional item - relocation	<b>15,038</b>	-
<b>Support costs</b>		
<b>Governance costs</b>		
Wages	-	3,564
Social security	-	323
Pensions	-	162
Accountancy and legal fees	<b>1,584</b>	1,535
AGM	<b>534</b>	32
	<b>2,118</b>	5,616
<b>Total resources expended</b>	<b>322,331</b>	176,212
	<hr/>	<hr/>
<b>Net (expenditure)/income</b>	<b>(86,274)</b>	4,313
	<hr/> <hr/>	<hr/> <hr/>

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