

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 2020

FOR

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

Staffords
Chartered Accountants
Unit 1, Cambridge House
Camboro Business Park
Oakington Road, Girton
CAMBRIDGE
Cambridgeshire
CB3 0QH

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

	Page
Report of the Trustees	1 to 11
Statement of Trustees' Responsibilities	12
Independent Examiner's Report	13
Statement of Financial Activities	14
Balance Sheet	15 to 16
Notes to the Financial Statements	17 to 27
Detailed Statement of Financial Activities	28

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2020**

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 2020. 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 2019).

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 2020

OBJECTIVES AND ACTIVITIES

Strategies for achieving objectives

Our aims remain the same and our strategy is undergoing a constant review in light of changes to the environment we work in, especially the changes brought on by the Coronavirus pandemic.

Aims

- * Making communities stronger by supporting the development of relevant and self-reliant voluntary community groups.
- * Representing and championing the voluntary community sector.
- * Connecting and communicating with the sector.
- * Making CCVS sustainable

Activities

CCVS provides services under three broad headings. These services are offered to charities, community groups and other non-profit organisations across Cambridge, South Cambridgeshire and Fenland, and across the rest of Cambridgeshire under the Support Cambridgeshire partnership. Initial support is offered to all groups free of charge and if they need ongoing help or services then groups are asked to become members of CCVS for which there is an annual charge. 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 one-to-one 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). Bespoke training and development support to organisations is also available for a small fee. We also work with national organisations and trainers to deliver their training in the county, to enable groups to access this locally (there is often a charge for this levied by the training provider). The training we offer is influenced by the annual survey we carry out in partnership with Support Cambridgeshire, as well as feedback from groups. We also deliver bespoke training events around the county, to allow those in more rural locations to access our services at a time and location that is convenient to them.
- * **Networking** We provide opportunities for groups to learn from one another. This includes 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. We also attend, support and publicise networking events that are run by other organisations across the county.
- * **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. We also use our communication channels to promote and celebrate the work, and the impact, of local charities and community groups.

The above activities are supported by a communications programme. The communications programme includes email newsletters, social media and the maintenance of the CCVS website (www.cambridgecv.org.uk). The CCVS newsletter is distributed by email on a monthly basis. It 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 e-bulletins highlighting information and specific issues. A monthly funding news bulletin, produced in collaboration with Hunts Forum, is also sent to the newsletter list, which details local and national funding opportunities. We send out other targeted e-newsletters to councillors and to parish council clerks. For social media activities, we utilise Facebook, Instagram and Twitter to help spread information of interest to the sector and to the statutory services we work with. We also maintain a blog where we highlight our own opinions, as well as those from different sector experts and commentators.

CCVS also carries out project work that is compatible with our mission. In 2019-20, this included:

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

OBJECTIVES AND ACTIVITIES

- * RAG Grants - CCVS supported Cambridge RAG to distribute small grants of up to £200 to CCVS member organisations.
- * An annual photographic competition open to community groups across the county.

The detail of the work we have done and the difference it makes is set out in the Achievements and Performance section of the report.

Public benefit

The trustees have complied with their duty in the 2011 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 charitable and community groups.

Volunteers

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

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Both locally and nationally, CCVS continues to be an advocate for small charities and community groups, we highlight the positive impact these organisations have on local people and communities. CCVS aims to provide 'business skills for small charities and community groups', which means we enable, inform, build confidence, and increase knowledge. CCVS is a value-led organisation guided by the following values:

- * **Cooperation** - promoting partnership working within the voluntary sector
- * **Openness** - proactively seeking and sharing views and information
- * **Quality** - delivering and supporting high quality voluntary sector services
- * **Equality** - valuing diversity and each person's different skills and contributions
- * **Sustainability** - encouraging care for the environment and careful use of resources
- * **Innovation** - exploring and promoting new ways of delivering services

In supporting the voluntary and community sector we help to combat poverty, disadvantage and discrimination, and improve the quality of life for communities, groups and individuals. Feedback we have received from members includes:

"CCVS continues to be a valuable reference organisation and informer of opportunities for not for profit organisations."

"They are always there when needed and make a big problem much easier to manage."

The following sections detail CCVS's work over the past year:

Organisational development

Organisational development happens through two distinct streams. Individual support (this can be through email, phone or in person) or through training sessions.

CCVS continues to be recognised by groups, funders and other partners as a fantastic resource: a knowledgeable and reliable source of support, information and advice on all aspects of setting up and running a group. We continue to offer new training topics and ensure that we keep groups up to date with new legislation and best practice.

We have provided groups across the county with 592 support sessions of different types and on different topics. These can range from simple email requests to complex issues that may take a series of lengthy face to face meetings to resolve (33% of sessions were classified as complex 1-2-1). We produce and publish a series of case studies that reflect the different types of work we do. Unsolicited feedback from groups we have worked with includes:

"Thank you so much for your excellent advice and for spending so much time with us today. We really do appreciate the help you have already given us and will be reporting to our Committee all the suggestions you have made. As you say, a lot to take on board, but very inspiring and gives us much hope for the future."

"Many thanks for this. I felt motivated after our meeting!"

"Just to say a very genuine thank you for your excellent advice - and patience - shown to us at last night's meeting - it was genuinely helpful and points us firmly in the right direction."

The training we provide is designed to give people the skills, knowledge and confidence to run their group in the best way possible. We deliver a mixture of essential training sessions, funding fairs where groups can meet funders, and run an annual half day conference as part of our AGM, we have also developed online training around digital skills in partnership with Cambridge Online. In all, 739 individuals from 239 organisations took part in CCVS training sessions or events across 2019-20. We also facilitated training from other providers who collected additional attendance data, and who may otherwise not have delivered training in the area. Of those that left feedback, 99% rated the courses as Excellent or Good overall and 95% Agreed or Strongly agreed that they had learnt something that would benefit their organisation. Typical feedback includes:

"Brilliant - so worthwhile and learnt a lot"

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

"Presenter was excellent - couldn't be bettered."

"Found the course very informative and easy to follow. Thank you."

"It is great. So vital. Everything is clear and we never feel like we cannot ask questions or be seen as stupid because we are not experienced!"

Networking

Over the year we have run general networking events in Cambridge and Fenland, as well as delivered a series of events across South Cambridgeshire. We have also run regular Volunteer Managers networking events and a CEO networking events. We continue to support groups to make links with one another and recorded over 120 enquiries where we were able to help people network.

As well as our events we continue to work with our partners in Support Cambridgeshire to publicise and deliver events and networking meetings across the county. We also attend networking events put on by other organisations around different work areas that allow us to represent our members and promote the work of the sector.

Representation

Representation has been an important area of our work in 2019-20. CCVS continued to attend partnership meetings to represent the wider voluntary sector, these were generally district or county partnership meetings, including Community Safety Partnerships, Living Well Partnerships and specialist meetings such as the Cambridgeshire Insight steering group meetings. At these meetings, CCVS was able to advocate for the sector to ensure that appropriate groups were recognised for their contribution to meeting specific goals and to ensure that groups were approached to deliver services, as appropriate.

CCVS continued to work with Support Cambridgeshire partners to ensure that there is less duplication of attendance at meetings and that groups are given the skills and support to represent the sector at specialist meetings in areas they work.

As the Coronavirus pandemic took hold representation moved online but the number of meetings attended increased significantly as we took on a role at district, county and national level. The role of charities and community groups grew as the lockdown came into place and it was important that we were able to represent the sector at emergency planning meetings.

Communications

Over the year CCVS sent out:

- * 12 editions of the Monthly newsletter, which is open to all subscribers. The overall subscription numbers were reduced due to GDPR. Current circulation is 784.
- * 18 e-bulletins to members, these include updates on important issues between the monthly newsletters.
- * 10 editions of the funding bulletin that is produced in partnership with Hunts Forum.
- * 2 bulletins to all councillors. These went to all councillors from the City, South Cambs, Fenland and the County Council. Lists are updated from the relevant websites.
- * 2 bulletins to Parish Clerks. These went to the clerks from parishes in South Cambs and Fenland.

The website was constantly updated. In this period, we had 572,966 hits from 45,109 unique visitors.

Twitter continued to be our primary platform and the CCVS feed had 3271 followers as of 31st March 2020. In the last quarter we have been averaging 2,000 engagements a day (including weekends).

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

We continued to use Facebook and Instagram to advertise events and training, and more importantly to share the work of members and local charities with our audience. Facebook followers grew slowly and now stand at 230. Whilst Facebook has shown some positive results in areas where we can join local group pages, Instagram is less useful and we post there only when we schedule appropriate posts. We have developed a CCVS YouTube channel that has had over 400 views.

The CCVS blog has been growing and has received both local and national recognition. Our most popular posts have been read over 150 times. Over the year we have again had over 1,300 views.

Feedback we have received from members and others about our communications includes:

-

"I thank you for the signposting and awareness building of grants - it is getting harder and harder to compete with hearts and minds larger charities for the funds and donations so getting an email alert from CVS is magic!"

"This is so, so helpful. Thank you so much.

I've booked myself onto one of the support groups, my colleague has booked onto another and I've sent the Trustees the other link.

Definitely worth us becoming members again so I've just joined up again!"

Volunteering

Volunteering continues to be integrated into the work we do advising and supporting groups. We celebrated a successful Volunteers' Week with an event in partnership with John Lewis in Cambridge. This brought together over 70 people to discuss why they loved volunteering and why they had chosen to volunteer. We were able to make a number of videos and Cambridge 105 interviewed a number of people for their programmes. We also had a double page spread in the Cambridge Independent celebrating volunteers and the contribution they make. More information available here www.cambridgecv.org.uk/Volunteering/Celebrating%20volunteers.

Feedback on the event included:

"Fantastic event, great to network, brilliant people all in a room!!"

"I have really enjoyed this event and networking with other people has been interesting"

"I was delighted to meet other organisation's volunteers. Very inspirational and I learnt much."

The volunteering pages on the website have constantly been in the 25 most popular pages on the site with the 'I want to volunteer' page again topping the most viewed page list after the home page.

We continued to provide groups with support to manage and recruit volunteers and have a selection of sample policies that they can use. Website pages and handouts were produced for different types of opportunities, including:

- * Finding a volunteer opportunity
- * Micro volunteering
- * Family volunteering
- * One off volunteering
- * Volunteering at home

We also worked with groups to look at how they can be more flexible in how they work with volunteers and in the roles they offer.

We continued

to run the volunteer managers' forum to enable those with this role to come together in a peer-led fashion. The forum was opened up to encourage anyone with any volunteer management activity in their work or volunteering to attend.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

We continued to be involved with the promotion of Volunteer 4 Cambridge and ran a successful conference in partnership with the City Council that brought over 80 people together to learn about how we can improve our volunteering and the way we manage volunteers. More information available here www.cambridgecvs.org.uk/about-us/Annual%20Conference%20and%20AGM

"Really enjoyed #V4CNov2019, particularly the knowledge and experiences shared in the breakout sessions. Congratulations to @CambridgeCVS and @camcitco for a great event."

We worked with Support Cambridgeshire to promote volunteering and especially corporate volunteering and we delivered a piece of research for the City Council looking at how businesses can share skills with the sector. More information can be found on the website www.cambridgecvs.org.uk/Volunteering/Employer%20Supported%20Volunteering

The supported volunteering project continued to deliver to individuals and organisations in Cambridge. The project overall aims to help individuals to access volunteering opportunities by helping them overcome any barriers they may experience.

Digital Skills

Working in partnership with Cambridge Online we have continued to deliver our City Council funded digital skills project to help groups develop their digital skills. As well as the training we provided, we developed four webinars that help groups develop their digital skills. These are available from the Cambridge Online YouTube page and have had over 440 views since they were uploaded.

CCVS have also invested in the organisation's digital skills with additional funding from the City Council. We have been able to purchase equipment and software that allows us to shoot and edit green screen videos. This will be available for groups to borrow as required. We have also been able to train all staff in delivering webinars and have brought software to facilitate this.

16-18 Arbury Court

CCVS continued to manage the premises at Arbury Court. In 2019-20, offices were licensed to:

- * Cambridge Ethnic Community Forum (CECF)
- * Cambridge Community Arts (CCA)
- * Cambridge Foodbank for their new Fair Bite project
- * Refugee Council

We were awarded a Section 106 grant from Cambridge City Council to transform the rear storage/meeting room into a larger meeting room. This has resulted in us being able to offer a light and pleasant new meeting space for up to 8 people. We have also purchased a picture hanging system that will allow us to display artworks from tenants and other groups.

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 to work together to support community groups and organisations across Cambridgeshire. The work falls under five workstreams.

- * Community Facilities delivered by Cambridgeshire ACRE
- * Voice and Representation delivered by Hunts Forum
- * Volunteering and Social Action delivered by Hunts Forum
- * Town and Parish Councils delivered by Cambridgeshire ACRE
- * Information and Advice delivered by CCVS

This contract has been extended to March 2021 and it is due to be re-entered in 2020.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

Coronavirus

As the 19-20 year came to an end we had to adapt to the pandemic and the national lockdown. We halted all face-to-face meetings and training, and then on the 23rd March all CCVS staff started working from home. We were able to move relatively easily to remote working as the IT infrastructure was in place. We also benefited from the training we had undertaken as a team in delivering webinars and using video conferencing software.

We quickly moved to a weekly bulletin in order to keep people up to date, and we developed special pages on our website. We moved all support sessions to video and started online networking sessions for different groups. We also developed coronavirus specific training that we delivered as webinars online.

FINANCIAL REVIEW

Results for the year

The Accounts for the year ending 31 March 2020 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.

Reserves policy

The reserves policy is reviewed annually by the trustees (last completed January 2020). The introduction states:

"The trustees are looking to build the CCVS undesignated (free) reserves to a level that allows the organisation to manage the variations of funding that are all too common in the sector. At the same time trustees keep a close eye on the money required in order to meet the obligations of the charity in the event of closure or to ensure that the property at Arbury Court is well maintained. Along with these responsibilities the trustees ensure that all restricted reserves are accounted for in accordance with good financial practice and the will of the funders."

The trustees have set a total reserve target of £118,879. This allows CCVS to meet its commitments in terms of winding up, and also allows us to work through any years that are lean in project funding so we 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 £44,865 (2019: £51,385) and restricted reserves of £0 (2019: £0). The unrestricted reserves are below target by £74,014 and the trustees and staff are looking at how the reserves can be grown to the target.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

FUTURE PLANS

This report has been written during lockdown caused by the Coronavirus Pandemic. This has thrown everyone's plans into disarray and CCVS is no exception. All staff have moved to working from home and we are delivering services remotely. The time we spent developing our digital delivery capability has stood us in good stead as we have been forced to deliver all training and support online.

The pandemic has meant that our normal 2020 survey will not happen as we look to ensure we are meeting the needs of members and the wider sector as they navigate the crisis and the recovery, this will involve smaller more focused surveys. We will be adapting all training to be delivered online as well as looking at how we can continue to support groups using video technology. It will be all the more important that groups can find ways to network and learn from one another and we will look at increasing networking opportunities digitally.

Our communications plans have been rewritten to enable us to keep groups informed with the rapid changes in guidance, good practice and funding. We will continue to review our communications plan to ensure that it is fit for purpose and providing what local charities, community groups and other stakeholders require. This will include looking at how we can update and improve our website.

CCVS staff will continue to work from home until it is safe to return to the office as we have been able to successfully move to home working. We will continue to look at how we use the space at Arbury Court to maximise the way it is used by CCVS, our licensees and other organisations.

The pandemic has highlighted some issues for the voluntary sector that CCVS will need to address. These include:

- * Digital inequality - we will look at how we can enable the sector to meet the needs of any parts of the community who are digitally disadvantaged. The pandemic has highlighted the importance of access to technology and skills as services have adapted to be delivered remotely.
- * Volunteering - there has been a huge surge in people volunteering in their communities. We need to look at how we build on this and enable organisations to make the most of the interest in volunteering, and how we react to the grassroots nature of this volunteering. This will also focus on how our supported volunteering project can reach a wider and more diverse audience.
- * Support for trustees - there has been additional stress placed on trustees to ensure they are leading their organisation through difficult times. We will look at how we can support trustees and ensure they have the skills, knowledge and confidence to make the correct decisions going forward.

Support Cambridgeshire

It is unknown when and how the Support Cambridgeshire contract will move forward. It has been extended to the end of March 2021 and we will continue to work with partners to deliver the services that the voluntary sector needs. We will also look at how we develop other services across the county under the Support Cambridgeshire brand.

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 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The company is governed by an Executive Committee or trustee board that meets at least quarterly. Observers from the 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 requires two signatures.

The organisation employed six members of staff during the year (4.1 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 the accounts. For this period the trustees claimed back £nil (2019: £nil).

Related parties

CCVS has close relationships with Cambridge City Council and South Cambridgeshire District Council. Each of these groups provides essential core funding and are asked to nominate observers to attend trustee boards, these individuals are non-voting members and are not party to confidential discussions.

CCVS is a member of the Support Cambridgeshire partnership that deliver the county infrastructure contract. The other partners are Hunts Forum (lead partner) and Cambridgeshire ACRE.

CCVS works in partnership with Cambridge Online to deliver a City Council funded digital skills project.

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 partly through the financial controls policy that is reviewed annually.

The charity also has a comprehensive risk policy and plan that includes emergency communications plans, a business continuity plan, and a detailed action plan. Updates on this plan are reported as part of a standing item on all trustee meeting agendas. One trustee has been appointed to lead on this, for the period of this report this was K Singh.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03731848 (England and Wales)

Registered Charity number

1074947

Registered office

16-18 Arbury Court
CAMBRIDGE
Cambridgeshire
CB4 2QJ

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020

Trustees

R D L Talbot
M Sanders
E T Stadnik (resigned 4/11/2019)
A T Cogan
F Raffai
E C Forbes
K Singh

Company Secretary

M R Freeman

Independent Examiner

Matthew Pettifer FCA
Institute of Chartered Accountants in England & Wales
Staffords
Chartered Accountants
Unit 1, Cambridge House
Camboro Business Park
Oakington Road, Girton
CAMBRIDGE
Cambridgeshire
CB3 0QH

Chief Executive

M R Freeman (Interim)

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

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

FOR THE YEAR ENDED 31 MARCH 2020

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.

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

Independent examiner's report to the trustees of Cambridge Council for Voluntary Service ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Matthew Pettifer FCA
Institute of Chartered Accountants in England & Wales
Staffords
Chartered Accountants
Unit 1, Cambridge House
Camboro Business Park
Oakington Road, Girton
CAMBRIDGE
Cambridgeshire
CB3 0QH

Date:

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities	4				
CCVS		90,566	87,560	178,126	193,411
Investment income	3	1	-	1	-
Total		90,567	87,560	178,127	193,411
EXPENDITURE ON					
Charitable activities	5				
CCVS		100,087	84,560	184,647	175,405
NET INCOME/(EXPENDITURE)		(9,520)	3,000	(6,520)	18,006
Transfers between funds	16	3,000	(3,000)	-	-
Net movement in funds		(6,520)	-	(6,520)	18,006
RECONCILIATION OF FUNDS					
Total funds brought forward		51,385	-	51,385	33,379
TOTAL FUNDS CARRIED FORWARD		44,865	-	44,865	51,385

The notes form part of these financial statements

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE (REGISTERED NUMBER: 03731848)

BALANCE SHEET
31 MARCH 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	12	4,998	-	4,998	3,525
CURRENT ASSETS					
Debtors	13	7,620	-	7,620	7,693
Cash at bank		46,100	-	46,100	55,479
		53,720	-	53,720	63,172
CREDITORS					
Amounts falling due within one year	14	(13,853)	-	(13,853)	(15,312)
NET CURRENT ASSETS		39,867	-	39,867	47,860
TOTAL ASSETS LESS CURRENT LIABILITIES		44,865	-	44,865	51,385
NET ASSETS		44,865	-	44,865	51,385
FUNDS	16				
Unrestricted funds				44,865	51,385
TOTAL FUNDS				44,865	51,385

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 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.

The notes form part of these financial statements

BALANCE SHEET - continued

31 MARCH 2020

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 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 2020

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 16-18 Arbury Court, Cambridge, CB4 2QJ.

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 2019)', 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 charitable company has taken advantage of the following disclosure exemptions 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.

Allocation and apportionment of costs

Staff costs and overheads are allocated to projects and funds on the basis of time spent. The trustees view the main activity of the charity as that of provision of CVS services.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020

2. ACCOUNTING POLICIES - continued

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

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.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020

3. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	1	-
	<u>1</u>	<u>-</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2020	2019
		£	£
Charges for services	CCVS	21,503	24,546
Rents received	CCVS	38,555	36,992
Grants	CCVS	118,068	131,873
		<u>178,126</u>	<u>193,411</u>

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

	2020	2019
	£	£
Cambridge City Council (Support Projects)	40,000	40,000
South Cambs District Council	10,000	10,000
Other Grants	5,000	10,430
Cambs County Council - Support Cambridge	15,508	25,664
Fenland District Council - Healthy Fenland	-	1,279
Cambridge City Council - Volunteering	28,000	23,000
Cambridge Volunteer Centre	-	16,500
Cambridge City Council - Supported Volunteering	9,000	5,000
Cambridge City Council: Digital skills training programme	7,560	-
Cambridge City Council - s106 grant	3,000	-
	<u>118,068</u>	<u>131,873</u>

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

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6)	Support costs (see note 7)	Totals
	£	£	£
CCVS	182,906	1,741	184,647
	<u>182,906</u>	<u>1,741</u>	<u>184,647</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2020	2019
	£	£
Staff costs	124,765	118,113
Rates and water	455	233
Insurance	1,308	1,228
Telephone	3,994	4,436
Post, printing, stationery & advertising	4,383	4,808
Other costs	181	149
Staff recruitment, travel & training	1,102	1,145
Events costs	1,553	1,377
Consultants & Trainers	1,119	2,803
IT Costs	5,275	2,673
Support for Groups	9,985	6,100
Rent	22,000	22,000
Premises Costs	4,526	6,137
Membership & subscriptions	301	333
Depreciation	1,884	1,335
Refurbishment costs	75	758
	<hr/> 182,906 <hr/>	<hr/> 173,628 <hr/>

7. SUPPORT COSTS

		Governance costs
		£
CCVS		1,741
		<hr/>

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

	2020	2019
	CCVS	Total activities
	£	£
Accountancy and legal fees	1,741	1,777
	<hr/>	<hr/>

8. NET INCOME/(EXPENDITURE)

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

	2020	2019
	£	£
Depreciation - owned assets	1,884	1,335
Independent Examiner's fee	1,764	1,716
	<hr/>	<hr/>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

10. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	111,353	105,515
Social security costs	5,394	5,131
Other pension costs	8,018	7,467
	<u>124,765</u>	<u>118,113</u>

Key Management Personnel remuneration totalled £35,353 (2019: £36,958).

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

	2020	2019
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.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
CCVS	117,951	75,460	193,411
EXPENDITURE ON			
Charitable activities			
CCVS	99,945	75,460	175,405
NET INCOME	<u>18,006</u>	<u>-</u>	<u>18,006</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	33,379	-	33,379
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>51,385</u>	<u>-</u>	<u>51,385</u>

12. TANGIBLE FIXED ASSETS

	Short leasehold £	Computer equipment £	Totals £
COST			
At 1 April 2019	126,083	5,797	131,880
Additions	3,357	-	3,357
	<hr/>	<hr/>	<hr/>
At 31 March 2020	<u>129,440</u>	<u>5,797</u>	<u>135,237</u>
DEPRECIATION			
At 1 April 2019	124,459	3,896	128,355
Charge for year	711	1,173	1,884
	<hr/>	<hr/>	<hr/>
At 31 March 2020	<u>125,170</u>	<u>5,069</u>	<u>130,239</u>
NET BOOK VALUE			
At 31 March 2020	<u>4,270</u>	<u>728</u>	<u>4,998</u>
At 31 March 2019	<u>1,624</u>	<u>1,901</u>	<u>3,525</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade debtors	5,205	5,866
Prepayments and accrued income	2,415	1,827
	<hr/>	<hr/>
	<u>7,620</u>	<u>7,693</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	521	582
Social security and other taxes	2,092	3,535
Other creditors	6,052	5,739
Deferred income	3,424	3,253
Accrued expenses	1,764	2,203
	<u>13,853</u>	<u>15,312</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.

15. LEASING AGREEMENTS

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

	2020	2019
	£	£
Within one year	22,869	23,490
Between one and five years	7,333	30,202
	<u>30,202</u>	<u>53,692</u>

Lease payments totalling £23,490 were made in the year (2019: £23,490).

16. MOVEMENT IN FUNDS

	At 1/4/19	Net movement	Transfers	At
	£	in funds	between	31/3/20
		£	funds	£
			£	
Unrestricted funds				
General fund	51,385	(9,520)	3,000	44,865
Restricted funds				
CCC - s106 fund	-	3,000	(3,000)	-
TOTAL FUNDS	<u>51,385</u>	<u>(6,520)</u>	<u>-</u>	<u>44,865</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020

16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	90,567	(100,087)	(9,520)
Restricted funds			
Cambridge City Council Community Development	40,000	(40,000)	-
Cambridge City Council - Supported Volunteers	37,000	(37,000)	-
Cambridge City Council - Digital Access CCC - s106 fund	7,560 3,000	(7,560) -	- 3,000
	<hr/> 87,560 <hr/>	<hr/> (84,560) <hr/>	<hr/> 3,000 <hr/>
TOTAL FUNDS	<hr/> 178,127 <hr/>	<hr/> (184,647) <hr/>	<hr/> (6,520) <hr/>

Comparatives for movement in funds

	At 1/4/18 £	Net movement in funds £	At 31/3/19 £
Unrestricted funds			
General fund	33,379	18,006	51,385
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<hr/> 33,379 <hr/>	<hr/> 18,006 <hr/>	<hr/> 51,385 <hr/>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	117,951	(99,945)	18,006
Restricted funds			
Cambridge City Council Community Development	40,000	(40,000)	-
Cambridge City Council - Supported Volunteers	28,000	(28,000)	-
Cambridge City Council - Digital Access	7,460	(7,460)	-
	<u>75,460</u>	<u>(75,460)</u>	<u>-</u>
TOTAL FUNDS	<u>193,411</u>	<u>(175,405)</u>	<u>18,006</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/18 £	Net movement in funds £	Transfers between funds £	At 31/3/20 £
Unrestricted funds				
General fund	33,379	8,486	3,000	44,865
Restricted funds				
CCC - s106 fund	-	3,000	(3,000)	-
	<u>33,379</u>	<u>11,486</u>	<u>-</u>	<u>44,865</u>
TOTAL FUNDS	<u>33,379</u>	<u>11,486</u>	<u>-</u>	<u>44,865</u>

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	208,518	(200,032)	8,486
Restricted funds			
Cambridge City Council Community Development	80,000	(80,000)	-
Cambridge City Council - Supported Volunteers	65,000	(65,000)	-
Cambridge City Council - Digital Access CCC - s106 fund	15,020 3,000	(15,020) -	 3,000
	<hr/>	<hr/>	<hr/>
	163,020	(160,020)	3,000
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>371,538</u>	<u>(360,052)</u>	<u>11,486</u>

Restricted Fund information

Cambridge City Council Community Development Fund is funds restricted for the organisational development and support for Cambridge city voluntary and community groups.

Cambridge City Council Supported Volunteers Fund is funds restricted for developing skills and providing equipment to enable Cambridge city voluntary organisations to reach more beneficiaries.

Cambridge City Council Digit Access Fund is funds restricted for a digital skills training programme to Cambridge city voluntary and community groups.

Cambridge City Council s106 Community Facilities Fund is funds restricted to cover the costs of transforming a store room into additional meeting space at the leased premises.

Transfers between funds

£3,000 was transferred from the CCC - s106 restricted fund to the general fund, being the costs of improvements to the leased premises covered by the grant as these funds represented fixed asset expenditure which became unrestricted when the building work was completed.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2020.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2020

	2020	2019
	£	£
INCOME AND ENDOWMENTS		
Investment income		
Deposit account interest	1	-
Charitable activities		
Charges for services	21,503	24,546
Rents received	38,555	36,992
Grants	118,068	131,873
	178,126	193,411
Total incoming resources	178,127	193,411
EXPENDITURE		
Charitable activities		
Wages	111,353	105,515
Social security	5,394	5,131
Pensions	8,018	7,467
Rates and water	455	233
Insurance	1,308	1,228
Telephone	3,994	4,436
Post, printing, stationery & advertising	4,383	4,808
Other costs	181	149
Staff recruitment, travel & training	1,102	1,145
Events costs	1,553	1,377
Consultants & Trainers	1,119	2,803
IT Costs	5,275	2,673
Support for Groups	9,985	6,100
Rent	22,000	22,000
Premises Costs	4,526	6,137
Membership & subscriptions	301	333
Depreciation of tangible fixed assets	1,884	1,335
Refurbishment costs	75	758
	182,906	173,628
Support costs		
Governance costs		
Accountancy and legal fees	1,741	1,777
Total resources expended	184,647	175,405
Net (expenditure)/income	(6,520)	18,006

This page does not form part of the statutory financial statements