

Company number: 02119687

**PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE**

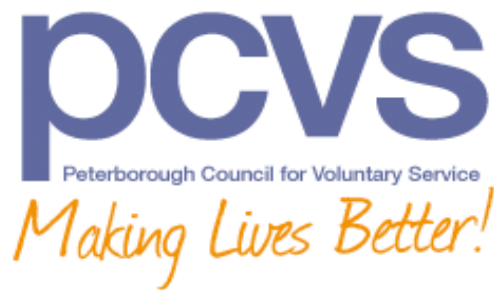
**(A company limited by guarantee)**

**CHARITY COMMISSION REGISTERED NO. 299823**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**for the year ended**

**31 March 2022**



**PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE**

**Annual Report and Financial Statements**

**for the year ended 31 March 2022**

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# PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

## Charity information

Company number: 02119687 Charity number: 299823

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### Board of Trustees / Company Directors

D Ellis  
H Lakhanpaul  
M Thompson  
R Joshi  
A Hall  
S Walsh (appointed 3 January 2022)  
J Jelley (appointed 3 January 2022)  
S Keogh (appointed 3 January 2022)  
P Omotayo Hewitt (appointed 4 January 2022)  
A Hemsell (resigned 14 October 2021)  
A Williams (resigned 14 October 2021)

### Chief Executive

C Alexander (interim appointed 8 May 2022)  
L McCarthy (resigned 8 May 2022)

### Registered office

32-34 Cromwell Road  
Peterborough  
Cambridgeshire  
PE1 2EA

### Auditors

Fisher & Co Accountancy Limited  
13 Aintree Drive  
Spalding  
Lincolnshire  
PE11 3BT

### Bankers

RBS Cathedral Square  
Peterborough  
Cambridgeshire  
PE1 1XH  
COIF Charities Deposit Fund  
80 Cheapside  
London  
EC2V 6DZ

### Solicitors

Hegarty LLP Solicitors  
48 Broadway  
Peterborough  
Cambridgeshire  
PE1 1YW

**Report of the Board of Trustees**

**for the year ended 31 March 2022**

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**About Peterborough CVS**

Peterborough Council for Voluntary Service (PCVS) was set up by local organisations to support voluntary groups and registered as a charity and company limited by guarantee in June 1980, its governing document being the Memorandum and Articles of Association. (Charity Number 299823; Company Number 2119687).

PCVS is an umbrella organisation for voluntary organisations in Peterborough. It exists to provide membership and services to the local voluntary and community sector and acts as an infrastructure organisation to help strengthen the local voluntary sector.

PCVS works in partnership with both the public and private sectors to maximise benefits for the Voluntary, Community and Social Enterprise (VCSE) sector by:

- providing specialist expertise, information and support to groups and organisations
- helping develop the skills local people need to run successful organisations and groups
- spreading good practice, preventing duplication of effort and supporting joint working
- helping groups find funding and make effective use of their resources
- promoting equality and diversity by fostering a wider understanding of the needs of disadvantaged and under-represented groups
- making sure policy makers understand the needs of local voluntary organisations and community groups
- helping public bodies engage effectively with local voluntary organisations and community groups
- providing a forum for local voluntary organisations and community groups
- encouraging more people to volunteer and get involved in voluntary and community action

**Public Benefit**

The community and voluntary sector plays an important role within Peterborough, fulfilling a wide range of needs and wants for the community. The benefits that emerge from a vibrant sector lifts Peterborough into a better place to live and work, generating positives for the city by providing services and assistance to those in need, volunteering for those who need to develop their skills, a way for people to become involved in their communities or simply leisure opportunities.

PCVS has a pivotal role to play in the development and sustainability of the sector and the shaping of opportunities as the public service delivery landscape goes through the seismic change now underway.

In carrying out their duties the Trustees have had regard to the public benefit guidance by the Charity Commission. The Trustees note that the charitable activities focus on the development of community groups and organisations and volunteering. The work that the charity undertakes plays an important role in creating more sustainable, resilient communities. Reviews are carried out during the financial year and how our activities deliver public benefit can be seen on pages 6 to 12.

PCVS believes that it can only change things by raising awareness, enhancing knowledge and encouraging people to take action, and particularly involving those who are often seldom heard and excluded from taking part in their communities. This is demonstrated by our projects and services, all working mainly for the benefit of communities.

**Report of the Board of Trustees**

**for the year ended 31 March 2022**

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**Structure, Governance and Management**

The PCVS Trustee Board oversees the activities, policies and legal requirements of the organisation but devolves operational management to the Chief Executive Officer. In addition, the charity has a number of key personnel responsible for project management and specific skills such as finance, fundraising, equal opportunities and child and vulnerable adult protection.

**Appointment of Trustees**

As set out in the Articles of Association the majority of the Trustees shall always be members or representatives of PCVS.

Nominations for Trustees from the membership of PCVS must be in writing and must be in the hands of the company secretary at least fourteen days before the Annual General Meeting. Should nominations exceed vacancies, election will be by ballot. Trustees will be appointed from a diverse section of the affiliated membership of PCVS and the wider community.

PCVS currently has Trustee representation from community organisations including Bharat Samaj, Peterborough Race Equality Council, Peterborough Association for the Blind and Peterborough 115 Squadron Air Training Corps.

The Trustee Board includes a Chairperson and Vice Chairperson. There will be a minimum of three with no maximum number of Trustee Board members. Trustee Board members will be nominated and accepted onto the Board at the Annual General Meeting.

**Trustees' Induction and Training**

All Trustees receive induction training which covers the legal obligations of the charity and its Trustees, and the work of the organisation and its projects. In addition, the induction period will address Board and committee structures, financial performance and strategic planning. Regular updates of the project work and developments of the charity are available at every meeting through the Chief Executive Officer or invited project staff. The charity provides a comprehensive Trustee information pack to support all new and existing Trustees within the organisation.

**Organisation**

The Trustees meet every eight weeks at the registered office address. The Chief Executive Officer is appointed by the Trustees to manage the day to day operations of the charity. To facilitate effective operations, the Chief Executive Officer has delegated authority, within terms of delegation approved by the Trustees, for operational matters including finance, employment and project development.

**Related parties**

The charity works closely with many member organisations to provide and receive specialist advice and support on certain issues.

Other links are made with many statutory organisations to ensure successful partnership working including Peterborough City Council, Cambridgeshire County Council and the Cambridgeshire and Peterborough Clinical Commissioning Group.

## Report of the Board of Trustees

for the year ended 31 March 2022

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PCVS also manages the Communities East VCSE Consortium Ltd operational hub and supports the development and delivery of services by Communities East and its members.

### Members

The power of admitting member groups to the PCVS network shall be vested in the Trustees. The powers shall be exercised by the Trustees in accordance with any regulations or directions issued and subject to any restrictions or conditions imposed as regards any particular class or section of a class of members or otherwise by PCVS in the General Meeting.

Once a group has been accepted by the Trustees as a member of PCVS they will be adopted as an official member at the next Annual General Meeting. Any challenge to a group being adopted as a member will be noted and investigated as appropriate, with the Trustees' decision being final.

Groups or persons eligible for membership of PCVS are voluntary and community organisations and statutory authorities operating in the area of public benefit and pursuing any of the said purposes.

### Risk Management

The Trustees have a risk management strategy which comprises:

- An annual review of the risks the charity may face.
- The establishment of systems and procedures to mitigate those risks identified in the plan.
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.
- Annual quality standard reviews to include all key policies e.g. health & safety and equal opportunities

This work has identified the key risks to the organisation and it has resulted in improved strategies and contingency plans to reduce the risks and has given the impetus for better planning. A key element in the management of financial risks is the setting of a reserves policy and its regular review by Trustees.

### Reserves Policy

Reserves are that part of PCVS's unrestricted funds that is freely available to spend on any of the charity's purposes. This excludes restricted income funds and endowment funds. Reserves will also normally exclude tangible fixed assets such as land, buildings and other assets held for the charity's use. It also excludes amounts designated for essential future spending.

Reserves also exclude funds which have particular restrictions on how they can be used. PCVS's Trustees will consider for what purpose restricted funds are held and how they are being used in order to identify those resources that are freely available to spend. The Trustees understand that the funds a charity keeps in reserve can strengthen the charity's resilience against short term drops in income or the demands of a new project.

PCVS Trustees have agreed that the sum set aside for reserves will be based on the following calculation:

Reserves are based on the closure costs which are calculated on a quarterly basis; these are the minimum reserves to be retained to ensure the sustainability of the organisation. At 31 March 2022 income and expenditure levels, this equates to a value of £100,000. If reserves were to fall below this value, then an emergency Board meeting would be called.

**Report of the Board of Trustees**

**for the year ended 31 March 2022**

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PCVS define the following items within closure costs:

*Redundancy – Rent – Services – Utilities – Telephone – Equipment - Staff & Volunteers Expenses - Accounting Fees*

Any unrestricted funds identified over and above the minimum reserves threshold would need a business case and proposal to be released for investment. The Chief Executive Officer has the authorisation of the trustees to use a maximum of £10,000 for on the ground development, all other requests need to be approved via a business case at a Trustee Board Meeting and be in line with the organisation's objectives as detailed in the Articles of Association.

The Finance and General Purposes Committee (FGPC) meet once every 3 months to monitor finances in closer detail and make recommendations to the Trustee Board in relation to management accounts, budgets, annual reports, reserves and financial policies.

**Health and Safety**

Health and Safety reports are a standing item on the Board agenda, with a designated Trustee responsible for monitoring Health and Safety and attending the regular Health and Safety staff committee. Health and Safety is a primary element of the staff induction system, training is provided whenever appropriate and it is a standing item on the monthly Managers meetings, staff meetings and 1:1s. All staff working alone with vulnerable adults and/or children and young people have an enhanced DBS.

**Objectives and Activities**

The objectives of the charity as set out in the Articles of Association are:

- To promote any charitable purposes for the benefit of the community in the unitary authority district of Peterborough and in particular the advancement of education, protection of health and the relief of poverty, distress and sickness.
- Establish and support or aid the establishment and support of any charitable organisation. Raise funds, invite and receive contributions from any person/s by way of subscription, donation etc. No trading activities may take place in raising funds.
- Collect and disseminate information on all matters affecting PCVS and establish, print, publish and circulate such information.
- Provide or assist with exhibitions, meetings and events.

PCVS has 4 main core functions:

- Services and support for non-profit making organisations in Peterborough.
- Liaison.
- Representation and campaigning.
- Development work.

PCVS does this by:

- Providing support such as information, advice and training.
- Identifying new needs and developing initiatives for meeting them.
- Promoting partnership between statutory and voluntary sectors in the delivery of welfare and other services.
- Supporting innovation, accountability and good practice in local services.

Report of the Board of Trustees

for the year ended 31 March 2022

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- Encouraging local organisations and groups to put forward their views on local and national policies and decisions.
- Creating and promoting forums and channels used by government and other bodies to consult the community.
- Providing this support in a special way and with particular values, working with people, groups and communities in a flexible, open way and challenging inequality.
- Providing practical support with office services and administration, payroll and training.

Our Business plan has identified the following 5 objectives for 2015 —2020

- Provide specialist expertise, information and support, develop the skills local people need to run successful organisations and help groups find and make effective use of resources.  
**VISION:** *Clients and stakeholders are confident that Voluntary Community Organisations (VCOs) are providing effective, well run services.*
- Spread good practice, prevent duplication of effort and support joint working.  
**VISION:** *The VCS is cohesive, working together and providing seamless services.*
- Make sure policy makers understand the needs of local voluntary organisations and community groups and help public bodies engage effectively with local voluntary organisations and community groups.  
**VISION:** *The value of the VCS is well understood and the VCS is well funded and is able to influence local policy and planning to the benefit of its service users.*
- Encourage more people to volunteer and get involved in voluntary and community action.  
**VISION:** *People in Peterborough have access to volunteering opportunities and volunteer involving organisations (VIOs) are able to engage and support volunteers.*
- Provide direct services to meet identified needs where there is no appropriate local member organisation to do so.  
**VISION:** *Gaps in the market are met and service users have access to services.*

*PCVS are currently in consultation with the VCS on next steps needs for Peterborough post COVID19 to inform business planning for 2021- 26.*

### Our Work and Impact

Our main activities and who we try to help are described below within the Community Development and Volunteer Centre, Health and Wellbeing, Youth Investment, Employability and Direct Payments projects. All our charitable activities are undertaken to further our charitable purposes for the public benefit.

### Community Development

#### Communities

This was a pivotal year for the Communities Team in terms of sustainability and securing funding. We were successful early in the financial year with our tender for the council infrastructure work which secures this work for the next 3-5 years and pleased to be able to continue delivering essential support to the sector. In October, our Reaching Communities bid to the lottery was successful and funds a 3 year VCS recovery programme including our Forums, set up of a Poverty Truth Commission plus some research into critical delivery areas. The year ended with the future of our Health Xchange project hanging in the balance awaiting outcome of a bid to a health trust. Covid continued to impact our delivery which meant a continuation of online delivery but some resumption of face to face delivery where possible.



**Report of the Board of Trustees**

**for the year ended 31 March 2022**

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**Volunteering & Infrastructure**

From April 2021 until March 2022 the Volunteer Centre received 160+ direct contacts from members of the public wanting to volunteer, each person was contacted individually by the Volunteer Coordinator to discuss volunteering options and current opportunities. From July 2021 when the new website form went live initially only 8 people contacted the Volunteer Centre but ever since the website has proven an essential gateway for members of the public in contacting the Volunteer Centre. The pandemic changed the way in which people communicated and now the internet is seen as the main method for contacting the center, whether it is individuals or member organisations. Social Media has proven a valuable tool in the advertisement of volunteer opportunities and many people interact with the posts on the PCVS Volunteering Page.

The Volunteer Coordinators Forum proved invaluable, the majority of Volunteer Coordinators across the sector were furloughed during the pandemic and on returning to work the forum provided a space to knowledge share and tell the story of volunteering in Peterborough throughout the pandemic from the point of view of those of us who worked through the entire time. On a regular basis 12+ member organisations attend the forum on a bi-monthly basis.

Infrastructure support has proved critical to our member organisations during the year, with over 170 direct enquiries for support ranging from requests with assistance on governance to volunteer management. This is only the number of direct support requests we have received via email and does not include the assistance we gave either face to face or via the telephone. We have run a number of zoom training sessions and under the PCC contract we are offering trouble shooting sessions which have been well attended along with group infrastructure sessions which have also see good attendance covering topics from Constitutions to Legal Structures. Great feedback has been received from member and statutory organisations.

**Health & Wellbeing**

2021-22 marked the final year of Health Xchange funding via lottery and was the most successful of the three years with Covid heavily impacting in year two.

- Over the 6-month cycle of funding we surpassed our outcome target to reach 770 people
- 55 volunteers were involved with the delivery of Health Xchange funded activities since October 2021
- 23 volunteers accessed community health and wellbeing training in the latest cycle
- 100% of community volunteers trained in community health and wellbeing training reported that they felt better able to help others meet their health and wellbeing needs.
- 81% of beneficiaries reported improved health and wellbeing between October last year and March 2022
- In the last round of Health Xchange funded we received 17 fantastic applications. Whilst we could only fund 9 groups, we are delighted that groups were supported further to access funds at a later date or from another funder
- £44.50 - that is how much was spent per person during the latest 6-month cycle of the Health Xchange project!
- We know Peterborough is diverse, but just how diverse are the community groups here? The report from our latest Health Xchange cycle showed that 66% of groups were communities of identity, with each of these supporting a different nationality!
- Between October 2021 and March 2022 the 9 groups funded to deliver Health Xchange activities delivered 111 sessions for community members across Peterborough. These are diverse sessions and you can see how they got on by emailing [healthexchange@pcvs.co.uk](mailto:healthexchange@pcvs.co.uk)

**Report of the Board of Trustees**

**for the year ended 31 March 2022**

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**Steering Group/Social Prescribing**

Over the past 12 months PCVS have been fortunate to be supported by individuals from health and community backgrounds who have been meeting on a monthly basis to steer the direction of our Health Xchange project. We would like to thank them for their support.

We have been fortunate to secure a social prescribing role with Thistlewood PCN. This marks the first role to be hosted in the VCS. The role is split with two prescribers delivering and we hope it will be really successful in showing the input and impact of the VCS in such work. Our workers started in February 2022 so this will be updated in next year's Annual Report.

**VCS Recovery Programme**

Over the Covid period PCVS set up a range of Forums in response to needs identified in the sector. These include Mental Health, Domestic Abuse, Food Network and Disability Forum in addition to the existing Food Poverty Forum and Women's Forum. These Forums aim to network our members around gaps and themes identified by the sector as well as building a case to draw down larger funding pots into Peterborough and work collectively for greater impact.

The Mental Health Forum has supported professionals as well as working with CPFT on HAY Peterborough site which brings together opportunities for those experiencing mental health concerns [Home - How Are You Peterborough \(haypeterborough.co.uk\)](http://haypeterborough.co.uk).

The Domestic Abuse Forum has been able to influence provision of DA services as well as providing training from nationally recognised training providers.

The Food Network ensured fair supply of food across the city and worked together to ensure needs were met. The Food Network benefitted from DEFRA funding working in partnership with PCC which has enabled more sustainability within food provision.

Wonder Women originated from our PCVS Women's Forum where it was identified that there was a need to create a space for women to develop confidence and self-esteem post Covid.

Over the past year, we have been running the Wonder Women with partners, Metal, Living Sport, Arts & Minds, Green Backyard, PECT and Extended Hands. This project funded by Arts Council and NASP (National Academy of Social prescribing) has enabled us to deliver social prescribing activities in the community covering Gladstone, Paston and New England areas.

**Place Based Covid Vaccination Project**

Peterborough City Council chose to work with PCVS on this project which hosts 10 Covid Coordinators across 8 neighbourhoods. We are fortunate to work with our partners Family Voice, Family Action, Barnardos, Bharat Hindu Samaj, Latvian Community, Nigerian Community and Good Neighbours on this project. We would like to thank all the Coordinators for their efforts in delivering on this challenging project which aims to:

- Improve Covid-19 vaccine uptake
- Infection control
- Improve awareness of local health services
- Tackle health inequalities

**Report of the Board of Trustees**

**for the year ended 31 March 2022**

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- Improve health outcomes
- Support marginalised / minority communities

Over the past 10 months, collectively we have reached 81,619 people, including over 51,000 through social media and over 26,000 in person.

Within the same timeline, the vaccine uptake in Peterborough has improved by 12.3% for first dose, 25.6% for second dose and 48.2% for the booster dose.

**Communications**

This past year we have focussed on raising PCVS' profile and presence in the sector. We have achieved this by successfully relaunching our website and issuing regular press releases where we have been featured in 35 articles published in the local media: Peterborough Telegraph, Peterborough Matters, The Moment Magazine and PE2 Magazine. We have also been interviewed and acknowledged on various radio interviews and podcasts for example, with Peterborough Natters, BBC Cambs and PCRFM (Peterborough Community Radio). Increased publicity, won PCVS a donation from a national builder who recognised us for the valued work we are doing for local communities and as a result, have been featured in media further afield - Essex magazine and Business Mondays (Midlands).

We also won a civic award for the PCVS Voluntary Support Group, which has successfully helped local groups and charities rally together and address the imminent needs of their communities when the pandemic hit such as an increase of food supply and distribution, providing hot meals, shopping support and providing materials to make PPE.

Engagement has improved with our members by sharing up to date information more frequently and consistently through various channels:

- Emails - approx. 2 emails a week to members.
- Social Media (Facebook, Twitter, LinkedIn and Instagram) - on average equivalent to around 2 posts a day
- PCVS Newsletter (packed with updates on PCVS projects and news) - every 3 months
- Noticeboard (members share their news, vacancies, events etc.) - monthly
- Funding Newsletter ( A roundup of relevant funding opportunities across the sector) - monthly

The content shared ranges from upcoming events, training, funding opportunities, volunteer and paid vacancies, updates on Covid and health & well- being guidance and generally what is happening across the sector along with any useful information and links to our Forums.

A survey was carried out recently inviting all our members to share their views on our comms. The results indicated that generally our comms is working and well received with suggestions to tailor messages to individual members more, focus on what other members are doing, provide more opportunities for members to network with like-minded stakeholders in the sector and keep building and improving on the website so that it is constantly up to date and relevant.

All in all, communications has become established and by consistently engaging with our audience, PCVS and what we do is becoming well known across the city with still opportunities to grow and develop further.

We would also like to thank the lottery, NASP Thriving Communities/Arts Council, Barratt Developments and Central Thistle Moor and Thorpe PCN.

**Report of the Board of Trustees**

**for the year ended 31 March 2022**

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**Direct Payment Support Service**

The Direct Payment Support service continues to go from strength to strength, with the number of clients growing all the time.

Service-users can find managing a Direct Payment agreement and managing finances a real challenge. Many service-users struggle with their own ill-health or the responsibilities of caring and turn to our support service for help. The Direct Payments Support service offers:

- flexible, friendly support,
- answers simple queries on the phone, finds information, resolves problems, signposts to specialist support,
- liaises with the Local Authority and offers individual appointments to deal with more complex issues.

The aim is to take the stress from service-users whilst ensuring that each service-user is supported to have choice and control over how their care is delivered.

The PCVS Direct Payment Support Service currently supports 677 service users across the Peterborough Unitary Authority.

The Direct Payment Support Service offers support to individuals who receive funding from Peterborough City Council for Adult and Children's Social Care and from the NHS for Personal Health Budgets.

The Support Service now has 11 members of staff, which consists of:

**Individual Support:**

3 support workers – supporting individuals who manage their own funding from Peterborough City Council, also supporting employers to recruit staff and give guidance on employment issues.

**PA register:**

1 PA Register Coordinator – Recruiting and supporting PA's to access the register, matching clients to PA's.

-Currently have over 81 active Personal Assistants on the register.

**Client Contribution and Financial records:**

-1 Client Contribution and Financial Records Admin – Supporting client to set up the payments assessed by Adult Social Care as their client contribution, supporting self-managed Direct Payments to upload their financial paperwork for auditing.

**Managed Service:**

4 Finance workers – Managing funding from Peterborough City Council on behalf of clients, paying invoices and wages.

PCVS receives the funding for 515 Direct Payment recipients, processing over 600 invoices every 4 weeks and managing over £9m of public money every year.

Managing funding from Peterborough City Council given to cover the service users assessed care package, ensuring service users are paying their assessed client contribution and making payments on their behalf.

## PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

### Report of the Board of Trustees

for the year ended 31 March 2022

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#### **Payroll Service:**

2 Payroll Administrators – Processing wages and assessing for Workplace Pensions. Processes over 220 payrolls each month on behalf of service users who choose to employ their own Carers.

#### **Personal Health Budgets**

PCVS supports 34 individuals who receive funding from the NHS in the form of a Personal Health Budget, this funding can be used to support the needs of the individual as assessed by a PHB Nurse, this is mainly used to employ PA's (Personal Assistants) to provide the care needed.

The Support Service now has a designated PHB worker for 1 day per week to provide advice and guidance to the individuals.

#### **Payroll – groups.**

PCVS completed a Payroll Service for nearly 20 locally based community groups, providing all necessary documentation such as payslips, P32/45/60s, summaries of PAYE & NI commitments due to HM Revenue & Customs, also ensuring pension provisions were catered for. This took the administrative and legal burden off of the groups and allowed them to focus on delivering their service to the community.

#### **Youth Inspired**

Youth Inspired began in June 2018 and worked with Nene Inspired as a delivery partner. Since October 2019 PCVS has taken full control of this project which has seen it expand creatively, professionally and geographically. The project has funded organisations which have engaged with over 1,100 young people across the city. It continues to support work in areas of the city with hard to reach young people, however, over the past year this has been in the form of supporting and granting organisations to carry out this work through their youth provision, rather than running any clubs ourselves. We continue to run the Youth Sector Forum for Peterborough which now has over 40 organisations and 120 individuals as members. As a legacy for the Youth Inspired project and end of Lottery funding we created and produced a Youth Directory for young people across Peterborough which was distributed to every secondary school in the city. It was so popular we received requests from schools for additional copies.

We were chosen by Peterborough City Council to lead on Covid Recovery for young people which continued our support in funding some organisations and outreach work, however, the focus now is on creating a Youth Foundation for the city, called Young Peterborough Foundation. This involves working closely with young people, parents and members of the Youth Sector Forum to ensure that what we 'create' is what is needed within the city. Young People are a significant factor in this as we strive for the project to be a youth led as possible. Our next steps are to create a Board of Trustees (aim to be 50%) young people and work with the Charity Commission to become a CIO.

#### **Building Better Opportunities - eMploy-ABILITY**

PCVS are delighted to be the Programme Lead on behalf of Communities East (the working name for Peterborough Plus) for this project, working with delivery partners, CP Learning Trust, Ferry Project, YMCA Trinity and Peterborough Regional College, we have built great working partnerships and together we continue to see fantastic results, and delighted to have received further funding and an extension to our project through to 2023.

Our programme aims to help those furthest from the labour market on a journey to employment, training, education or active job seeking. We work with individuals, identifying the direction they would like to go, what training, skills or qualifications they might need and foremost helping them break down

# PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

## Report of the Board of Trustees

for the year ended 31 March 2022

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We are working with over 400 participants, with over 130 moving into employment, training & education, or job search.

BBO is a project tackling poverty and promoting social inclusion in Peterborough, Kings Lynn, West Norfolk and Fenland. It is funded by The National Lottery Community Fund and the European Social Fund.

Additionally PCVS provide Communities East with HUB services and support other Communities East projects such as Health XChange, ensuring that they meet both the funder and Peterborough Plus standards, not least of all ISO 9001.

### Statement of Trustees Responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they 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 these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

### Disclosure of information to the auditors

We, the directors of the company who held office at the date of approval of these Financial Statements as set out above each confirm, so far as we are aware, that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

On behalf of the Board

.....  
Mr D Ellis (Chairman)

Date: 2 September 2022

**Independent Auditor's Report to the Members of**  
**PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE**  
**for the year ended 31 March 2022**

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**Opinion**

We have audited the financial statements of Peterborough Council for Voluntary Service (the 'charitable company') for the year ended 31 March 2022 which comprise of the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The other information comprises the information included in the Report of the Board of Trustees, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the Report of the Board of Trustees. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Independent Auditor's Report to the Members of**  
**PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE**  
**for the year ended 31 March 2022**

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**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Board of Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Board of Trustees has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Board of Trustees.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit

**Responsibilities of trustees**

As explained more fully in the Trustees' Responsibilities Statement set out on page 12, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach and systems to detect and assess the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations include the following steps and procedures:

- completing an assessment of the susceptibility of the charitable company's financial statements to misstatement, including how fraud might occur;
- identifying the laws and regulations that are of significance to the charitable company through discussions with informed management and those charged with governance, and from our knowledge and experience of the charitable sector that the charitable company operates in;



**Independent Auditor's Report to the Members of**  
**PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE**  
**for the year ended 31 March 2022**

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- obtaining an understanding of the charitable company's policies and procedures on fraud risk and on compliance with identified laws and regulations, through discussions with informed management and those charged with governance and reviewing the written policies and procedures that the charitable company has in place;
- ensuring that the audit engagement team have the appropriate competence and capabilities to identify or recognise irregularities, including fraud and non-compliance with laws and regulations.

We have assessed the susceptibility of the charitable company's financial statements to material misstatement from irregularities, including fraud, by:

- assessing the internal controls that are in place to mitigate the risks of fraud and non-compliance with laws and regulations and considering how this is communicated to the employees of the charitable company;
- making enquiries of management as to where they consider there may be susceptibility to fraud and their knowledge of actual, suspected or alleged fraud.

We have addressed the risk of fraud through management bias and override of controls, by:

- performing analytical procedures on all areas of the financial statements to identify any unusual or unexpected transactions;
- investigating the rationale behind significant or unusual transactions;
- reviewing and testing journal entries.

We have addressed the risk of irregularities and non-compliance with the relevant laws and regulations by performing the following procedures, but not limited to:

- reading the minutes of meetings of those charged with governance;
- reviewing legal and professional fees throughout the year and correspondence with the charitable company's legal advisors;
- enquiring with management as to actual and potential litigation and claims;
- agreeing financial statement disclosures to underlying supporting documentation.

Because of the inherent limitations of an audit described above, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control;
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees;

**Independent Auditor's Report to the Members of**  
**PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE**  
**for the year ended 31 March 2022**

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- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern;
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation (i.e. gives a true and fair view).

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Use of our report**

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

Rebecca Decamps (Senior Statutory Auditor)  
For and on behalf of Fisher & Co Accountancy Limited, Statutory Auditor  
13 Aintree Drive  
Spalding  
Lincolnshire  
PE11 3BT

Date: 2 September 2022

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Statement of Financial Activities (Including Income and Expenditure Account)

for the year ended 31 March 2022

	Notes	Unrestricted funds	2022 Restricted funds	Total	2021 Total
		£	£	£	£
<b>Income from:</b>					
Charitable activities:					
Donations and grants receivable	2	205,623	733,496	939,119	1,003,227
Management fees		163,341	-	163,341	142,950
Other trading activities	3	142,214	-	142,214	160,606
Investments - interest receivable		95	-	95	259
Other income	4	12,271	-	12,271	67,248
<b>Total income</b>		<b>523,544</b>	<b>733,496</b>	<b>1,257,040</b>	<b>1,374,290</b>
<b>Expenditure on:</b>					
Charitable activities	5	545,501	562,863	1,108,364	1,151,302
<b>Total expenditure</b>		<b>545,501</b>	<b>562,863</b>	<b>1,108,364</b>	<b>1,151,302</b>
<b>Net income / (expenditure)</b>		<b>(21,957)</b>	<b>170,633</b>	<b>148,676</b>	<b>222,988</b>
Transfers between funds	18	229,601	(229,601)	-	-
<b>Reconciliation of funds:</b>					
Fund balances brought forward		194,707	351,485	546,192	323,204
<b>Fund balances carried forward</b>	<b>18</b>	<b>402,351</b>	<b>292,517</b>	<b>694,868</b>	<b>546,192</b>

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Statement of Financial Position

as at 31 March 2022

	Note	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible fixed assets	14		6,333		10,862
<b>Current assets</b>					
Debtors	15	21,543		18,848	
Cash at bank and in hand		<u>683,932</u>		<u>609,612</u>	
		<u>705,475</u>		<u>628,460</u>	
<b>Creditors</b>					
Amounts falling due within one year	16	<u>16,940</u>		<u>93,130</u>	
<b>Net current assets</b>			688,535		535,330
<b>Total assets less current liabilities</b>			<u>694,868</u>		<u>546,192</u>
<b>Income funds</b>					
Unrestricted funds	18		402,351		194,707
Restricted funds	18		<u>292,517</u>		<u>351,485</u>
			<u>694,868</u>		<u>546,192</u>

The financial statements were approved and authorised for issue by the Board on 2 September 2022.

Signed on behalf of the Board of Trustees:

.....  
M Thompson  
Director/Trustee

.....  
D Ellis  
Director/Trustee

Company registration number 02219687

The notes on pages 20 to 33 form part of these financial statements.

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Statement of Cash Flows

for the year ended 31 March 2022

	2022		2021	
	£	£	£	£
<b>Cash flows from operating activities</b>				
Surplus for the year	148,676		222,988	
Adjustments for:				
Investment income recognised in SOFA	(95)		(259)	
Depreciation of tangible fixed assets	4,529		893	
Movements in working capital:				
Decrease/(Increase) in debtors	(2,695)		17,276	
(Decrease)/Increase in creditors	<u>(76,190)</u>		<u>(33,825)</u>	
<b>Net cash flows from operating activities</b>		<u>74,225</u>		<u>207,073</u>
<b>Cash flows from investing activities</b>				
Purchase of tangible fixed assets	-		(9,500)	
Interest received	<u>95</u>		<u>259</u>	
<b>Net cash flows from investing activities</b>		95		(9,241)
<b>Net increase in cash and cash equivalents</b>		<u>74,320</u>		<u>197,832</u>
Cash and cash equivalents at beginning of year		609,612		411,780
<b>Cash and cash equivalents at end of year</b>		<u><u>683,932</u></u>		<u><u>609,612</u></u>

**Notes to the Financial Statements (continued)**

**for the year ended 31 March 2022**

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**1. Accounting policies**

**Company information**

Peterborough Council for Voluntary Service is a registered charity and private limited company limited by guarantee and is incorporated in England and Wales. The registered office is disclosed within the charity information on page 1 of the financial statements. The nature of the charity's operations and principal activities is to act as a membership organisation for the voluntary and community sector in Peterborough. It offers members services to include support, information, advice and networking, alongside practical help such as payroll, year end independent accounts examinations, photocopying and meeting room hire. The charity's centre also hosts projects which support carers, volunteering, disability, advocacy and direct payments.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**Going Concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for a minimum of 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**Taxation**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The following judgements and estimates have been made in the process of applying the above accounting policies that have had the most significant effect on amounts recognised in the financial statements:

**Notes to the Financial Statements (continued)**

**for the year ended 31 March 2022**

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**1. Accounting policies (continued)**

***Estimation of useful life***

The useful economic life used to depreciate tangible fixed assets relates to the expected future performance of the assets acquired and management's estimate of the period over which economic benefit will be derived from the asset.

***Cut off only***

The only estimation applied by the Trustees was in the consideration of cut-off where an estimation of the costs relating to the relevant period were applied when relating to a different period.

Details for both these items are included within the accounting policies below.

**Income recognition**

All income, including grant income, is recognised in the Statement of Financial Activities when the charity is legally entitled to the income after any performance conditions have been met, the amounts can be measured reliably, and it is probable that the income will be received.

Grants are recognised in the Statement of Financial Activities when the legal entitlement after any performance conditions have been met.

Investment income is accounted for in the period in which the charity is entitled to receipt.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

No amount is included in the financial statements for volunteer time in line with the SORP. Further detail is given in the Report of the Board of Trustees.

**Gifts in kind**

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

**Expenditure recognition**

Expenditure is included in the statement of financial activities on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

Charitable activities include the costs of the activities defined by the charity's aims for the benefit of the persons cited in the charity objects. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Notes to the Financial Statements (continued)**

**for the year ended 31 March 2022**

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**1. Accounting policies (continued)**

Support costs are costs incurred to facilitate an activity. Unlike direct costs, which result directly from undertaking the activity, support costs do not change directly as a result of the activity undertaken. Support costs include the central office functions, such as governance, general management, payroll administration, budgeting and accounting, information technology, human resources and finance.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

Costs directly attributable to a project have been allocated to that project.

**Operating Leases**

Rental costs under operating leases are charged to the Statement of Financial Activities on a straight line basis over the term of the lease.

**Depreciation**

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Fixtures and fittings - over 3 years on a straight line basis

The carrying values of tangible fixed assets are reviewed for impairment annually by the Trustees without revaluing the assets. Where the aggregate value of those assets is less than the aggregate that they are stated in the charity's accounts, a provision will be made for any material impairment.

**Fixed assets**

Fixed assets are included at cost, less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

**Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**Funds**

***Restricted funds***

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in note 18 of the financial statements.

***Unrestricted funds***

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

**Pension costs**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Contributions are expensed as they become payable.



PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2022

**Employee Benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**2. Grants receivable**

	Unrestricted Funds	2022 Restricted Funds	Total	2021 Total
	£	£	£	£
Local Authority	61,791	336,600	398,391	177,071
Institutional / Charitable grants	143,832	396,896	540,728	826,156
	<u>205,623</u>	<u>733,496</u>	<u>939,119</u>	<u>1,003,227</u>

**3. Other trading activities**

	Unrestricted Funds	2022 Restricted Funds	Total	2021 Total
	£	£	£	£
Sales of services	3,856	-	3,855	3,805
Direct Payments Fees	138,358	-	138,358	156,801
	<u>142,214</u>	<u>-</u>	<u>142,214</u>	<u>160,606</u>

**4. Other income**

	Unrestricted Funds	2022 Restricted Funds	Total	2021 Total
	£	£	£	£
Other income	12,271	-	12,271	67,185
Room hire	-	-	-	63
	<u>12,271</u>	<u>-</u>	<u>12,271</u>	<u>67,248</u>

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2022

5. Charitable activities expenditure

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	Total £	2021 Total £
Staff costs		443,726	189,337	633,063	646,236
Conference and training expenses		956	-	956	2,199
Community development		1,158	-	1,158	30,321
BBO expenditure - Peterborough Plus		2,902	-	2,902	6,513
Direct Payments expenditure		4,756	-	4,756	8,162
ABCD expenditure		-	-	-	18,196
Reaching Communities expenditure		-	59,980	59,980	79,921
Youth Investment Fund expenditure		-	28,278	28,278	132,953
Barrow Connect expenditure		-	-	-	3,600
Awards for All expenditure		-	-	-	7,449
YIF - Community Engagement expenditure		-	15,601	15,601	1,410
O&H Properties grant expenditure		-	645	645	21,800
Orton Longueville Parish Council expenditure		-	-	-	5,000
Food Budget expenditure		-	9,115	9,115	17,051
Covid-19 expenditure		-	-	-	19,390
PCVS Lottery funding expenditure		-	83	83	13,275
Communities East lottery expenditure		-	15,752	15,752	52,098
Thriving Communities Wonder Woman		-	34,097	34,097	-
Vaccination - Enhanced Community Support		-	194,668	194,668	-
VCS Recovery Programme		-	2,625	2,625	-
Thistle Moor Social Prescribing		-	65	65	-
CVSV245 expenditure		-	12,617	12,617	-
Other costs		1,502	-	1,502	2,176
		<b>455,000</b>	<b>562,863</b>	<b>1,017,863</b>	<b>1,067,749</b>
Share of support costs	6	63,662	-	63,662	60,583
Share of governance costs	6	26,839	-	26,839	22,969
		<b>545,501</b>	<b>562,863</b>	<b>1,108,364</b>	<b>1,151,302</b>

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2022

6. Support and governance costs

	Unrestricted funds	2022 Restricted funds	Total	2021 Total
	£	£	£	£
Support costs				
Depreciation	4,529	-	4,529	893
Rent, rates and service charges	18,182	-	18,182	18,882
Premises costs	2,382	-	2,382	2,302
Telephone	1,324	-	1,324	1,158
Printing, postage, stationery and subscriptions	17,273	-	17,273	18,706
Travelling expenses	689	-	689	-
Repairs and renewals	4,009	-	4,009	3,135
Equipment hire	3,723	-	3,723	3,765
Bank charges	3,671	-	3,671	3,515
Sundry and cleaning expenses	2,648	-	2,648	2,546
Irrecoverable input VAT	5,232	-	5,232	5,681
	<u>63,662</u>	<u>-</u>	<u>63,662</u>	<u>60,583</u>
Governance costs				
Audit, accountancy and tax services	3,070	-	3,070	5,065
Legal and professional fees	23,769	-	23,769	17,904
	<u>26,839</u>	<u>-</u>	<u>26,839</u>	<u>22,969</u>
	<u><b>90,501</b></u>	<u><b>-</b></u>	<u><b>90,501</b></u>	<u><b>83,552</b></u>

7. Analysis of expenditure between activities

	Staff costs & programme expenditure	Support & governance costs	Total
	£	£	£
Reaching Communities	77,606	-	77,606
Youth Investment Fund	54,535	-	54,535
YIF - Community Engagement	62,455	-	62,455
O&H Properties grant	645	-	645
Food Budget	9,115	-	9,115
Barrow Connect	3,125	-	3,125
PCVS Lottery funding	6,410	-	6,410
Lottery funding - Com Dev Team	29,100	-	29,100
Communities East lottery	15,752	-	15,752
Health Exchange	6,132	-	6,132
Thriving Communities Wonder Woman	41,700	-	41,700
Vaccination - Enhanced Community Support	218,349	-	218,349
VCS Recovery Programme	20,645	-	20,645
Thistlewood Social Prescribing	4,677	-	4,677
CVSV245	12,617	-	12,617
	<u>562,863</u>	<u>-</u>	<u>562,863</u>

8. Board of Trustees remuneration

The trustees neither received nor waived any remuneration during the year (2021: £nil)

**PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE**

**Notes to the Financial Statements (continued)**

**for the year ended 31 March 2022**

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**9. Board of Trustees expenses**

The trustees did not have any expenses reimbursed during the year (2021: £nil).

**10. Board of Trustees donations**

The trustees did not make any donations during the year (2021: £nil).

**11. Employee emoluments**

	<b>2022</b>	2021
	<b>Total</b>	Total
	£	£
Wages and salaries	582,990	594,333
Social security costs	39,289	40,821
Pension costs	10,784	11,082
	<u>633,063</u>	<u>646,236</u>
Average number of monthly employees	<u>28</u>	<u>32</u>

There were no employees who received total employee benefits of £60,000 or more during the year, or the comparative year.

**12. Auditors remuneration**

	<b>2022</b>	2021
	<b>Total</b>	Total
	£	£
Fees payable to the charity's auditor for the audit of the charity's annual financial statements	2,750	2,750
	<u>2,750</u>	<u>2,750</u>

**13. Pensions - Defined Contribution Scheme**

The company operated a defined contribution pension scheme for the benefit of the employees. The assets of the scheme are administered in a fund independent from those of the company.

A total of £10,784 (2021 - £11,082) was contributed to the scheme during the year.

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2022

14. Tangible fixed assets

	Fixtures and fittings £
<b>Cost</b>	
At 1 April 2021	32,200
Additions	-
Disposals	(4,636)
At 31 March 2022	<u>27,564</u>
<b>Depreciation</b>	
At 1 April 2021	21,338
Charge for the year	4,529
Disposals	(4,636)
At 31 March 2022	<u>21,231</u>
<b>Net book value</b>	
At 31 March 2022	<u>6,333</u>
At 31 March 2021	<u>10,862</u>

15. Debtors

	2022 Total £	2021 Total £
Trade debtors	10,528	10,473
Prepayments and accrued income	8,559	8,375
Other debtors	2,456	-
	<u>21,543</u>	<u>18,848</u>

16. Creditors: Amounts falling due within one year

	2022 Total £	2021 Total £
Trade creditors	5,327	9,805
Other taxes and social security	8,863	11,881
Other creditors	-	2,233
Accruals and deferred income	2,750	69,211
	<u>16,940</u>	<u>93,130</u>

17. Deferred income

	2022 Total £	2021 Total £
At 1 April 2021	63,831	81,909
Additions during the year	-	63,831
Amounts released to income	(63,831)	(81,909)
At 31 March 2022	<u>-</u>	<u>63,831</u>

These funds relate to projects where finance was received prior to the year end to cover a period after the year end.

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2022

18. Funds

Unrestricted	At 1 April 2021 £	Incoming resources £	Outgoing resources £	Net transfers £	At 31 March 2022 £
Unrestricted funds	194,707	523,544	(545,501)	229,601	402,351
Restricted	At 1 April 2021 £	Incoming resources £	Outgoing resources £	Net transfers £	At 31 March 2022 £
Reaching Communities	42,316	82,336	(77,606)	(14,877)	32,168
Youth Investment Fund	174,347	47,040	(54,535)	(166,255)	597
Barrow Cadbury	15,819	-	(3,125)	(6,000)	6,694
Food Budget	23,199	-	(9,115)	-	14,084
O&H Properties	3,200	200	(645)	-	2,755
YIF - Community Engagement	20,373	91,625	(62,455)	(10,343)	39,200
Covid-19 Fund	1,610	-	-	-	1,610
CVSV245 Grant	28,687	-	(12,617)	(6,900)	9,170
NCVO	9,500	-	-	(9,500)	-
PCVS Lottery funding expenditure	16,683	-	(6,410)	(584)	9,689
Communities East lottery expenditure	15,751	1,376	(15,752)	-	1,375
Lottery Funding - Com Dev Team	-	33,465	(29,100)	(4,365)	-
Thriving Communities Wonder Woman	-	55,000	(41,700)	-	13,300
Vaccination - Enhanced Community Support	-	336,600	(218,349)	(6,559)	111,692
Health Exchange	-	10,350	(6,132)	(4,218)	-
VCS Recovery Programme	-	63,006	(20,645)	-	42,361
Food Power	-	2,498	-	-	2,498
Thistle Moor Social Prescribing	-	10,000	(4,677)	-	5,323
	351,485	733,496	(562,863)	(229,601)	292,517

The funds are constituted as follows:

	2022			2021
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
Fixed assets	6,333	-	6,333	10,862
Debtors	21,543	-	21,543	18,848
Cash at bank and in hand	388,255	295,677	683,932	609,612
Creditors: Amounts falling due within one year	(13,780)	(3,160)	(16,940)	(93,130)
	402,351	292,517	694,868	546,192

£161,745 of transfers from the general to Youth Investment fund relate to the re-allocation of Youth Investment Fund project salaries from general wage costs.

All other transfers between funds relate to the allocation of overheads which form part of the original grant application.

Fund descriptions and details are as follows:

*Reaching Communities*

Provision of health activities, accessing community health and wellbeing training; supporting groups with funding.

**PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE**

**Notes to the Financial Statements (continued)**

**for the year ended 31 March 2022**

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*Youth Investment Fund*

Funding and supporting local youth groups across Peterborough. Running the Youth Sector forum.

*Barrow Cadbury*

Social Investment to help address the gaps in VCSE grant funding, whilst also delivering entrepreneurial solutions at a local level.

*Food Budget*

Provision of funding to local community food groups and training.

*O&H Properties*

Funding local Peterborough Groups for the benefit of the community, running forums.

*YIF - Community Engagement*

Leading on Covid recovery for young people, supporting organisations and outreach work.

*Covid-19 Fund*

Covid response to local Peterborough organisations.

*CVSV245 Grant*

Wellbeing caseworker, disability, benefits and older people.

*PCVS Lottery funding expenditure*

Specialist communications support regarding setting up new channels and developing comms plan; IT provision for small groups.

*Communities East lottery expenditure*

Additional funding for the Reaching Communities Project.

*Thriving Communities Wonder Woman*

Social prescribing activities in the community; creation of space for women to develop confidence and self-esteem.

*Vaccination - Enhanced Community Support*

Hosting Covid coordinators across Peterborough neighbourhoods, to improve vaccine uptake, control infection, tackle health inequalities.

*VCS Recovery Programme*

Provision of mental health, domestic abuse, food network and disability forums.

*Food Power*

Partnership with local groups to complete food research.

*Thistlemoor Social Prescribing*

Social prescribing role in Peterborough, having input and impact.

**19. Related party transactions**

There are no related party transactions during the year (2021: £ nil).

**20. Controlling party**

The charity is controlled by the Board of Trustees and no individuals can or do exert control.

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2022

**21. Operating Leases and Commitments**

At 31 March 2022 the charity had total future minimum lease payments under non-cancellable operating leases as set out below:

	<b>2022</b>	2021
	<b>Total</b>	Total
	£	£
Under 1 year	22,464	6,264
Between 2 and 5 years	73,116	5,580
Over 5 years	19,500	-
	<u>115,080</u>	<u>11,844</u>

**22. Donations of goods, services and assets**

The charity received no donations in the year of goods, services or assets.

**23. Fund comparatives**

Statement of Financial Activities	<b>2021</b>		<b>Total</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	
	£	£	£
<b>Income from:</b>			
<i>Donations and grants receivable</i>	263,874	739,353	1,003,227
<i>Management fees</i>	142,950	-	142,950
<i>Other trading activities</i>	160,606	-	160,606
<i>Investments - interest receivable</i>	259	-	259
<i>Other income</i>	67,248	-	67,248
<b>Total income</b>	<u>634,937</u>	<u>739,353</u>	<u>1,374,290</u>
<b>Expenditure on:</b>			
<i>Charitable activities</i>	569,028	582,274	1,151,302
<b>Total expenditure</b>	<u>569,028</u>	<u>582,274</u>	<u>1,151,302</u>
<b>Net income/(expenditure)</b>	<u>65,909</u>	<u>157,079</u>	<u>222,988</u>
Grants receivable	<b>2021</b>		<b>Total</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	
	£	£	£
<i>Local Authority</i>	84,646	92,425	177,071
<i>Institutional / Charitable grants</i>	179,228	646,928	826,156
	<u>263,874</u>	<u>739,353</u>	<u>1,003,227</u>



PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2022

23. Fund comparatives continued

<i>Other trading activities</i>	<b>2021</b>		<b>Total</b>
	<i>Unrestricted funds</i>	<i>Restricted funds</i>	
	<b>£</b>	<b>£</b>	<b>£</b>
<i>Sales of services</i>	3,805	-	3,805
<i>Direct Payment Fees</i>	156,801	-	156,801
	<u>160,606</u>	<u>-</u>	<u>160,606</u>

<i>Other income</i>	<b>2021</b>		<b>Total</b>
	<i>Unrestricted funds</i>	<i>Restricted funds</i>	
	<b>£</b>	<b>£</b>	<b>£</b>
<i>Other income</i>	67,185	-	67,185
<i>Room hire</i>	63	-	63
	<u>67,248</u>	<u>-</u>	<u>67,248</u>

<i>Charitable activities expenditure</i>	<b>2021</b>		<b>Total</b>
	<i>Unrestricted funds</i>	<i>Restricted funds</i>	
	<b>£</b>	<b>£</b>	<b>£</b>
<i>Staff costs</i>	436,105	210,131	646,236
<i>Conference and training expenses</i>	2,199	-	2,199
<i>Volunteer bank expenditure</i>	-	-	-
<i>Community development</i>	30,321	-	30,321
<i>BBO expenditure - Peterborough Plus</i>	6,513	-	6,513
<i>Direct Payments expenditure</i>	8,162	-	8,162
<i>Migrant video</i>	-	-	-
<i>ABCD expenditure</i>	-	18,196	18,196
<i>Reaching Communities expenditure</i>	-	79,921	79,921
<i>Youth Investment Fund expenditure</i>	-	132,953	132,953
<i>Barrow Connect expenditure</i>	-	3,600	3,600
<i>Awards for All expenditure</i>	-	7,449	7,449
<i>YIF - Community Engagement expenditure</i>	-	1,410	1,410
<i>O&amp;H Properties grant expenditure</i>	-	21,800	21,800
<i>Orton Longueville Parish Council expenditure</i>	-	5,000	5,000
<i>Food Budget expenditure</i>	-	17,051	17,051
<i>Covid-19 expenditure</i>	-	19,390	19,390
<i>PCVS Lottery funding expenditure</i>	-	13,275	13,275
<i>Communities East lottery expenditure</i>	-	52,098	52,098
<i>Repayment of grant income</i>	-	-	-
<i>Other costs</i>	2,176	-	2,176
	<u>485,475</u>	<u>582,274</u>	<u>1,067,749</u>
<i>Share of support costs</i>	60,583	-	60,583
<i>Share of governance costs</i>	22,969	-	22,969
	<u>569,028</u>	<u>582,274</u>	<u>1,151,302</u>

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2022

23. Fund comparatives continued

<i>Support and governance costs</i>	<i>2020</i>		<i>Total</i>
	<i>Unrestricted funds</i>	<i>Restricted funds</i>	
	<i>£</i>	<i>£</i>	<i>£</i>
<i>Support costs</i>			
<i>Depreciation</i>	893	-	893
<i>Rent, rates and service charges</i>	18,882	-	18,882
<i>Premises costs</i>	2,302	-	2,302
<i>Telephone</i>	1,158	-	1,158
<i>Printing, postage, stationery and subscriptions</i>	18,706	-	18,706
<i>Travelling expenses and parking permits</i>	-	-	-
<i>Repairs and renewals</i>	3,135	-	3,135
<i>Equipment hire</i>	3,765	-	3,765
<i>Bank charges</i>	3,515	-	3,515
<i>Sundry and cleaning expenses</i>	2,546	-	2,546
<i>Irrecoverable input VAT</i>	5,681	-	5,681
<i>Governance costs</i>			-
<i>Audit fees</i>	5,065	-	5,065
<i>Legal and professional fees</i>	17,904	-	17,904
	<b>83,552</b>	<b>-</b>	<b>83,552</b>

<i>Analysis of expenditure between activities</i>	<i>2021</i>		<i>Total</i>
	<i>Staff costs &amp; programme expenditure</i>	<i>Support &amp; governance costs</i>	
	<i>£</i>	<i>£</i>	<i>£</i>
<i>Assed Based Community Development expenditure</i>	26,401	-	26,401
<i>Reaching Communities expenditure</i>	108,249	-	108,249
<i>Youth Investment funding expenditure</i>	230,453	-	230,453
<i>Barrow Connect expenditure</i>	16,100	-	16,100
<i>Awards for All expenditure</i>	7,449	-	7,449
<i>YIF - Community Engagement expenditure</i>	19,628	-	19,628
<i>O&amp;H Properties grant expenditure</i>	21,800	-	21,800
<i>Orton Longueville Parish Council expenditure</i>	5,000	-	5,000
<i>Food Budget expenditure</i>	17,051	-	17,051
<i>Covid-19 expenditure</i>	19,390	-	19,390
<i>PCVS Lottery funding expenditure</i>	34,342	-	34,342
<i>Communities East lottery expenditure</i>	52,098	-	52,098
<i>CVSV245 expenditure</i>	24,313	-	24,313
	<b>582,274</b>	<b>-</b>	<b>582,274</b>

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2022

23. Fund comparatives continued

**Funds**

<b>Unrestricted</b>	<b>At 1 April 2020</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Net transfers</b>	<b>At 31 March 2021</b>
	£	£	£	£	£
Unrestricted funds	120,603	634,937	(569,028)	8,195	194,707
<b>Restricted</b>	<b>At 1 April 2020</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Net transfers</b>	<b>At 31 March 2021</b>
	£	£	£	£	£
Asset Based Community Development	7,976	18,425	(26,401)	-	-
Reaching Communities	44,258	114,502	(108,249)	(8,195)	42,316
Youth Investment Fund	146,696	258,104	(230,453)	-	174,347
Barrow Cadbury	2,919	29,000	(16,100)	-	15,819
Awards for All	752	6,697	(7,449)	-	-
Food Budget	-	40,250	(17,051)	-	23,199
Orton Longueville Parish Council	-	5,000	(5,000)	-	-
O&H Properties	-	25,000	(21,800)	-	3,200
YIF - Community Foundation	-	40,000	(19,627)	-	20,373
Covid-19 Fund	-	21,000	(19,390)	-	1,610
CVSV245 Grant	-	53,000	(24,313)	-	28,687
NCVO	-	9,500	-	-	9,500
PCVS Lottery funding expenditure	-	51,025	(34,342)	-	16,683
Communities East lottery expenditure	-	67,850	(52,099)	-	15,751
	202,601	739,353	(582,274)	-	351,485

The funds are constituted as follows:

	<b>2021</b>	
	<b>Unrestricted funds</b>	<b>Restricted funds</b>
	£	£
Fixed assets	10,862	-
Debtors	18,848	-
Cash at bank and in hand	194,296	415,316
Creditors: Amounts falling due within one year	(29,299)	(63,831)
	194,707	351,485
	546,192	