

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 2023



PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Annual Report and Financial Statements

for the year ended 31 March 2023

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PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Charity information

Company number: 02119687 Charity number: 299823

Board of Trustees / Company Directors

J Jelley
H Lakhanpaul
M Thompson
R Joshi
S Walsh
S Keogh
A Blake (appointed 13 October 2022)
K Sheraton (appointed 8 March 2023)
E Woods (appointed 13 July 2023)
D Ellis (resigned 29 September 2022)
A Hall (resigned 29 September 2022)
P Omotayo Hewitt (resigned 29 September 2022)

Chief Executive

C Alexander (appointed 2 September 2022)
L McCarthy (resigned 15 July 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

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Report of the Board of Trustees

for the year ended 31 March 2023

About Peterborough CVS

Peterborough Council for Voluntary Service (PCVS) is the Local Infrastructure Organisation (LIO) for Peterborough. It was 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 as an LIO aims to deliver against four key pillars of infrastructure as identified by NAVCA, one of our national bodies, as follows:

1. Leadership and advocacy
2. Partnerships and collaboration
3. Capacity building
4. Volunteering

We have recently updated our strategy with the aim of a renewed focus on our objectives as an infrastructure organisation. We aim to deliver:

1. Excellence in services - providing specialist expertise, information and support to groups and organisations / helping develop the skills local people need to run successful organisations and groups / helping groups find funding and make effective use of their resources
2. Build sustainable partnerships in the sector and beyond
3. Tackle structural inequalities that impact on communities and individuals' lives
4. Elevate PCVS and the Voluntary and Community Sector (VCS) profile in Peterborough
5. Champion volunteering
6. Provide direct services where no other VCS provision exists – currently this is the Direct Payments service on behalf of Peterborough City Council

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 coupled with the challenges of the cost of living crisis and recovery from the Covid pandemic.

In carrying out their duties the Trustees have 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 17.

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for the year ended 31 March 2023

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.

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

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 Hindu Samaj, Peterborough Racial Equality Council (PREC) and Peterborough Foodbank.

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 quarter 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, ICB Integrated Care Board, local colleges and universities as well as other partners.

Report of the Board of Trustees

for the year ended 31 March 2023

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 with regards to 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 2023 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 2023

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.

As at 31 March 2023, PCVS had total fund balances carried forward of £699,001, which comprised of £434,772 of unrestricted funds and £264,229 of restricted funds.

Health and Safety

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.
- 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 carries these out 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.
- 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.

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- Providing practical support with office services and administration, payroll and training.

PCVS are currently in consultation with the Voluntary and Community Sector on the next steps needed for Peterborough in relation to cost of living and post Covid.

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 and Direct Payments projects. All our charitable activities are undertaken to further our charitable purposes for the public benefit.

Communities

We continued to experience the impact of Covid across our infrastructure and volunteering service. This resulted in decreased interest in volunteering due to fears of catching Covid especially for more vulnerable groups and less activity in terms of new groups setting up with existing groups continuing to struggle with overwhelming levels of demand.

Our annual state of the sector survey showed an 81% increase in demand with added pressures of caseloads becoming more complex and demanding.

Cost of Living has proved to be a further crisis impacting on an already overwhelmed sector.

We would particularly like to thank the lottery community fund for funding our VCS Recovery programme which has helped us to mitigate the effects of Covid and cost of living – with the original intent being to support groups to survive and thrive post covid.

Volunteering

We continued to experience slow growth in volunteering in 2022 with this seeing a considerable uplift going into 2023.

We faced challenge in service delivery with a position vacant for a number of months and thank our own wonderful volunteer, Jackie Parkinson for supporting the Communities team to meet with volunteers. The Volunteer Centre received 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.

Other activities included:

- Posters and leaflets distributed to different local member/partner organisations with details of how to contact us for volunteering enquiries.
- Reengaging with local partner organisations and strengthening our position while raising the profile of volunteering.
- Website and Facebook access to apply for volunteering.

We now have connections to over 130 organisations to which we can signpost volunteers.

We have received positive feedback from volunteers about the service and their experience of volunteering.

Report of the Board of Trustees

for the year ended 31 March 2023

Infrastructure support and training

Infrastructure support has proved critical to our member organisations during the year.

Our support has been delivered face to face, online and via Facebook depending on member organisations' preferences.

We have run a number of training sessions under the PCC contract including, business planning, how to effectively chair a meeting, easy funding (guest speaker), Trustees and governance (guest speaker) and choosing a legal structure for a charity. In providing services for the PCC contract 15 groups have received 1:1 sessions between April and December 2022, with 3 new groups being supported to set up and join PCVS as members and 2 members achieving registered charity status with CIO structures.

Several successful funding events have been run – we would like to thank the funders who participated including Evelyn Trust, Lottery Community Fund and Cambridgeshire Community Foundation. Some groups have been supported to make funding bids to ETAP and TNL.

Online Funding club session and newsletter, ongoing bimonthly and monthly respectively with member organisations, has been very successful. Discussions with Metro bank have led to a successful offer to charities to access banking and we thank them for making this possible.

8 new members have joined PCVS, including established charities and newly established groups. 5 members have been supported with safeguarding and DBS checks. Good feedback has been received from member and statutory organisations.

A new partnership with Allia proved successful with lunchtime guidance drop in sessions to consider and develop ideas about income diversification.

Health Xchange

Lottery funding for Health Xchange finished in August 2022. A full report was developed which is available on request. This funded project enabled us to fund small community groups with income under £30k to deliver health and wellbeing projects particularly impacting on diverse communities.

We thank the lottery for the opportunity to run this highly successful project over 3 years which enabled us to support many new groups to be funding ready as well as being critical in distributing funds where needed over the Covid period.

Health Network

New funding was received from the Evelyn Trust from 1 September to develop the Health Network building on our experience of Health Xchange.

This project manages the application process, funding and delivery support for small groups to access grants of up to £4,000 to develop and deliver health and wellbeing activities. Scoping and planning for Health Network took place from April to August 2022 with launch in September.

The numbers

£11,220 awarded by Health Xchange to 4 groups reaching an additional 74 community members during the final 6 months of Health Xchange.

Report of the Board of Trustees

for the year ended 31 March 2023

- Social media launch in September 2022 reached 14% of PCVS followers (135 people).
- 11 funding applications received from small groups.
- 4 applications successful awarding a total of £15,360 grant monies; successful bidders are supported to deliver their projects.
- 225+ people – target recipients across the first 4 projects of Health Network

Recruitment impacted on the delivery of this project as this took two months with the new team getting up to speed on previous delivery.

Covid Vaccination Project/Health Inequalities Engagement Project

Following an additional 6 month funding from the Department for Levelling Up Communities, the Vaccine Hesitancy project came to an end in September 2022. Using the links made during the Vaccine Hesitancy project, the Health Inequalities Engagement Project ran from October 2022 until March 2023, with final winding up in June 2023. The Health Inequalities Engagement Project key deliverables were:

- Increased access to nutritional and fresh food produce in deprived communities across Peterborough.
- Mental Health Awareness sessions.
- Health coaching to increase awareness on the benefits of health services.
- Wellbeing clinics for Vaccinations (COVID-19, flu), childhood immunisations, breast, cervical and bowel screening, diabetes and well-being checks – mini health checks.

The numbers

Social Media - directly reach over 2,800 people per day via Facebook and Padlet.

Outreach - organised and facilitated 236 events supporting over 22,500 people.

Food Poverty - supported 8,500 people via 115 food hub sessions.

Health & Wellbeing - organised and facilitated 58 events supporting 7,800 people.

Community Engagement - organised and facilitated 63 events supporting 8,800 people.

Communications

In this past year, PCVS has experienced a phenomenal amount of change from leadership to new members of staff - we have a new CEO, Chair, Trustees as well as staff with the emergence of a whole new Health Team.

Consequently, there has been a busy communications recruitment drive with advertising vacancies (about 10 - which is nearly a third of total PCVS staff) through our social media channels, email and website.

The Communications Coordinator has been promoted to Communications Lead and there is now an additional member of staff to support her in raising the profile of PCVS across Peterborough's Voluntary and Community Sector and beyond. This extra resource has been a huge asset to allow some time for the Communications Lead to start focussing on planning and implementing a new communications plan in line with the new corporate strategy.

The new look and feel PCVS quarterly newsletter was launched in November using the platform SWAY. The revised format was very well received with positive feedback from many such as - "I think this newsletter is brilliant and shows PCVS in the best possible light."

Report of the Board of Trustees

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The State of the Sector Survey was sent out to all members late December to gauge how the after effects of the pandemic and the current Cost of Living Crisis has impacted on our member organisations and how PCVS can best support them and the sector in general to aid recovery moving forwards.

A Staff survey was created and sent out to all PCVS staff in February. A response rate of approximately 37% was received. It was great to see that 100% of staff that responded feel supported in their role.

Events

This past year we have seen the return of more face to face events. We held our first informal drop in event since the pandemic - "chat and cuppa" during Volunteers week in June last year followed by the start-up of regular Direct Payments' coffee morning again and also our Christmas member's networking session. All which were widely promoted through social media and via our Member's Noticeboard Newsletter.

PCVS Members' & Partners' networking and AGM was held on the 29 September and PCVS staff all rallied round to deliver an exceptional and uplifting event. Pre event invites, reminders, agenda of the day and joining instructions were professionally presented and sent out to the attendees. Along with post AGM follow up via social media and a press release. Over 40 communities were represented and in total there were 69 people (members and partners) booked to attend, which is the highest number of people who attended a face to face event this year.

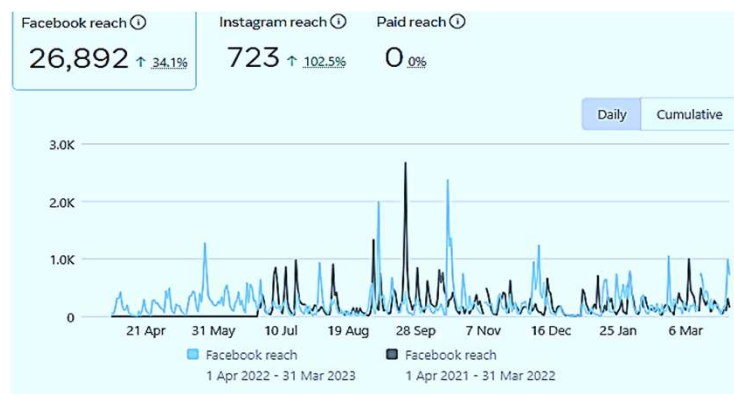
The largest attended online event was The Cost of Living Summit held on the 6 September which was very well attended by 40 people across Peterborough's VCS. It was delivered at the right time at the start of the Cost of Living crisis and was such a success that it attracted media attention and was featured on BBC Look East the evening of the event (6 Sept).

Overall it has been a busy but positive year for Communication. This coming year (2023/24) will see a real focus of efforts guided by the new corporate strategy with a more planned and structured approach.

Social Media

Facebook (1,002 followers) – reach 26,892 which is an increase of 34.12% compared to last year

Instagram (642 followers) – reach 456, which is an increase of 102.5% since last year



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The most popular post of the year reached 5,202 users and was raising awareness of where kids could eat for less over school holidays.

The second most popular was announcing PCVS' new CEO which reached 3,000 people and received 217 reactions.



The Twitter post that was the most popular last year was about Cambridgeshire County Day, which took place to celebrate Her Majesty the Queen Elizabeth II's Platinum jubilee. It received an astounding 8,958 impressions and 467 engagements.

 <p>PCVS @PeterboroughCVS On 23 June, the first Cambridgeshire County Day took place to celebrate The Platinum Jubilee of Her Majesty the Queen. Here we spotted our valued members, Celso Oliveira from East Timorese Association of Peterborough and Sihan Faustina Yang from CCIP 😊 pic.twitter.com/448GMC9pTx</p>	Impressions	8,958
	Total engagements	467
	Likes	345
	Media engagements	52
	Detail expands	33
	Retweets	26
	Profile clicks	9
	Link clicks	2

Most popular post on LinkedIn last year achieved 730 impressions and was an introduction to Gill Benedikz, when she moved into her position of VCS Recovery Project Lead.

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

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for the year ended 31 March 2023

Website

Between 1st April 2022 and 31st March 2023:

- We had 14,726 new people visit our site with 2,071 returning visitors, 12.3%



- 19,432 sessions occurred. Average session duration was 1.30 mins.
- 26.8% bounce rate and hence we are within the *optimal range of between 26% and 40%*.

Most popular page visited this year on our website (after the home page) is "volunteering centre"

Page		Pageviews	% Pageviews
1. /		19,398	30.72%
2. /volunteering-centre/		4,776	7.56%
3. /about-us/		3,596	5.69%
4. /about-us/meet-the-team/		3,229	5.11%
5. /about-us/join-our-team/		2,774	4.39%
6. /contact-us/		2,744	4.35%
7. /about-us/meet-the-trustees/		2,231	3.53%
8. /projects-and-services/direct-payments-pa-register/		1,870	2.96%

Newsletters

The most popular newsletter was the Funding Newsletter sent out in March 2023, which achieved an open rate of 39% and 16.5% click through. The average open rate for not-for-profit emails is 25.96% and click through average is 2.62% indicating that this newsletter was very popular. This could be because of the timing of the newsletter as we were approaching the end of the financial year and perhaps members were looking for new funding for the subsequent financial year.

Overall in 2022/23 around 900 messages were shared across all our partners and members through various communications channels such as social media, newsletters and emails.

Report of the Board of Trustees

for the year ended 31 March 2023

Annual Report VCS Recovery Project

Introduction

The VCS Recovery project funded by National Lottery Community Fund has two strands ; one working with organisations and the other very much empowering individuals drawn together in the style of working.

Each strand of work coalesces around themes. Poverty Truth Commission individuals with lived experience of poverty and forums brings together those working in VCS on themes of disability, domestic abuse, food poverty, health and wellbeing, women, and organisations collective futures.

This has been a year of change Covid with restrictions lifted completely, but the illness was still present. We learned to live with the virus. Then cost of living rises began hitting our communities and voluntary and community sector organisations hard. Recovery from one crisis meant dealing with this new one. Alongside the external changes, Recovery Project has had a year of internal changes. There have been several staffing changes and vacancies carried for a while.

Staffing changes

Staffing changes have been an issue this year for the Recovery Project:

- In June our Recovery Project Lead left, leaving a vacancy until October 2022.
- Due to this the recruitment for the PTC was delayed until the autumn. Unfortunately we were unable to recruit in the first instance, but successfully appointed in winter 2022 after reviewing the job descriptions. James Farson and Cheryl Maguire started the active phase of PTC in January 2023.
- Our Monitoring and Performance Officer left at the start of Jan 23. We decided to review the role and created a Project Officer with a broader support remit for the whole project including some of the monitoring and performance officer's duties. This role remained vacant at the end of March 2023.

Forums work

Disability – This forum has met online only.

Work this year has included :

- Helping the city and Nene Park Trust gain Changing Places funding to get better toileting and changing facilities for disabled people visiting Nene Park and the city centre.
- Ongoing support for the former users of St. Georges Hydrotherapy pool.
- Discussion and action planning over access to public transport and taxi services in the city/benefits, bank accounts and needs of disabled people to have different formats to access these services/support worker/care worker and personal assistants pay rates, care plans and personalised budgets.

Domestic Abuse – This forum has met online until it's first in-person sub group meeting in February 2023 which met to begin a mapping exercise.

Work this year has focussed on regrouping in Peterborough.

Several members joined colleagues from organisations hosting events in the 16 days of action against domestic abuse, such as Peterborough Rape Crisis Group's candlelit vigil.

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A mapping of specialised and community based domestic abuse work in Peterborough was decided upon for the first quarter of 2023. This has already suggested lots of areas of collective work, such as sharing safe practice, areas of training as well as opportunities for collective communications to raise public awareness.

Food Poverty – During the first months of 2022 the Recovery project lead worked with partner organisations to reinvigorate this forum.

Work this year has focussed on issues arising from the cost of living crisis and the consequent rise in demand for emergency food provision. Several of the members also became Winter Hubs commissioned by Peterborough City Council to deliver support, information, food and companionship for those most vulnerable in Peterborough.

Health and Wellbeing – This newly formed forum developed from June 2022, pulling together representatives from the VCS with partners from health and local authority.

Work this year has been focussed on the opportunities of new health policies particularly the integrated care system and on outreach and engaging people with available services.

This group was able to form a community panel to assess applications for the Evelyn Trust Health Network Fund which sat at the end of September 2022.

Womens – Following the incredible success of the International Women's Day event of March 2022, this forum has been searching for a new focus. There were plans to replicate the March 2022 event in 2023, but funding became available to many of the small groups who form the bulk of the membership of this forum. It was decided that co-promoting these smaller initiatives should be the forums focus this year. We were able to conduct a survey at an International Womens' Day event. Overwhelmingly safety came out as the number one concern and issue to be discussed by a women's forum.

Future – We have experimented with the format of Future Forums from the online check in and emergency responses of Covid, to looking at the new challenges facing our communities. These have all been online to date.

The first new format Future Forum was held in September 2022 focussing on the Cost of Living. This brought together the local authority and the VCS to develop ways of working drawing on the best of our co-operation during the pandemic and adapting them to the new challenge. The summit was well attended and received TV coverage as well as supporting the development of community hubs.

The second themed Future Forum held in March 2023 drew on the new work happening around poverty including the Poverty Truth Commission, Library of Things, and Health Inequalities Project as well as incorporating news of the new phase of Household Support Fund and how it was envisaged to work.

Poverty Truth Commission

The first 3 months of the commission were a learning curve for us all. Our Community Facilitator and Civic and Business Facilitator developed a year one delivery plan and began to implement it. This involved mapping potential stakeholders and beginning to engage with organisations and those in authority. The different skills and experience in the team work really well together and signs are promising for meeting the delivery milestones for year one.

Report of the Board of Trustees

for the year ended 31 March 2023

Conclusion

After a challenging and eventful year we are hopeful that the project will enable significant work on collaboration between sector organisations, demonstrating that working together the sum is greater than the parts. We will continue to explore and develop facilitation methods, enabling those impacted by our work to help shape it.

Direct Payment Support Service

Peterborough Direct Payments Service works closely in partnership with the Adult Social Care team at Peterborough City Council to provide individuals with care needs, the opportunity to 'buy in' their own care support.

The project provides a payroll service, advice and support to existing users and helps to promote the scheme in Peterborough.

PCVS also provides a Managed Direct Payment Service. Peterborough Direct Payments Support Service has the facilities to act as the third party organisation to support individuals that do not have the capability (or other conflict of interest reasons) to manage the Direct Payments fund.

PCVS not only provides support to individuals who receive funding from Peterborough City Council but also those who have a Personal Health Budget from the NHS, these budgets are very similar to Direct Payments but they are for those people whose needs have been assessed as being eligible for NHS funding.

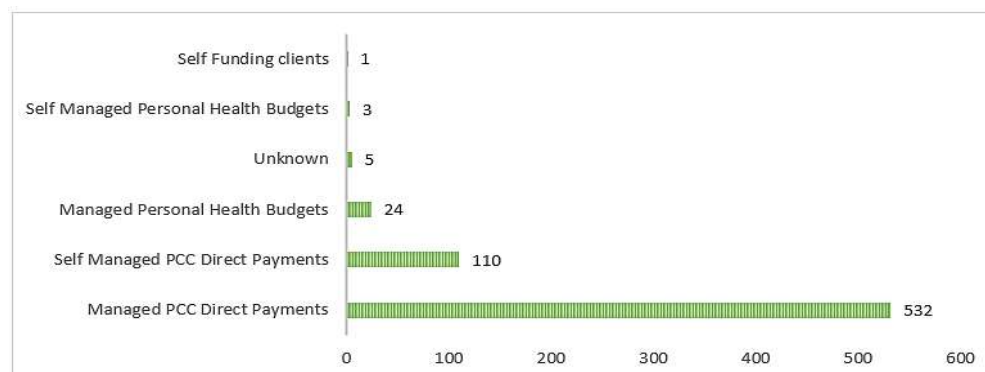
The last year has seen some of the biggest staff changes since the start of the tender in March 2018. We welcomed two new members to the team in finance and support who have both proved to be great assets to the team. One of the team members moved over to deliver personal health budgets.

We are lucky to have a long established (many staff over 10 years) and well-managed team which we celebrated in September 2022 with two staff members (including our service manager) racking up 15 years' service.

Currently supporting 675 client across Greater Peterborough.

- 642 clients funded by PCC
- 27 clients funded by NHS
- 1 client is self-funding
- 5 general information queries

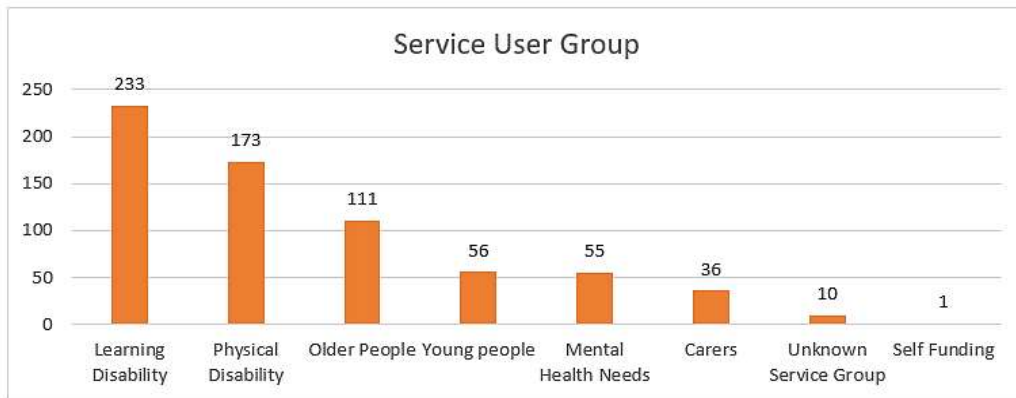
Direct Payments cover all age groups and all disabilities.



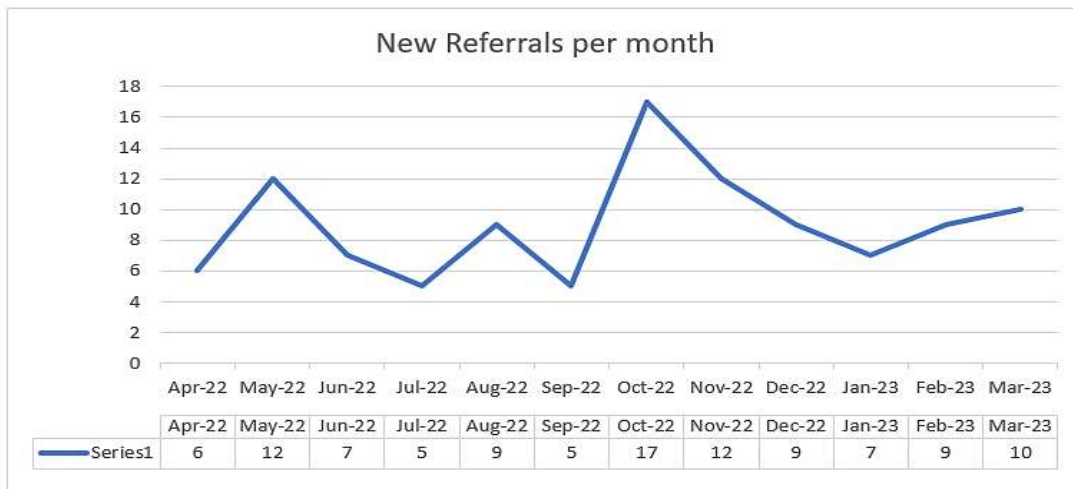
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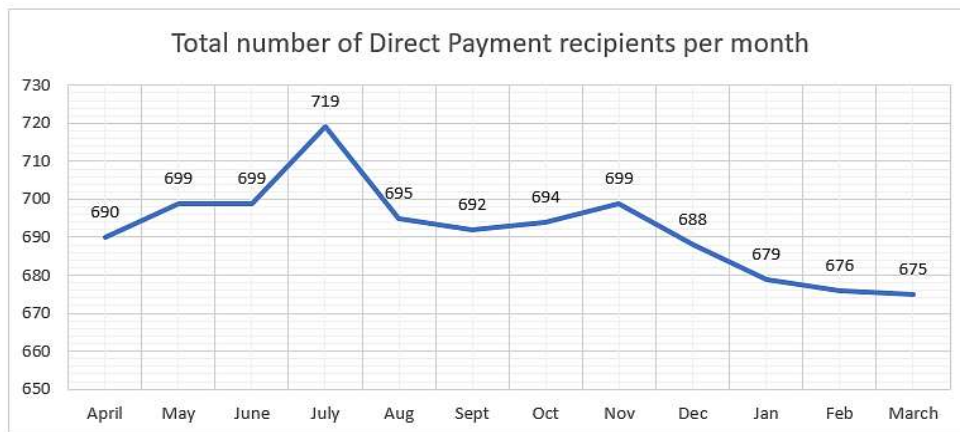
for the year ended 31 March 2023



The Support Service has received 108 new referrals from Peterborough City Council from April 2022 to March 2023.



However, due to changes within Peterborough Adult Social Care commissioning framework the overall numbers of Direct Payments has been fluctuating over the year.



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Managed Services and Direct Payment Payroll – for those funded through Peterborough City Council

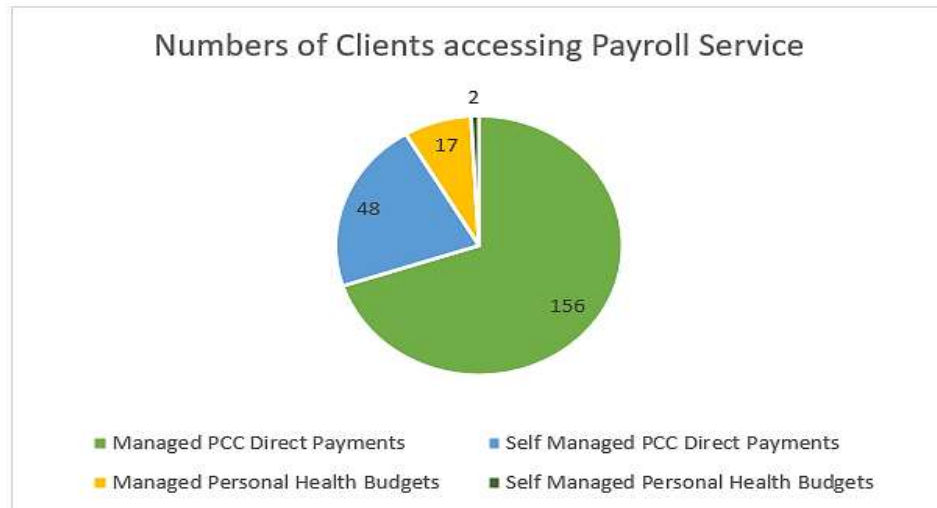
Managed Services – current number 536 clients for who PCVS receive funding from Peterborough City Council to pay for their care packages.

Direct Payment Payroll – current number 223 clients for who PCVS process monthly wages.

Personal Health Budgets – Similar to Direct Payments but fully funded through the NHS with 27 clients

Managed Personal Health Budgets - 24 clients

Payroll Personal Health Budgets - 19 clients



Budget forecast: Green

Issues/Risks: No Risks

Income Generation activities:

- Direct Payment Support Tender - £125,484 per year from Peterborough City Council
- Managed Services, Payroll and PHB - £184,159 in last financial year

Report of the Board of Trustees

for the year ended 31 March 2023

Compliments from Service Users

“Firstly we would like to thank you from the bottom of our hearts because if it wasn’t for your helpful advice then the financial assessment team would never have made (clients name) contribution to zero”

“Just wanted to say thanks again to you and all PCVS team for all your support in the last few years. You have been amazing and I don’t know how dad and myself would have managed without your continuous support. Please pass my thanks to everyone”

“I would like to take this opportunity to thank you for your great help you are giving us, and I hope that you will keep helping us in the future from the bottom of our hearts we need people like you, god bless you all at PCVS”

“Thank you and everyone at PCVS for all your support. You have been amazing. I don't know What I would have done without you.”

“Although the service user’s family have decided to remain with the current provider I would like to commend and applaud the great team at PCVS. It is you that go above and beyond. They showed great empathy and understanding of the situation and were willing to help and advice. My experience with the PCVS has made me feel like there are people available to support and act promptly. I cannot express in words the gratitude that I have. Keep up the good work and once again thank you. “

“He did speak very well of you and is happy with the agency you suggested, he said you are his guru!”

Building Better Opportunities – eMploY-ABILITY

PCVS are proud to have been the eMploY-ABILITY Programme Lead on behalf of Communities East (the working name for Peterborough Plus and grant holder for Building Better Opportunities), which after seven years concluded in June this year.

Working with Communities East members and delivery partners, CP Learning Trust, Ferry Project, YMCA Trinity and Peterborough Regional College, we have built great working partnerships and together delivered fantastic results. The programme focused on support for those furthest from the labour market on a journey to employment, training, education or active job seeking.

We worked with individuals, identifying the direction they would like to go, what training, skills or qualifications they might need and foremost helping them break down the barriers that may have kept them from moving on in the past – their journey at their pace. Across the programme, we worked with over 470 participants, with over 155 moving into employment, training and 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.

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Report of the Board of Trustees

for the year ended 31 March 2023

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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of the financial statements and other information included in annual reports may differ from legislation in other jurisdictions.

Disclosure of information to the auditors

We, the trustees 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 J Jelley (Chair)

Date: 23 August 2023

Independent Auditor's Report to the Members of

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

for the year ended 31 March 2023

Opinion

We have audited the financial statements of Peterborough Council for Voluntary Service (the 'charitable company') for the year ended 31 March 2023 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 2023, 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 2023

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 18, 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 2023

- 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 2023

- 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: 4 September 2023

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Statement of Financial Activities (Including Income and Expenditure Account)

for the year ended 31 March 2023

	Notes	Unrestricted funds £	2023 Restricted funds £	Total £	2022 Total £
Income from:					
Charitable activities:					
Donations and grants receivable	2	172,687	488,923	661,610	939,119
Management fees		172,726	-	172,726	163,341
Other trading activities	3	142,756	-	142,756	142,214
Investments - interest receivable		3,857	-	3,857	95
Other income	4	5,345	-	5,345	12,271
Total income		497,371	488,923	986,294	1,257,040
Expenditure on:					
Charitable activities	5	606,307	375,854	982,161	1,108,364
Total expenditure		606,307	375,854	982,161	1,108,364
Net income / (expenditure)		(108,936)	113,069	4,133	148,676
Transfers between funds	18	141,357	(141,357)	-	-
Reconciliation of funds:					
Fund balances brought forward		402,351	292,517	694,868	546,192
Fund balances carried forward	18	434,772	264,229	699,001	694,868

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 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible fixed assets	14		6,324		6,333
Current assets					
Debtors	15	55,894		21,543	
Cash at bank and in hand		<u>647,773</u>		<u>683,932</u>	
		<u>703,667</u>		<u>705,475</u>	
Creditors					
Amounts falling due within one year	16	<u>10,990</u>		<u>16,940</u>	
Net current assets			<u>692,677</u>		<u>688,535</u>
Total assets less current liabilities			<u><u>699,001</u></u>		<u><u>694,868</u></u>
Income funds					
Unrestricted funds	18		434,772		402,351
Restricted funds	18		<u>264,229</u>		<u>292,517</u>
			<u><u>699,001</u></u>		<u><u>694,868</u></u>

The financial statements were approved and authorised for issue by the Board on 23 August 2023.

Signed on behalf of the Board of Trustees:

.....
J Jelley
Director/Trustee

.....
M Thompson
Director/Trustee

Company registration number 02219687

The notes on pages 26 to 40 form part of these financial statements.

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Statement of Cash Flows

for the year ended 31 March 2023

	2023		2022	
	£	£	£	£
Cash flows from operating activities				
Surplus for the year	4,133		148,676	
Adjustments for:				
Investment income recognised in SoFA	(3,857)		(95)	
Depreciation of tangible fixed assets	4,746		4,529	
Movements in working capital:				
Decrease/(Increase) in debtors	(34,351)		(2,695)	
(Decrease)/Increase in creditors	<u>(5,950)</u>		<u>(76,190)</u>	
Net cash flows from operating activities		<u>(35,279)</u>		<u>74,225</u>
Cash flows from investing activities				
Purchase of tangible fixed assets	(4,737)		-	
Interest received	<u>3,857</u>		<u>95</u>	
Net cash flows from investing activities		<u>(880)</u>		<u>95</u>
Net (decrease)/increase in cash and cash equivalents		<u>(36,159)</u>		<u>74,320</u>
Cash and cash equivalents at beginning of year		683,932		609,612
Cash and cash equivalents at end of year		<u>647,773</u>		<u>683,932</u>

Notes to the Financial Statements (continued)

for the year ended 31 March 2023

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 2023

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 2023

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.

Notes to the Financial Statements (continued)

for the year ended 31 March 2023

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

	2023		2022
	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Local Authority	41,000	169,432	209,432
Institutional / Charitable grants	131,687	319,491	452,178
	<u>172,687</u>	<u>488,923</u>	<u>661,610</u>
			<u>939,119</u>

3. Other trading activities

	2023		2022
	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Sales of services	5,779	-	5,779
Direct Payments fees	136,977	-	136,977
	<u>142,756</u>	<u>-</u>	<u>142,756</u>
			<u>142,214</u>

4. Other income

	2023		2022
	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Other income	5,345	-	5,345
Room hire	-	-	-
	<u>5,345</u>	<u>-</u>	<u>5,345</u>
			<u>12,271</u>

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2023

5. Charitable activities expenditure

	Notes	Unrestricted funds £	2023 Restricted funds £	Total £	2022 Total £
Staff costs	11	481,328	206,788	688,116	633,063
Conference and training expenses		1,735	-	1,735	956
Community development		5,595	-	5,595	1,158
BBO expenditure - Peterborough Plus		2,655	-	2,655	2,902
Direct Payments expenditure		5,073	-	5,073	4,756
Reaching Communities expenditure		-	-	-	59,980
Youth Investment Fund expenditure		-	-	-	28,278
YIF - Community Engagement expenditure		-	65	65	15,601
O&H Properties grant expenditure		-	1,021	1,021	645
Food Budget expenditure		-	11,647	11,647	9,115
PCVS Lottery funding expenditure		-	-	-	83
Communities East lottery expenditure		-	1,670	1,670	15,752
Thriving Communities Wonder Woman		-	5,320	5,320	34,097
Vaccination - Enhanced Community Support		-	73,927	73,927	194,668
VCS Recovery Programme		-	2,993	2,993	2,625
Thistle Moor Social Prescribing		-	802	802	65
CVSV245 expenditure		-	-	-	12,617
Peterborough Vaccine Confidence		-	51,505	51,505	-
Evelyn Trust		-	15,612	15,612	-
Young Peoples Foundation		-	504	504	-
UK Youth		-	4,000	4,000	-
Other costs		1,175	-	1,175	1,502
		<u>497,561</u>	<u>375,854</u>	<u>873,415</u>	<u>1,017,863</u>
Share of support costs	6	73,299	-	73,299	63,662
Share of governance costs	6	35,447	-	35,447	26,839
		<u>606,307</u>	<u>375,854</u>	<u>982,161</u>	<u>1,108,364</u>

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2023

6. Support and governance costs

	Unrestricted funds	2023 Restricted funds	Total	2022 Total
	£	£	£	£
Support costs				
Depreciation	4,746	-	4,746	4,529
Rent, rates and service charges	18,383	-	18,383	18,182
Premises costs	5,759	-	5,759	2,382
Telephone	1,264	-	1,264	1,324
Printing, postage, stationery and subscriptions	19,316	-	19,316	17,273
Travelling expenses	517	-	517	689
Repairs and renewals	5,911	-	5,911	4,009
Equipment hire	4,018	-	4,018	3,723
Bank charges	3,850	-	3,850	3,671
Sundry and cleaning expenses	3,999	-	3,999	2,648
Irrecoverable input VAT	5,536	-	5,536	5,232
	73,299	-	73,299	63,662
Governance costs				
Audit, accountancy and tax services	2,750	-	2,750	3,070
Legal and professional fees	32,697	-	32,697	23,769
	35,447	-	35,447	26,839
	108,746	-	108,746	90,501

7. Analysis of expenditure between activities

	Staff costs & programme expenditure	Support & governance costs	Total
	£	£	£
YIF - Community Engagement	36,175	-	36,175
O&H Properties grant	1,021	-	1,021
Food Budget	11,647	-	11,647
Communities East lottery	1,670	-	1,670
Thriving Communities Wonder Woman	9,840	-	9,840
Vaccination - Enhanced Community Support	101,441	-	101,441
VCS Recovery Programme	67,703	-	67,703
Thistle Moor Social Prescribing	27,330	-	27,330
Peterborough Vaccine Confidence	75,680	-	75,680
Evelyn Trust	24,259	-	24,259
Young Peoples Foundation	611	-	611
UK Youth	4,000	-	4,000
NHS REND Health Research	1,612	-	1,612
Reaching Communities	10,356	-	10,356
Barrow Connect	2,509	-	2,509
	375,854	-	375,854

Notes to the Financial Statements (continued)

for the year ended 31 March 2023

8. Board of Trustees remuneration

The trustees neither received nor waived any remuneration during the year (2022: £nil)

9. Board of Trustees expenses

The trustees did not have any expenses reimbursed during the year (2022: £nil).

10. Board of Trustees donations

The trustees did not make any donations during the year (2022: £nil).

11. Employee emoluments

	2023	2022
	Total	Total
	£	£
Wages and salaries	622,653	582,990
Social security costs	53,370	39,289
Pension costs	12,093	10,784
	<u>688,116</u>	<u>633,063</u>
Average number of monthly employees	<u>29</u>	<u>28</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

	2023	2022
	Total	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 charitable 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 charitable company.

A total of £12,093 (2022 - £10,784) was contributed to the scheme during the year.

Notes to the Financial Statements (continued)

for the year ended 31 March 2023

14. Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2022	27,564
Additions	4,737
Disposals	-
At 31 March 2023	<u>32,301</u>
Depreciation	
At 1 April 2022	21,231
Charge for the year	4,746
Disposals	-
At 31 March 2023	<u>25,977</u>
Net book value	
At 31 March 2023	<u>6,324</u>
At 31 March 2022	<u>6,333</u>

15. Debtors

	2023 Total £	2022 Total £
Trade debtors	43,943	10,528
Prepayments and accrued income	9,476	8,559
Other debtors	2,475	2,456
	<u>55,894</u>	<u>21,543</u>

16. Creditors: Amounts falling due within one year

	2023 Total £	2022 Total £
Trade creditors	3,759	5,327
Other taxes and social security	1,650	8,863
Other creditors	2,831	-
Accruals and deferred income	2,750	2,750
	<u>10,990</u>	<u>16,940</u>

17. Deferred income

	2023 Total £	2022 Total £
At 1 April 2022	-	63,831
Additions during the year	-	-
Amounts released to income	-	(63,831)
At 31 March 2023	<u>-</u>	<u>-</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 2023

18. Funds

Unrestricted	At 1 April 2022 £	Incoming resources £	Outgoing resources £	Net transfers £	At 31 March 2023 £
Unrestricted funds	402,351	497,371	(606,307)	141,357	434,772
Restricted	At 1 April 2022 £	Incoming resources £	Outgoing resources £	Net transfers £	At 31 March 2023 £
Reaching Communities	32,168	-	(10,356)	(21,812)	-
Youth Investment Fund	597	-	-	(597)	-
Barrow Cadbury	6,694	-	(2,509)	(3,470)	715
Food Budget	14,084	-	(11,647)	-	2,437
O&H Properties	2,755	-	(1,021)	-	1,735
YIF - Community Engagement	39,200	2,109	(36,175)	(5,134)	-
Covid-19 Fund	1,610	-	-	(1,610)	-
CVSV245 Grant	9,170	-	-	-	9,170
PCVS Lottery funding expenditure	9,689	-	-	(9,689)	-
Communities East lottery expenditure	1,375	-	(1,670)	295	-
Thriving Communities Wonder Woman	13,300	5,000	(9,840)	(8,460)	-
Vaccination - Enhanced Community Support	111,692	35,326	(101,441)	(36,431)	9,146
VCS Recovery Programme	42,361	126,840	(67,703)	(29,076)	72,422
Food Power	2,498	-	-	-	2,498
Thistle Moor Social Prescribing	5,323	30,820	(27,330)	(5,420)	3,393
Evelyn Trust	-	28,118	(24,259)	(3,859)	-
NHS REND Health Research	-	38,500	(1,612)	-	36,888
Young Peoples Foundation	-	10,204	(611)	-	9,593
NHS Cambridgeshire & Peterborough ICB	-	18,200	-	-	18,200
VCSE: Healthier Futures Fund	-	20,000	-	-	20,000
Vaccine Confidence & Health	-	92,400	(75,680)	(14,222)	2,498
UK Youth	-	4,000	(4,000)	-	-
Health Network - Public Sector Fund	-	77,406	-	(1,872)	75,534
	292,517	488,923	(375,854)	(141,357)	264,229

The funds are constituted as follows:

	Unrestricted funds £	2023 Restricted funds £	Total £	2022 Total £
Fixed assets	6,324	-	6,324	6,333
Debtors	22,569	33,325	55,894	21,543
Cash at bank and in hand	416,869	230,904	647,773	683,932
Creditors: Amounts falling due within one year	(10,990)	-	(10,990)	(16,940)
	434,772	264,229	699,001	694,868

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

Notes to the Financial Statements (continued)

for the year ended 31 March 2023

18. Funds (continued)

Fund descriptions and details are as follows:

Reaching Communities

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

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.

Thistle Moor Social Prescribing

Social prescribing role in Peterborough, having input and impact.

Evelyn Trust

Enabling small (under £30k) ethnically diverse community groups to bid for £500-£4k to deliver health/wellbeing activities with wraparound support (application, delivery, measuring impact, volunteer support), train as Health Champions developing public health knowledge and form Health and Wellbeing Forum: responding to health demands, supporting sustainability. Partners include Healthy You and CPFT.

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2023

NHS REND Health Research

Helping to develop materials and approaches to engage VCSE and deprived communities on research priorities, on other research ideas and to understand how to better engage with deprived communities, mapping and tracking research initiatives in the deprived communities in the Peterborough and Fenland region on an ongoing basis.

Young Peoples Foundation

Hosting Covid coordinators across Peterborough neighbourhoods, to improve vaccine uptake, control infection, approaches to partnership and collaboration, including the engagement and collaboration with local partners and young people within the relevant geographical area and to support the advancement of the partnership, formally and informally, to achieve shared goals and objectives.

NHS Cambridgeshire & Peterborough ICB

Support for volunteering across Cambridgeshire and Peterborough.

VCSE: Healthier Futures Fund

Initiatives that focus on children's & young people's mental health, frailty, people who use health services very frequently – also referred to as high intensity users of services, advanced illness – which means an irreversible progressive disease or medical condition that can significantly impact on quality of life, cardiovascular disease (including but not limited to smoking cessation) and discharge funding.

Vaccine Confidence & Health

To continue to support the Vaccine Confidence and Health Inequalities work within Peterborough and to support the city's ability to respond in a timely and targeted manner to the effects of an Autumn/Winter COVID-19 surge and the cost-of-living crisis that could have an added effect on the health inequalities amongst underserved groups.

UK Youth

To support writing the bid, distributing the money and supporting through the youth sector forum.

Health Network - Public Sector Fund

To establish funding, enabling community groups to bid for small self-identified projects that aim to address local health outcomes. This would support grass root community development, through establishment and co-ordination of a 'local panel' to seed fund development of community assets/enterprise/mutual aid.

19. Related party transactions

There are no related party transactions during the year (2022: £ nil).

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2023

20. Controlling party

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

21. Operating Leases and Commitments

At 31 March 2023 the charity had total future minimum lease payments under non-cancellable operating leases as set out below:

	2023	2022
	Total	Total
	£	£
Under 1 year	11,034	22,464
Between 2 and 5 years	11,593	8,616
Over 5 years	-	-
	<u>22,627</u>	<u>31,080</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	2022		Total
	Unrestricted funds	Restricted funds	
	£	£	£
Income from:			
<i>Donations and grants receivable</i>	205,623	733,496	939,119
<i>Management fees</i>	163,341	-	163,341
<i>Other trading activities</i>	142,214	-	142,214
<i>Investments - interest receivable</i>	95	-	95
<i>Other income</i>	12,271	-	12,271
Total income	<u>523,543</u>	<u>733,496</u>	<u>1,257,040</u>
Expenditure on:			
<i>Charitable activities</i>	545,501	562,863	1,108,364
Total expenditure	<u>545,501</u>	<u>562,863</u>	<u>1,108,364</u>
Net income/(expenditure)	<u>(21,958)</u>	<u>170,633</u>	<u>148,676</u>

Grants receivable	2022		Total
	Unrestricted funds	Restricted funds	
	£	£	£
<i>Local Authority</i>	61,791	336,600	398,391
<i>Institutional / Charitable grants</i>	143,832	396,896	540,728
	<u>205,623</u>	<u>733,496</u>	<u>939,119</u>

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2023

23. Fund comparatives continued

<i>Other trading activities</i>	2022		<i>Total</i>
	<i>Unrestricted funds</i>	<i>Restricted funds</i>	
	£	£	£
<i>Sales of services</i>	3,856	-	3,855
<i>Direct Payment Fees</i>	138,358	-	138,358
	<u>142,215</u>	<u>-</u>	<u>142,214</u>
<i>Other income</i>	2022		<i>Total</i>
	<i>Unrestricted funds</i>	<i>Restricted funds</i>	
	£	£	£
<i>Other income</i>	12,271	-	12,271
	<u>12,271</u>	<u>-</u>	<u>12,271</u>
<i>Charitable activities expenditure</i>	2022		<i>Total</i>
	<i>Unrestricted funds</i>	<i>Restricted funds</i>	
	£	£	£
<i>Staff costs</i>	443,726	189,337	633,063
<i>Conference and training expenses</i>	956	-	956
<i>Community development</i>	1,158	-	1,158
<i>BBO expenditure - Peterborough Plus</i>	2,902	-	2,902
<i>Direct Payments expenditure</i>	4,756	-	4,756
<i>Reaching Communities expenditure</i>	-	59,980	59,980
<i>Youth Investment Fund expenditure</i>	-	28,278	28,278
<i>YIF - Community Engagement expenditure</i>	-	15,601	15,601
<i>O&H Properties grant expenditure</i>	-	645	645
<i>Food Budget expenditure</i>	-	9,115	9,115
<i>PCVS Lottery funding expenditure</i>	-	83	83
<i>Communities East lottery expenditure</i>	-	15,752	15,752
<i>Thriving Communities Wonder Woman</i>	-	34,097	34,097
<i>Vaccination - Enhanced Community Support</i>	-	194,668	194,668
<i>VCS Recovery Programme</i>	-	2,625	2,625
<i>Thistle Moor Social Prescribing</i>	-	65	65
<i>CVSV245 expenditure</i>	-	12,617	12,617
<i>Other costs</i>	1,502	-	1,502
	<u>454,999</u>	<u>562,863</u>	<u>1,017,863</u>
<i>Share of support costs</i>	63,662	-	63,662
<i>Share of governance costs</i>	26,839	-	26,839
	<u>545,499</u>	<u>562,863</u>	<u>1,108,364</u>

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2023

23. Fund comparatives continued

<i>Support and governance costs</i>	2022		<i>Total</i>
	<i>Unrestricted funds</i>	<i>Restricted funds</i>	
	£	£	£
<i>Support costs</i>			
<i>Depreciation</i>	4,529	-	4,529
<i>Rent, rates and service charges</i>	18,182	-	18,182
<i>Premises costs</i>	2,382	-	2,382
<i>Telephone</i>	1,324	-	1,324
<i>Printing, postage, stationery and subscriptions</i>	17,273	-	17,273
<i>Travelling expenses and parking permits</i>	689	-	689
<i>Repairs and renewals</i>	4,009	-	4,009
<i>Equipment hire</i>	3,723	-	3,723
<i>Bank charges</i>	3,671	-	3,671
<i>Sundry and cleaning expenses</i>	2,648	-	2,648
<i>Irrecoverable input VAT</i>	5,232	-	5,232
<i>Governance costs</i>			
<i>Audit fees</i>	3,070	-	3,070
<i>Legal and professional fees</i>	23,769	-	23,769
	90,501	-	90,501

<i>Analysis of expenditure between activities</i>	2022		<i>Total</i>
	<i>Staff costs & programme expenditure</i>	<i>Support & governance costs</i>	
	£	£	£
<i>Reaching Communities</i>	77,606	-	77,606
<i>Youth Investment Fund</i>	54,535	-	54,535
<i>YIF - Community Engagement</i>	62,455	-	62,455
<i>O&H Properties grant</i>	645	-	645
<i>Food Budget</i>	9,115	-	9,115
<i>Barrow Connect</i>	3,125	-	3,125
<i>PCVS Lottery funding</i>	6,410	-	6,410
<i>Lottery funding - Com Dev Team</i>	29,100	-	29,100
<i>Communities East lottery</i>	15,752	-	15,752
<i>Health Exchange</i>	6,132	-	6,132
<i>Thriving Communities Wonder Woman</i>	41,700	-	41,700
<i>Vaccination - Enhanced Community Support</i>	218,349	-	218,349
<i>VCS Recovery Programme</i>	20,645	-	20,645
<i>Thistle Moor Social Prescribing</i>	4,677	-	4,677
<i>CVSV245</i>	12,617	-	12,617
	562,863	-	562,863

PETERBOROUGH COUNCIL FOR VOLUNTARY SERVICE

Notes to the Financial Statements (continued)

for the year ended 31 March 2023

23. Fund comparatives continued

Funds

Unrestricted	At 1 April 2021	Incoming resources	Outgoing resources	Net transfers	At 31 March 2022
	£	£	£	£	£
<i>Unrestricted funds</i>	<u>194,707</u>	<u>523,544</u>	<u>(545,501)</u>	<u>229,601</u>	<u>402,351</u>
Restricted	At 1 April 2021	Incoming resources	Outgoing resources	Net transfers	At 31 March 2022
	£	£	£	£	£
<i>Reaching Communities</i>	42,316	82,336	(77,606)	(14,877)	32,168
<i>Youth Investment Fund</i>	174,347	47,040	(54,535)	(166,255)	597
<i>Barrow Cadbury</i>	15,819	-	(3,125)	(6,000)	6,694
<i>Awards for All</i>	-	-	-	-	-
<i>Food Budget</i>	23,199	-	(9,115)	-	14,084
<i>Orton Longueville Parish Council</i>	-	-	-	-	-
<i>O&H Properties</i>	3,200	200	(645)	-	2,755
<i>YIF - Community Engagement</i>	20,373	91,625	(62,455)	(10,343)	39,200
<i>Covid-19 Fund</i>	1,610	-	-	-	1,610
<i>CVSV245 Grant</i>	28,687	-	(12,617)	(6,900)	9,170
<i>NCVO</i>	9,500	-	-	(9,500)	-
<i>PCVS Lottery funding expenditure</i>	16,683	-	(6,410)	(584)	9,689
<i>Communities East lottery expenditure</i>	15,750.59	1,376	(15,752)	-	1,375
<i>Lottery Funding - Com Dev Team</i>	-	33,465	(29,100)	(4,365)	-
<i>Thriving Communities Wonder Woman</i>	-	55,000	(41,700)	-	13,300
<i>Vaccination - Enhanced Community Support</i>	-	336,600	(218,349)	(6,559)	111,692
<i>Health Exchange</i>	-	10,350	(6,132)	(4,218)	-
<i>VCS Recovery Programme</i>	-	63,006	(20,645)	-	42,361
<i>Food Power</i>	-	2,498	-	-	2,498
<i>Thistle Moor Social Prescribing</i>	-	10,000	(4,677)	-	5,323
	<u>351,485</u>	<u>733,496</u>	<u>(562,863)</u>	<u>(229,601)</u>	<u>292,517</u>

The funds are constituted as follows:

	2022	
	Unrestricted funds	Restricted funds
	£	£
<i>Fixed assets</i>	6,333	-
<i>Debtors</i>	21,543	-
<i>Cash at bank and in hand</i>	388,255	295,677
<i>Creditors: Amounts falling due within one year</i>	(13,780)	(3,160)
	<u>402,351</u>	<u>292,517</u>
	<u>694,868</u>	