



York Centre for Voluntary Service

Trustees Annual Report and Accounts

For the Year Ended

31 March 2017



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Trustees Annual Report

The Trustees of York CVS are pleased to present this annual report together with the financial statements of the Charity for the year ended 31 March 2017.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Chair's report

Introduction

This last year for York CVS has been anything but dull. So many opportunities to consider, such a range of issues to confront and all sorts of practical challenges. Sarah Armstrong, our Chief Executive, has now been in post for over 18 months, as I have, as Chair. So we are now half way through our three year planned programme of reconstruction, with another year to go. During 2016, I was describing York CVS as a little like a house in a city that had been bombed – apparently secure, but with doubtful foundations and not many other sound features. This year has been different, much more secure but not without surprises. In fact, it's reminded me of buying an old house after having a thorough survey, then getting the builder in who keeps discovering a roof problem or damp just where you didn't need it.

The political environment, nationally, locally and in our sector, has not been stable either. The shock and impact of the Brexit decision is being worked through; public expenditure continues to reduce whilst demand rises for support and services, however provided; our sector reacts, shifts emphasis and reorganises itself, in new and different ways which, for some, are challenging and need time to settle.

What do we do?

York CVS is an infrastructure organisation working with the voluntary and community sector in York, as well as social enterprises. Here's a definition of infrastructure:

'The underlying base or foundation needed by an enterprise. It provides physical and organisational structures e.g. facilities, services, systems.'

In our world, these services include support, advice, voice and ideally challenge. I would add these interesting roles – enabler, broker, catalyst or in my terms, fixer!

During the last year, we have refreshed our statement of purpose, to reflect this new reality. Drawing heavily on work done by Locality on an explanation of social action, we now say this:

‘York CVS is a social action organisation. So we take steps to make positive change, challenge issues and grow new ideas for the future which strengthen communities.’

Underlying this new wording is the shift from a transactional approach, focussed on problem solving and meeting organisations’ stated needs, to a transformational one - helping the sector to diversify, to develop and to work together, and with others. Like many equivalent voluntary and community sector infrastructure organisations nationally, we are a hybrid, an organisation that has grown organically through accidents of local history and geography. So we live in a Victorian school in the centre of York. This provides us with the opportunity to run a nursery, accommodate VCS tenants, offer a conference centre and meeting facilities as well as deliver our infrastructure services and leadership. This mix creates complexity as well as opportunities - for instance, how to blend the four into a whole, the number of transactions to manage, the different professional approaches. However a mutual understanding, as well as support and development between all four enterprises, is clearly emerging.

We work to a strategy set for us previously by Trustees. This runs until 2018 and has given us the ability to focus on three main objectives during this last year:

- Assisting the sector to survive, and thrive
- Ensuring the sector has a voice
- Reaching and maintaining organisational health

Our plans for last year

Looking back at these, we have fulfilled the majority whilst creating space for new opportunities to flourish, such as a workshop on an effective and consensual approach to a commissioning opportunity for mental health services. We have been increasingly seen as the ‘Go To’ place for the sector, whilst at the same time, passing on opportunities and resources to the sector wherever possible. Some issues are still to be resolved – how to modernise our systems effectively and efficiently; how to deal with demand; how to advocate with challenge, and care.

During this year, York CVS has become recognised nationally and regionally as a sector leader - creative, thoughtful and far sighted - with Sarah receiving many invitations to contribute to events and discussions.

Looking ahead

Over the next year, we need to continue or start work on these:

- The challenge of developing digital communications within the sector
- The dominance of health and social care in relation to, say, the economy or place based issues like transport
- The reality of modern volunteering, how to support this and deal with the retraction of state support
- The need for business education, development and training within the sector so that our VCS organisations can operate effectively within the modern market place and develop new ones

I predict it will be another year of learning and development for York CVS.

Objectives and Activities

Charitable Objects

The charitable objects of York CVS are:

- To work for the benefit of the City of York and its environs, and, in particular, by quickening the spirit of fellowship and social service and undertaking and assisting in social work and activities, and the promotion of social welfare of every kind in the said City and its environs
- To initiate, promote and assist any schemes, enterprises or activities for the benefit of the inhabitants of the said City and its environs, or otherwise calculated to advance the practice of good citizenship
- To promote assist and encourage the advancement of education in the City of York and its environs and especially on matters concerning social welfare
- To recruit, support and broker opportunities for volunteers; to assist them in doing such volunteering, and to act as a focus for personal service for the public good
- To provide information and advice for those who may be in need of it and to act as the neighbourly counsellor and helper of any persons who may be in difficulty or distress
- To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups; in particular through the Priory Street Nursery

Our Mission

York CVS enables people to make a difference to themselves and others through community action, voluntary organisations and social enterprise.

Our Vision

York will be a place where happy, healthy, creative, diverse and inclusive communities flourish. York CVS as a workplace will reflect this.

Our Values

Local

We believe that local decision making and delivery is generally best

Empowerment

We believe that people are best placed to positively influence the decisions which affect their own lives and the communities in which they live

Learning

We believe all people are capable of growing, learning and developing throughout their lives

Working together

We believe that people working together have greater potential to achieve their goals

Diversity

We believe that our society is enriched by diversity

Sustainability

We believe in living well today without compromising the ability of future generations to do the same

Interdependence

We believe in the interdependence of voluntary and community organisations

Strategic Plan

The York CVS Strategic Plan 2015-2018 outlined how the organisation will support voluntary and community organisations to make a positive difference in York through enabling, linking, providing and adapting:

Enabling: leadership, voice and influence

- Supporting organisations to demonstrate their impact, values and benefits
- Supporting organisations and commissioners to work together to realise partnerships and funding opportunities
- Identifying local needs and enabling organisations to target resources and deliver solutions
- Shaping policy and practice by enabling the voice of the sector to be heard

Linking: people to resources, information and support

- Brokering relationships between commissioners, private sector organisations and charities
- Levering resource and income through innovative approaches, including social investment, reciprocity, philanthropy and social enterprise
- Maximising resources for the benefit of communities and the sector through collaboration
- Developing partnerships and consortia to benefit communities

Providing: services to develop sector and community capacity

- Providing support services to voluntary and community organisations
- Providing accommodation, conferencing and meeting facilities
- Developing and growing volunteering opportunities across sectors
- Advocating and providing high quality advice and guidance

Adapting: to support a sustainable sector

- York CVS is proactive in adapting and developing to demonstrate social value
- Managing York CVS resources responsibly and maximising assets
- Investing in and valuing people to deliver high quality services and support
- Enhancing the sector through technological advances and establishing catalysts for change

Public Benefit

The Trustees have paid due regard to the requirements to act for the public benefit and are fully satisfied that the activities of the Charity meet all of the Charity Commission's guidance on public benefit on exercising their powers or duties.

Members

York CVS had 200 members at 31st March 2017.

Activities of the Charity - Achievements and performance during the year

We have set out below the main achievements during the year 2016-2017 as they pertain to our agreed Aims and Objectives. These achievements are reported during the year via a quarterly business report to the Board of Trustees.

Enabling leadership, voice and influence

Forums

York CVS continues to support four forums, facilitating effective communication, networking and collaboration amongst local voluntary, community and social enterprise organisations. The four forums are focused on:

- Mental Health
- Learning Difficulties
- Older People, and People with Long Term Conditions
- The Voluntary Sector

In total, the forums met 22 times during the year, with over 330 attendees in total. They provided a space for information sharing as well as the discussion of good practice, consultation and feedback on current issues.

We wanted to gain feedback about the forums so we could further improve them. Therefore we focused our energy and efforts on three key activities during the year;

- Reviewing the purpose
- Increasing the membership
- Aligning the discussions around current and emerging changes in York

Here's an example. During the last year a new Health and Wellbeing Strategy was prepared in York. This takes a life course approach, with one of the five themes being Ageing Well. In discussions with the Older People and People with Long Term Conditions forum, it was suggested and agreed that this would be the approach taken by this forum in future, aligning it to developments in York.

With this decided, we facilitated an extraordinary forum in December 2016 to gather views from over 30 organisations within the sector on how we can all work together to deliver this. Given her experience and role as York CVS Chief Executive, Sarah Armstrong has become the Ageing Well champion, supporting organisations to contribute to delivery.

Representation

York CVS is a senior member of several key Partnership Boards. These include the York Health and Wellbeing Board and its sub-structures as well as the Children's and Adults' Safeguarding Boards. We have also provided representation on the Central Locality Board. This is the local board focussed on the delivery of the Sustainability and Transformation Plan - every local health and care system in England has to come together to create a plan to sustain and improve local health and care services.

Supporting organisations and commissioners to work together

This has been a key focus for us during the year. In early 2017, we hosted a well-attended series of breakfast discussions on 'what is commissioning?' These were designed to provide a chance to meet Vale of York Clinical Commissioning Group (CCG) and City of York Council commissioners for a 'Q&A session', to build relationships and help guide participants through every step of the commissioning process.

Healthwatch York

Healthwatch was set up by the Government in April 2013 to help put people at the heart of health and social care services. It is designed to make sure that an individual's voice can influence the design, delivery and review of local services.

Through this work, at Healthwatch York, we:

- Help people share their views and concerns about health and social care services
- Provide information about local services so that people know how to find the help they need
- Signpost people to independent complaints advocacy if people need support to complain about a service

The Healthwatch York team continue to find ways to influence local health and social care services and put people at the heart of health and social care services in York. For example, the team presented a report on the closure of Bootham Park Hospital to City of York Council's Health Scrutiny committee as part of a wider meeting focussed on its closure.

They also attended a Roundtable meeting in Westminster with Alistair Burt (then Communities Social Care Minister), Rachael Maskell MP and Tees, Esk and Wear Valleys NHS Foundation Trust staff and received an apology from Alistair Burt for the people of

York regarding how Bootham Park Hospital was closed.

Following their report in May 2015 highlighting poor experience of services locally, this year they supported local wheelchair users who were keen to be involved in designing, shaping and evaluating services. They also wanted a regular opportunity to get together and discuss their experiences.

Healthwatch York was commissioned by the Vale of York Clinical Commissioning Group (CCG) to provide a regular forum. The forum provided a unique opportunity not only for service users to get together, but also to work with the CCG to design new service contracts for wheelchairs and community equipment. This helped the CCG make changes to services via their procurement process, responding to the concerns highlighted in the May report. This resulted in a change of service provider for both community equipment and wheelchair services from December 2016.

Finally, we wrote an application to keep the Healthwatch York contract at York CVS for a further three years (with a possible continuation for a further 4 years) and we are delighted to report we were successful.

More information can be found here:

<http://www.healthwatchyork.co.uk/wp-content/uploads/2014/06/Healthwatch-York-Annual-Report-2016-17.pdf>

Care Act Workshops

In partnership with the Local Government Association, Volunteering Matters and City of York Council, we jointly delivered a series of Volunteering and the Care Act workshops.

These were created to raise awareness and demonstrate the value of volunteering in delivering the Care Act locally. It successfully brought the Act 'to life' for the voluntary sector - in York, London and Birmingham. Over 120 providers and commissioners from across the sectors attended, learning from the real stories of service users, as well as gaining updates on the latest policies.

York Human Rights City Network

York CVS has continued to support the development of York as a Human Rights City and is an active member of the steering group which consists of a number of organisations including; City of Sanctuary movement, York Citizens Advice, Explore York, North Yorkshire Police, International Service, City of York Council, Friends of the Human Rights Defenders

and the Centre for Applied Human Rights at the University of York.

As a group, we want to start a different kind of conversation about human rights, a positive one, making sure that human rights relate to everyday concerns. We believe that in York human rights can provide protection and can be a tool for problem solving for everyone.

During the year we worked towards York making its declaration as the UK's first Human Rights City. We planned for an event in April 2017 where the Right Honourable the Lord Mayor of York, Cllr Dave Taylor, signed this declaration. This starts the next phase of this work, with an ambition to enable everyone to have an understanding of this and supporting them to make an active contribution to this.

Linking people to resources, information and support

Free Community Funding Portal

We continued to provide a free-to-use, dedicated community funding portal via our website. We worked with Idox, Europe's leading provider of funding and policy information, to provide this. With thousands of funding schemes available including EU, national, regional and local sources, it helped groups and organisations undertake 60-second funding searches, provide direct links to funding providers, and keep groups and organisations up to date on local news bulletins on community issues. Over the year there were 1577 searches of this.

The York Award

We have continued to run the York Award. This fund supports local charity and community organisations to access the training they need. Grants of around £150 were available for individuals, local voluntary and charity organisations, and social enterprises. In the year, £1,800 was awarded through 16 separate awards.

School of Social Entrepreneurs

We continued to build a strong relationship with the School of Social Entrepreneurs, and hosted two training events to enable groups and organisations to find out more about the support which is available.

Through this, we are working with Spark York, an organisation creating a hub for social enterprise in the city.

Sustainability and Transformation Plans

In December 2015, NHS Shared Planning Guidance asked every local health and care system in England to come together to create local plans – called sustainability and transformation plans (STPs) – to implement the NHS's five year plan. The plans would encourage patients, the public, carers, clinicians, stakeholders and individual local health organisations (such as GPs, hospitals and local authorities) to join forces in order to plan and improve local health and care services.

We wanted to make sure the sector was aware of this, understood the aims and could begin to think about their contribution. We developed simple guidance on this and disseminated it through our networks, delivered it at forums, and published this on our website.

One Public Estate

During the year we have participated in the One Public Estate forum. Working alongside the local authority, NHS, Police and MoD, this group identifies new economic and social development opportunities on formerly publicly owned land and considers how best these can be used. Projects over the year have included the redevelopment of Bootham Park, Lowfields and Burnholme.

Ready for Anything

Our Ready for Anything programme continues to grow and demonstrates an excellent example of working in partnership. Created after the Boxing Day 2015 floods, we worked closely with the voluntary sector and business leaders to organise a safe and appropriate response to any future city-wide emergencies. Our emergency steering group (with representatives from Citizens Advice York, York Community Furniture Store, British Red Cross, Age UK York, Two Ridings Community Foundation, York Mind, City of York Council and local businesses) met 6 times during the year to develop and oversee the progress of this ambitious initiative.

With over 60 volunteers recruited and trained, we are ready to support local communities in the event of a disaster.

Providing services to develop sector and community capacity

An important part of our work continues to be focussed on helping people access the support they need, and when they need it. These services were delivered through a variety of means including:

- Bespoke consultancy services
- Training courses and workshops
- Clinics
- Peer support networks
- Public events, outreach and promotional activities
- Fact sheets and template documents
- Online information and social media activity
- Telephone and email support

Free Clinics

During the year, we continued to deliver regular free 'one to one expert advice sessions' on governance and fundraising. This service was tailored to need and supported over 120 groups and organisations with a wide range of organisational needs. There were many positive outcomes including supporting a small community group to access £3,000 of Ward funding and supporting three groups to develop applications to become Community Interest Organisations (CIO).

Brokering relationships

Both the chief executive and chair provided discreet, effective support for senior individuals and organisations tackling complexity. This ranged from developing and delivering a business planning session with an organisation's leadership team, staff and volunteers, to facilitating a series of difficult commissioning conversations to explore how organisations could work together in new and effective ways.

HR service

During the year, we have provided HR support to over 20 clients. This has included important back to basics support; practical advice which ensured organisations were legally compliant through to designing best practice policies and procedures. At a higher level, we provided support on strategic cultural activities such as aligning an organisation's values, increasing staff engagement and managing change.

We also began to review this service during the year to consider how we can continue to offer the widest range of services efficiently and effectively to make sure organisations have the support they need when they need it.

Payroll service

York CVS delivered a payroll service to 70 groups and organisations, both large and small, over the year, paying on average 450 individuals.

During the year, we continued to offer essential services such as monthly pay, tax and NI. Additionally we helped them prepare for the new pension offer. Auto enrolment has proved to be particularly complex and demanding, especially for very small groups.

The Priory Street Centre

The Priory Street Centre continues to be a vital resource for the sector. We started the year with 14 Licensees. Over the year, we gained new relationships. For example, we were joined by Healthwatch North Yorkshire in July 2016 and Salvere who joined us in October 2016. We ended the year with 19 licensees sharing space with us on a full time basis, and gained additional regular room hire arrangements with groups and organisations who need extra space on a part time basis.

We continued to offer 'Reception services', increased our hot desking space and developed an additional small meeting room to provide 'one to one' extra space.

We also continued to have a wide range of groups and organisations using our conference facilities. During the year, there were 2,000 bookings for conference or meeting space.

Volunteering Strategy

During the year, we recognised that York does not currently have a modern volunteering strategy which grows social action across the city.

Our starting point was to speak to lots of people via focus groups and an online survey to recognise the breadth of volunteering which exists, and to gather evidence around gaps in volunteering. People told us they wanted to make a difference, and to help others.

Based on our learning, we are working in partnership with City of York Council, International Service, York Cares, York NHS Foundation Trust and York Universities to develop a joined up volunteering strategy for York.

Adapting to support a sustainable sector

Growing Green Spaces

This was developed in partnership with City of York Council to fund voluntary and community groups to play a vital role in growing and sustaining York's green spaces. With up to £100,000 available for this project, we worked closely with the local authority to identify and prioritise the following green spaces;

- Hull Road Park
- Rowntree Park
- West Bank Park
- Clarence Gardens
- Glen Gardens

We then worked closely with the voluntary and community groups to develop ideas for projects which would:

- Be of a high quality, visually appealing and accommodate a range of events and activities taking place involving local communities
- Be safe, clean and in a usable condition
- Maintain the Green Flag standard, the national quality mark for green spaces. Four of those identified have achieved this and Hull Road Park is working towards it

By the end of March 2017, we had identified five projects which met those aims, ready to begin in April 2017. This unique collaboration demonstrates a new way of supporting the sector.

York Dementia Action Alliance

After successfully winning the contract, this work began in November 2016 with a big ambition – to make sure York is becoming a dementia friendly city.

In January 2017, we held a workshop to identify our priorities for the year ahead, with 23 representatives from 16 different organisations. It was agreed to focus on delivering up to 4 events each year to share learning, experience and knowledge about dementia and to promote dementia friendly communities, and to work with people with dementia to improve understanding of what makes a dementia friendly community.

Already, we have made sure the voice of people living with dementia is heard and acted on by developing good relationships with those working directly with people living with dementia such as York Flourish, Alzheimer's Society, Dementia Forward, Age UK, OCAY, Healthwatch York and York Carer's Centre. Relationships have also been developed with those working in statutory services such as City of York Council Community Facilitators and Neighbourhood Managers, and the Assistant Director of Nursing at York Hospital. We have also heard from people directly by attending different groups across York (Minds and Voice, Women with Dementia, Jorvik group).

In addition, we were able to secure £15,000 to develop ideas to make sure the voice of people living with dementia is heard and acted on. People living with dementia will be panel members for this small grants fund. They will decide which projects will address social isolation and access within the community for people living with dementia and provide support for carers.

Finally, a newsletter; 'Living Well with Dementia' has been developed and published in March 2017 to share good practice, and tackle stigma about people living with dementia.

Ways to Wellbeing

Our social prescribing service, Ways to Wellbeing, has continued to develop over the year. There was 170 referrals in the year, clearly demonstrating need.

The model is simple and highly effective. It connects people to local community support to make them feel better. We know that nationally, 20-25% of patients consult their GPs for social problems, e.g. loneliness.

Over the year we reduced use of GP appointments for social issues, helping people stay safe and well at home for longer. During the year we learned that 75% of people using Ways to Wellbeing now feel more confident.

The support has enabled some excellent outcomes including support to tackle debt, becoming a published poet, getting a bus pass to help with independent living, volunteering for the first time at the age of 75, overcoming anxiety to become part of a local drama group... this really demonstrates that with the right support, anything is possible!

During the year we began working with an additional two GP surgeries and began a formal, successful partnership with Citizens Advice Bureau.

We also attracted national interest. For example, we featured on NHS England's website as an 'excellent example of participation in practice' and the Social Care Institute for Excellence included Ways to Wellbeing as an example within their prevention and wellbeing resources.

As we end the financial year, the funding also ended, and we will focus our efforts on securing further funding so we can continue this important work.

Investing in people to deliver high quality services and support

We continued our collaboration with Coaching York – an association of professionally trained, qualified and experienced coaches who aim to connect businesses and the local community with high quality coaching. During International Coaching week in May 2016, we hosted a session to bring together leaders in the sector to identify the challenges in the year ahead but also to explore new ways of working together and to find new opportunities for innovation and collaboration.

This positive event was well attended by almost 20 leaders and enabled attendees to learn more about individual and shared challenges, and to form new relationships.

Developing our team

We continuously invest in our staff team to make sure they are kept up to date on local and national policy, and so we can continue to support the sector. For example, **our Healthwatch York team of staff and volunteers has attended training and learning events including:**

- 'Enter & View' training (this training enables authorised representatives to visit publicly funded health and social care services to see and hear for themselves how services are provided)
- Disability Awareness Training
- PLACE training (Patient Led Assessment of the Care Environment)
- Dementia Friends Awareness session
- Volunteer Development and Induction days
- CiviCRM Training (the national database coordinated by Healthwatch England)
- Level 1 Safeguarding training
- 'Creating Space for You' leadership training
- NHS Leadership Programme

Our nursery team has taken part in numerous training/learning sessions including:

- Introducing the national pilot of the '30 hour offer for parents'
- Introduction to Coaching
- 'Developing quality through peer observations'
- 'It's good to be me' (a session on British values)
- 'Voice of Fathers and Partners in Assessment'
- Child Neglect
- Working with Deaf and Hearing Impaired Children
- NAPPI Level 1 for disabled children and NAPPI Level 2 Course (training in psychological and physical interventions)
- 'Preventing and Managing Challenging Behaviour'
- 'Safeguarding Children – Working Together'
- 'Designer Dens and Dancing Dinosaurs'
- 'Letters and Sounds - Phase One In Action'

Our finance team has attended the following:

- Charity Accountants' Conference
- 'PS Financials' user group meeting
- Auto enrolment training
- Chartered Institute of Payroll Professionals (CIPP) payroll update day
- HMRC and Sage update webinars

Training for our other teams has included:

- How To Get Visual With Social Media
- Mindfulness to share principles and practice with clients
- Health Coaching motivating people to create change
- Action Learning Set to work through issues and problem solve
- Coaching 1:1 to hone leadership skills
- Dementia Awareness training
- Dementia Champion training

We continued to review the development needs of our team, and our trustees, over the year. Two full team meetings took place, Manager's Meetings were developed, and 'pause and reflect' sessions for trustees were introduced.

Priory Street Nursery

Priory Street Nursery is a well-established nursery that has been running for over 30 years, now integrated into York CVS. A small self-contained nursery that is unique to York, offering care to children aged 0-5 years old within the same room. This is very popular with families as it means that sibling groups can stay together. We closely monitor 'take up' levels and over the year, our occupancy averaged at 82%.

Since September 2016, we have been part of a national pilot in providing 3 and 4 year olds with 30 hours funding. This has been extremely successful, with over 70% of our 3 and 4 year olds accessing the new funding. We reviewed our nursery fees in March 2017 to ensure that despite the new funding formula, we remain sustainable and in competition with other local providers. This work has also enabled us to build on our positive relationships with the local partnerships, the NDNA and the Local Authority.

Over the year the staff team has focussed on implementing our new digital learning journey system (Footsteps). In the summer of 2016, we purchased this nursery management software package to improve communication, tracking and assessments of children and our relationship with parents/carers. We are using the Abacus and Footsteps systems that are provided by a web based company called Parenta. We have had positive feedback from staff and parents/carers in how this is working and improving the communication with parents/carers.

Finally, we continued to improve on our indoor environments ensuring children have access to a balance of adult led and child led activities. We have concentrated on improving the children's speech and language development and school readiness.

York CVS Nursery was rated 'good' by OFSTED in November 2014.

Financial Review

Reserves Policy

York CVS recognises three types of reserves as outlined below:

- **Free Reserves**

Reserves that are not legally restricted or designated for specific future use. They do not include funds that can only be realised by disposing of fixed assets held for charity use. They may include reserves that are part of investments depending upon the nature of those investments; this will be specified in the position statement described below.

York CVS aims to hold a free reserve that allows for an orderly closure of the charitable company in such an eventually. This is made up of two main components. Firstly, the funds to meet all contractual obligations of the company including service contracts and redundancy costs of employees. Secondly, the costs of continuing to run our entire service for between 3 and 6 months, in order to allow for an orderly wind down of services and so as not to have a sudden and adverse impact upon service users. The free reserves target is therefore expressed as a range.

- **Restricted Reserves**

Reserves held in accordance with any restrictions required by the original funder.

- **Designated Reserves**

Reserves which are set aside for a specified future use. This could include making provision for fluctuations in predicted future income, for significant costs associated with maintaining the Priory Street Centre, for planned future development of services or any other reasonable specified use.

Reserves Position Statement

Free Reserves

At 1 April 2016	£233,160
Replenished / (Spent) in year	(£73,456)
Total at 31 March 2017	<u>£159,704</u>

Designated Reserves

Future Maintenance Fund Reserve

At 1 April 2016	£261,645
Replenished /(Spent) in year	-
At 31 March 2017	£261,645

York CVS Development Fund Reserve

At 1 April 2016	£201,866
Replenished /(Spent) in year	(£10,469)
At 31 March 2017	£191,397

Holding Fund Reserve

At 1 April 2016	£19,733
Replenished /(Spent) in year	(£19,733)
At 31 March 2017	-

Fixed Assets Fund Reserve

At 1 April 2016	£645,366
Replenished /(Spent) in year	(£92,199)
At 31 March 2017	£553,167

Total designated reserves at 31 March 2017	£1,006,209
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Total less Fixed Assets at 31 March 2017	£453,042
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Fund Deficits

During the year 2016-2017 York CVS has an overall deficit of £195,230 as per the income and expenditure account. This is reduced to a deficit of £184,878 when the realised gain on the sale of our investment with CCLA is taken into account.

Depreciation must also be taken into account. Separating this further reduces the deficit to £92,679.

In addition, throughout the year, trustees approved spending from reserves which would increase our ability to raise new funds. This does not show in the income and expenditure account.

Funding Sources

York CVS's largest single source of income for the year was from the sale of room hire and services at the Priory Street Centre. 87% of that income was from providing rooms and services to the voluntary sector.

York CVS's second largest source of funding was the City of York Council. The majority of this funding was restricted funding for the Healthwatch York, Social prescribing, and Dementia Action Alliance projects.

The third largest source of funding was income generated by the Priory Street Nursery, largely on a fees basis.

Other sources of income were:

- The Vale of York Clinical Commissioning Group which provided York CVS with funding to support the voluntary and community sector in York. It also provided restricted funds to Healthwatch York to run a series of forums for wheelchair users.
- Tees, Esk and Wear Valley NHS for the Improving Wellbeing project.
- Two Ridings Community Foundation for the Ready for Anything project.

A number of other small grants, contracts and donations were also received during the year from a number of organisations and individuals. We would like to thank them all for their generosity.

Expenditure

60% of total expenditure is on staffing as York CVS services are predominantly those delivered by people. In 2016-2017 staff costs totalled £657,449. All staff received a pay award of 1% from 1st April 2016 with the exception of the chief executive. The chief

executive was the highest paid employee and received an annual salary of £52,000. York CVS is proud to be a Living Wage employer and to be contributing towards the City of York becoming a Living Wage City.

Other operating costs include the non-staff costs of running the PSC conference facilities and office space, and the non-staff costs of running the York CVS projects.

85% of the total depreciation included in the accounts is for depreciation of the leasehold improvements made to the buildings in the 1990s. The remaining 15% is the depreciation of capital items with a purchase cost of £2,000 or over.

Investments Policy

Under article 3 of the York CVS Articles of Association, York CVS has the power to invest the funds of the CVS. This policy describes the parameters that the Trustees have outlined for such investments.

Investments are primarily made to secure the best financial return, in order that additional funds may be raised for the furtherance of the charity's objects. However, this primary objective must be balanced with the following factors.

- Funds held by York CVS on behalf of other organisations should be held with minimal risk and maximum access.
- Funds that are known to be required within the York CVS budgets outlined for the upcoming 12 months should be held with minimal risk and appropriate access.
- Funds that are known not to be required within the York CVS budgets outlined for the upcoming 12 months may be invested with a manageable and agreed level of risk and with manageable and agreed levels of limited access. This will normally be a cash or near cash fund. This will be agreed by the Trustees.
- Wherever possible, investments will be made with institutions that demonstrated a track record in managing charity funds and that have an ethical investment stance.
- The investment position will be reported to the Trustees at least quarterly.

Structure, Governance and Management

Constitution and Articles of Association

York CVS is constituted as a registered charity and a company limited by guarantee. The articles outline the objects and powers of the charity, how membership operates, how general meetings are to be conducted, how the charity is governed by its Board of Trustees and general administrative provisions.

Recruitment and appointment of Trustees

The charity is governed between general meetings by its Board of Trustees. The Trustees are also the Directors of the Company. Trustees are elected at the AGM by and from the Full Members. The existing Board of Trustees may also appoint Trustees during the year to fill any vacancy in their number from amongst the Full Members. They may also co-opt up to five Trustees from beyond the Full Members in order to take advantage of specific areas of skill or knowledge. Appointed trustees must step down every 3 years and co-opted Trustees each year. All Trustees, whether elected, appointed or co-opted, have the same status once in post. For full details please see the Articles of Association.

Induction and training of Trustees

A complete trustee induction pack has been developed for new Trustees. The Board meeting immediately following the AGM is usually set aside each year for Trustee induction and training. Further training is organised according to an annual skills audit of Trustees.

Organisational structure and decision making

The Board of Trustees usually meets regularly, comprising four quarterly meetings plus occasional extra meetings. At the quarterly meetings the Board receives financial and other information and makes decisions concerning applications for membership by exception, organisational policy, strategic planning, sub-committee business, a quarterly business report from the Chief Executive and other occasional business. The three additional meetings specifically cover Trustee induction/training, setting the annual budget and receiving the annual report.

Business Sub Committee

The Business Sub Committee's role is to:

- Scrutinise and challenge of strategic thinking and complementary annual business plans, as well as the budget and it's delivery throughout the year

- Make sure organisational policies are fit for purpose, such as risk management, health and safety practice
- Scrutinise and challenge to all new projects and organisational developments e.g. amendments to the staff structure

Day to day decision making is fully delegated to the Chief Executive and subsequently to the staff and volunteer team through an agreed management and organisational structure.

York CVS Trustees are commonly also Trustees, staff or volunteers of other organisations and hence are required to declare all potential conflicts of interests as part of their induction every year. A register of Trustees declared interests is maintained for this purpose.

Risk management

The York CVS risk management matrix and control measures have been reported on regularly as part of Board reports. Particular attention has been paid to the range of risk which could be experienced e.g. reputational or organisational as well as financial. In the latter part of the year work began on creating a contemporary and efficient approach to risk management for York CVS.

Reference and Administrative details

Company Limited by Guarantee: No. 493550

Registered Charity: No. 225087

Registered Office and Principal Address:

15 Priory Street

York

YO1 6ET

Telephone: (01904) 621133

Email: yorkcvs@yorkcvs.org.uk

Website: www.yorkcvs.org.uk

Key Management Personnel:

Chief Executive:	Sarah Armstrong
Interim Head of Business	Catherine Surtees (to October 2016)
Director of Partnerships:	Sarah Opie (from September 2016)
Director of Development:	Sue Collins (from September 2016)
Head of Finance:	Joanne Abbott

Our Advisers:

Bankers:

Unity Trust Bank, Nine Brindley Place
4 Oozells Square
Birmingham
B1 2HB

Virgin Money
2 New Street
York
YO1 2RA

CCLA
Senator House
85 Queen Victoria Street
London
EC4V 4ET

Auditors:

JWP Creers LLP Chartered Accountants
Genesis 5
Church Lane
Heslington
York YO10 5DQ

Board of Trustees

Chair:

Jane Hustwit

Vice Chair

Alison Day

Treasurer

Rod Peet

Trustees

Graham Collett	(resigned July 2016)
Alison Day	
Peter Hart	(resigned December 2016)
Matthew Hick	
Sally Hutchinson	
Jane Hustwit	(co-opted December 2016)
Stephen Ireland	(co-opted December 2016)
Lionel Lennox	(co-opted December 2016)
Rod Peet	
Paul Tyack	(co-opted December 2016)
Chris Welch	(co-opted December 2016)
George Wood	

City of York Council observers

Cllr Ashley Mason

Cllr Keith Myers

Funds held as Custodian Trustee

As at 31st March 2017 York CVS held £93,980, for payroll clients' salaries and associated costs.

See note 19 for further details.

Responsibilities of the Board of Trustees

The Trustees (who are also directors of York Centre for Voluntary Service 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 which give a true and fair view of the state of affairs of the charitable company at the year end and of its incoming resources and resources expended during that year. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed subject to any 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 to operate.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware;

- There is no relevant audit information of which the charitable company's auditors are unaware; and

- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

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 financial statements may differ from legislation in other jurisdictions.

Declaration

The Trustees Annual Report and Accounts were approved by the Board of Trustees on 20th September 2017 and signed on behalf of the Trustees by:

Jane Hustwit
Chair

Independent Auditor's Report to the Members

We have audited the financial statements of The York Centre for Voluntary Service for the year ended 31 March 2017 which comprise the Income and Expenditure Account, Statement of Financial Activities, Balance Sheet, Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 and its trustees those matters we are required to state to them in an auditor's report 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.

Respective Responsibilities of Trustees and Auditor

As explained more fully in the Trustees' Responsibilities Statement, 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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the Audit of the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially

inconsistent with the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on Financial Statements

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 2017, and of the charity's 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.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where 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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing a directors' report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

Nigel Clemit ACA FCCA

For and on behalf of:

JWP Creers LLP, Statutory Auditor

Genesis 5, Church Lane, Heslington, York, YO10 5DQ

Income and Expenditure Account for the Year Ended 31 March 2017

	2017	2016
	£	£
Income		
Donations	2,124	3,825
Grants and contracts	91,643	166,610
Room hire to non-voluntary organisations	55,406	20,946
Room hire & services to voluntary organisations	364,998	426,416
Project income	375,463	541,119
Investment income	-	27,785
Interest receivable	5,347	9,045
	<hr/>	<hr/>
Total Income	894,981	1,195,746
Expenditure		
Staff costs	657,449	810,417
Other operating costs	338,562	304,072
Grants payable	2,001	6,098
Depreciation and profit/loss on disposal	92,199	99,975
	<hr/>	<hr/>
Total Expenditure	1,090,211	1,220,562
	<hr/>	<hr/>
Loss for the Year	(195,230)	(24,816)
Realised gain on investment	10,352	-
	<hr/>	<hr/>
Net Movement in Funds	(184,878)	(24,816)
	<hr/>	<hr/>
Statement of Total Recognised Gains and Losses		
	2017	2016
	£	£
Net movement in funds	(184,878)	(24,816)
Unrealised gain/(loss) on investment	-	(30,289)
	<hr/>	<hr/>
Total gains and losses for the year	(184,878)	(55,105)
	<hr/>	<hr/>

All the activities of the company are classified as continuing.

Statement of Financial Activities for the Year Ended 31 March 2017

	Note	Unrestricted funds £	Restricted funds £	Designated funds £	2016/17 Total funds £	2015/16 Total funds £
Income						
Donations and legacies		2,006	118	-	2,124	3,825
Charitable activities						
Grants and contracts	3	85,740	5,903	-	91,643	166,610
Room hire to non-voluntary organisations		55,406	-	-	55,406	20,946
Room hire & services to voluntary organisations		363,570	1,428	-	364,998	426,416
Project income	4	158,401	217,062	-	375,463	541,119
Investments						
Investment Income		-	-	-	-	27,785
Interest receivable		5,347	-	-	5,347	9,045
Total income		<u>670,470</u>	<u>224,511</u>	<u>-</u>	<u>894,981</u>	<u>1,195,746</u>
Expenditure						
Raising funds						-
Charitable expenditure						
Core services	5	587,573	5,903	102,668	696,144	711,160
Project costs	5	186,690	205,376	-	392,066	506,304
Grants payable	5	-	2,001	-	2,001	3,098
Total Expenditure		<u>774,263</u>	<u>213,280</u>	<u>102,668</u>	<u>1,090,211</u>	<u>1,220,562</u>
Net income/(expenditure) before investment gain/loss		(103,793)	11,231	(102,668)	(195,230)	(24,816)
Gains/(losses) on investment assets		10,352	-	-	10,352	(30,289)
Net income/(expenditure) before transfers		(93,441)	11,231	(102,668)	(184,878)	(55,105)
Transfers between funds		19,985	(252)	(19,733)	-	-
Net Movement in Funds/Net income/(expenditure) for the year		<u>(73,456)</u>	<u>10,979</u>	<u>(122,401)</u>	<u>(184,878)</u>	<u>(55,105)</u>
Reconciliation of Funds						
Balances Brought Forward		<u>233,160</u>	<u>70,551</u>	<u>1,128,610</u>	<u>1,432,321</u>	<u>1,487,426</u>
Balances Carried Forward		<u>159,704</u>	<u>81,530</u>	<u>1,006,209</u>	<u>1,247,443</u>	<u>1,432,321</u>

All the activities of the company are classified as continuing.

The company has no recognised gains or losses other than the results for the year as set out above.

Balance Sheet at 31 March 2017

	Notes	2017	2016
		£	£
Fixed Assets			
Long leasehold land and buildings	8	544,548	623,338
Equipment	8	8,619	22,028
Investments	9	-	705,087
		<hr/>	<hr/>
		553,167	1,350,453
Current Assets			
Debtors	10	134,943	226,191
Cash at bank and in hand		772,122	9,075
		<hr/>	<hr/>
		907,065	235,266
Creditors: amounts falling due within one year	11	(132,600)	(94,994)
		<hr/>	<hr/>
Net Current Assets		774,465	140,272
Creditors: amounts falling due after one year	12	(80,189)	(58,404)
		<hr/>	<hr/>
Total Net Assets		1,247,443	1,432,321
		<hr/>	<hr/>
The Funds of the Charity			
Unrestricted funds – general		159,704	128,073
Unrestricted funds – revaluation reserve		-	105,087
Designated funds	13	1,006,209	1,128,610
		<hr/>	<hr/>
Total unrestricted funds		1,165,913	1,361,770
Restricted funds	14	81,530	70,551
		<hr/>	<hr/>
		81,530	70,551
		<hr/>	<hr/>
Total charity funds		1,247,443	1,432,321
		<hr/>	<hr/>
Registered number: 493550			

These accounts are prepared in accordance with the provision of Part 15 of the Companies Act relating to small companies and constitute the annual accounts by the Companies Act 2006 and are for circulation to members of the company.

These financial statements were approved by the directors and authorised for issue on 20th September 2017 and are signed on their behalf by:

Jane Hustwit
Chair
Director

Rod Peet
Treasurer
Director

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2017

	Notes	2017 £	2016 £
Cash flows from operating activities:			
Net cash provided by/(used in) operating activities	1	42,261	(81,452)
Cash flows from investing activities:			
Dividends, interest and rents from investments		5,347	36,830
Proceeds from sale of investments		715,439	1,860
Purchase of property, plant and equipment		-	(9,633)
		<hr/>	<hr/>
Change in cash and cash equivalents in the year		763,047	(52,395)
		<hr/>	<hr/>
Cash and cash equivalents at 1 April 2016		9,075	61,470
		<hr/>	<hr/>
Cash and cash equivalents at 31 March 2017	2	772,122	9,075
		<hr/> <hr/>	<hr/> <hr/>

NOTES TO THE CASH FLOW STATEMENT**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	Notes	2017 £	2016 £
Net income/(expenditure) for the year		(184,878)	(55,105)
Adjustments for:			
Depreciation charges		92,199	98,115
Losses/(gains) on investments		(10,352)	30,289
Dividends, interest and rents from investments		(5,347)	(36,830)
Decrease/(Increase) in debtors		91,248	(122,357)
(Decrease)/increase in creditors		59,391	4,436
		<hr/>	<hr/>
Net cash provided by/(used in) operating activities		42,261	(81,452)
		<hr/> <hr/>	<hr/> <hr/>

2. ANALYSIS OF CASH AND CASH EQUIVALENTS

	Notes	2017 £	2016 £
Cash in hand at 1 April 2016		9,075	61,470
Movement		763,047	(52,395)
		<hr/>	<hr/>
Cash in hand at 31 March 2017		772,122	9,075
		<hr/> <hr/>	<hr/> <hr/>

Notes to the Accounts 31 March 2017

1. Accounting Policies

Basis of accounting

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 – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

York Centre for Voluntary Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

These accounts have been prepared as a going concern as future funding has been secured.

Fund accounting

Restricted funds are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the funder.

Designated funds are unrestricted funds set aside by the Board of Trustees for specific future purposes or projects.

Unrestricted funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Income

All income is included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income for grants is deferred where a funder specifies that income must be used in future accounting periods. Other income is deferred where it relates to the following year.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure includes any VAT which cannot be fully recovered as part of the expenditure to which it relates.

Raising funds comprise the costs associated with the preparation of funding applications and of attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis as set out in note 5.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £2,000 are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation of tangible fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life:

Leasehold improvements	5%
Equipment	25% - 50%

Investments

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluation and disposals throughout the year.

Redundancy costs

Due to ongoing restructuring, two members of staff received voluntary redundancy in the year.

Retirement benefits

Up until 1 October 2012 employees were entitled to join the multi-employer pension scheme Growth plan 3 which was a defined benefit scheme. Then employees were offered to join the multi-employer pension scheme Growth plan 4 which is a defined contribution scheme or the charity would pay into their own personal pension plans. The option to pay into a personal pension plan ceased in April 2013. Following auto enrolment from 1 October 2015 new and existing employees were automatically enrolled into the multi-employer growth plan 4 scheme unless they have exercised their right to opt out of scheme membership. The amount charged to the statement of financial activities is the contributions payable in the year and also includes the movement in the liability due the multi-employer pension scheme. More details of

the scheme can be found in note 17.

Operating leases

Rentals payable under operating leases are charged to the statement of financial activities as incurred over the terms of the lease.

2. Legal Status of the Charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to 25p.

3. Grants and Contracts

	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2016/17 £
2017				
City of York Council	48,001	5,903	-	53,904
Clinical Commissioning Group	37,739	-	-	37,739
Joseph Rowntree Foundation	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	85,740	5,903	-	91,643
	<hr/>	<hr/>	<hr/>	<hr/>
2016				
	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2015/16 £
City of York Council	85,500	34,110	-	119,610
Clinical Commissioning Group	37,000	-	-	37,000
Joseph Rowntree Foundation	-	10,000	-	10,000
	<hr/>	<hr/>	<hr/>	<hr/>
	122,500	44,110	-	166,610
	<hr/>	<hr/>	<hr/>	<hr/>

4. Project Income

	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2016/17 £
2017				
Nursery	149,724	679	-	150,403
CYC Healthwatch York	-	115,000	-	115,000
CCG Healthwatch York	-	10,000	-	10,000
Social Prescribing (Ways to Wellbeing)	-	47,000	-	47,000
Dementia Co-ordinator	-	13,708	-	13,708
Ready for Anything	-	13,175	-	13,175
Improving Wellbeing	-	17,500	-	17,500
Other	8,677	-	-	8,677
	<hr/>	<hr/>	<hr/>	<hr/>
	158,401	217,062	-	375,463
	<hr/>	<hr/>	<hr/>	<hr/>
2016				
	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2015/16 £
Nursery	153,865	-	-	153,865
Independent Living Scheme	217,602	-	-	217,602
CYC Healthwatch York	-	115,000	-	115,000
JRF Healthwatch York	-	26,700	-	26,700
Social Prescribing (Ways to Wellbeing)	-	25,000	-	25,000
Other	2,952	-	-	2,952
	<hr/>	<hr/>	<hr/>	<hr/>
	374,419	166,700	-	541,119
	<hr/>	<hr/>	<hr/>	<hr/>

5. Expenditure

Charitable expenditure

2017	Unrestricted	Restricted	Designated	Total 31.3.17
Core Costs	£	£	£	£
Priory Street centre	181,244	-	-	181,244
Payroll	39,287	-	-	39,287
Human Resources	3,283	-	-	3,283
Forum support	11,458	-	-	11,458
Support Costs				
Central Costs	158,688	5,903	99,429	264,020
Finance	126,500	-	-	126,500
Human Resources	22,407	-	-	22,407
Communications & Marketing	44,706	-	3,239	47,945
	<hr/>	<hr/>	<hr/>	<hr/>
	587,573	5,903	102,668	696,144
Project costs				
Nursery	169,153	479	-	169,632
Independent Living Scheme	17,537	1,156	-	18,693
Healthwatch York	-	124,341	-	124,341
Social Prescribing (Ways to Wellbeing)	-	52,739	-	52,739
Dementia Co-ordinator	-	7,762	-	7,762
Ready for Anything	-	1,399	-	1,399
Improve Wellbeing	-	17,500	-	17,500
	<hr/>	<hr/>	<hr/>	<hr/>
	186,690	205,376	-	392,066
Grants:				
Staff Award	-	370	-	370
York Award	-	1,631	-	1,631
	<hr/>	<hr/>	<hr/>	<hr/>
	774,263	213,280	102,668	1,090,211
	<hr/>	<hr/>	<hr/>	<hr/>
2016	Unrestricted	Restricted	Designated	Total 31.3.16
Core Costs	£	£	£	£
Advice & Learning	58,566	23,824	744	83,134
Advice & Learning (accounts)	13,503	15,889	-	29,392
Priory Street Centre	181,214	-	-	181,214
Payroll	27,037	-	-	27,037
Human Resources	9,365	-	-	9,365
Forum Support	892	8,301	-	9,193
Support Costs				
Central Costs	139,807	-	94,131	233,938
Finance	77,535	-	9,067	86,602
Human Resources	28,208	-	-	28,208
Communications & Marketing	18,138	1,699	3,240	23,077
	<hr/>	<hr/>	<hr/>	<hr/>
	554,265	49,713	107,182	711,160
Project costs				
Nursery	148,452	-	-	148,452
Independent Living Scheme	229,523	-	-	229,523
Healthwatch York	-	111,730	-	111,730
Social Prescribing (Ways to Wellbeing)	-	16,599	-	16,599
	<hr/>	<hr/>	<hr/>	<hr/>
	377,975	128,329	-	506,304
Grants:				
Staff Award	-	300	-	300
York Award	-	2,798	-	2,798
	<hr/>	<hr/>	<hr/>	<hr/>
	932,240	181,140	107,182	1,220,562
	<hr/>	<hr/>	<hr/>	<hr/>

5. Expenditure (continued)

Split of support costs

	Support Staff costs	Support Other costs £	Support Total £	Direct Staff costs £	Direct Other costs £	Total 31.3.2017 £
Charitable Expenditure						
Core costs						
Priory Street Centre	177,946	118,841	296,787	93,723	87,521	478,031
Payroll Services	70,456	47,055	117,511	37,109	2,178	156,798
Human Resources	6,235	4,163	10,398	3,283	-	13,681
Forum support	21,690	14,486	36,176	11,425	33	47,634
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	276,327	184,545	460,872	145,540	89,732	696,144
Project costs						
Nursery	15,113	15,991	31,104	131,962	6,566	169,632
Independent Living Scheme	-	-	-	16,673	2,020	18,693
Healthwatch York	24,550	853	25,403	75,565	23,373	124,341
Social Prescribing	16,536	-	16,536	32,800	3,403	52,739
Dementia Co-ordinator	1,690	-	1,690	5,417	655	7,762
Ready for Anything	-	83	83	791	525	1,399
Improve Wellbeing	-	-	-	17,500	-	17,500
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	57,889	16,927	74,816	280,708	36,542	392,066
Grants						
Staff Award	-	-	-	-	370	370
York Award	-	-	-	-	1,631	1,631
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	-	2,001	2,001
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	334,216	201,472	535,688	426,248	128,275	1,090,211
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Support other costs

	2017 £
Depreciation	92,199
Central Costs	12,398
Communications and Marketing	7,039
Finance	18,232
Human Resources	3,615
Insurance	16,362
Irrecoverable VAT	16,764
Building costs	34,863
	<hr/>

201,472

Support staff costs have been allocated on the basis of an estimate of staff time spent on those activities.

Support other costs have been allocated on the basis of an estimate of the proportion of expenditure incurred in that part of the organisation, based upon usage and space allocation.

6. Net Income/ (expenditure) for the Year

This is stated after charging:	2017 £	2016 £
Depreciation	92,199	98,115
Auditors' remuneration:		
Audit	4,980	4,000
Other accountancy fees	4,320	3,000
	<u> </u>	<u> </u>

7. Staff Costs

The average weekly number of employees during the year, most of whom were part-time, was:

	2017	2016
Average number of employees	35	44
	<u> </u>	<u> </u>
Full time equivalents	25	32
	<u> </u>	<u> </u>
	£	£
Salaries	587,282	702,375
Social security costs	44,122	50,305
Pension costs	19,229	28,894
Redundancy	6,816	33,650
	<u> </u>	<u> </u>
	657,449	815,224
	<u> </u>	<u> </u>

No employee was paid a salary in excess of £60,000 per annum this year or in 2016.

During the year, a payment of £6,000 was made to Jane Hustwit Associates Ltd, a company owned by Jane Hustwit, to act as Chief Executive for 19 days during September 2016. This was an exceptional circumstance as Sarah Armstrong (Chief Executive) took an extended period of absence which had been previously agreed by the Trustees at the time of her appointment.

Expenses totalling £395 (2016: £117) were reimbursed to one trustee in the year (2016: one).

The key management personnel comprise the Trustees, the Chief Executive Officer, Director of Partnerships, Director of Development and the Head of Finance. The total paid to key management personnel during the year was £106,844 (2016: £138,583).

8. Tangible Fixed Assets

	Leasehold Improvements £	Equipment £	Total £
Cost or Valuation			
At 1 April 2016	1,575,665	105,065	1,680,730
Additions	-	-	-
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2017	1,575,665	105,065	1,680,730
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 April 2016	952,327	83,037	1,035,364
Provision for year	78,790	13,409	92,199
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2017	1,031,117	96,446	1,127,563
	<hr/>	<hr/>	<hr/>
Net book value at 31 March 2017	544,548	8,619	553,167
	<hr/>	<hr/>	<hr/>
Net book value at 31 March 2016	623,338	22,028	645,366
	<hr/>	<hr/>	<hr/>

9. Fixed Asset Investments

	2017 £	2016 £
Market value at 1 April 2016	705,087	735,376
Additions	-	-
Disposals	(715,439)	-
Net investment gains	10,352	(30,289)
	<hr/>	<hr/>
Market value at 31 March 2017	-	705,087
	<hr/>	<hr/>
Historical cost	-	600,000
	<hr/>	<hr/>
UK listed investments are represented by:		
COIF Charities Investment Fund	-	705,087
	<hr/>	<hr/>

10. Debtors

	2017 £	2016 £
Trade debtors	58,899	139,678
Other debtors	25,659	64,542
Accrued income	-	7,777
Prepayments	21,552	14,194
Taxation and Social Security	28,833	-
	<hr/>	<hr/>
	134,943	226,191
	<hr/>	<hr/>

11. Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	15,778	11,576
Taxation and Social Security	11,014	48,259
Other creditors	18,653	18,626
Accruals	32,155	16,533
Deferred income	55,000	-
	<hr/>	<hr/>
	132,600	94,994
	<hr/>	<hr/>

Deferred income of £55,000 relates to £50,000 income for Green Spaces Project and £5,000 for Community Voices Project.

12. Creditors amounts falling due over one year

	2017 £	2016 £
Other creditors	80,189	58,404
	<hr/>	<hr/>

Included in the above the liability over 5 years is £30,653 (2016: £19,468) and is due by instalments.

13. Unrestricted Funds

	Balance 1.4.2016 £	Income £	Expenditure £	Investment gains/(losses) £	Transfers £	Balance 31.3.2017 £
Designated funds						
Future Maintenance Fund	261,645	-	-	-	-	261,645
CVS Development Fund	201,866	-	10,469	-	-	191,397
Holding Fund	19,733	-	-	-	(19,733)	-
Fixed Assets Fund	645,366	-	92,199	-	-	553,167
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	1,128,610	-	102,668	-	(19,733)	1,006,209
General fund	128,073	670,470	774,263	-	135,424	159,704
Revaluation reserve	105,087	-	-	10,352	(115,439)	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	1,361,770	670,470	876,931	10,352	252	1,165,913
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The Future Maintenance Fund Reserve has been set aside to provide for long term future maintenance of the Priory Street Centre.

13. Unrestricted Funds (continued)

The CVS Development Fund is for the future development of York CVS services to the VCSE sector as outlined in the York CVS Strategic Plan.

The Holding Fund has been set up due to project timing differences and represents fund balances and funds received for a period extending beyond the year end but which do not meet the definition of deferred income.

The Fixed Assets Fund represents the total net book value (NBV) of fixed assets held by the charity.

The transfers' column represents transfers mainly between designated funds. £252 relates to a transfer with the Bursary fund for expenditure spent last year.

14. Restricted Funds

The income funds of the charity include restricted funds held to be applied for specific purposes:

	Balance 1.4.2016 £	Income £	Expenditure £	Transfers £	Balance 31.3.2017 £
York Award	1,852	-	1,631	-	221
Staff Award	295	75	370	-	-
Healthwatch York	57,347	126,471	124,341	-	59,477
Bursary Fund	1,500	-	-	(252)	1,248
Independent Living Scheme	1,156	-	1,156	-	-
Social Prescribing (Ways to Wellbeing)	8,401	47,000	52,739	-	2,662
Improving Wellbeing	-	17,500	17,500	-	-
Dementia Co-ordinator	-	13,708	7,762	-	5,946
Ready for Anything	-	13,175	1,399	-	11,776
CYC Deprivation	-	338	338	-	-
CYC EYPP	-	341	141	-	200
CYC Early Intervention	-	5,903	5,903	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	70,551	224,511	213,280	(252)	81,530
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

York Award

The York Award is to provide funding to support training and development of staff and volunteers in VCSE organisation in the City of York.

Staff Award

The Staff Award (previously known as Colin Stroud Award) is a small payroll giving fund paying an annual grant to an organisation, nominated by York CVS staff from the groups they have worked with over the year.

14. Restricted Funds (continued)

Healthwatch York

Healthwatch York is the funding from City of York Council to enable the public to voice their opinions on the provision of Healthcare Services.

Bursary Fund

The Bursary Fund was set up to provide funding for charities in York. The transfer relates to costs which were incurred in the prior year.

Independent Living Scheme

The restricted element of the funding for the Independent Living Scheme was from NHS England to assist in gearing up for personal health budgets.

Social Prescribing (Ways to Wellbeing)

In 2016/17 the City of York Council funded this Social Prescribing project. Ways to Wellbeing connects people to local community support to make them feel better. Nationally, 20-25% of patients consult their GPs for social problems, e.g. loneliness. We reduce use of GP appointments for social issues, helping people stay safe and well at home for longer.

Improving Wellbeing

This is funding from Tees, Esk and Wear Valley NHS Foundation Trust to work with the public to raise awareness of how they can develop more 'self care' skills.

Dementia Co-ordinator

York CVS' Dementia Action Coordinator provides support to York Dementia action Alliance. This work is funded by City of York Council.

Ready for Anything

This is a project funded by Two Ridings Community Foundation to continue and develop Ready for Anything, a programme offering volunteering support in emergencies, established in response to the 2015 York Boxing Day floods.

CYC Deprivation

This is CYC funding for 3 and 4 year olds and is based on the child's postcode. The funding is used to support children to access their places – e.g. cover the cost of their lunches or for resources to improve their nursery experience.

CYC (Early Years Pupil Premium) EYPP

This is CYC funding for 3 and 4 year olds based on post codes. It aims to help bridge the gap between the most and least advantaged children and their readiness for school. The funding is used for nursery resources, equipment or staff training.

CYC Early Intervention

This grant funds York CVS to provide support and development to children's service providers.

15. Analysis of Net Assets between Funds

	Un- restricted funds £	Designated funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2017 are represented by:				
Tangible Fixed Assets	-	553,167	-	553,167
Current Assets	372,493	453,042	81,530	907,065
Current Liabilities	(132,600)	-	-	(132,600)
Creditors falling due after one year	(80,189)	-	-	(80,189)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Net Assets	159,704	1,006,209	81,530	1,247,443
	<hr/>	<hr/>	<hr/>	<hr/>

16. Related Party Transactions

Due to the nature of the charity's operations and the composition of the Board of Trustees (being representatives of member organisations) it is inevitable that transactions may take place with organisations in which a member of the Board of Trustees may have an interest. All transactions involving organisations in which a member of the Board of Trustees may have an interest are conducted at arm's length and in accordance with the charity's normal financial procedures.

During the year, a payment of £6,000 was made to Jane Hustwit Associates Ltd, a company owned by Jane Hustwit in respect of consultancy services provided, to act as Chief Executive for 19 days during September 2016. This was an exceptional circumstance as Sarah Armstrong (Chief Executive) had an extended holiday which had been previously agreed by Trustees at the time of her appointment.

This decision is in line with article 7 of the Charity's Articles of Association which permits payments to Trustees when a Trustee provides a service to the Charity, and is in accordance with the Charities Act 2011.

17. Multi-Employer Pension scheme

York CVS participates in the Pensions Trust Growth Plan, which is a multi-employer pension plan with both defined benefit (Growth Plan series 1, 2 and 3) and defined contribution elements (Growth Plan series 4). Since 1 October 2012 contributions have only been made to Growth Plan series 4, a defined contribution scheme. As at the balance sheet date there were 27 active members of the plan employed by York CVS.

York CVS is unable to identify its share of the underlying assets and liabilities of the scheme as each employer is exposed to actuarial risks associated with the current and former employees of other entities participating in the scheme. The last formal valuation of the plan was at September 2014. At this stage the market value of the Plan's assets, £793.4 million and liabilities were £969.9 million. The valuation revealed a funding deficit of £176.5 million, equivalent to a funding level of 81.8%. The next valuation is due at 30 September 2017.

On advice from the scheme actuary, the scheme employers have agreed an allocation of the scheme shortfall, subject to triennial review. York CVS has agreed to contribute payments into the scheme until March 2023. The liability is discounted to its net present value of £90,214 using a discount factor of 1.32% (2016: 3%) and has been recognised within creditors. The cost of unwinding the discount is a finance cost in the SOFA. The movement on the fund is:

	£
At 1 April 2016	76,824
Increase in provision	23,124
Released in the year	(9,734)
	<hr/>
At 31 March 2017	90,214
	<hr/>

The repayment rate from 1 April 2017 is £10,026 per annum, increasing by 3% per year.

The employer's contribution to the Pensions Trust Growth plan is £9,734 for the year ended 31 March 2017 (2016: £9,067) at a contribution rate of 1% – 8% of pensionable salaries to match the employees'. The employer's contribution rate for the year ended 31 March 2017 has been set at 1% - 8%. The employer's contribution for the year ended 31 March 2018 is £10,026.

18. Contingent liabilities

There is a potential liability to meet deficits on the defined benefit scheme (Growth Plan series 1, 2 and 3) if at any time York CVS ceases to have active members of the Pensions Trust Growth Plan series 4 scheme. In June 2017 the potential liability was

advised as being £267,571 (2016: £237,426) including the series 3 scheme. York CVS currently has 27 active members and trustees have no plans to withdraw from the scheme. This means that the risk of realising the liability is minimal.

19. Funds Held on Behalf of Others as Custodian Trustee and Agent

At 31 March 2017 the charity held funds on behalf of others:

	2017 £	2016 £
Independent Living Schemes (agent)	-	813,619
Payroll clients (agent)	93,980	226,098
	<hr/>	<hr/>
	93,980	1,039,717
	<hr/>	<hr/>

York CVS acted as a non-principal agent for the Scheme Users and the City of York Council with respect to the Independent Living Scheme project. The Independent Living Schemes' funds were held as part of the services provided to clients of those schemes and were used on their behalf to meet expenditure as per the agreements between the Scheme Users and the City of York Council or in accordance with expenditure authorised by the Scheme User.

On 1st April 2016 the management of the Independent Living Scheme was transferred to Salvere, a Community Interest Company. All funds held on behalf of scheme users were transferred to Salvere after that date.

York CVS acts as a non-principal agent for organisations using the York CVS payroll service. Payroll clients' funds are used to pay the salaries, HM Revenue and Customs liabilities and pension contributions for their staff.

All funds held on behalf of other organisations are held in the York CVS bank accounts and are not reflected in the Balance Sheet. Sufficient detail is available within the accounting records to ascertain the balances held at any time.

20. Other financial commitments

At 31 March 2017 the charitable company had total commitments under non-cancellable operating bases:

	2017 £	2016 £
Equipment		
Within one year	1,772	1,772
Within five years	5,020	6,792
	<hr/>	<hr/>
	6,792	8,564
	<hr/>	<hr/>