



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups



MOORE Kingston Smith

Community Action Dacorum

(Working Name for: Dacorum Council for Voluntary Service)

A non-profit company limited by guarantee: No 01745852 (England and Wales)
Registered Charity: No 288080

Financial Statements and Trustees' Report for the year ended 31 March 2019

Registered Office:
Community Action Dacorum
48 High Street
Hemel Hempstead, Hertfordshire, HP1 3AF
Office line: 01442 253935
eMail: reception@communityactiondacorum.org.uk
Web: <http://www.communityactiondacorum.org>



Legal and Administrative Information

NAME OF CHARITABLE COMPANY: Dacorum Council for Voluntary Service (Community Action Dacorum)

COMPANY LIMITED BY GUARANTEE NUMBER: 01745852

CHARITY COMMISSION NUMBER: 288080

TRUSTEES (NON-EXECUTIVE DIRECTORS)

Colin Gage (Chair)
Glenda Ferneyhough (Vice Chair)
Doug Root (Vice Chair)
Chris Dove (Hon. Treasurer)
John Birnle
Ian Laidlaw-Dickson
Pushpa Kalu
Tina Howard
Richard Roberts
Roger Taylor

SENIOR STAFF MEMBERS TO WHOM DAY-TO-DAY MANAGEMENT OF THE CHARITABLE COMPANY IS DELEGATED BY THE TRUSTEES:

Simon Aulton	Chief Executive Officer
Helen Mulio	Deputy Chief Executive

PRINCIPAL ADVISERS:

BANKERS:

Metro Bank
56-58 Marlow Centre
Hemel Hempstead
Hertfordshire
HP1 1DX

The Cooperative Bank
3/7 Market Street
Walford
Hertfordshire
WD18 0PB

AUDITORS:

Moore Kingston Smith LLP
4 Victoria Square
St Albans
Hertfordshire
AL1 3TF

SOLICITORS

SA Law
Gladstone Place
36-38 Upper Marlborough Road
St Albans
Hertfordshire
AL1 3UU

Report of the trustees for the year ended 31 March 2019

The Trustees are pleased to present their report and annual accounts of Dacorum Council for Voluntary Services (Community Action Dacorum) for the year ended 31 March 2019. These comply with current statutory requirements, the memorandum and articles of association and the requirements of the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP) 2015.

Structure, Governance and Management

Community Action Dacorum (CAD) is a registered non-profit company limited by guarantee and governed by a memorandum of association and articles of association. CAD is also a registered charity with the Charities Commission of England and Wales.

Dacorum Council for Voluntary Service is controlled solely by its members, who elect its trustees and make up the board of directors. The charity is governed by its Memorandum and Articles of Association, initially dated 11th August 1983, and is subject to the requirements and the protection of both charity and company law.

The company has an executive board, known as the Board of Trustees, of at least four individuals. The Board of Trustees meets 6 times per year to make decisions and receive the report of the Chief Executive Officer who is line managed by the Chair of the Board. The CEO is responsible for operations and line manages the CAD management team who line manage staff, interns and volunteers. The trustees set the salaries of key management personnel and oversee the allocation of pay increases for all personnel.

The charity owns a wholly owned subsidiary trading company, "DCVS Trading Ltd.", which includes Hertfordshire Interpretation and Translation Service (HITS). This trading company was formed immediately prior to this financial year and this is its first period of trade.

DCVS Trading Ltd., is a wholly owned trading company limited by shares. It is controlled by a board of directors brought together from the local community, who meet 6 times per year to make decisions and receive the report of the Chief Executive Officer. The CEO is responsible for the operations and line manages the DCVS Trading Ltd. management team, who in turn line manage staff and contractors. All profits from the trading company are transferred under a GiftAid donation to CAD.

History and Governing Document

Dacorum Council for Voluntary Service is a charitable company, limited by guarantee, incorporated on 8 December 1976 with its activities taken over by the company on 1 October 1983, and registered with the Charity Commission on 1 October 1983. In addition to the legal name the charity has as a working name Community Action Dacorum, which is primarily used in promoting the work and activities of the organisation.

Community Action Dacorum was created to provide a circle of support to the local community. As a council for voluntary service, we make a difference to the lives of people in Dacorum, bringing people together to achieve more in their communities and improve quality of life.

Recruitment and Appointment of Trustees

Trustees are appointed for an initial term of three years and can stand for re-election at the Annual General Meeting. The Trustees elect from their membership the positions of Chair, two Vice Chairs and Honorary Treasurer. All trustees are volunteers.

The Board of Directors meets six times a year and has a membership of all Directors. The Finance and General Purposes Committee also meets six times a year and comprises eight members of the Board of Directors. Reporting to the board are five committees which oversee the service delivery and marketing of the charity.

CAD has an Equal Opportunity Policy which is applicable both internally to all staff, volunteers, the board and externally. We also have a Safeguarding Policy, a User Engagement Policy, a Data Management Policy, and a Volunteers policy. We have an employee handbook and a Finance Management Policy.

CAD inducts new trustees on appointment and provides opportunities for trustees to undertake training on a regular basis.

Risk Management

The trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems and procedures are established in order to manage those risks. The Board and senior staff review the activities of Community Action Dacorum and identify the risks to which it is exposed, in particular those related to operation, governance and finances. This process involves identifying risks and prioritising them in terms of potential impact and likelihood of occurrence. Controls to prevent or mitigate the risks are being identified, together with deadlines for their implementation. The resulting risk register is reviewed by the Board and senior staff once a year. The Board reviews the annual Risk Register during its quarterly board meetings (standing agenda item). Risks and actions are identified, and minutes are recorded for follow up and sign off.

Objectives and Activities

Summary of the Objects of the Charity

As set out in its governing document, Community Action Dacorum objects state that the charity exists to "link the public, corporate and voluntary sectors for the benefit of the community." Specifically, these are:

1. To promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Dacorum and its environs and in particular, build the capacity of third sector organisations, providing them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
2. To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

Our Vision

"Our Vision is for Community Action Dacorum to be recognised throughout our region as a leading provider of community services and projects of the highest quality, efficiency and value."

Our Mission

"Our Mission is to improve the quality of life and well-being of our community by working constructively with individuals and organisations to overcome the barriers they face."

We do this through the delivery of services that make a real difference to the lives of people in the Borough.

Our intended impact

CAD aims to impact on individuals, charitable organisations and communities within Dacorum borough and beyond. CAD makes a difference to the lives of people in Dacorum by providing services that address social issues such as loneliness, isolation or unemployment which helps people to be active citizens within our community. This may be by direct service provision, project work or by supporting and working in partnership with, our member organisations to multiply the impact our work can have.

Our core values and beliefs

We believe that community organisations play a vital role in an inclusive society. We aim to achieve this by:

- Listening to and respecting others' ideas and aspirations;
- Giving everyone the right to equality of opportunity and the chance to make a contribution;
- Committing to quality in all that we do and emphasising throughout our activities that quality matters;
- Bringing people and organisations together to achieve more;
- Encouraging the widespread participation of volunteers in the organisation and leadership of all our activities and Business Units;
- Working always in an ethical and responsible manner;
- Responding to the need for change in a timely and responsible way;
- Seeking to develop new initiatives which address developing social needs.

Achievement and performance for the public benefit

Summary of the main activities undertaken for the public benefit in relation to the charity's objects

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our Trustee meetings. The trustees are content that the activities of the charity meet the requirements of being for the public benefit. Community Action Dacorum remains focused on its charitable objects and mission.

During the financial year to 31st March 2019 Dacorum Council for Voluntary Service worked to recruit a new Chief Executive Officer, who has been recently appointed. Activities have been delivered in line with our strategic plan in four key areas:

- Sustainability
- Building our community
- Developing health and wellbeing
- Promoting education and lifelong learning

The charity has achieved well against the objectives set in the previous year, delivering services to our community which have allowed us to meet the objectives of our strategic plan. This has included the creation of DCVS Trading Ltd. as a wholly owned subsidiary of Community Action Dacorum to develop our commercial trading activities, which helps provide the charity with sustainability into the foreseeable future. We have been involved with many projects to build our community including the incorporation of the Volunteer Centre into our portfolio and the TUPE of staff into our team.

Our projects have focussed on the development of health and wellbeing, our key projects are outlined later in this report. One of the key projects we have delivered to increase wellbeing in men over 50 is our Shed's project which has been very successful in building partnerships with its host organisations to the extent that we have received requests to expand the provision in the next financial year. We have also continued to deliver our education and lifelong learning brief, working with HAFLS and through our European Projects to provide opportunities for learning to marginalized communities in the borough. We plan to increase this provision next year with the incorporation of Dacorum Communities for Learning (DCFL) and the TUPEing of their staff into the CAD Creative Learning Team.

One of the highlights of the year was our volunteers being recognised for the Queen's Award for Voluntary Service. Although this award was officially given in June 2019, it formally recognises the incredible volunteers' contributions to the work CAD has done during the reporting period. Our 150 - 200 volunteers make it possible to deliver services such as Community Transport, Radio Dacorum, the Volunteer Centre and ShopMobility to name just four. We are grateful to all of them for their dedication and tireless support. Thanks to our volunteers, CAD has made life better for the people of Dacorum by giving them greater independence, providing opportunities to talk, tackling loneliness and wellbeing, linking rural communities with the rest of the borough and helping people into work amongst our many achievements.

Additional information of objectives and activities

CAD has continued to grow throughout this financial year and delivered services that have had a significant positive impact on people in Dacorum and in the wider society. During the year the formation of DCVS Trading Ltd. and consequent removal of the associated accounts for HITS, has impacted on the financial reports, making year on year comparisons complicated, however the growth of the organisation can be seen in the near doubling in income of our project work.

Community Action Dacorum has continued to deliver multiple services directly and in cooperation with our local and international partners. These services include; Bringing Communities Together, Building Better Opportunities, Community Events, Community Transport, Connect Dacorum, Creative Learning, European Projects, Radio Dacorum, Repair Sheds, ShopMobility and Support 4 Dacorum.

We are grateful to our funders, sponsors and donors without whom we would be unable to continue delivering our charitable objects. This year, we received tenders and grants from Dacorum Borough Council, European Commission ERASMUS + Key Action 2 and European Volunteer Service, the Hertfordshire County Council, HAFLS and Others. We are also grateful to the support of our commercial supporters and sponsors.

Service	We achieved
Building Better Opportunities	<p>We have worked closely with Hertfordshire County Council in the delivery of the three Building Better Opportunities projects in the county. This has included the central management and recruitment of staff, lead on the Equality & Diversity Plan, creation of central marketing material, recording project dissemination, planning the annual celebration and chair of the BBO Steering Group.</p> <p>In addition to our support role with the County Council in the central management, we have employed four Mentors who have worked with individuals facing social isolation to support them to build their self-confidence and overcome barriers. The aim of the project is to</p>

	support participants into employment, volunteering or further learning. The project has the ethos of providing in-depth support and mentoring and this has led to positive outcomes as outlined in a series of case studies.
Bringing Communities Together	We are partner in the project led by Hertfordshire County Council and funded through the Controlling Migration Fund. Our role is to provide Community Engagement and ESOL learning opportunities to 96 learners over 2 years in the Welwyn Hatfield District. The criteria are for learners to be from the Polish, Romanian or South Asian communities and to have moved to the UK within the last four years.
Community Events	We have taken a lead role in the organisation of large-scale Christmas Lights events in Kings Langley and Berkhamsted, working closely with the Parish and Town Councils. We have participated in other events in partnership with Dacorum Borough Council, including Halloween and Armed Forces Days
Community Transport	We have continued to hire minibuses to community groups, transporting over 30,000 passengers. We continue to deliver a school transport contract from local villages to Tring School, developed further our Shopping Trips for older residents with mobility difficulties and DayTrippers, with 150 members recruited and enjoying outings to a range of venues. The social car scheme has continued to prosper, with over 2,000 journeys completed by volunteers to enable older people to access health appointments, visiting family, friends and shops
Connect Dacorum	Connect Dacorum has held six Networking Events, including a Christmas Lunch fundraiser with Dacorum Community Trust which was attended by 145 people. The Dragon's Apprentice initiative with schools has seen eleven teams raise £18,621.39 in the 2018/19 academic year. We have held Employability Days with Year 10 students in three local schools and a total of 84 students took part from 11 teams which included 2 schools from outside the borough. They all learned from local business presenters about CVs, Interview Techniques and the skills they seek in employees.
Creative Learning	<p>We have provided learning opportunities to over 400 adults (aged 19+) in a wide range of topics: English for Speakers of Other Languages, Arts & Crafts, Belly Dancing, Exercise, Swimming, Confidence Building, Employment Skills, Healthy Eating and Know Your Town. In our delivery we have met and exceeded the targets set by the funder, including quality provision in line with Ofsted requirements. In the year we have worked with Dacorum Borough Council to provide ESOL classes to families resettled as part of the Syrian Family Refugee Resettlement Programme.</p> <p>During the year we have begun negotiations with DCFL to agree a merger to allow CAD to provide more of these services across the Borough and to expand our focus to include technology training.</p>
European Projects*	We have been engaged in 22 funded projects over the year in the fields of learning and active citizenship. This has included many

	<p>projects where we are the lead applicant, with the topics including Active Seniors, Combating Loneliness, My Community 2020, Smile and Go, Social Enterprise, Volunteering, Interpretation & Cultural Mediation and Top 10 Employability Skills 2020. We have continued to host EVS Volunteers and provided opportunity to other local voluntary organisations to attend training in other EU countries.</p> <p>The ethos of the European Project activity is to share our knowledge, learn from other countries facing the same social issues and to use this learning to improve our local provision. In addition, the activities continue to provide a valuable professional development opportunity for participants. During the year, we have made preparations for the various possible outcomes that may occur when the UK leaves the EU</p>
Radio Dacorum	<p>With the support of 38 volunteer presenters we have continued to broadcast world-wide via the Internet, seven days per week (most days 8am to midnight with presenters in the studio). We average 10,000 listener hours per month and continue to build our social media presence and advertising base. We have broadcast live from several community events across Dacorum, had community, public sector and business guests in the studio and over 100 bands play live on the radio</p>
Repair Shed	<p>Our two sheds at Sunnyside Rural Trust and St Luke's Foundation School continue to thrive and adds to the important contribution we make in addressing social isolation. The shed members, who are predominantly men aged over 50, have continued to recycle, reuse and repair, with the goods made being sold at local community events to contribute to the costs of the project.</p> <p>In return for hosting the "Shedders", we provide around 200 volunteer hours per term of support through DIY tasks around the school. In addition, the "Shedders" pass on their vocational experiences to the young people in the school.</p>
Shopmobility	<p>We continued to deliver a highly valued service, with over 7,500 scooter hires in Hemel Hempstead Town Centre and positive customer feedback through the comments book and annual survey.</p>
Support4Dacorum	<p>We hold a three-year contract with Dacorum Borough Council (commenced Dec 2016) to deliver the Support4Dacorum service. During the year the contract has met and have in some instances exceeded the Key Performance Indicator targets.</p> <p>Through this service we continue to remain active in enabling other community voluntary groups and social enterprises to build their capacity and add quality to their service delivery, through training courses, one to one advice on governance and funding advice, information bulletins and network meetings. We are the contract holder with Dacorum Borough Council and manage the Volunteer Centre at the Round House as part of this service.</p>

During the year DCVS Trading was developed and continues to contribute to the overall delivery of CAD's charitable activities. The details are reported in the separate accounts for the trading company and the profits of £16,049 are reported as a Gift Aid donation in the charity's accounts to the parent charity in its individual accounts.

Currently our commercial services for Interpretation and translation are provided through DCVS Trading which is available for other income generating activities in the future.

Financial Review

The parent charity had incoming resources of £1,511,682 and expenditure of £1,480,052 for the year giving rise to a surplus of £31,630. At the year end the charity had total reserves of £719,957 comprising of £17,747 of restricted funds and £702,210 of unrestricted general funds

Treasury Policy

The charity has the power to invest its monies which are not immediately required in such investments, securities or property as may be thought fit. Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term. Therefore, there are only few funds for medium term investment. Having considered the options available, the Board has taken a balanced approach to investment and has invested its portfolio across a small number of bank deposit accounts. Income from investment this year was £380 down from £540 and below expectation.

Reserves Policy

The Board has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be 9 to 12 weeks of resources expended. At this level, which is periodically reviewed, the Trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. Should this happen it would be necessary to consider how such funding would be replaced or activities changed. As of 31st March 2019 the charity had total access to reserves in its accounts (based on current assets less current liabilities) of £619,794.

Funds Held on Behalf of Others

As a part of our role as a CVS, CAD operates a payroll service for our members. As part of this service CAD holds funds on behalf of our member organisations, which are used to pay salaries on a monthly basis. As of 31st March 2019, the charity held £100,582 (2018: £106,785) on behalf of our payroll service users. These are held as a specific account in the CAD balance sheet and reported in Note 14.

Other Operational Information

External Plans for 2019 - 2020

Provided that we continue to receive our current and new funders' support the focus of management efforts in the financial year 2019/20 will be to support the delivery of the agreed strategic objectives:

- To ensure that we remain a leading charity within Dacorum / Hertfordshire and are recognised for our expertise and quality of service provision;
- To make a difference to more people's lives in Dacorum by:

- continuing to expand our work and services to more countries and locations in the UK and abroad;
- continuing to provide Internships and high-quality volunteering opportunities each year;
- successfully deliver awarded contracts from across the range of services we provide, ensuring we maintain high quality standards and levels of customer feedback;
- To ensure we secure renewal of existing grant agreements and contracts across the charity and have a pro-active approach to building on our work through identifying and securing new sources of income;
- To continue to develop our skills and knowledge to ensure we recognised as having specific and valuable expertise in the areas we work.

Internal Plans for 2019-2020:

- To set a budget to ensure we achieve a surplus which can maintain the level of reserves and feed into the long-term stability of the Charity;
- To set a long-term capital budget to replace resources depreciated year on year;
- Ensure we deliver provision within the agreed budget and comply with all aspects of the law relevant to our work as a charity;
- Keep our recently revised strategy under review and develop operational delivery plans;
- Hold our staff, trustees and volunteers Away Day;
- Review our organisational policies and procedures;
- Review and update our branding and communication strategy including our website and social media.

Statement of responsibilities of the trustees

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial period that give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- comply with applicable accounting standards, including FRS102, subject to any material departures disclosed and explained in the financial statements;
- state whether a Statement of Recommended Practice (SORP) applies and has been followed, subject to any material departures which are explained in the financial statements;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

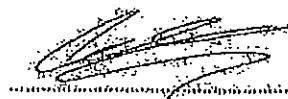
They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Trustees' Annual Report is approved by the trustees of the Charity. The Strategic Report, which forms part of the Annual Report, is approved by the trustees in their capacity as directors in company law of the Charity.

Signed on behalf of the Trustees on 24.9.19



Colin Gage
Chairman

Dacorum Council For Voluntary Service

Independent Auditor's Report to the Trustees of Dacorum Council for Voluntary Service

Opinion

We have audited the financial statements of Dacorum Council For Voluntary Service ('the company') for the year ended 31 March 2019 which comprise the consolidate and parent Statement of Financial Activities, the consolidate and parent Balance Sheet, the consolidate Cash Flow Statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard Applicable in the UK and 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 2019 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's Responsibilities for the audit of 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other Information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

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 trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' annual report have been prepared in accordance with applicable legal requirements.

Dacorum Council For Voluntary Service

Independent Auditor's Report to the Trustees of Dacorum Council for Voluntary Service

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

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.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 10, 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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK) we exercise professional judgement 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 purposes 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.
 - 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.
 - Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit report.
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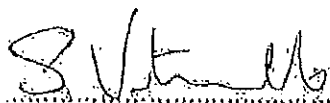
Dacorum Council For Voluntary Service

Independent Auditor's Report to the Trustees of Dacorum Council for Voluntary Service

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 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 any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Silvia Vitello

Senior Statutory Auditor

For and on behalf of Moore Kingston Smith LLP, Statutory Auditor

4 Victoria Square
St Albans
Hertfordshire
AL1 3TF

Date: 19.11.19

Dacorum Council For Voluntary Service

Consolidated Statement of Financial Activities
For the year ended 31 March 2019

Note	2019				2018			
	Unrestricted Funds General £	Designated £	Restricted Funds £	Total Funds £	Unrestricted Funds General £	Designated £	Restricted Funds £	Total Funds £
INCOME AND ENDOWMENTS:								
2	934,881 ✓	-	-	934,881	493,654	-	6,988	500,642
	13,576 ✓	-	-	13,576	8,470	-	-	8,470
3	380 ✓	-	-	380	540	-	-	540
4	-	-	-	-	63,364	-	-	63,364
	<u>948,837</u>	<u>-</u>	<u>-</u>	<u>948,837</u>	<u>566,028</u>	<u>-</u>	<u>6,988</u>	<u>573,016</u>
5	2,543,117	-	-	2,543,117	2,121,854	-	-	2,121,854
	<u>2,543,117</u>	<u>-</u>	<u>-</u>	<u>2,543,117</u>	<u>2,121,854</u>	<u>-</u>	<u>-</u>	<u>2,121,854</u>
	<u>3,491,954</u> ✓	<u>-</u>	<u>-</u>	<u>3,491,954</u>	<u>2,687,882</u>	<u>-</u>	<u>6,988</u>	<u>2,694,870</u>
EXPENDITURE:								
6	3,460,324	-	-	3,460,324	2,539,702	-	-	2,539,702
	<u>3,460,324</u>	<u>-</u>	<u>-</u>	<u>3,460,324</u>	<u>2,539,702</u>	<u>-</u>	<u>-</u>	<u>2,539,702</u>
9	31,630	-	-	31,630	148,180	-	6,988	155,168
	-	-	-	-	-	-	-	-
	<u>31,630</u>	<u>-</u>	<u>-</u>	<u>31,630</u>	<u>148,180</u>	<u>-</u>	<u>6,988</u>	<u>155,168</u>
Reconciliation of Funds								
	670,580	-	17,747	688,327	522,400	-	10,759	533,159
15	<u>702,210</u>	<u>-</u>	<u>17,747</u>	<u>719,957</u>	<u>670,580</u>	<u>-</u>	<u>17,747</u>	<u>688,327</u>

The statement of financial activities includes all gains and losses recognised in the year and all income and expenditure derive from continuing activities.

The notes on pages 20 to 30 form part of these financial statements.

Dacorum Council For Voluntary Service

Statement of Financial Activities For the year ended 31 March 2019

	Note	2019				2018			
		Unrestricted Funds General £	Designated £	Restricted Funds £	Total Funds £	Unrestricted Funds General £	Designated £	Restricted Funds £	Total Funds £
INCOME AND ENDOWMENTS:									
Donations and legacies	2	950,930	-	-	950,930	493,654	-	6,988	500,642
Other trading activities	3	13,576	-	-	13,576	8,470	-	-	8,470
Income from investments	3	350	-	-	350	540	-	-	540
Other income	4	-	-	-	-	63,364	-	-	63,364
		964,856	-	-	964,856	606,028	-	6,988	613,016
Income from charitable activities	5	546,826	-	-	546,826	2,121,854	-	-	2,121,854
		546,826	-	-	546,826	2,121,854	-	-	2,121,854
		1,511,682	-	-	1,511,682	2,687,882	-	6,988	2,694,870
EXPENDITURE:									
Total Income and Endowments									
Expenditure on charitable activities	6	1,480,052	-	-	1,480,052	2,539,702	-	-	2,539,702
Total Expenditure		1,480,052	-	-	1,480,052	2,539,702	-	-	2,539,702
Net (Expenditure)/Income before other recognised gains and losses	9	31,630	-	-	31,630	148,180	-	6,988	155,168
Transfers		-	-	-	-	-	-	-	-
Net (Expenditure)/Income after transfers between funds		31,630	-	-	31,630	148,180	-	6,988	155,168
Reconciliation of Funds									
Balance brought forward at 1st April 2018		670,580	-	17,747	688,327	522,400	-	10,759	533,159
Balance carried forward at 31st March 2019	15	702,210	-	17,747	719,957	670,580	-	17,747	688,327

The statement of financial activities includes all gains and losses recognised in the year ended 31st March 2019.

The statement of financial activities includes all gains and losses recognised in the year and all income and expenditure derive from continuing activities.
The notes on pages 20 to 30 form part of these financial statements.

Dacorum Council For Voluntary Service

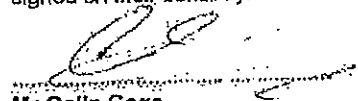
Consolidated Balance Sheet

For the year ended 31 March 2019

	Notes	2019		2018	
		£	£	£	£
Fixed assets:					
Tangible assets	10		<u>114,643</u>		<u>118,950</u>
Total fixed assets			<u>114,643</u>		<u>118,950</u>
Current assets:					
Debtors	13	715,731		630,252	
Cash at bank and in hand		<u>461,809</u>		<u>898,474</u>	
Total current assets		<u>1,177,540</u>		<u>1,328,726</u>	
Liabilities:					
Creditors: Amounts falling due within one year	14	<u>(572,226)</u>		<u>(767,349)</u>	
Net current assets			<u>605,314</u>		<u>561,377</u>
Total assets less current liabilities			<u><u>719,957</u></u>		<u><u>680,327</u></u>
The funds of the charity:					
Restricted funds	15		<u>17,747</u>		<u>17,747</u>
Unrestricted funds					<u>670,580</u>
General funds	15		<u>702,210</u>		
Total funds			<u><u>719,957</u></u>		<u><u>688,327</u></u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006, relating to small companies.

These financial statements were approved by the members of the Board of Trustees on 24.9.19 and signed on their behalf by:


Mr Colin Gage
 Signed on behalf of the Board of Trustees

Charity number: 288080
 Company number: 01745852 (England & Wales)

The notes on pages 20 to 30 form part of these financial statements;

Dacorum Council For Voluntary Service

Balance Sheet

For the year ended 31 March 2019

	Notes	2019	2018
		£	£
Fixed assets:			
Tangible assets	10	100,162	118,950
Investments	12	1	
Total fixed assets		<u>100,163</u>	<u>118,950</u>
Current assets:			
Debtors	13	770,971	630,252
Cash at bank and in hand		316,287	698,474
Total current assets		<u>1,087,258</u>	<u>1,328,726</u>
Liabilities:			
Creditors: Amounts falling due within one year	14	<u>(487,484)</u>	<u>(757,349)</u>
Net current assets		<u>619,794</u>	<u>589,377</u>
Total assets less current liabilities		<u>719,957</u>	<u>688,327</u>
The funds of the charity:			
Restricted funds	15	17,747	17,747
Unrestricted funds			
General funds	16	<u>702,210</u>	<u>670,580</u>
Total funds		<u>719,957</u>	<u>688,327</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006, relating to small companies.

These financial statements were approved by the members of the Board of Trustees on 24.9.19 and signed on their behalf by:


Mr. Colin Gage

Signed on behalf of the Board of Trustees

Charity number: 288080

Company number: 01746852 (England & Wales)

The notes on pages 20 to 30 form part of these financial statements.

Dacorum Council For Voluntary Service

Consolidated Statement of Cash Flows For the year ended 31 March 2019

	Notes	2019 £	2018 £
Cash flows from operating activities:			
Net cash provided by operating activities	1	(205,293)	224,588
Cash flows from investing activities:			
Interest received		380	540
Purchase of property, plant and equipment		(29,752)	(71,532)
Sale of investment properties		-	166,687
Net cash provided by investing activities		<u>(29,372)</u>	<u>95,695</u>
Change in cash and cash equivalents in the reporting period		(234,665)	320,263
Cash and cash equivalents at the beginning of the reporting period		696,474	376,211
Cash and cash equivalents at the end of the reporting period		<u><u>461,809</u></u>	<u><u>696,474</u></u>

Dacorum Council For Voluntary Service

Notes to the Consolidated Cash Flow Statement
For the year ended 31 March 2019

1 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2019 £	2018 £
Net income/(expenditure) for the reporting period	31,630	155,168
Adjustments for:		
Depreciation charges	34,059	28,894
Interest received	(380)	(540)
(Increase)/decrease in debtors	(85,479)	(310,221)
Increase/(decrease) in creditors	(185,123)	353,287
Net cash provided by/(used in) operating activities	<u>(205,293)</u>	<u>224,588</u>

2 Analysis of cash and cash equivalents

Cash in hand	461,809	696,474
Total cash and cash equivalents	<u>461,809</u>	<u>696,474</u>

Dacorum Council For Voluntary Service

Notes to the Financial Statements For the year ended 31 March 2019

1 Accounting policies

Basis of preparation of the Financial Statements

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Companies Act 2006, The Charities Act 2011 and follows the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland ('the SORP'). The financial statements have been prepared on the historical basis except for the modification to a fair value basis for certain financial instruments as specified in the accounting policies below.

Going concern

The trustees have assessed whether the use of going concern is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charitable company to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of the approval of these financial statements. In particular, the trustees have considered the charitable company's forecasts and projections and have taken account of pressures on fee income. After making enquiries, the trustees have concluded that there is a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. The charitable company therefore continues to adopt the going concern basis in preparing its financial statements.

Basis of consolidation

The results of DCVS Trading Limited have been consolidated on a line by line basis. The results for the subsidiary are disclosed in note 12.

Significant judgements and estimates

No items in these financial statements include significant judgements and estimates that management has made in the process of applying these accounting policies or that have a significant risk of causing material adjustment to the book value of assets and liabilities within the next financial year.

Incoming resources

Grants are recognised as income over the period to which they relate. Any grant funding received in advance is recognised as deferred income on the balance sheet.

All other incoming resources are recognised when the charity is entitled to the income, there is certainty of receipt and the monetary value can be measured with reasonable accuracy.

Resources expended and the basis of allocation of costs

Expenditure is accounted for on an accruals basis. Overheads and other costs not directly attributable to particular projects are apportioned to the relevant funds on the basis of management estimates of the amount attributable to that activity in the year, either by reference to staff, time or space occupied, as

Costs relating to a particular activity are allocated directly and others are apportioned on an appropriate staff basis. All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designated to reflect the use of the resources.

Dacorum Council For Voluntary Service

Notes to the Financial Statements For the year ended 31 March 2019

1 Accounting policies (continued)

Fixed assets

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less estimated residual value, over the expected useful life on the following basis:

Motor vehicles	- 8 years Straight Line
Office fixture and fittings	- 20% Reducing Balance
Computer equipment	- 3 years Straight Line
Lease premium	- 7 years Straight Line

Investments

Interests in subsidiaries are initially measured at cost and subsequently measured at cost less any accumulated impairment losses. The investments are assessed for impairment at each reporting date and any impairment losses or reversals are recognised immediately in profit or loss.

A subsidiary is an entity controlled by the charitable company. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

Financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method, unless arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

Financial liabilities

Basic financial liabilities are initially measured at transaction price.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular purpose.

Designated funds are reserves which have been earmarked for particular uses by the trustees.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

The charitable company is also part of the Local Government Pension Scheme (Hertfordshire County Council). See note 17 for the details

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2019

1 Accounting policies (continued)

Foreign currency translation

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate at the date of the transaction. All differences are taken to the Statement of Financial Activities.

2.1 Donations and legacies

	Group		Total	Total
	Unrestricted Funds	Restricted Funds	2019	2018
	£	£	£	£
Gifts and donations	6,134	-	6,134	17,479
Sponsorship	10,900	-	10,900	7,672
Affiliation fees	22,230	-	22,230	18,460
Grants	895,617	-	895,617	457,031
	<u>934,881</u>	<u>-</u>	<u>934,881</u>	<u>500,642</u>

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

	Group		Total	Total
	Unrestricted Funds	Restricted Funds	2019	2018
	£	£	£	£
Dacorum Borough Council	1,840	-	1,840	2,500
Hertfordshire County Council	230,141	-	230,141	117,557
Other Grants	663,636	-	663,636	336,974
	<u>895,617</u>	<u>-</u>	<u>895,617</u>	<u>457,031</u>

2.2 Donations and legacies

	Charity		Total	Total
	Unrestricted Funds	Restricted Funds	2019	2018
	£	£	£	£
Gifts and donations	22,183	-	22,183	17,479
Sponsorship	10,900	-	10,900	7,672
Affiliation fees	22,230	-	22,230	18,460
Grants	895,617	-	895,617	457,031
	<u>950,930</u>	<u>-</u>	<u>950,930</u>	<u>500,642</u>

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

	Charity		Total	Total
	Unrestricted Funds	Restricted Funds	2019	2018
	£	£	£	£
Dacorum Borough Council	1,840	-	1,840	2,500
Hertfordshire County Council	230,141	-	230,141	117,557
Other Grants	663,636	-	663,636	336,974
	<u>895,617</u>	<u>-</u>	<u>895,617</u>	<u>457,031</u>

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2019

3.1 Investments

	Unrestricted Funds £	Restricted Funds £	Group Total 2019 £	Total 2018 £
Bank Interest	380	-	380	540

3.2 Investments

	Unrestricted Funds £	Restricted Funds £	Charity Total 2019 £	Total 2018 £
Bank Interest	350	-	350	540

4.1 Other Income

	Unrestricted Funds £	Restricted Funds £	Group Total 2019 £	Total 2018 £
Profit on disposal of fixed assets	-	-	-	63,364

4.2 Other Income

	Unrestricted Funds £	Restricted Funds £	Charity Total 2019 £	Total 2018 £
Profit on disposal of fixed assets	-	-	-	63,364

5.1 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Group Total 2019 £	Total 2018 £
Management fees	14,967	-	14,967	13,802
Contract income	2,322,935	-	2,322,935	1,462,874
Rent receivable	8,400	-	8,400	16,953
Earned income	186,218	-	186,218	625,378
Other income	10,597	-	10,597	2,847
	<u>2,543,117</u>	<u>-</u>	<u>2,543,117</u>	<u>2,121,854</u>

5.2 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Charity Total 2019 £	Total 2018 £
Management fees	98,225	-	98,225	13,802
Contract income	243,386	-	243,386	1,462,874
Rent receivable	8,400	-	8,400	16,953
Earned income	186,218	-	186,218	625,378
Other income	10,597	-	10,597	2,847
	<u>646,826</u>	<u>-</u>	<u>646,826</u>	<u>2,121,854</u>

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2019

6.1 Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Group Total 2019 £	Total 2018 £
Costs directly related to activities				
Activity costs	571,177	-	571,177	311,305
Events	144	-	144	15,608
Bad debts	662	-	662	1,457
DCT rental apportionment	1	-	1	6,457
Insurance	8,269	-	8,269	10,436
Staff conference and training	1,699	-	1,699	1,335
Staff recruitment	840	-	840	-
Direct staff costs (note 8)	1,074,670	-	1,074,670	800,473
Subscriptions and publications	3,670	-	3,670	3,228
Translation / Interpreting	1,126,232	-	1,126,232	855,856
Premises costs	31,563	-	31,563	12,724
Motor expenses	58,144	-	58,144	66,605
Volunteer expenses	60,991	-	60,991	42,088
Depreciation	17,822	-	17,822	16,280
	<u>2,955,884</u>	<u>-</u>	<u>2,955,884</u>	<u>2,142,750</u>
Other				
Advertising and publicity	354	-	354	957
Staff costs (note 8)	358,223	-	358,223	276,462
Communication costs	25,210	-	25,210	18,515
Computer costs	43,471	-	43,471	33,410
Office expenses	17,710	-	17,710	14,977
Insurance	-	-	-	-
Governance costs (note 7)	19,142	-	19,142	27,016
Depreciation	16,237	-	16,237	10,614
Sundry	10,392	-	10,392	12,030
Bank charges	3,353	-	3,353	1,968
Foreign exchange (gain)/loss	10,348	-	10,348	1,013
	<u>504,440</u>	<u>-</u>	<u>504,440</u>	<u>396,952</u>

Support costs are allocated on a judgemental basis with the exception of staff costs which are based on time spent.

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2019

6.2 Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Charity Total 2019 £	Total 2018 £
Costs directly related to activities				
Activity costs	569,294	-	569,294	311,305
Events	144	-	144	15,506
Bad debts	715	-	715	1,457
DCT rental apportionment	1	-	1	8,457
Insurance	8,269	-	8,269	10,436
Staff conference and training	1,569	-	1,569	1,335
Staff recruitment	840	-	840	-
Direct staff costs (note 8)	431,301	-	431,301	800,473
Subscriptions and publications	2,221	-	2,221	3,228
Translation / Interpreting	-	-	-	855,856
Premises costs	31,463	-	31,463	12,724
Motor expenses	58,144	-	58,144	65,605
Volunteer expenses	60,991	-	60,991	42,088
Depreciation	17,822	-	17,822	16,280
	<u>1,182,774</u>	<u>-</u>	<u>1,182,774</u>	<u>2,142,750</u>
Other				
Advertising and publicity	354	-	354	957
Staff costs (note 8)	184,843	-	184,843	276,452
Communication costs	15,207	-	15,207	18,515
Computer costs	30,172	-	30,172	33,410
Office expenses	17,710	-	17,710	14,977
Insurance	-	-	-	-
Governance costs (note 7)	17,516	-	17,516	27,016
Depreciation	8,437	-	8,437	10,614
Sundry	10,331	-	10,331	12,030
Bank charges	2,627	-	2,627	1,968
Foreign exchange (gain)/loss	10,081	-	10,081	1,013
	<u>297,278</u>	<u>-</u>	<u>297,278</u>	<u>396,952</u>

Support costs are allocated on a judgemental basis with the exception of staff costs which are based on time spent.

7.1 Governance costs

	Unrestricted Funds £	Restricted Funds £	Group Total 2019 £	Total 2018 £
Auditors' remuneration	12,101	-	12,101	11,202
Professional fees	7,041	-	7,041	15,814
	<u>19,142</u>	<u>-</u>	<u>19,142</u>	<u>27,016</u>

7.2 Governance costs

	Unrestricted Funds £	Restricted Funds £	Charity Total 2019 £	Total 2018 £
Auditors' remuneration	12,101	-	12,101	11,202
Professional fees	5,415	-	5,415	15,814
	<u>17,516</u>	<u>-</u>	<u>17,516</u>	<u>27,016</u>

Dacorum Council For Voluntary Service

Notes to the Financial Statements For the year ended 31 March 2019

8.1 Staff costs - Group

	2019	2018
	£	£
Wages and salaries	1,388,082	1,028,278
Social security costs	29,692	36,511
Other pension costs	15,119	12,136
	<u>1,432,893</u>	<u>1,076,925</u>

Included in staff costs above are costs in relation to contracted workers engaged via workers' agreements for translation and adult learning services. These workers are not employees of the charity.

Key management personnel include the Chief Executive Officer, Assistant Chief Executive Officer, and the Chief Financial Officer. The total employee benefits of the Charity's key management personnel were £123,740 (2018: £109,508).

Number of employees - Group

The average number of employees during the year was:

	2019	2018
Management	3	3
Administration	3	4
Activity	18	19
	<u>24</u>	<u>26</u>

No trustees received any remuneration or were reimbursed for any expenses in the current or prior year.

8.2 Staff costs - Charity

	2019	2018
	£	£
Wages and salaries	583,138	1,028,278
Social security costs	24,743	36,511
Other pension costs	8,263	12,136
	<u>616,144</u>	<u>1,076,925</u>

Key management personnel include the Chief Executive Officer, Assistant Chief Executive Officer, and the Chief Financial Officer. The total employee benefits of the Charity's key management personnel were £123,740 (2018: £109,508).

Number of employees - Charity

The average number of employees during the year was:

	2019	2018
Management	3	3
Administration	3	4
Activity	14	19
	<u>20</u>	<u>26</u>

No trustees received any remuneration or were reimbursed for any expenses in the current or prior year.

9.1 Net incoming / outgoing resources

Net movements in resources are stated after charging / (crediting):

	Group	
	2019	2018
	£	£
Auditors' remuneration	12,101	11,202
Depreciation	34,059	26,894
(Gain) / loss on foreign exchange	10,348	1,013

9.2 Net incoming / outgoing resources

Net movements in resources are stated after charging / (crediting):

	Charity	
	2019	2018
	£	£
Auditors' remuneration	12,101	11,202
Depreciation	26,259	26,894
(Gain) / loss on foreign exchange	10,081	1,013

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2019

10 A) Tangible fixed assets	Short Term	Motor	Plant &	Total
Group	Lease	Vehicles	machinery	
	£	£	£	£
Cost:				
At 1 April 2018	16,622	333,701	184,694	535,017
Additions	-	18,995	10,757	29,752
Disposals	-	-	-	-
At 31 March 2019	<u>16,622</u>	<u>352,696</u>	<u>195,451</u>	<u>564,769</u>
Depreciation:				
At 1 April 2018	16,622	256,292	143,153	416,067
Charge for the year	-	17,822	16,237	34,059
Eliminated on disposal	-	-	-	-
At 31 March 2019	<u>16,622</u>	<u>274,114</u>	<u>159,390</u>	<u>450,126</u>
Net Book Value:				
At 31 March 2019	<u>-</u>	<u>78,582</u>	<u>36,061</u>	<u>114,643</u>
At 31 March 2018	<u>-</u>	<u>77,409</u>	<u>41,541</u>	<u>118,950</u>
10 B) Tangible fixed assets	Short Term	Motor	Plant &	Total
Charity	Lease	Vehicles	machinery	
	£	£	£	£
Cost:				
At 1 April 2018	16,622	333,701	184,694	535,017
Additions	-	18,995	10,757	29,752
Transferred to subsidiary	-	-	(27,639)	(27,639)
At 31 March 2019	<u>16,622</u>	<u>352,696</u>	<u>167,812</u>	<u>537,130</u>
Depreciation:				
At 1 April 2018	16,622	256,292	143,153	416,067
Charge for the year	-	17,822	8,438	26,260
Eliminated on transfer to subsidiary	-	-	(5,359)	(5,359)
At 31 March 2019	<u>16,622</u>	<u>274,114</u>	<u>146,232</u>	<u>436,968</u>
Net Book Value:				
At 31 March 2019	<u>-</u>	<u>78,582</u>	<u>21,580</u>	<u>100,162</u>
At 31 March 2018	<u>-</u>	<u>77,409</u>	<u>41,541</u>	<u>118,950</u>

11 Freehold property

The company holds the freehold of 3 St Mary's Road, Hemel Hempstead. This is subject to an equitable interest with Hightown Praetorian Housing Association Limited who are entitled to receive one half of the sale proceeds if the property is ever sold. The property is currently let to Dacorum Borough Council on a 125 year lease at a peppercorn rent. The lease commenced in December 1995.

Dacorum Council For Voluntary Service

Notes to the Financial Statements For the year ended 31 March 2019

12 Fixed Asset Investments

The company has set up a trading subsidiary, DCVS Trading Limited, of which it is the sole shareholder. The company is incorporated in England & Wales and its registration number is 01745852.

In the first period of account from 29 December 2017 to 31 March 2019 the company made profits of £nil and at the period end had net assets of £1.

	Group £	Charity £
Cost as at 1 April 2018	-	-
Additions	-	1
Disposals	-	-
Cost as at 31 March 2019	-	1

13 Debtors

	Group		Charity	
	2019 £	2018 £	2019 £	2018 £
Trade debtors	359,830	353,872	106,932	353,872
Prepayments and other debtors	355,901	276,380	162,858	276,380
Amounts due from trading subsidiary	-	-	501,181	-
	<u>715,731</u>	<u>630,252</u>	<u>770,971</u>	<u>630,252</u>

14 Creditors: amounts falling due within one year

	Group		Charity	
	2019 £	2018 £	2019 £	2018 £
Trade creditors	89,471	184,703	89,471	184,703
Funds held for others	100,582	106,785	100,582	106,785
Tax and social security costs	169,794	143,365	65,032	143,365
Deferred income	161,005	276,543	161,005	276,543
Other creditors	51,374	45,953	51,374	45,953
	<u>572,226</u>	<u>757,349</u>	<u>467,464</u>	<u>757,349</u>

Movement in deferred income

Deferred income brought forward	276,543	124,594	276,543	124,594
Released in year	(276,543)	(124,594)	(276,543)	(124,594)
New provision added	161,005	276,543	161,005	276,543
Deferred income carried forward	<u>161,005</u>	<u>276,543</u>	<u>161,005</u>	<u>276,543</u>

Income is recognised in the year to which it relates, these conditions are set by grants and contracts.

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2019

15 A) Reserves - Group

	At 1 April 2018 £	Incoming resources £	Resources expended £	Transfers, gains and losses £	At 31 March 2019 £
General Reserve	670,580	3,491,954	(3,460,324)	-	702,210
Total unrestricted funds	670,580	3,491,954	(3,460,324)	-	702,210
Dacorum CSP	7,680	-	-	-	7,680
TLI	3,109	-	-	-	3,109
Highfield	6,958	-	-	-	6,958
Total restricted funds	17,747	-	-	-	17,747
Total funds	688,327	3,491,954	(3,460,324)	-	719,957

15 B) Reserves - Charity

	At 1 April 2018 £	Incoming resources £	Resources expended £	Transfers, gains and losses £	At 31 March 2019 £
General Reserve	670,580	1,511,682	(1,480,052)	-	702,210
Total unrestricted funds	670,580	1,511,682	(1,480,052)	-	702,210
Dacorum CSP	7,680	-	-	-	7,680
TLI	3,109	-	-	-	3,109
Highfield	6,958	-	-	-	6,958
Total restricted funds	17,747	-	-	-	17,747
Total funds	688,327	1,511,682	(1,480,052)	-	719,957

Dacorum Council For Voluntary Service

Notes to the Financial Statements For the year ended 31 March 2019

16 A) Analysis of net assets - Group	General £	Restricted £	Total £
Fixed Assets	114,643	-	114,643
Debtors	715,731	-	715,731
Cash at bank and in hand	444,062	17,747	461,809
Creditors: amounts falling due within one year	(572,226)	-	(572,226)
	<u>702,210</u>	<u>17,747</u>	<u>719,957</u>

16 B) Analysis of net assets - Charity	General £	Restricted £	Total £
Fixed Assets	100,163	-	100,163
Debtors	770,971	-	770,971
Cash at bank and in hand	298,540	17,747	316,287
Creditors: amounts falling due within one year	(467,464)	-	(467,464)
	<u>702,210</u>	<u>17,747</u>	<u>719,957</u>

17 Pension commitments

The charity operates a defined contribution scheme. Contributions payable by the charity to the fund amounted to £8,263 during this year (2018 - £10,659).

There was an outstanding contribution amount at 31 March 2019 of £1,706 (2018: £1,013).

The Charity is also part of the Local Government Pension Scheme (Hertfordshire County Council). An actuarial valuation was prepared by Hymans Robertson LLP for the year ended 31 March 2016. This report indicated a possible pension deficit that is indeterminable and under discussion.

18 Share Capital

The company has no share capital and is limited by guarantee. Each members liability is limited to £1.

19 Related party transactions

During the year the Charity paid £nil (2018: £2,152.80) for legal services to SA Law, a firm of which one of the trustees is a consultant.

During the year the Fresco Properties Ltd, a company of which the former Chief Executive Officer was a director, paid £nil (2018: £100) for membership of the Charity's Connect Dacorum project.

During the year the Charity provided services totalling £5,700 (2018: £79,356) to Dacortium, a charitable company connected by common officers. At the balance sheet date an amount of £18 (2018: £5) was due to Dacortium.

DCVS Trading Ltd is a wholly owned subsidiary of Dacorum Council for Voluntary Service. It is a company registered in England and Wales with the same registered office.

During the year Dacorum Council for Voluntary Service charged DCVS Trading management charges of £83,258 and recharged wages & salary costs of £804,047 to it.

At the year end the charity was owed £500,914 by DCVS Trading Ltd.

