

Charity Registration Number: 1098627
Company Number: 04709512



THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

**TRUSTEES ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

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The Trustees who are also directors for the purposes of company law are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2019.

Reference and Administrative Information

Charity Name: Council for Voluntary Services Uttlesford
Charity Registration Number: 1098627
Company Registration Number: 4709512
Registered Office and
Operational address: Uttlesford Community Hub,
45 Stortford Rd,
Great Dunmow,
Essex. CM6 1DQ

Management Committee

Mr Chris Barrett Chair & Director with Financial Responsibility
Mr Doug Mason (resigned 21st March 2019)
Mr Eric Hicks (resigned 21st March 2019)
Mrs Pamela Sharp
Mrs Cathy Gooding
Mr James Taylor
Mrs Gill Butterworth
Ms Clare Morris
Mrs C James (resigned 16 June 2018)

Secretary

Mrs Jacqueline Davies

Senior Management Team

Mr Clive Emmett Chief Officer
Mrs Jacqueline Davies Funding & Information Manager
Mr Richard Corby Finance & Admin Manager

Auditors

Price Bailey LLP
Causeway House, 1 Dane St, Bishop's Stortford CM23 3BT

Bank

CAF Bank
25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

Structure, Governance and Management

Governing Document

The Council for Voluntary Service Uttelsford is a charitable company limited by guarantee, registered as a charity on 30 November 1991 and incorporated on 25 March 2003. The company is governed by its Memorandum and Articles of Association which were last amended in August 2014.

Appointment of Trustees

The Trustees who have served during the year and since the year end are listed on page 3. New Trustees are elected annually by members of the charity and serve for an initial period of 3 years. A further 3 year term may be served. Trustees must be nominated by two members. The Board may appoint up to 3 Trustees a year to ensure it has an appropriate range of skills and experience in its Board. The Chair and Director with Financial Responsibility are elected from within the board.

All Trustees give their time freely and no trustee was paid during the year. Trustees are required to disclose all relevant interests and, in accordance with the organisation's Memorandum and Articles, withdraw from decisions where a conflict of interest arises.

Internal Control and Risk Management

The Trustees examine the major risks which the charity faces in relation to external factors and relationships its governance and management, its internal operations and its activities. The management of risk is reviewed by the senior management team and by the trustee board.

The Trustees continue to keep under review the systems of internal financial control. The systems have been designed to provide reasonable, but not absolute, assurance against mis-statement of loss. They include:

- 1) A strategic plan and annual budget approved by Trustees
- 2) Regular consideration by the Trustees of financial results, variance from budgets and performance against the non-financial annual plan
- 3) Delegation of authority and separation of duties

The internal financial controls conform to guidelines issued by the Charity Commission.

Trustee Induction and Training

All potential Trustees are invited to complete an application form to apply for membership for the CVSU board. Applicants then meet with the Chair of the charity to discuss the role of a CVSU trustee and to make sure the applicant understands the role and responsibilities. The potential new trustee is then invited to meet the full board. Once appointed, new Trustees meet the staff to be given a thorough understanding of the work of the organisation. In addition all Trustees are supplied with written materials outlining their role and responsibilities. Finally, training on the principles of good governance and the role of a trustee is a mandatory part of the Trustee induction.

Our Aims and Objectives

Introduction

The Council for Voluntary Service Uttlesford (CVSU) is a local infrastructure charity. The charity's purpose as set out in the object contained in the companies Memorandum of Association are:

To promote, develop and facilitate a thriving, effective, sustainable and influential voluntary and community sector in Uttlesford, for the ongoing benefit of the community, thus promoting social action and assisting in the development of social capital.

CVSU is a member of NAVCA, the national membership charity for infrastructure organisations and adheres to the core principles of NAVCA, which aims to strengthen and champion social action through local infrastructure.

CVSU helps people and communities come together to form voluntary organisations and successfully run existing organisations. Cuts in public spending are increasing the need for local voluntary sector infrastructure to help communities fill the gaps left by public services.

CVSU is a membership organisation. We provide a range of services which aim to help people improve their local area, communities, pursue shared interests, support each other or campaign for change and make greater use of locally based assets.

We review our aims, objectives and activities each year.

Activities

Core Services

CVSU's primary purpose is to support the voluntary sector in Uttlesford. We do this by providing a range of professional specialist services and advising on a range of issues including funding, governance and set up. We also have an important role in disseminating information throughout the sector. In summary, CVSU can:

- * Provide specialist information and support to enable local people to develop the skills needed to run successful voluntary groups.
- * Spread good practice, encouraging joint working, and identify duplication of effort
- * Work with groups to identify funding streams and give support through the whole application process
- * Encourage partnership working to develop new and maintain existing local projects to help strengthen communities
- * Monitor existing services and engage with local people to identify unmet need and work with a range of agencies to find a way to address this need, especially in relation to the Public Health agenda.
- * Promote equality and diversity by understanding of the needs of disadvantaged and minority groups.
- * Help public bodies to engage effectively with local voluntary organisations and community groups and ensure policy makers understand the needs of local voluntary organisations and community groups.

Project work

CVSU is now involved in a number of projects, both as a way to fulfil unmet need in the district, and as a way of diversifying our income streams. Details of our project work can be found overleaf.

Essex Shed Network

The purpose of the shed is to create a comfortable environment where people can meet and find peer support, networking opportunities and participate in individual or group projects. Sheds are particularly aimed at some sections of the male population who may feel socially isolated. This year, in partnership with Maldon and District CVS, and under the name Essex Shed Network, we received three years funding from The National Lottery to expand the shed project across the whole of Essex.

Community Builder Project

CVSU has been piloting a community builder project, to create or strengthen connectedness in our communities. Our Community Builder engages with local people to identify key people and opportunities, and to enable community led activities. Older people who may lack social contact are also helped to become more engaged in communities.

Digital Inclusion Project

This year we launched a digital programme, in partnership with Rainbow Services and Voluntary Action Epping Forest. The project has two strands - firstly, the creation of Living Smart Homes by installing digital/smart devices that may help people in their home. Secondly, training volunteers as Digital Buddies to support individuals who need guidance using their own devices such as tablets smartphones.

Green Matters Gardening Project

CVSU launched a free gardening project aimed at vulnerable, elderly and disabled residents in Uttlesford, who have lost control of their gardens. A project manager with a team of volunteers will reclaim gardens, making them safe to use again.

Dragons Apprentice Challenge

The Dragons Apprentice Challenge is a community initiative linking students from local schools with local business and charities. Teams are given £100 and they have 4 months to develop a business plan and use the money to raise more money for a chosen charity.

Dementia Café

The Dunmow Dementia Café is a weekly social group for people living with dementia, and their carers, through which they can receive peer support. Launched at the Uttlesford Community Hub, the group quickly outgrew our facilities and now meets at the Rowena Davey Centre. We are looking at replicating the success with café groups in other towns and villages in Uttlesford.

My Weight Matters

A free to attend weekly weight-management programme for adults which follows NHS guidance. It focuses on healthy eating, balance with an active lifestyle. The aim of the programme is to support weight loss in a safe, steady and controlled way.

Frontline

CVSU provides administrative support and training for the Frontline referral system in collaboration with the lead organisation Uttlesford Citizens Advice Bureau. Frontline is an online referral system which allows frontline workers and members of the public to access and refer to over 200 organisations providing voluntary services in West Essex.

Uttlesford Food Bank

The Food Bank is designed to help individuals and families in crisis by providing free, emergency food until the appropriate agencies are in a position to assist. CVSU manages a collection point for the Food Bank in the Community Hub.

Health and Wellbeing Workshops and Screening

This year CVSU has been providing free workshops for voluntary organisations, enterprises and residents on the topics of Mental Health Awareness, Making Every Contact Count and Falls Awareness. After appropriate training individuals are able to make assessments relating to the risk of falls and possible depression. Where these risks are identified, referrals are made to appropriate support agencies/GP's.

Future Financial Plans

As part of our three year Strategic Plan we are including and have considered carefully our future financial plans that will support growth and sustainable income. We see them in the following terms based upon information we have been provided with by our primary funders/partners and our ongoing dialogue with them, as well as other funded income opportunities.

The two main core funding grants we receive from ECC and Uttlesford District Council continue to be in place. We have now re-established a new two-year contract with Essex County Council for 18/19 and 19/20 with a slight increase of 6% on the previous year, which is extendable by one further year if set targets are achieved. We have recently received further confirmation from UDC that funding for 19/20 is in place and will be supported at the existing levels.

We have been successful in acquiring new project-specific funding to support the range of projects mentioned earlier. We have also applied to the DCMS Digital Innovation fund for a one year pilot and the Connected Communities fund for a further one year pilot. All of these funding opportunities relate to our work in the Loneliness and Isolation agenda as well as the use of Digital technology to support our community needs. We continue to explore other funding options that meet our core business activities.

We have now established the socially drive trading company WECAN (West Essex Community Action Network) across the West Essex districts in partnership with Voluntary Action Epping Forest and Rainbow Services. The aim being to acquire new business that can be delivered across the whole of West Essex for the benefit of the local communities and again will support our growth.

We are confident about our future funding strategies and proposals and their ability to support our medium to long term aims to increase our overall income streams and accomplish financial stability that will underpin our medium to longer term growth as an organisation.

Public Benefit

Our aims and charitable activities are provided to benefit the people of Uttlesford. At present all our services are free of charge to our clients.

On occasion we may deliver services to people outside Uttlesford district. This is particularly the case with delivery of the Frontline project.

Equal access to our services is an important issue to us and in accordance with our Diversity and Equality Policy we do not discriminate on the basis of race, nationality, colour, creed, gender, disability, marital status, sexuality, religion, language, culture, age or class.

Policies

Reserves Policy

CVSU is committed to responsible and efficient management of all funds which are the responsibility of the organisation.

The Management Committee of CVS Uttelsford has considered the need for the organisation to maintain reserves in order to meet future financial obligations and has taken into account the following factors:

- * CVSU currently employs 2 full-time and 1 part-time staff members who have contracts which may result in potential liability for redundancy payments.
- * CVSU may enter into contracts with suppliers which contain potential penalty clauses for early termination.
- * CVSU is heavily dependent on two core funders - Uttlesford District Council and Essex County Council and would have immediate financial difficulties if either withdrew or reduced their level of funding.

In order to provide for any of these obligations arising, the Committee considers it necessary to establish as a maximum financial reserve sufficient to cover 3-6 months of the previous year's salary costs, plus 3-6 months premises costs and as a minimum 3 months' salary and premises costs.

Financial Review

Unrestricted income for the 2018/19 financial year rose to £86,282 from £76,694 in the previous year. This comes mainly from the ECC and UDC grants, with a small increase in annual funding having been received from ECC. We received a small amount of donation income (£1,087) and the fee for managing the Hub stayed the same as last year, at £8,500 received.

We continue to closely manage our costs, however as expected with a period of growth our operating and overhead costs have risen in 2018/19. Total unrestricted resources expended amounted to £106,278 (up from £94,566 in the previous financial year). As a result, our unrestricted funds at year end reduced from £32,456 to £10,117.

Investment Policy

Under its Memorandum and Articles of Association, the charity has the power to make any investments the Trustees see fit. CVSU moves funds between a CAF current account and a COIF Charities Deposit Fund, to maximise interest earned.

Bank interest for the year amounted to £173.

Risk Management

The board regularly reviews the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate these risks. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities.

Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors.

These procedures are periodically reviewed to ensure they continue to meet the needs of the charity.

Senior Staff Pay Policy

Annual performance appraisals are undertaken for all our staff. The senior officers have performed well against a balanced set of objectives. We also monitor salary trends in other voluntary sector organisations locally, to ensure that the salaries we offer remain in line with the broader sector. The HR Sub Group of Trustees has taken these matters into consideration and a modest salary increase will be made available to staff from 1st April 2019.

Trustees' responsibilities in relation to financial statements

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounts Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the ongoing concern basis unless it is appropriate to presume that the charitable company will continue in operation.

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

THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

Approved by the Board on the 16th of September 2019 and signed on its behalf by

Chris Barrett (Chairman)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2018

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31st March 2019 which are set out on pages 13 to 20.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

Signed:

Name

Richard Vass FCA

*For and on behalf of Price Bailey LLP
Causeway House
1 Dane Street
Bishop's Stortford
Hertfordshire
CM23 3BT*

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2019

	Note	Unrestricted to 31/03/2019 £	Restricted to 31/03/2019 £	Total to 31/03/2019 £	Total to 31/03/2018 £
Income and endowments from:					
Donations and legacies	2	1,109	3,975	5,083	0
Investment income	3	173	0	173	102
Charitable activities	4	82,587	157,107	239,694	142,997
Other Income		2,434	500	2,934	0
Total Income		86,303	161,582	247,885	143,099
Expenditure on:					
Charitable activities	5	106,279	177,851	284,129	144,829
Total resources expended		106,279	177,851	284,129	144,829
Net (expenditure)		(19,975)	(16,269)	(36,244)	(1,730)
Transfer between funds		(2,342)	2,342	0	0
Net movement in funds		(22,318)	(13,927)	(36,244)	(1,730)
Funds at 01/04/2018		32,456	33,910	66,366	68,096
Funds at 31/03/2019		10,138	19,983	30,122	66,366

BALANCE SHEET
AS AT 31 MARCH 2019

		2019		2018
		Total		Total
		£		£
Fixed Assets				
Tangible Assets		£ 2,868		£ 1,008
Current Assets				
Debtors	7	£ 18,282		£ 23,732
Cash at bank and in hand		£ 47,019		£ 61,648
		<u>£ 65,300</u>		<u>£ 85,380</u>
Current Liabilities				
Creditors, amounts falling due within one year	8	£ 38,047		£ 20,022
Net current assets		£ 27,254		£ 65,358
Total assets less current liabilities		<u>£ 30,122</u>		<u>£ 66,366</u>
Funds	9			
Unrestricted Funds - General		£ 10,138		£ 32,456
Restricted Funds		£ 19,983		£ 33,910
		<u>£ 30,122</u>		<u>£ 66,366</u>

The notes at pages 15 to 20 form part of these accounts.

For the year ended 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

The directors declare that they have approved the accounts above.

Signed _____ Date _____
Chris Barrett (Chairman)

1 Accounting Policies

Basis of preparation of the accounts

These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2015 and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Trustees for particular future projects or commitments.

Restricted funds are subject to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from membership subscriptions received in the nature of a gift are recognised in Donations and Legacies. Membership subscriptions which give a member rights to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.
- receipts received during the year which are not to be expected until after the balance sheet date are not recognised as income for the year and are included in funded charitable income deferred.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

Accounting Policies (continued)

Resources expended (continued)

- expenditure on raising funds includes the cost of all fundraising activities, events, non-charitable trading activities.

- expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to governance of the charity apportioned to charitable activities.

- where income on charitable funds has been recognised and the related expenditure is known and committed, the expenditure is recognised as a funded charitable activity accrual and is included in expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Depreciation

Major expenditure on tangible fixed assets is capitalised. The cost of other items is written off as incurred.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Furniture and equipment: 20.00% straight line

2 Donations and Legacies

	Unrestricted	Restricted	2019	2018
	£	£	£	£
Donations	1,109	3,975	5,083	-
	<u>1,109</u>	<u>3,975</u>	<u>5,083</u>	<u>-</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**3 Income from Investments**

	Unrestricted	Restricted	2019	2018
	£	£	£	£
Deposit account interest	173	-	173	102
	<u>173</u>	<u>-</u>	<u>173</u>	<u>102</u>

All 2018 income received from investments was unrestricted.

4 Income from Charitable Activities

	Unrestricted	Restricted	2019	2018
	£	£	£	£
Essex County Council	39,480	10,916	50,396	52,055
Uttlesford District Council	34,000	7,076	41,076	46,900
Building Management	8,500	-	8,500	8,500
DCMS		35,000	35,000	-
EALC	-	-	-	10,000
Education Services	-	2,020	2,020	-
Volunteer Uttlesford	-	-	-	2,880
Great Dunmow TC	-	-	-	255
Groundworks	-	2,000	2,000	-
Frontline Fee	-	9,000	9,000	9,025
West Essex CCG	-	40,070	40,070	11,125
Community Sheds	-	9,131	9,131	1,503
The National Lottery	-	34,086	34,086	-
Harlow Council	-	4,643	4,643	-
Other Income	607	3,165	3,772	754
	<u>82,587</u>	<u>157,107</u>	<u>239,694</u>	<u>142,997</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**5 Expenditure on Charitable Activities**

	Unrestricted	Restricted	2019	2018
	£	£	£	£
Advertising/Promotion	1,666	4,247	5,913	2,922
AGM costs	202	-	202	429
Bank Charges	62	20	82	92
Computer Costs	1,402	2,651	4,053	2,430
Course expenses	820	-	820	-
Depreciation	-	1,020	1,020	252
Evaluation	-	4,926	4,926	-
Event costs	441	1,310	1,751	53
Fuel Vouchers	-	283	283	-
Grants to Partners	-	41,332	41,332	10,938
Insurances	340	3,501	3,841	3,211
Office/Admin Expenses	483	176	659	2,940
Telephone costs	1,077	1,254	2,331	1,377
Postage and Stationery	1,902	458	2,360	1,826
Professional Services	1,803	-	1,803	1,809
Purchases	366	1,159	1,525	-
Rent & Service Charge	7,278	1,305	8,583	5,861
Repairs	216	6,347	6,563	41
Tools and Equipment	80	7,207	7,287	-
Living Smart Homes	-	6,558	6,558	-
Staff costs	82,096	81,710	163,806	96,703
Staff recruitment	1,202	-	1,202	503
Staff training	292	508	800	198
Staff travel	2,931	2,572	5,503	2,587
Subscriptions	897	104	1,001	2,375
Trustee Meetings	186	-	186	92
Vehicle costs	-	4,560	4,560	1,987
Volunteer expenses	436	666	1,102	326
Volunteer training	-	500	500	-
WECAN	39	-	39	78
Workshops/Activities	63	3,477	3,540	5,799
	<u>106,279</u>	<u>177,851</u>	<u>284,129</u>	<u>144,829</u>

6 Staff costs and emoluments

	2019	2018
	£	£
Total staff costs were as follows:		
Wages & salaries	149,003	91,038
Social security costs	10,471	2,617
Pension	4,332	3,048
	<u>163,806</u>	<u>96,703</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**Particulars of employees:**

The average number of employees during the period, calculated on the basis of full time equivalents was as follows:

	2019	2018
Project co-ordination staff	2.6	1.21
Management staff	<u>3</u>	<u>2.32</u>
	<u><u>5.6</u></u>	<u><u>3.53</u></u>

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000. (2018: nil)

Defined Contribution Pension Scheme

CVSU participates in the National Employment Savings Trust (NEST), which is a defined contribution workplace pension scheme, in order to fulfil the requirements under automatic enrolment regulations. Total employer contributions for the current period were £4,332. Amounts outstanding at the year end were £ nil.

7 Debtors

	2019	2018
	£	£
Debtors	7,599	19,336
Other debtors and prepayments	<u>10,683</u>	<u>4,396</u>
	<u><u>18,282</u></u>	<u><u>23,732</u></u>

8 Creditors; amounts falling due within one year

	2,019	2,018
	£	£
Creditors	1,047	3,700
Deferred Income	33,904	6,995
Social Security	- 259	4,466
Third Party Funds	2,707	4,441
Accruals / Other Creditors	<u>648</u>	<u>420</u>
	<u><u>38,047</u></u>	<u><u>20,022</u></u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

9 Funds	01/04/2018	Income	Expenses	Transfer	31/03/2019
Unrestricted Funds					
General fund	32,456	86,303	(106,279)	(2,342)	10,138
Total Unrestricted	32,456	86,303	(106,279)	(2,342)	10,138
Restricted Funds					
Community Builder	7,137	40,570	(44,941)		2,766
Community Sheds	4,722	0	(7,064)	2,342	0
Dementia Café	0	2,526	(2,133)		393
Digital	0	35,000	(33,873)		1,127
Dragons Challenge	(265)	8,210	(4,848)		3,097
Essex Shed Network	0	49,569	(40,416)		9,153
Farmers Café	0	406	(949)		(543)
Frontline	(366)	9,000	(9,000)		(366)
Green Matters	25,310	12,380	(31,437)		6,253
Timebank	(2,148)	0	0		(2,148)
UBEX	(280)	0	0		(280)
WECAN	(200)	0	0		(200)
Winter Warmth	0	3,921	(3,189)		732
Total Restricted	33,910	161,582	(177,851)	2,342	19,983
Total	66,366	247,885	(284,129)	0	30,122

Analysis of movement in funds - previous year

	01/04/2017	Income	Expenses	Transfer	31/03/2018
Unrestricted Funds					
General fund	47,180	76,964	(94,566)	2,878	32,456
Total Unrestricted	47,180	76,964	(94,566)	2,878	32,456
Restricted Funds					
Older peoples	2,263	0	(2,133)	0	130
ECC - Winter Warmth	0	3,921	(3,528)	(393)	0
Dragons Challenge	0	500	(765)	0	(265)
High Sheriff	500	0	0	0	500
Business Exchange	(7)	0	0	7	0
Youth Club	4,902	400	(5,302)	0	0
UBEX	0	130	(410)	0	(280)
WECAN	0	211	(411)	0	(200)
Green Matters	2,500	25,232	(3,052)	0	24,680
RCCE	6,291	0	(6,203)	(88)	0
Community Builder	0	11,425	(4,288)	0	7,137

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

Timebank	(2,148)	0	0	0	(2,148)
Frontline	(247)	9,025	(7,644)	(1,500)	(366)
Community Sheds	6,156	15,291	(15,821)	(904)	4,722
Capacity Building	706	0	(706)	0	0
Total Restricted	<u>20,916</u>	<u>66,135</u>	<u>(50,263)</u>	<u>(2,878)</u>	<u>33,910</u>
Total	<u>68,096</u>	<u>143,099</u>	<u>(144,829)</u>	<u>(2,878)</u>	<u>66,366</u>

10 Analysis of net assets between funds	Unrestricted	Restricted	2019	2018
Tangible Fixed Assets	756	2,112	2,868	1,008
Current assets (excluding cash)	15,734	2,548	18,282	23,732
Current assets - cash at bank	18,354	28,664	47,019	61,648
Current liabilities	<u>(24,706)</u>	<u>(13,341)</u>	<u>(38,047)</u>	<u>(20,022)</u>
	<u>10,138</u>	<u>19,983</u>	<u>30,122</u>	<u>66,366</u>

11 Company limited by guarantee

Every member of the company undertakes to contribute to the assets of the company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of rights of the contributors among themselves, such amount as may be required not exceeding one pound.

12 Trustee remuneration, benefits and expenses

None of the Trustees have been paid any remuneration or received any other benefits from an employment with CVSU or a related entity.

CVSU did not reimburse any trustee expenses for fulfilling their duties.

13 Related Party transactions

There were no related parties within the year.

14 Additional Disclosures

None