

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT
and
FINANCIAL STATEMENTS

31 March 2013

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WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT

31 March 2013

REFERENCE and ADMINISTRATIVE DETAILS

Charity Name	Warwickshire Community and Voluntary Action (WCAVA)																										
Company Number	06531268 (England & Wales)																										
Charity Number	1123402																										
Registered Office	19 & 20 North Street, Rugby, CV21 2AG																										
Company Secretary	Paul Tolley																										
Directors	<p>The Directors, who have served during the financial year and to the signing of this report, except where stated, were:</p> <table><tr><td>Eva Aldridge</td><td>(resigned 16 October 2012)</td></tr><tr><td>Mark Beach</td><td>(resigned 18 June 2012)</td></tr><tr><td>Jatinder Birdi</td><td>(appointed 18 June 2012)</td></tr><tr><td>Katy Harper</td><td></td></tr><tr><td>John D. Harris</td><td></td></tr><tr><td>Ann Hayes</td><td></td></tr><tr><td>Junaid Hussain</td><td>(appointed 16 October 2012)</td></tr><tr><td>Tim Jones</td><td></td></tr><tr><td>Stephen Nightingale</td><td></td></tr><tr><td>Joanne Shine</td><td></td></tr><tr><td>Lindsey Lavender</td><td>(appointed 8 April 2013)</td></tr><tr><td>Judith Morley</td><td>(appointed 8 April 2013)</td></tr><tr><td>Kim Slater</td><td>(appointed 8 April 2013)</td></tr></table>	Eva Aldridge	(resigned 16 October 2012)	Mark Beach	(resigned 18 June 2012)	Jatinder Birdi	(appointed 18 June 2012)	Katy Harper		John D. Harris		Ann Hayes		Junaid Hussain	(appointed 16 October 2012)	Tim Jones		Stephen Nightingale		Joanne Shine		Lindsey Lavender	(appointed 8 April 2013)	Judith Morley	(appointed 8 April 2013)	Kim Slater	(appointed 8 April 2013)
Eva Aldridge	(resigned 16 October 2012)																										
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Stephen Nightingale																											
Joanne Shine																											
Lindsey Lavender	(appointed 8 April 2013)																										
Judith Morley	(appointed 8 April 2013)																										
Kim Slater	(appointed 8 April 2013)																										
Auditors	Burgis & Bullock, 2 Chapel Court, Holly Walk, Leamington Spa, CV32 4YS																										
Solicitors	Wright Hassall LLP., Olympus Avenue, Leamington Spa CV34 6BF Brethertons LLP., 16 Church Street, Rugby, CV21 3PW																										
Bankers	HSBC Bank Plc., 3a Queens Road, Nuneaton, CV11 5JL																										
Insurance Advisers	M Wood Insurance Services Ltd. 115-125 Oxford Street, Bridgend, CF32 8DE																										

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT

31 March 2013

The Directors (who are the Trustees of the Charity) have pleasure in submitting their fifth Annual Report together with the audited financial statements for the year ended 31 March 2013.

STRUCTURE, GOVERNANCE and MANAGEMENT

Governing Document

WCAVA is a charitable company limited by guarantee, incorporated on 11 March 2008 and registered as a charity on 1 April 2008

The charitable company was established under a Memorandum of Association, which established the objectives and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

The Directors are responsible for the overall governance of the charitable company.

Significant Changes

There were no significant changes in the year.

Membership and Appointment of the Board of Directors

The number of members that can be registered is unlimited and membership is open to any individual or organisation that is interested in promoting the aims and objectives of WCAVA.

The Board is required to have at least 8 Members and there is no maximum, unless determined by ordinary resolution. Annually one third of the Board retire by rotation, but are eligible for re-election. The Board have the power to co-opt additional directors. No director can serve for more than six consecutive years.

The members of the Board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are listed on page one.

Directors may be nominated by Local Members Committees, in accordance with the memorandum, to reflect the range of voluntary and community groups as well as for their knowledge of the area and the work of the charity. The Board endeavours to ensure there is a balance of skills and expertise. Co-opted directors are recruited from a range of sources: specialist advertising mediums, introduction by existing members and direct applications 'through word of mouth'. Prospective members are required to complete application forms, which are duly assessed against the 'Skills Checklist' to ensure that there is a balance of skills and expertise at any one time.

There is a comprehensive induction programme for new Board members, which comprises a session on their roles and responsibilities and on the key operational policies and procedures that shape the delivery of the day to day services

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT

31 March 2013

Organisation

The Board has met six times this year. Sub committees meet regularly in between the meetings on a needs basis.

The day to day running of the charity is delegated to the Chief Executive.

Senior Staff

Chief Executive	Paul Tolley
Operations Director	Kate Morrison

Risk Management

A risk register has been established by the Board. Risks are regularly reviewed and updated by the sub-committees and the Board. The Directors are satisfied that they have considered the major risks to which the charity is exposed, that they have taken action to mitigate or to manage those risks and that there are systems in place to monitor any changes in those risks.

OBJECTIVES and ACTIVITIES

The Charitable objectives of WCAVA are detailed within the Memorandum of Association as:

To promote all or any charitable purposes for the benefit of the community within the Area of Benefit and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness;

Without limitation to the generality of the forgoing to provide resources to include not by way of limitation advice, guidance, mentoring, training, supervision and support to organisations with similar charitable objects in order to assist these organisations with their charitable work; and

To promote and organise co-operation in the advancement of these purposes and to bring together in council representatives of the voluntary organisations, statutory authorities and individuals within the Area of Benefit with separate local members committee meetings for each of the Boroughs of North Warwickshire, Rugby and Nuneaton & Bedworth, and the local government district of Warwick.

To protect and preserve the environment for the benefit of the public.

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT

31 March 2013

Public Benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims, objectives and in planning our future activities. In particular, the directors consider how planned activities will contribute to the aims and objectives they have set.

Information & Advice

All of our offices provide a vital service as a point of essential information and advice not just for our member organisations and groups but also for the general public and partner agencies. Our ability to signpost the general public to organisations and groups that can assist them with a whole range of issues from debt advice to counselling and youth work to domestic abuse ensures that those who need support can access it.

Organisational Support

We support groups and organisations with a specific remit in themselves to support their local community or to support a specific area of interest often focussing upon the most disadvantaged or disengaged sections of our society. For many of our member organisations the support we provide enables them to more effectively deliver support to individuals.

Development

The groups and organisations that we support to carry out their aims or charitable objectives more efficiently whether through securing funding, developing more robust procedures or quality assurance processes all provide direct benefit to the citizens of Warwickshire through their enhanced front-line service delivery.

Volunteering

Our Volunteer Centres enable those who wish to contribute their skills, knowledge, time and energy to support others to do so for the benefit of organisations, groups and individuals within Warwickshire

Statement of Purpose

As part of our strategic planning process following a review of the organisation, Directors agreed the following statement of purpose:

By 2014 voluntary and community sector organisations and groups in Warwickshire will have benefited from high quality services, advice, support, and representation on strategic bodies which will have enabled them to develop, to become more sustainable and to contribute to economic development, social change and environmental sustainability across Warwickshire's diverse communities. There will be more volunteering opportunities for both individuals and organisations fulfilling their corporate social responsibilities, and the economic and social impact of volunteering will have greater recognition.

And our Values are:

- *Building social capital and empowering communities to find solutions to local issues*
- *Endorsing 'active citizenship' and volunteering*
- *Contributing to the effective, efficient, flexible and professional delivery of public services*
- *Supporting cost effective capacity building in VCS organisations for long-term community benefit*
- *Nurturing collaboration and peer support, using our collective experiences and resources*

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT

31 March 2013

ACHIEVEMENTS and PERFORMANCE

Information and Development Work

During the year we continued to disseminate a high volume of electronic information with a handful of hard copies being sent to those members without electronic access. The website continued to receive a high level of hits receiving over 40,000 this year with an average of 3330 visitors per month. Our magazine Connect was reduced from quarterly to three editions in the year and again reached over 1600 recipients. Our e-zine 'e-grapevine' continues to increase in popularity reaching over 1850 subscribers every week with 42 editions circulated in the year.

Increasing our Support

In every one of our districts we have maintained the levels of support available to our members, maintaining 24 hour access to funding information through our online 'Funding Portals' having moved to a more cost efficient provider. This year we worked on a one to one basis with 1286 groups and organisations in the year and assisted them with £9million of funding applications resulting in over £1.2 million of funding being brought in to the sector in Warwickshire within the financial year. At the 31st March 2013 over £3.9m of these applications were still awaiting a decision.

Partnership Working

During the year we continued to spend energies on strengthening our strategic partnerships and collaboration with other infrastructure organisations especially through the Transformation Board. The establishment of this Board enables our organisations to commit to working much more closely together in order that our shared membership receives a seamless service. We have also worked in partnership with the County Council's Adult Community Learning Department and the Chartered Accountants Benevolent Association to establish a new pilot project called 'Learn Warwickshire' bringing together community learning in local communities.

Addressing Gaps in Services

Working in partnership with the Warwickshire Race Equality Partnership (WREP) we have enabled the creation of dedicated post employed by WREP to assist BME day centres to explore models of sustainability.

Volunteering

During 2012/13 we continued to work in concert through the Warwickshire Partnership with our partner organisations Voluntary Action Stratford upon Avon, Nuneaton & Bedworth Volunteer Centre and Volunteer Centre North Warwickshire. Together we hold joint Volunteering England accreditation for each of the 5 Volunteer Centres in Warwickshire.

The Volunteer Centres in Warwickshire ensured that 2667 of the 2699 individuals who registered with the Volunteer Centres were interviewed - an incredible 99%. As a result of these interviews and our work to support local organisations and groups across the county we matched 1710 of these volunteers with successful placements in the year 2012-13. As an organisation we continue to utilise the highly valued support of volunteers to ensure our services and projects are delivered. In the year we involved over 120 volunteers in our day-to day delivery of services and projects.

Satisfaction

In 2012-13 we gathered feedback from the members we supported on a quarterly basis and demonstrated and increase in satisfaction from our members with 100% responding that they were satisfied with our support (compared with 97% of our members in 2011-12). Additionally 94% of those we supported stated that their confidence, skills, knowledge or experience had been built as a result of our support

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT

31 March 2013

FINANCIAL REVIEW

The Directors report that:

Unrestricted funds for the year show a net outflow of £11,669 (2012: £43,144).

Restricted Funds showed a net outflow of £84,868 (2012: £76,185)

Endowment Funds a net outflow of £3,580 (2012: £4,591)

Principal Sources of Funding

Our principal source of funding continues to be from Warwickshire County Council.

Freehold Property

The freehold properties, after depreciation, had a net book value of £418,900 at 31 March 2013.

The properties are functional assets used in the fulfilment of our charitable objects and the Directors consider the amount reflects the value in use. The Directors also consider that the value is a reasonable approximation of market value and that any fluctuation is temporary and would not materially impact on the understanding of the charitable company's financial position by the reader of the financial statements.

Investment and Reserves

We continue to be committed to maximising our income, in relation to investments, within an ethical framework, but without taking any undue risks. Our surplus funds are invested in several low risk higher yield investments with well known financial institutions and are regularly reviewed by the finance committee.

With regards to Reserves, we have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charitable company should be 3 – 6 months of the unrestricted funds expended. This equates to £168,000 to £336,000 for 2012/13. At this level the Directors feel that they would be able to continue some of the current activities of the charity in the event of a significant drop in funding. At the year end, free reserves amounted to £212,000 and are sufficient.

Taxation

As a charity, subject to certain restrictions, Warwickshire Community and Voluntary Action is exempt from corporation tax on income and gains. No liability arises in the year.

The Charity is not registered for VAT and all resources expended include non- reclaimable VAT as appropriate.

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT

31 March 2013

PLANS FOR FUTURE PERIODS

2012/13 has been a year of maintaining our performance and successes whilst reducing our core costs wherever possible without reducing our levels of support to the sector.

In line with our 2008-13 delivery plan, key areas where we set out to develop and expand WCAVA's services are listed below following on from the successful completion of the stated goals for previous years.

Create a comprehensive directory of the Voluntary and Community Sector 2011-13

Having already cleaned and updated all data held on our members and agreed the procurement of a database we set in train all of the processes needed to fully deploy our Customer Record Management system (CRM). This has been a huge undertaking that has required investment of funds and training of front line staff. At the Annual General Meeting we intend to heavily promote the online directory that will be powered by our database and made publicly accessible through our website.

Create a comprehensive directory of the Venues operated by the sector 2011-13

Having already collated up to date information on the majority of community venues operated within the sector – this alongside the online directory will be powered by our database published online during 2013 and promoted at our AGM.

Establish consortia and collaborative networks within the sector 2011-13

During the year we assisted many partnerships most notably the creation of a consortia bid to establish Healthwatch Warwickshire as a separate legal entity to deliver the Healthwatch functions in the county.

We have also worked with WREP to establish and help fund a dedicated worker for BME Day Centres and working with the Heart of England Community Foundation created the social enterprise Warwickshire Community Recycling which achieved 6 national awards in its first year of operation.

The Health and Social Care Forum was established during the year and is anticipated to be a great resource in enabling those voluntary and community sector organisations and groups seeking to establish working relationships in the new health and social care landscape.

Having successfully completed the delivery of the organisational business plan for 2008-13 the focus is very much upon establishing a business plan that can take the organisation forward until 2018. It is clear that this will be in the context of large reductions in funding available to some of our key funders.

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT

31 March 2013

WARWICKSHIRE COMMUNITY RECYCLING

Warwickshire Community Recycling is a separate, independent, legal entity with WCAVA and the Heart of England Community Foundation being joint members.

It was formed as a company limited by guarantee (07880283) on 13 December 2011 and registered as a charity (1145885) on 14 February 2012. Each member has a maximum guarantee of £1. Currently Tim Jones and John Harris (WCAVA directors) are two of the six Trustees of the charity.

The charity commenced to operate on 1 April 2012. At 31 March 2013 WCAVA was owed £4,411 in the normal course of business.

DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Directors' 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 Directors 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 the year. In preparing these financial statements, the Directors are required to:

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

The Directors 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.

In so far as the Directors are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Directors have taken all 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 Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT

31 March 2013

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to the small companies' regime.

This report was approved by the Board on 2 September 2013.

Joanne Shine
Vice-Chairman

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

Independent Auditors' Report to the members

We have audited the financial statements of Warwickshire Community and Voluntary Action for the year ended 31 March 2013, which comprise the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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

Respective responsibilities of directors and auditors

The directors' (who are also the trustees of Warwickshire Community and Voluntary Action for the purposes of charity law) responsibilities for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013, 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 applicable to Smaller Entities; and
- have been prepared in accordance with the Companies Act 2006;

Opinion on other matter prescribed by the Companies Act 2006

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

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

Independent Auditors' Report to the members

Matters on which we are required to report by exception

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Directors' Report.

Wende Ann Hubbard FCCA (Senior Statutory Auditor)

For and on behalf of Burgis & Bullock
Chartered Accountants
Registered Auditors

2 Chapel Court
Holly Walk
Leamington
CV32 4YS

2nd September 2013

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

STATEMENT OF FINANCIAL ACTIVITIES

(including INCOME AND EXPENDITURE ACCOUNT)

For the year ended 31 March 2013

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds 2013 £	Total funds 2012 £
Incoming resources						
Incoming resources from						
Generated funds						
Investment income	2	32,057	-	-	32,057	29,625
Incoming resources from						
Charitable activities	3	627,335	673,675	-	1,301,010	1,165,637
Total incoming resources		659,392	673,675	-	1,333,067	1,195,262
Resources expended						
Charitable activities	4	662,901	758,543	4,700	1,426,144	1,311,422
Governance costs	6	8,160	-	-	8,160	7,869
Total resources expended		671,061	758,543	4,700	1,434,304	1,319,291
Net incoming resources before transfers and other recognised gains and losses		(11,669)	(84,868)	(4,700)	(101,237)	(124,029)
Gains on investment assets	11	-	-	1,120	1,120	109
Net movement in funds		(11,669)	(84,868)	(3,580)	(100,117)	(123,920)
Fund balances brought forward at 1 April 2012		421,545	524,575	239,444	1,185,564	1,309,484
Fund balances carried forward at 31 March 2013		409,876	439,707	235,864	1,085,447	1,185,564

All incoming resources and resources expended derive from continuing activities

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

BALANCE SHEET at 31 March 2013

	Note	2013		2012	
		£	£	£	£
Fixed assets					
Tangible assets	10		418,900		428,000
Investments	11		14,964		13,844
			433,864		441,844
Current assets					
Debtors	12	93,109		84,104	
Cash at bank and in hand	13	728,093		820,685	
			821,202		904,789
Creditors: amounts falling due within one year	14	(169,619)		(161,069)	
			651,583		743,720
Net current assets			651,583		743,720
Total assets less current liabilities			1,085,447		1,185,564
			1,085,447		1,185,564
Net assets					
Represented by:					
Funds					
Unrestricted funds	16		409,876		421,545
Restricted funds	17		439,707		524,575
Endowment funds	18		235,864		239,444
			1,085,447		1,185,564
Total funds			1,085,447		1,185,564
			1,085,447		1,185,564

The financial statements on pages 12 to 29 were approved by the directors and authorised for issue on 2 September 2013 and are signed on their behalf by the Vice- Chairman and Treasurer.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. In addition the financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Joanne Shine
Vice-Chairman

John D. Harris
Treasurer

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

1 Principal accounting policies

Basis

These financial statements have been prepared under the historical cost accounting convention and in accordance with applicable accounting standards and the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" issued in March 2005 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Fund accounting

Unrestricted funds are funds that can be used in accordance with the charitable objects at the discretion of the directors. Designated funds are unrestricted funds that the directors have set aside for specific purposes.

Restricted funds are funds that 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 particular restricted purposes.

Endowment funds are funds which are gifted and where restrictions arise when specified by the donor and capital is not used for direct expenditure.

Incoming resources

Grants and other income are recognised when the income is due providing terms and conditions have been met.

Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenses are accounted for on an accruals basis. Expenditure incurred on support costs arises from project management, split as agreed by Funders, Finance and Human Resources cost allocated to projects paying for these costs, and central overheads and general management which are split on a full time equivalent employee basis. Governance costs only include the audit fee, AGM expenditure, directors' expenses and Companies House fee.

Investments

Quoted investments are included in the financial statements at market value.

Depreciation

Depreciation of fixed assets is charged by annual instalments commencing with the date of acquisition at rates estimated to write off their cost less any residual value over the expected useful lives as follows:

Freehold land and buildings	50 years
Furniture and equipment*	5 years

*Furniture and equipment with a monetary value of less than £2,500 is written off in full in the year of purchase.

Defined contribution pension scheme

The pension charge represents contributions payable to separately administered pension schemes.

Operating leases

Operating lease rentals are charged to income and expenditure on a straight line basis over the lease term.

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

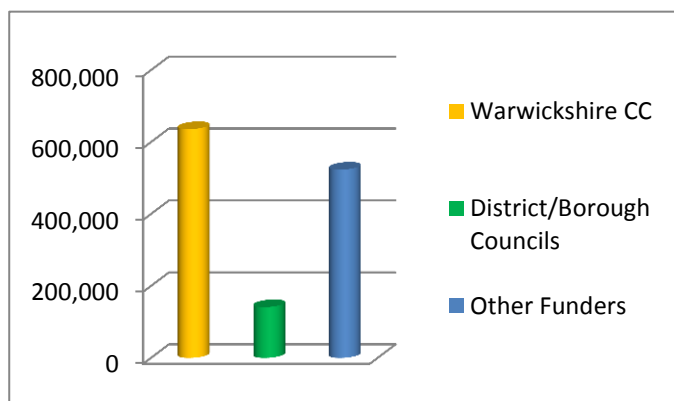
31 March 2013

2 Investment income

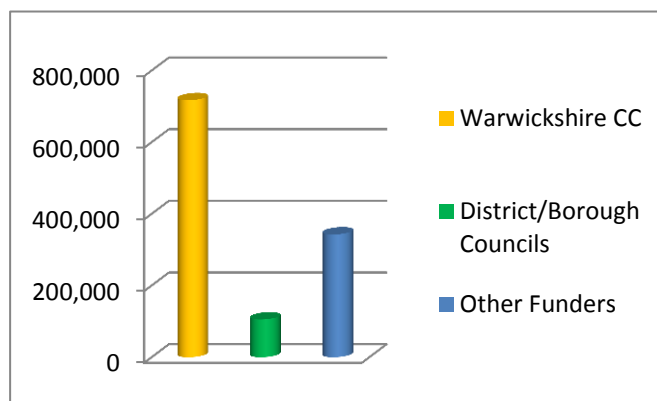
	Unrestricted Funds £	Restricted funds £	Endowment funds £	Total 2013 £	Total 2012 £
Interest receivable	8,767	-	-	8,767	6,106
Dividends	301	-	-	301	286
Rent receivable	22,989	-	-	22,989	23,233
	32,057	-	-	32,057	29,625
	32,057	-	-	32,057	29,625

3 Incoming resources from charitable activities

2013



2012



WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

3 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Advantage West Midlands (latterly DEFRA)	-	12,234	12,234	24,120
Baron Davenport's Charity	-	2,888	2,888	5,010
Biffaward	-	55,511	55,511	31,736
Big Local Trust	-	19,992	19,992	-
Big Lottery Fund	-	41,506	41,506	-
Car, Van and Minibus World Ltd	-	16,000	16,000	-
Coventry and Warwickshire Infrastructure Consortium	-	-	-	4,400
CSWP Ltd	-	13,695	13,695	5,900
Deeley Group	-	19,276	19,276	6,419
DEFRA	-	57,222	57,222	24,028
Department of Work and Pensions	-	1,432	1,432	1,896
East of England SHA	-	5,000	5,000	-
Keresley Community Library	405	5,558	5,963	-
Learning and Skills Improvement Service	-	2,000	2,000	-
29 th May 1961 Charitable Trust	3,000	-	3,000	3,000
National Foundation for Youth Music	-	50,920	50,920	-
NAVCA	-	2,000	2,000	3,000
NHS Warwickshire/Warwickshire PCT	66,942	-	66,942	85,320
North Warwickshire Borough Council	10,759	-	10,759	10,927
Nuneaton and Bedworth Borough Council	41,400	5,500	46,900	41,400
Overslade Community Association	3,448	20,829	24,277	27,187
Regional Action West Midlands	-	-	-	12,000
Rugby Borough Council	33,000	-	33,000	35,726
Rugby Group Benevolent Fund	15,000	-	15,000	15,000
Skills Funding Agency	-	29,916	29,916	32,420
Warwickshire County Council	378,702	257,437	636,139	717,394
Warwick District Council	43,099	7,583	50,682	17,400
Warwickshire Race Equality Partnership	-	-	-	6,745
Wembrook Community Centre	780	1,860	2,640	-
Wolverhampton Voluntary Sector Council	-	-	-	1,875
Other Organisations	30,800	45,316	76,116	52,734
	<u>627,335</u>	<u>673,675</u>	<u>1,301,010</u>	<u>1,165,637</u>

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

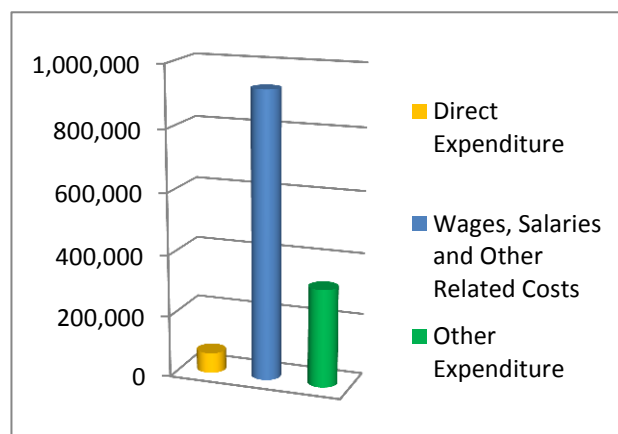
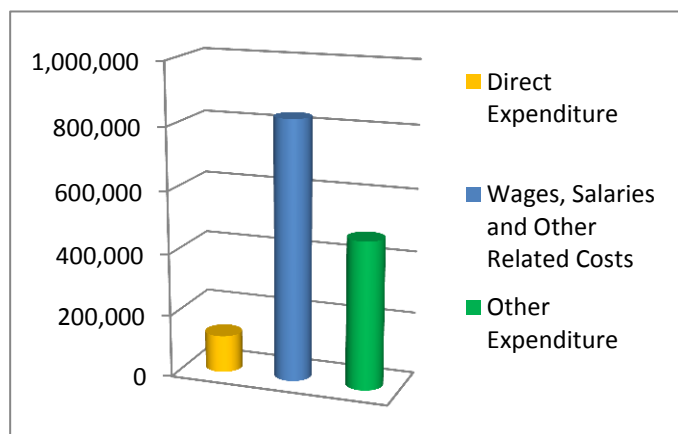
31 March 2013

4 Resources expended charitable activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds 2013	Total funds 2012
Direct expenditure	£	£	£	£	£
Direct costs	480	2,942	-	3,422	3,592
Grants payable (note 5)	-	116,143	-	116,143	62,504
Other expenditure					
Wages, Salaries and other related costs	518,186	313,346	-	831,532	927,192
Premises costs	27,798	12,764	-	40,562	40,900
Travelling expenses	17,983	25,080	-	43,063	44,284
Office expenses	28,739	7,985	-	36,724	32,167
Repairs and maintenance	26,267	22,147	-	48,414	42,138
General expenses	22,515	63,494	-	86,009	62,226
Bank charges	2,387	-	-	2,387	1,847
Professional fees	68,220	92,049	-	160,269	57,759
IT costs	17,581	30,938	-	48,519	27,445
Depreciation	4,400	-	4,700	9,100	9,368
Administration and management charges	(71,655)	71,655	-	-	-
	<u>662,901</u>	<u>758,543</u>	<u>4,700</u>	<u>1,426,144</u>	<u>1,311,422</u>

2013

2012



WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

5 Breakdown of Grant funding by activity

Activity	Grants to Institutions £	Grants to Individuals £	Total 2013 £	Total 2012 £
Baron Davenport's Charity	-	3,005	3,005	2,728
Day Services	20,144	-	20,144	-
MIF Frontline	22,356	-	22,356	-
VCW Marketing Volunteering	4,200	-	4,200	-
Warwickshire Young Carers	350	-	350	2,645
WET	65,511	-	65,511	26,682
Community Accountancy Service	-	-	-	2,186
Countywide Community Anchors	-	-	-	15,200
MIF Community Translation	-	-	-	200
Older People in Action	-	-	-	10,000
Other minor funds	577	-	577	2,863
	113,138	3,005	116,143	62,504

Grants made to individuals

Baron Davenport's Charity

All the grants made to 21 (2012 – 22) individuals from the fund are to widows, spinsters or young ladies abandoned by their partners in cases of financial hardship.

6 Governance Costs

	2013 £	2012 £
Audit Fee	5,020	4,840
AGM Costs	2,065	1,295
Directors' Expenses and meeting costs	1,075	1,734
	8,160	7,869

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

7 Staff costs

	2013	2012
	£	£
Wages and salaries	735,334	832,064
Employers National Insurance	56,936	69,037
Pension costs	11,411	17,640
	<u>803,681</u>	<u>918,741</u>

No employee earned £60,000 or more during the year.

The average number of employees during the year was 49
(2012– 53)

The number, on the basis of full time equivalents by analysed functions,
was

	2013 FTE	2012 FTE
WCAVA core activities	15.1	16.5
Volunteer Centres	3.0	3.2
Other Projects	13.7	14.2
	<u>31.8</u>	<u>33.9</u>

8 Operating Leases

	2013 £	2012 £
Operating Lease Rentals		
- Property	12,003	17,200
- Equipment	3,377	4,722
	<u>15,380</u>	<u>21,922</u>

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

9 Directors and related party transactions

Three directors have declared they are trustees or directors of other charities/companies which deal with the charitable company at arm's length. The accumulated transactions do not exceed £5,000.

In addition two directors are Trustees of Warwickshire Community Recycling as shown in the directors' report.

None of the other directors or any person connected with them have declared any transaction

No director receives any remuneration from the charitable company.

Three directors (2012 – four) received £1,075 (2012 - £1,300) for expenses.

10 Tangible assets

	Freehold Premises	Furniture and Equipment	Total
	£	£	£
Cost or valuation			
1 April 2012	455,000	9,147	464,147
Additions	-	-	-
	<hr/>	<hr/>	<hr/>
31 March 2013	455,000	9,147	464,147
	<hr/>	<hr/>	<hr/>
Depreciation			
1 April 2012	27,000	9,147	36,147
Charge for the year	9,100	-	9,100
	<hr/>	<hr/>	<hr/>
31 March 2013	36,100	9,147	45,247
	<hr/>	<hr/>	<hr/>
Net book amount			
31 March 2013	418,900	-	418,900
	<hr/>	<hr/>	<hr/>
Net book amount			
31 March 2012	428,000	-	428,000
	<hr/>	<hr/>	<hr/>

No revaluation has been made of the Freehold Premises in accordance with the policy set out in the Directors' Report.

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

11 Investments

	Quoted Investments £	Cash £	Total £
Market value at 1 April 2012	6,277	7,567	13,844
Unrealised profit	1,120	-	1,120
	<hr/>	<hr/>	<hr/>
Market value at 31 March 2013	7,397	7,567	14,964
	<hr/>	<hr/>	<hr/>
Held as Endowment Funds	7,397	7,567	14,964
	<hr/>	<hr/>	<hr/>

12 Debtors: amounts falling due within one year

	2013 £	2012 £
Trade debtors	45,273	46,041
Warwickshire Community Recycling	4,411	6,683
Prepayments and accrued income	43,201	26,501
Other debtors	224	4,879
	<hr/>	<hr/>
	93,109	84,104
	<hr/>	<hr/>

13 Cash at bank and in hand

This includes a client account with a balance of £31,482 (2012 - £32,971).
These monies are reflected in Note 14 as shown below.

14 Creditors: amounts falling due within one year

	2013 £	2012 £
Trade creditors	43,052	42,679
Taxation and social security costs	40,330	40,826
Other creditors	15,900	18,652
Accruals	4,056	2,370
Warwickshire County Council - loan	20,000	20,000
Deferred income (note 15)	46,281	36,542
	<hr/>	<hr/>
	169,619	161,069
	<hr/>	<hr/>
The above includes client monies held as follows:		
Taxation and Social Security Costs	24,428	22,515
Other creditors	7,054	10,456
	<hr/>	<hr/>
	31,482	32,971
	<hr/>	<hr/>

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

15 Deferred income

Deferred income comprises grants received in advance which the donor has specified must be used in future accounting periods or where uncertainty exists as to whether the conditions for application of the income will be met.

Deferred Income held as cash:	2013	2012
	£	£
Grants received in advance	5,894	17,884
Other income received in advance	40,387	18,658
	<hr/>	<hr/>
	46,281	36,542
	<hr/> <hr/>	<hr/> <hr/>

16 Fund movements – Unrestricted funds

	Balance 1 April 2012	Incoming resources	Resources expended	Transfers	Balance 31 March 2013
	£	£	£	£	£
General	360,066	659,392	666,519	-	352,939
Designated Warwick District	61,479	-	4,542	-	56,937
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	421,545	659,392	671,061	-	409,876
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

17 Fund Movements – Restricted Funds

Restricted Funds	Balance 1 April 2012	Incoming resources	Resources expended	Transfers	Balance 31 March 2013
	£	£	£	£	£
WCAVA					
Assembly	6,181	-	6,181	-	-
NLDC Capital (re-designated IT)	14,061	-	14,061	-	-
Training & Quality	20,934	1,720	22,654	-	-
Learn Warwickshire Overslade Community Association	-	22,467	4,787	9,425	27,105
MIF Frontline Support	3,774	20,829	21,553	-	3,050
Countywide Community Anchors	25,958	-	25,958	-	-
Day Services	19,556	-	6,218	-13,338	-
MIF	23,236	-	23,236	-	-
Skills for Community Leadership	13,851	-	13,851	-	-
LINK Discretionary	7,051	7,472	10,319	-4,204	-
NAVCA Safer Future Communities	57,905	8,000	58,505	-	7,400
Wembrook Community Centre	3,000	2,000	3,000	-	2,000
Keresley Community Library	-	1,860	1,860	-	-
ACL Take 5	-	5,558	5,558	-	-
VCW Marketing Volunteering	-	22,444	12,968	-	9,476
Healthwatch Transition	-	20,000	19,600	-	400
	-	72,179	42,745	-	29,434
Warwick					
Baron Davenport	2,419	580	730	-	2,269
Older People in Action	3,198	12,730	13,785	-	2,143
Flood Fund	14,112	-	-	-	14,112
Other Warwick Funds (two)	2,076	-	859	-	1,217
Nuneaton and Bedworth					
N & B Special Projects	1,794	-	1,540	9,287	9,541
Baron Davenport	-	2,000	1,392	-	608
Bermuda Village	4,674	22,776	15,707	-	11,743
Community Cohesion	-	4,000	-	-	4,000
Hill Top & Caldwell Big Local Trust	-	19,992	167	-	19,825
Other Nuneaton & Bedworth Funds (three)	628	-	22	-287	319
Rugby					
Baron Davenport	2,692	308	883	-	2,117
Young Carers	751	-	350	510	911
Other Rugby Funds (nine)	7,150	700	2,270	-1,393	4,187
Community Transport	2,607	23,523	26,130	-	-

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

17 Fund Movements – Restricted Funds continued

Restricted Funds	Balance 1 April 2012	Incoming resources	Resources expended	Transfers	Balance 31 March 2013
	£	£	£	£	£
North Warwickshire					
Leader	166	8,823	8,989	-	-
Community Accountancy Service	5,436	-430	5,006	-	-
ReVOLve					
General Fund	186	13,521	-	15,719	29,426
Narrowing the Gaps	7,922	-	-	-7,922	-
Connexions	4,574	-	-	-4,574	-
Connexions NEETS	4,520	-	4,520	-	-
Area Forum Peer Mentoring	15,558	-	12,667	-	2,891
Area Forum Hurley	2,904	-	2,904	-	-
PAYP Summer Activities 11	1,021	-	1,021	-	-
CSWP NEETS	5,900	-	5,900	-	-
Rural Youth Project	-	57,222	57,222	-	-
Motivated by Music	-	50,920	46,304	-	4,616
All In It Together	-	31,579	26,912	-	4,667
PAYP Summer 12	-	2,378	1,014	-	1,364
CSWP re NCS	-	13,695	7,475	-	6,220
Raw Tuition	-	6,000	3,216	-	2,784
3 Villages NEETS	-	3,105	11	-	3,094
Other projects (three)	4,224		1,001	-3,223	-
New Ideas					
Future Fund	36,560	-	-	-	36,560
Youth Forum	21,677	25,250	22,330	-	24,597
Advocacy	90,499	121,789	116,876	-	95,412
Peer Advocacy Planners	9,274	-	9,121	-	153
Other projects (three)	3,802	13,174	2,854	-	14,122
WET					
Lafarge	69,827	-	10,800	-	59,027
Wren	2,917	-	-	-	2,917
Playbox Theatre	-	15,511	15,511	-	-
Bedworth United Social Club	-	40,000	40,000	-	-
	524,575	673,675	758,543	-	439,707

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

18 Endowment funds

	Balance 1 April 2012	Incoming resources	Resources expended	Unrealised gain	Balance 31 March 2013
	£	£	£	£	£
Morwenna Hughes Memorial Fund	13,844	-	-	1,120	14,964
Freehold Premises	225,600	-	(4,700)	-	220,900
	<u>239,444</u>	<u>-</u>	<u>(4,700)</u>	<u>1,120</u>	<u>235,864</u>

The Morwenna Hughes Memorial Fund was established under a Trust Deed dated April 1991. Income is for use within Rugby Borough.

Freehold Premises gifted by Regenesi TWO on 1 March 2010, on which there is a covenant for the benefit of the Old Town area of Royal Leamington Spa in the event of sale.

19 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2013 £	Total 2012 £
Tangible assets	198,000	-	220,900	418,900	428,000
Investments	-	-	14,964	14,964	13,844
Current assets	356,190	465,012	-	821,202	904,789
Current liabilities	(144,314)	(25,305)	-	(169,619)	(161,069)
	<u>409,876</u>	<u>439,707</u>	<u>235,864</u>	<u>1,085,447</u>	<u>1,185,564</u>

20 Operating Lease Commitments

Annual commitments under non-cancellable operating leases were as follows:

	2013 £	2012 £
Leases expiring within 1 year :		
Equipment	303	1,119
Leases expiring in 2-5 years		
Equipment	1,722	1,648
	<u>2,025</u>	<u>2,767</u>

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

RESTRICTED FUNDS

WCAVA

Assembly

Big Lottery funding through the Coventry & Warwickshire Infrastructure Consortium (CWIC) to establish a Voluntary & Community Sector Assembly in Warwickshire and strengthen the voice of the sector.

NLDC Capital (re-designated IT)

Establishment of a database and upgrading of IT.

Training and Quality

Capacity builders funding secured through CWIC to increase the delivery of quality assurance and governance support to the sector in Warwickshire.

Learn Warwickshire

A Partnership delivering collaborative learning and development for Voluntary and Community sector organisations, communities and individuals in Warwickshire.

Overslade Community Association

Payment for HR support and associated employment costs. WCAVA employs the centre manager and caretaker posts on behalf of Overslade Community Centre.

MIF Frontline Support

Grants up to £500 made available to 2 community based projects in each district of the county that provide immediate solutions to unforeseen pressure points facing migrant communities.

Countywide Community Anchors

Funding received from RAWM through WCC to establish and support a network of 20 Community Anchor organisations across the county and to develop a Community Anchors kite mark for Warwickshire.

Day Services

Funds held on behalf of the Customers, Workforce and Governance Directorate of WCC to support the development of voluntary sector based day service provider organisations affected by the need to modernise services in response to the personalisation agenda.

MIF

Continued funding to consolidate existing Migrant Impact Fund projects until May 2012.

Skills for Community Leadership

Skills Funding Agency funding to deliver Community Leadership programme.

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

LINK Discretionary

Funds held on behalf of the LINK Council for expenditure on discrete projects undertaken focused upon specific health and social care issues and concerns in line with the LINK delivery plan and as authorised by the LINK project board.

NAVCA Safer Future Communities

Commissioned by CLINKS to establish and support a Safer Future Communities network for Warwickshire in preparation for the Police Commissioner arrangements in the County.

ACL Take 5

Funding to deliver the Community Leadership Programme.

VCW Marketing Volunteering

Funding for marketing volunteering across Warwickshire.

Healthwatch Transition

Provision of funds for the establishment of Healthwatch Warwickshire as a local Healthwatch organisation to replace Local Involvement Network, pursuant to the Health and Social Care Act 2012.

WARWICK

Baron Davenport's Charity

Grants made to individuals who are widows, spinsters or young ladies abandoned by their partners in cases of financial hardship.

Older People in Action

Funds held on behalf of Older People in Action Warwick District - a multi-agency group involving older people and agencies working with or on behalf of older people.

Flood Fund

A fund held by Warwick District and established by Warwick District Council. The grant can only be used to purchase flood alleviation items such as flood boards, sealants or airbrick covers. Homeowners can only apply for the grant by purchasing the items themselves, submitting receipts and be reimbursed, up to the value of £200.

NUNEATON & BEDWORTH

N & B Special Project (was Social Audit)

Local restricted funds that aim to increase capacity within the community to enable support for vulnerable members and those in most deprived areas.

Baron Davenport's Charity

Grants made to individuals who are widows, spinsters or young ladies abandoned by their partners in cases of financial hardship.

Bermuda Village

Funding by Deeley Group for a Community Development Officer.

Community Cohesion

Funding for a range of activities and events to help understand and record the state of the third sector across Nuneaton and Bedworth.

Hill Top and Caldwell Big Local Trust

'Getting Started' funding from Big Local Trust to deliver activities and strategies related to the first steps in the Big Local pathway in Hill Top and Caldwell.

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

RUGBY

Baron Davenport's Charity

Grants made to individuals who are widows, spinsters or young ladies abandoned by their partners in cases of financial hardship.

Young Carers

Funds raised and donated whilst the Rugby Young Carers service was delivered by Rugby CVS. These funds are held as a 'grant', which young carers in Rugby may access.

Community Transport

The transport Brokerage scheme was funded by Warwickshire County Council. To provide affordable and accessible minibus transport to community groups with a transport need within Rugby Borough and surrounding villages.

NORTH WARWICKSHIRE

Leader

Funding received to employ the Project Development Officer for the North Warwickshire LEADER programme established to support rural development.

Revolve General Fund

Funds set aside to sustain continuation of project.

Connexions

Project funded by Connexions to run a course with NEET young people to progress them into education, employment or training.

Area Forum Peer Mentoring

Funding to train twelve North Warwickshire Year 10 students as peer mentors to enable them to support the same number of younger children at local primary schools.

Area Forum Rural Youth Worker

Funding to facilitate some initial work with groups of young people in three priority areas by delivery of a programme of positive activities and promotion of accessible volunteering opportunities.

CSWP NEETS

To run an initial engagement project with NEET young people in North Warwickshire.

Rural Youth Project

Funding as part of the North Warwickshire Leader programme to improve the lives of young people in North Warwickshire through high quality youth work provision.

Motivated by Music

Funded by Youth Music. Increasing young people's skills, knowledge and life chances and on-going routes to progression within the music industry. Working in partnership with UK record labels, creative arts organisations, youth and community groups, schools and local authorities to provide an integrated, community led approach to project delivery.

All In It Together

Big Lottery funding for an inclusive project working with young people aged 16 – 25 across Warwickshire.

CSWP re NCS

Funding for delivery of the Autumn National Citizenship service for 24 young people from Nuneaton, Bedworth and North Warwickshire.

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2013

3 Village NEETS

Delivery of Programme in Kingsbury, Hurley and Wood End area.

Raw Tuition

Music related activities for young people in the Northern area of Warwickshire.

NEW IDEAS

Future Fund

Funds set aside to help achieve future independence from WCAVA.

Youth Forum

To enable young people with learning disabilities to make a DVD of their experiences and solutions.

Advocacy

To employ a volunteer coordinator to develop long term partnerships between trained volunteer advocates and people with profound learning disabilities.

Peer Advocacy Planners

1 year funding from Regional Strategic Health Authority to employ 5 people with learning disabilities as peer advocates and for a support worker post.

WET

Lafarge

Landfill tax credits parked with WET pending identification of projects.

WREN

Money deposited with WET pending identification of projects.

Playbox Theatre

A grant from Biffaward to make various improvements to their premises.

Bedworth United Social Club

A grant from Biffaward for a re-roofing project.

OTHER LOCAL FUNDS

Small funds held and distributed in the relevant locality as required by the donor.

*Working for a stronger Voluntary and Community
Sector in Warwickshire*

<p>This report was produced by Graham Austin and Pauline Cassidy of WCAVA's finance department. Additional help and design by Lola Jones, a volunteer.</p>
