

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

31 March 2014

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WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT

31 March 2014

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 date of signing this report, except where stated, were:</p> <p>Jatinder Birdi Katy Harper John Harris (resigned 23 October 2013) Ann Hayes Junaid Hussain Tim Jones (resigned 31 March 2014) Lindsey Lavender (appointed 8 April 2013) Judith Morley (appointed 8 April 2013) Stephen Nightingale Hayden Phillips (appointed 28 October 2013) Joanne Shine Kim Slater (appointed 8 April 2013) (resigned 2 September 2013)</p>
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. Morgans House, 248 Cowbridge Road East, Canton, Cardiff, CF5 1GZ

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT

31 March 2014

The Directors (who are the Trustees of the Charity) have pleasure in submitting their sixth Annual Report together with the audited financial statements for the year ended 31 March 2014.

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 eight 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 the membership 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 2014

Organisation

The Board has met seven 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 2014

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.

How our activities deliver public benefit

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.

Support

All supported are groups or 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 in 2013, Directors agreed the following statement of purpose:

OUR VISION:

A thriving and well-resourced voluntary and community sector throughout Warwickshire that meets community needs and provides an excellent experience for all.

OUR MISSION

Warwickshire CAVA promotes, develops and supports a vibrant voluntary and community sector to enable local people to shape and influence their communities.

All our actions are underpinned by **Four Guiding Principles** to 'equip' the sector to excel:

EQUIP

Equality - Volunteering and Community Action Representing All Communities

Quality - Delivering Excellence through Innovative and Creative Leadership.

Integrity - Tenacity with Professionalism and Accountability.

Partnership - Partnerships Developed to Support the Broader Voluntary Sector

ACHIEVEMENTS AND PERFORMANCE

Information and Development Work

Increasing our communication

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 30,000 (34,908) this year with an average of 2,909 visitors per month. Our e-zine 'e-grapevine' continues to increase in popularity reaching over 1438 subscribers every week with 46 editions circulated in the year.

Increasing our Support

Working in partnership, in every one of Warwickshire's 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 on 1033 specific issues with 610 groups and organisations in the year and assisted them with £8.1 million of funding applications resulting in over £4.9 million of funding being brought in to the sector in Warwickshire within the financial year.

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' in an attempt to coordinate and sustain community learning in local communities.

Volunteering

During 2013/14 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 2215 individuals who registered with the Volunteer Centres were interviewed and matched with local volunteering opportunities. As a result of these interviews and our work to support local organisations and groups across the county we understand that 74% of these sustained volunteering placements and 1631 of these volunteers had successful placements in the year 2013-14 representing an economic value of £1,762,785. 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 2013-14 we gathered feedback from the members we supported on a quarterly basis and demonstrated an overall decrease of 11% in satisfaction from our members to 89% responding that they were satisfied with our support (compared with 100% of our members in 2012-13). Additionally 95% of those we supported stated that their confidence, skills, knowledge or experience had been built as a result of our support (compared with 94% of our members in 2012-13).

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT

31 March 2014

FINANCIAL REVIEW

The Directors report that:

Unrestricted Funds for the year show a net outflow of £ 24,669 (2013: £11,669).

Restricted Funds showed a net outflow of £20,891 (2013: £84,868)

Endowment Funds a net outflow of £4,048 (2013: £3,580)

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 £409,800 at 31 March 2014.

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 £151,000 to £302,000 for 2013/14. 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 £192,000 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 2014

PLANS FOR FUTURE PERIODS

2013/14 has been a year of maintaining our performance and successes whilst continually reducing our core costs wherever possible without reducing our levels of support to the sector.

In line with our 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 Status: ACHIEVED

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. Our CRM system automatically produces an on-line directory of members whose information they are happy to be made public and we are working with Warwickshire County Council in an attempt to also publish this information through <https://directory.warwickshire.gov.uk/>

Create a comprehensive directory of the Venues operated by the sector Status: ACHIEVED

Having already collated up to date information on the majority of community venues operated within the sector – this alongside the online directory is now powered by our database and published online at <http://www.vconnectsystem.org.uk/warwickshirecommunitydirectory> and accessible to all through our website.

Establish consortia and collaborative networks within the sector Status: ACHIEVED

During the year we assisted and continued many partnerships most notably the consortia bid established entity of Healthwatch Warwickshire which as a separate legal entity delivers the Healthwatch functions in the county.

We have also continued to work with WREP to establish and help fund a dedicated worker for BME Day Centres and working and with the Heart of England Community Foundation continued to support the social enterprise Warwickshire Community Recycling which achieved 7 national awards during its first two years of operation.

The Health and Social Care Forum was established jointly with Healthwatch last year and clearly needs additional resource and supporting structures in the coming year to assist the voluntary sector cope with the swathe of changes and reductions in health and social care provision and to establish greater working relationships in the new health and social care landscape.

Retain Quality Mark status with National Accreditation Bodies Status: ACHIEVED

Working in partnership with Voluntary Action Stratford on Avon (VASA) we jointly achieved re-accreditation of the NAVCA Quality Award which is held until January 2017 and is testament to the seamless partnership working and delivery achieved by both organisations.

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 and likely amidst new contracting and commissioning arrangements for infrastructure across Warwickshire.

Future Plans

The new strategy for 2014 – 18 will assist the organisation to clearly set out its core and statutory funded activities, from additional traded activities and those services that can be provided by third parties.

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

DIRECTORS' REPORT

31 March 2014

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. During the year Tim Jones and John Harris (now resigned from WCAVA directorships) were two of the six Trustees of the charity.

The charity commenced to operate on 1 April 2012. At 31 March 2014 WCAVA was owed £ 150 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 2014

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 15 September 2014

Joanne Shine
Chair

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 2014, 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 2014, 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

15 September 2014

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

STATEMENT OF FINANCIAL ACTIVITIES

(including INCOME AND EXPENDITURE ACCOUNT)

For the year ended 31 March 2014

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds 2014 £	Total funds 2013 £
Incoming resources						
Incoming Resources from Generated Funds						
Investment income	2	40,867	3,684	-	44,551	32,057
Incoming Resources from charitable activities	3	537,491	490,984	-	1,028,475	1,301,010
Total incoming resources		578,358	494,668	-	1,073,026	1,333,067
Resources expended						
Charitable activities	4	595,456	515,458	4,700	1,115,614	1,426,144
Governance costs	6	7,571	101	-	7,672	8,160
Total resources expended		603,027	515,559	4,700	1,123,286	1,434,304
Net incoming resources before transfers and other recognised gains and losses		(24,669)	(20,891)	(4,700)	(50,260)	(101,237)
Gains on investment assets	11	-	-	652	652	1,120
Net movement in funds		(24,669)	(20,891)	(4,048)	(49,608)	(100,117)
Fund balances brought forward at 1 April 2013		409,876	439,707	235,864	1,085,447	1,185,564
Fund balances carried forward at 31 March 2014		385,207	418,816	231,816	1,035,839	1,085,447

All incoming resources and resources expended derive from continuing activities

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

BALANCE SHEET at 31 March 2014

	Note	2014		2013	
		£	£	£	£
Fixed assets					
Tangible assets	10		409,800		418,900
Investments	11		15,616		14,964
			<u>425,416</u>		<u>433,864</u>
Current assets					
Debtors	12	45,579		93,109	
Cash at bank and in hand	13	668,659		728,093	
		<u>714,238</u>		<u>821,202</u>	
Creditors: amounts falling due within one year	14	(103,815)		(169,619)	
			<u>610,423</u>		<u>651,583</u>
Net current assets					
			<u>1,035,839</u>		<u>1,085,447</u>
Total assets less current liabilities					
			<u>1,035,839</u>		<u>1,085,447</u>
Net assets					
Represented by:					
Funds					
Unrestricted funds	16		385,207		409,876
Restricted funds	17		418,816		439,707
Endowment funds	18		231,816		235,864
			<u>1,035,839</u>		<u>1,085,447</u>
Total funds					
			<u>1,035,839</u>		<u>1,085,447</u>

The financial statements on pages 12 to 28 were approved by the directors and authorised for issue on 15 September 2014 and are signed on their behalf by the 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
Chairman

Jatinder Birdi
Treasurer

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

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 2014

2 Investment income

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2014 £	Total 2013 £
Interest receivable	4,859	-	-	4,859	8,767
Dividends	310	-	-	310	301
Rent receivable	35,698	3,684	-	39,382	22,989
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	40,867	3,684	-	44,551	32,057
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

3 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Baron Davenport's Charity	-	4,006	4,006	2,888
Biffaward	-	-	-	55,511
Big Local Trust	-	19,935	19,935	19,992
Big Lottery Fund	-	64,938	64,938	41,506
Car, Van and Minibus World Ltd	-	-	-	16,000
Community Development Foundation	-	7,325	7,325	-
Coventry and Rugby CCG	11,130	-	11,130	-
CSWP Ltd	-	-	-	13,695
Deeley Group	-	4,819	4,819	19,276
DEFRA	-	-	-	69,456
Department of Work and Pensions	-	-	-	1,432
East of England SHA	-	-	-	5,000
Keresley Community Library	-	-	-	5,963
Learning and Skills Improvement Service	-	-	-	2,000
The Ley Young Peoples Project	-	3,060	3,060	-
29 th May 1961 Charitable Trust	-	-	-	3,000
National Foundation for Youth Music	-	65,435	65,435	50,920
NAVCA	-	-	-	2,000
NHS Warwickshire/Warwickshire PCT	1,157	-	1,157	66,942
North Warwickshire Borough Council	11,082	-	11,082	10,759
Nuneaton and Bedworth Borough Council	41,400	12,000	53,400	46,900
Older People in Action	-	4,968	4,968	-
Overslade Community Association	3,265	17,928	21,193	24,277
Rugby Borough Council	33,000	-	33,000	33,000
Rugby Group Benevolent Fund	-	-	-	15,000
Santander Foundation	-	10,000	10,000	-
Skills Funding Agency	-	29,916	29,916	29,916
South Warwickshire CCG	30,713	-	30,713	-
Warwickshire County Council	301,184	227,273	528,457	636,139
Warwick District Council	43,100	7,000	50,100	50,682
Warwickshire Community Recycling	2,000	-	2,000	-
Warwickshire North CCG	21,797	-	21,797	-
Warwickshire Voluntary Transport	3,112	-	3,112	-
Wembrook Community Centre	-	-	-	2,640
Other Organisations	34,551	12,381	46,932	76,116
	<u>537,491</u>	<u>490,984</u>	<u>1,028,475</u>	<u>1,301,010</u>

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

4 Total Resources expended charitable activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds 2014	Total funds 2013
	£	£	£	£	£
Direct expenditure					
Direct costs	349	3,712	-	4,061	3,422
Grants payable (note 5)	-	57,156	-	57,156	116,143
Other expenditure					
Wages, Salaries and other related costs	491,077	266,940	-	758,017	831,532
Premises costs	27,035	17,260	-	44,295	40,562
Travelling expenses	13,141	12,776	-	25,917	43,063
Office expenses	20,068	7,037	-	27,105	36,724
Repairs and maintenance	24,346	24,262	-	48,608	48,414
General expenses	20,422	23,321	-	43,743	86,009
Bank charges	1,895	-	-	1,895	2,387
Professional fees	23,722	48,459	-	72,181	160,269
IT costs	15,948	7,588	-	23,536	48,519
Depreciation	4,400	-	4,700	9,100	9,100
Administration and management charges	(46,947)	46,947	-	-	-
	<u>595,456</u>	<u>515,458</u>	<u>4,700</u>	<u>1,115,614</u>	<u>1,426,144</u>

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

5 Breakdown of Grant funding by activity

Activity	Grants to Institutions £	Grants to Individuals £	Total 2014 £	Total 2013 £
Baron Davenport's Charity	-	4,770	4,770	3,005
Healthwatch Warwickshire Ltd	11,882	-	11,882	-
Hill Top & Caldwell Big Local Trust	2,138	-	2,138	-
N&B Special Projects	450	-	450	-
N&B Third Party Funding	5,381	-	5,381	-
Supporting Communities in Neighbourhood Planning	6,000	-	6,000	-
Warwickshire Young Carers	500	-	500	350
WET	10,000	-	10,000	65,511
Other minor funds	470	-	470	577
Day Services	-	-	-	20,144
MIF Frontline	-	-	-	22,356
VCW Marketing Volunteering	-	-	-	4,200
Return/Repayment of funding	15,565	-	15,565	-
	52,386	4,770	57,156	116,143
	52,386	4,770	57,156	116,143

Grants made to individuals

Baron Davenport's Charity

All the grants made to 27 (2013 – 21) individuals from the fund are to widows, spinsters or young ladies abandoned by their partners in cases of financial hardship.

6 Governance Costs

	Unrestricted funds £	Restricted funds £	2014 £	2013 £
Audit Fee	5,460	-	5,460	5,020
AGM Costs	1,246	101	1,347	2,065
Directors' Expenses and meeting costs	865	-	865	1,075
	7,571	101	7,672	8,160
	7,571	101	7,672	8,160

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

7 Staff costs

	2014	2013
	£	£
Wages and salaries	689,851	735,334
Employers National Insurance	52,016	56,936
Pension costs	10,733	11,411
	<u>752,600</u>	<u>803,681</u>

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

The average number of employees during the year was 47 (2013– 49)

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

	2014 FTE	2013 FTE
WCAVA core activities	13.9	15.1
Volunteer Centres	2.2	3.0
Other Projects	12.3	13.7
	<u>28.4</u>	<u>31.8</u>

8 Operating Leases

		2014 £	2013 £
Operating Lease Rentals	- Property	14,307	12,003
	- Equipment	1,815	3,377
		<u>16,122</u>	<u>15,380</u>

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

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.

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

No director receives any remuneration from the charitable company.

Six directors (2013 – three) received £865 (2013 - £1,075) for expenses.

Paul Tolley, Chief Executive, is also a director of Healthwatch Warwickshire Limited. WCAVA was the original consortium lead party who bid for the Healthwatch funding contract in 2012/13, prior to the incorporation of that company. The initial funding received by WCAVA has been transferred to the company and the contract was novated to Healthwatch Warwickshire Limited at the beginning of April 2013. WCAVA also provided the company with accountancy and payroll services for which fees of £3,375 were charged during the period. WCAVA also charged the company for rent of the company premises which amounted to £15,000 during the period.

10 Tangible Fixed assets

	Freehold Premises	Furniture and Equipment	Total
	£	£	£
Cost or valuation			
1 April 2013	455,000	9,147	464,147
Additions	-	-	-
	<hr/>	<hr/>	<hr/>
31 March 2014	455,000	9,147	464,147
	<hr/>	<hr/>	<hr/>
Depreciation			
1 April 2013	36,100	9,147	45,247
Charge for the year	9,100	-	9,100
	<hr/>	<hr/>	<hr/>
31 March 2014	45,200	9,147	54,347
	<hr/>	<hr/>	<hr/>
Net book amount			
31 March 2014	409,800	-	409,800
	<hr/>	<hr/>	<hr/>
Net book amount			
31 March 2013	418,900	-	418,900
	<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 2014

11 Investments

	Quoted Investments £	Cash £	Total £
Market value at 1 April 2013	7,397	7,567	14,964
Unrealised profit	652	-	652
	<hr/>	<hr/>	<hr/>
Market value at 31 March 2014	8,049	7,567	15,616
	<hr/>	<hr/>	<hr/>
Held as Endowment Funds	8,049	7,567	15,616
	<hr/>	<hr/>	<hr/>

12 Debtors: amounts falling due within one year

	2014 £	2013 £
Trade debtors	19,819	45,273
Warwickshire Community Recycling	150	4,411
Prepayments and accrued income	25,417	43,201
Other debtors	193	224
	<hr/>	<hr/>
	45,579	93,109
	<hr/>	<hr/>

13 Cash at Bank and in Hand

This includes a client account with a balance of £30,718 (2013 - £31,482).
These monies are reflected in Note 14 as shown below.

14 Creditors: amounts falling due within one year

	2014 £	2013 £
Trade creditors	18,327	43,052
Taxation and social security costs	38,715	40,330
Other creditors	14,554	15,900
Accruals	5,016	4,056
Warwickshire County Council - loan	20,000	20,000
Deferred income (note 15)	7,203	46,281
	<hr/>	<hr/>
	103,815	169,619
	<hr/>	<hr/>

The above includes client monies held as follows:

	2014 £	2013 £
Taxation and Social Security Costs	23,664	24,428
Other creditors	7,054	7,054
	<hr/>	<hr/>
	30,718	31,482
	<hr/>	<hr/>

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

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	2014	2013
	£	£
Grants received in advance	5,719	5,894
Other income received in advance	1,484	40,387
	<u>7,203</u>	<u>46,281</u>

16 Fund movements – Unrestricted funds

	Balance 1 April 2013	Incoming Resources	Resources Expended	Transfers	Balance 31 March 2014
	£	£	£	£	£
General	352,939	578,358	600,198	-	331,099
Designated Funds					
Warwick District	56,937	-	2,829	-	54,108
	<u>409,876</u>	<u>578,358</u>	<u>603,027</u>	<u>-</u>	<u>385,207</u>

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

17 Fund Movements – Restricted Funds

Restricted Funds	Balance 1 April 2013	Incoming Resources	Resources Expended	Transfers	Balance 31 March 2014
	£	£	£	£	£
WCAVA					
Learn Warwickshire	27,105	21,889	40,522	9,008	17,480
Practical Community Development	-	22,444	3,205	-	19,239
Overslade Community Association	3,050	17,928	18,305	-	2,673
LINK Discretionary	7,400	-	-	-	7,400
NAVCA Safer Future Communities	2,000	-	2,000	-	-
ACL Take 5	9,476	7,472	7,940	-9,008	-
VCW Marketing Volunteering	400	-	400	-	-
Healthwatch Transition	29,434	-	29,434	-	-
Warwick					
Baron Davenport	2,269	731	421	-	2,579
Older People in Action	2,143	14,636	16,779	-	-
Flood Fund	14,112	-	14,112	-	-
Other Warwick Funds (one)	1,217	-	82	-	1,135
Nuneaton and Bedworth					
N & B Special Projects	9,541	1,025	3,000	-	7,566
Baron Davenport	608	2,392	3,000	-	-
Bermuda Village	11,743	4,819	16,562	-	-
Community Cohesion	4,000	12,000	2,630	-	13,370
Hill Top & Caldwell Big Local Trust	19,825	-	12,619	-	7,206
N&B Development Trust	-	35,000	-	-	35,000
WCC Third Party funding	-	24,000	5,381	-	18,619
Other Nuneaton & Bedworth Funds (two)	319	-	319	-	-
Rugby					
Baron Davenport	2,117	883	1,350	-	1,650
Young Carers	911	-	500	-	411
Supporting Communities in Neighbourhood Planning	-	6,300	6,000	-	300
Other Rugby Funds (four)	4,187	-	2,078	-	2,109

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

17 Fund Movements – Restricted Funds continued

Restricted Funds	Balance 1 April 2013	Incoming Resources	Resources Expended	Transfers	Balance 31 March 2014
	£	£	£	£	£
North Warwickshire					
ReVOLve					
General Fund	29,426	1,103	3,980	-16	26,533
Area Forum Peer Mentoring	2,891	-	2,891	-	-
Motivated by Music	4,616	-	4,475	-	141
BEATS Music Project	-	65,435	65,435	-	-
Project Nirvana	4,667	65,529	68,517	-	1,679
PAYP Summer 12	1,364	-	1,364	-	-
CSWP re NCS	6,220	-	6,220	-	-
Raw Tuition	2,784	-	2,800	16	-
3 Villages NEETS	3,094	-	3,094	-	-
3 Villages Youth Project	-	5,195	4,323	-	872
Big Local Arley & Ansley	-	19,935	154	-	19,781
Pride in Camp Hill	-	993	135	-	858
CRT Music Project	-	3,060	1,970	-	1,090
New Ideas					
General Fund	36,560	1,506	-6,675	60,918	105,659
Youth Forum	24,597	23,000	21,785	-8,424	17,388
Advocacy	95,412	121,788	133,943	-45,916	37,341
Money management	-	10,000	-	-	10,000
New Man Stratford	-	4,735	-	-	4,735
Other projects (three)	14,275	870	3,709	-6,578	4,858
WET					
Lafarge	59,027	-	10,800	-	48,227
Wren	2,917	-	-	-	2,917
	439,707	494,668	515,559	-	418,816
	439,707	494,668	515,559	-	418,816

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

18 Endowment funds

	Balance 1 April 2013	Incoming Resources	Resources Expended	Unrealised Gain	Balance 31 March 2014
	£	£	£	£	£
Morwenna Hughes Memorial Fund	14,964	-	-	652	15,616
Freehold Premises	220,900	-	4,700	-	216,200
	<u>235,864</u>	<u>-</u>	<u>4,700</u>	<u>652</u>	<u>231,816</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 funds 2014	Total funds 2013
	£	£	£	£	£
Tangible fixed assets	193,600	-	216,200	409,800	418,900
Fixed Asset Investments	-	-	15,616	15,616	14,964
Current assets	285,803	428,435	-	714,238	821,202
Current liabilities	(94,196)	(9,619)	-	(103,815)	(169,619)
	<u>385,207</u>	<u>418,816</u>	<u>231,816</u>	<u>1,035,839</u>	<u>1,085,447</u>

20 Operating Lease Commitments

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

	2014 £	2013 £
Leases expiring within 1 year :		
Equipment	-	303
Leases expiring in 2-5 years		
Equipment	1,815	1,722
	<u>1,815</u>	<u>2,025</u>

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

RESTRICTED FUNDS

WCAVA

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.

Practical Community Development

Further funding to deliver the Community Leadership programme.

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.

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.

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

31 March 2014

NUNEATON & BEDWORTH

N & B Special Project

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.

N&B Development Trust

Funds allocation for the establishment and management of Nuneaton & Bedworth Development Trust.

WCC Third Part Funding

To provide a third party contribution to local projects which have secured Landfill Tax funding , where this supports the priorities of the County Council

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.

NORTH WARWICKSHIRE

Revolve General Fund

Funds set aside to sustain continuation of project.

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.

Motivated by Music (succeeded by BEATS Music Project)

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.

Project Nirvana

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

WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

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CSWP re NCS

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

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.

3 Villages Youth project

Funding to support running costs of Targeted Youth Support Service.

Big Local Arley & Ansley

Grant awarded by Local Trust for Big Local area for Getting Started funding

CRT Music Project

Delivery of music making workshops and a final theatre performance in Nuneaton

NEW IDEAS

General 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.

Money Management

Santander Foundation grant for the delivery of accessible and interactive financial capability training to adults and young people with learning disabilities.

New Man Stratford

Delivery of various projects with health related outcomes.

WET

Lafarge

Landfill tax credits parked with WET pending identification of projects.

WREN

Money deposited with WET pending identification of projects.

OTHER LOCAL FUNDS

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