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# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## DIRECTORS' REPORT

31 March 2016

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### REFERENCE and ADMINISTRATIVE DETAILS

<b>Charity Name</b>	Warwickshire Community and Voluntary Action (WCAVA)
<b>Company Number</b>	06531268 (England & Wales)
<b>Charity Number</b>	1123402
<b>Registered Office</b>	19 & 20 North Street, Rugby, CV21 2AG
<b>Company Secretary</b>	Paul Tolley
<b>Directors</b>	<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 Emma Bishop (appointed 25 January 2016) Derek Cake (appointed 12 November 2015) Sheela Hammond (appointed 12 November 2015) Katy Harper Ann Hayes Sonya Johnson Lindsey Lavender (resigned 12 November 2015) Judith Morley Catherine Mulkern (appointed 12 November 2015) Stephen Nightingale Joanne Shine Bryony Smith (appointed 25 January 2016)</p>
<b>Auditors</b>	Burgis & Bullock, 2 Chapel Court, Holly Walk, Leamington Spa, CV32 4YS
<b>Solicitors</b>	Lodders Solicitors LLP., Arden Street, Stratford upon Avon CV37 6PA
<b>Bankers</b>	HSBC Bank Plc., 3a Queens Road, Nuneaton, CV11 5JL
<b>Insurance Advisers</b>	M Wood Insurance Services Ltd. 4 Neptune Court, Vanguard Way, Cardiff, CF24 5PJ

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## DIRECTORS' REPORT

31 March 2016

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The Directors (who are the Trustees of the Charity) have pleasure in submitting their seventh Annual Report together with the audited financial statements for the year ended 31 March 2016.

### 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 Needs Analysis' 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 2016

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### Organisation

The Board has met four 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.

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

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## DIRECTORS' REPORT

31 March 2016

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### 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

**E**quality - Volunteering and Community Action Representing All Communities

**Q**uality - Delivering Excellence through Innovative and Creative Leadership.

**I**ntegrity - Tenacity with Professionalism and Accountability.

**P**artnership - Partnerships Developed to Support the Broader Voluntary Sector

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## DIRECTORS' REPORT

31 March 2016

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### 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 38,000 visitors in the year with an average of 3,166 visitors per month. Our e-zine 'e-grapevine' continues to increase in popularity reaching over 1538 subscribers every week with 44 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'. This year we worked on a one to one basis on 1282 specific issues with 670 groups and organisations in the year and assisted them with £3.5 million of funding applications resulting in over £1,755,262 of funding being brought in to 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 Warwickshire Partnership. We have also continued our relationship with CABA the Chartered Accountants Benevolent Association to provide a community learning space in Rugby named the Learn Warwickshire Hub. Our continued close working and partnerships with District and Borough Councils as well as the County Council has been complemented by closer partnership working with the Clinical Commissioning Groups in Warwickshire most notably the Coventry and Rugby CCG in relation to the Social Prescribing Project.

##### Volunteering

During 2015/16 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.

The Volunteer Centres in Warwickshire ensured that 2431 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 69% of these sustained volunteering placements and 1500 of these volunteers had successful placements in the year 2015-16 representing an economic value of £1,906,800. 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 2014-15 we gathered feedback from the members we supported on a quarterly basis and demonstrated an overall increase of 8% in satisfaction from our members to 98% responding that they were satisfied with our support (compared with 97% of our members in 2014-15). Additionally 92% 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 2014-15).

At the end of 2015/16 Warwickshire Partnership had supported **£4.3m** of successful funding and volunteer activity

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## DIRECTORS' REPORT

31 March 2016

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### FINANCIAL REVIEW

The Directors report that:

**Unrestricted Funds** for the year show a net outflow of £5,726 (2015: inflow of £1,224)

**Designated Funds** showed a net inflow of £44,654 (2015: £NIL)

**Restricted Funds** showed a net inflow of £139,283 (2015: outflow of £88,025)

**Endowment Funds** a net outflow of £5,255 (2015: £4,295)

### 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 £391,600 at 31 March 2016.

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 £142,000 to £284,000 for 2015/16. 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 £244,000 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 was not registered for VAT throughout the year and all resources expended include non-reclaimable VAT as appropriate.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## DIRECTORS' REPORT

31 March 2016

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### PLANS FOR FUTURE PERIODS

2015/16 has been a year where the demand for our support has increased with more groups and organisations being supported than ever before. Whilst this level of support has been delivered and a better than break-even financial position on unrestricted income and expenditure we clearly need to identify more efficient and targeted mechanisms for supporting the voluntary and community sector.

2016 onwards will see us as an organisation ensuring that our approach to providing Infrastructure support across Warwickshire is ever more consistent, sustainable and fit for the future.

#### **Achieving Merger**

As an organisation that was born of mergers and achieving efficiencies through eradicating duplication we again have successfully undertaken a merger. The Board of Warwickshire Children and Voluntary Youth Services (WCVYS) approached Warwickshire CAVA to discuss proposals for WCVYS to merge with WCAVA in order to sustain and protect a level of focused infrastructure support to Voluntary sector organisations supporting the voluntary youth sector. Having sought and secured the consent of the Charities Commission, the Trustees of both organisations put resolutions to the separate memberships at their respective AGM's in the Autumn of 2015 and on 31<sup>st</sup> December 2015 WCVYS was officially dissolved and staff transferred in to WCAVA

#### **Developing our Funding Base**

WCAVA has over recent years successfully diversified its funding base and now generates a significant proportion of its income through independently earned income. Of the funding secured through funding agreements with statutory partners the largest of these is held with Warwickshire County Council. Our prime objective during the year has been the securing of the competitively commissioned contract for Infrastructure provision in Warwickshire we are successfully increasing our range of additional contracts.

#### **Retaining our National Accreditation and Recognition**

Having achieved re-accreditation of the NAVCA Quality Award which is held until January 2017, WCAVA was also officially recognised by NCVO during the year as a Big Assist Beacon. BIG Assist Beacons are infrastructure organisations that are on a journey of change, adapting and developing new approaches and work, new income and business models as well as new relationships, partnerships and in some cases mergers. This status recognises our organisation's progressive approach and identifies us as one of the leading Infrastructure organisations in the country with only 30 Infrastructure organisations holding this recognition across England.

#### **Future Plans**

Our position as the single countywide contracted Infrastructure provider for Warwickshire was confirmed in early 2016 and will see our locality based approach extended across all 5 districts and boroughs of the county.



# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## DIRECTORS' REPORT

31 March 2016

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### 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.

### 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 25 July 2016

Joanne Shine  
Chair

# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **Independent Auditor's Report to the members of Warwickshire Community and Voluntary Action**

We have audited the financial statements of Warwickshire Community and Voluntary Action for the year ended 31 March 2016, 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 January 2015) (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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of directors and auditor**

As explained more fully in the Directors' Responsibility Statement (set out on page 8), the directors (who are also the trustees of the charitable company for the purposes of company law) are responsible for preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's 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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016, 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 Auditor's Report to the members of Warwickshire Community and Voluntary Action**

#### **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 and take advantage of the small companies exemption to prepare a strategic report.

Wende Ann Hubbard FCCA (Senior Statutory Auditor)

For and on behalf of Burgis & Bullock  
Chartered Accountants  
Statutory Auditor

2 Chapel Court  
Holly Walk  
Leamington  
CV32 4YS

25 July 2016

**WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
(including INCOME AND EXPENDITURE ACCOUNT)  
For the year ended 31 March 2016

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	Endowment funds £	Total funds 2016 £	Total funds 2015 £
<b>Incoming resources</b>							
Incoming Resources from Generated Funds							
Transfers from other organisations	2	-	52,010	59,873	-	111,883	-
Investment income	3	46,607	114	5,948	-	52,669	57,617
Incoming Resources from charitable activities	4	498,391	9,174	448,164	-	955,729	803,571
<b>Total incoming resources</b>		<b>544,998</b>	<b>61,298</b>	<b>513,985</b>	<b>-</b>	<b>1,120,281</b>	<b>861,188</b>
<b>Resources expended</b>							
Charitable activities	5	542,551	16,644	374,702	4,700	938,597	945,055
Governance costs	7	8,173	-	-	-	8,173	7,634
<b>Total resources expended</b>		<b>550,724</b>	<b>16,644</b>	<b>374,702</b>	<b>4,700</b>	<b>946,770</b>	<b>952,689</b>
Net incoming resources before transfers and other recognised gains and losses		(5,726)	44,654	139,283	(4,700)	173,511	(91,501)
(Loss)Gain on investment assets	12	-	-	-	(555)	(555)	405
<b>Net movement in funds</b>		<b>(5,726)</b>	<b>44,654</b>	<b>139,283</b>	<b>(5,255)</b>	<b>172,956</b>	<b>(91,096)</b>
<b>Fund balances brought forward at 1 April 2015</b>		<b>332,323</b>	<b>54,108</b>	<b>330,791</b>	<b>227,521</b>	<b>944,743</b>	<b>1,035,839</b>
<b>Fund balances carried forward at 31 March 2016</b>		<b>326,597</b>	<b>98,762</b>	<b>470,074</b>	<b>222,266</b>	<b>1,117,699</b>	<b>944,743</b>

All incoming resources and resources expended derive from continuing activities

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## BALANCE SHEET

at 31 March 2016

	Note	2016		2015	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	11		391,600		400,700
Investments	12		15,466		16,021
			<u>407,066</u>		<u>416,721</u>
<b>Current assets</b>					
Debtors	13	53,078		37,394	
Cash at bank and in hand	14	762,838		624,098	
		<u>815,916</u>		<u>661,492</u>	
<b>Creditors:</b> amounts falling due within one year	15	(105,283)		(133,470)	
		<u>710,633</u>		<u>528,022</u>	
<b>Net current assets</b>			710,633		528,022
<b>Total assets less current liabilities</b>			<u>1,117,699</u>		<u>944,743</u>
<b>Net assets</b>					
Represented by:					
<b>Funds</b>					
Unrestricted funds - General	17		326,597		332,323
Unrestricted funds - Designated	17		98,762		54,108
Restricted funds	18		470,074		330,791
Endowment funds	19		222,266		227,521
			<u>1,117,699</u>		<u>944,743</u>
<b>Total funds</b>			<u>1,117,699</u>		<u>944,743</u>

The financial statements on pages 11 to 27 were approved by the directors and authorised for issue on 25 July 2016 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 January 2015).

Joanne Shine  
Chairman

Jatinder Birdi  
Treasurer

Company Registration Number 06531268

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS

31 March 2016

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### 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 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

#### 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 Straight line
Furniture and equipment*	5 years Straight line

\*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 2016**

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**2 Transfers from other organisations**

	Unrestricted funds £	Designated Funds £	Restricted funds £	Endowment funds £	Total 2016 £	Total 2015 £
Warwickshire and Children Voluntary Youth Services	-	52,010	59,873	-	111,883	-
	-	52,010	59,873	-	111,883	-

**3 Investment income**

	Unrestricted funds £	Designated Funds £	Restricted funds £	Endowment funds £	Total 2016 £	Total 2015 £
Interest receivable	3,348	114	-	-	3,462	4,018
Dividends	333	-	-	-	333	320
Rent receivable	42,926	-	5,948	-	48,874	53,279
	46,607	114	5,948	-	52,669	57,617

**WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**31 March 2016**

**4 Incoming resources from charitable activities**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2016 £	Total 2015 £
Baron Davenport's Charity	-	-	4,675	4,675	5,321
Big Local Trust	-	-	161,173	161,173	4,000
Big Lottery Fund	-	-	66,714	66,714	84,404
Comic Relief(via HOECF)	-	-	14,680	14,680	14,680
Community Development Foundation	-	-	-	-	3,135
Coventry and Rugby CCG Department of Health	11,130	-	57,360	68,490	65,655
Esmee Fairbairn Foundation	-	-	-	-	14,700
Ex-Mining Villages Partnership	-	-	30,000	30,000	-
The Ley Young Peoples Project	-	-	3,104	3,104	7,922
National Foundation for Youth Music	-	-	-	-	1,100
North Warwickshire Borough Council	-	-	-	-	33,837
Nuneaton and Bedworth Borough Council	11,642	-	10,396	22,038	11,414
Older People in Action	37,260	-	1,399	38,659	42,660
Overslade Community Association	-	-	-	-	4,522
Rugby Borough Council	-	-	-	-	9,290
Skills Funding Agency	33,000	-	-	33,000	34,500
South Warwickshire CCG	-	-	-	-	7,472
Warwickshire County Council	30,713	-	-	30,713	30,713
Warwick District Council	271,373	5,810	82,900	360,083	298,923
Warwickshire Community Recycling	55,550	-	-	55,550	50,177
Warwickshire North CCG	-	-	-	-	4,382
Warwickshire Police & Crime Commissioner	21,797	-	-	21,797	21,797
Warwickshire Voluntary Transport	-	-	13,928	13,928	13,840
Other Organisations	-	-	-	-	3,006
	25,926	3,364	1,835	31,125	36,121
	<u>498,391</u>	<u>9,174</u>	<u>448,164</u>	<u>955,729</u>	<u>803,571</u>



**WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**5 Total Resources expended charitable activities**

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total Funds 2016	Total funds 2015
	£	£	£	£	£	£
<b>Direct expenditure</b>						
Direct costs	40	-	8,630	-	8,670	921
Grants payable (note 6)	-	7,570	19,876	-	27,446	37,652
<b>Other expenditure</b>						
Wages, Salaries and other related costs	488,627	8,670	185,461	-	682,758	685,525
Premises costs	30,797	67	10,580	-	41,444	44,901
Travelling expenses	12,286	-	7,284	-	19,570	17,827
Office expenses	17,047	-	5,526	-	22,573	23,017
Repairs and maintenance	17,583	-	6,763	-	24,346	33,417
General expenses	17,648	1,506	17,482	-	36,636	35,695
Bank charges	1,420	-	-	-	1,420	1,367
Professional fees	10,835	-	33,749	-	44,584	38,815
IT costs	13,324	-	6,726	-	20,050	15,818
Depreciation	4,400	-	-	4,700	9,100	9,100
Administration and management charges	(71,456)	(1,169)	72,625	-	-	-
	<u>542,551</u>	<u>16,644</u>	<u>374,702</u>	<u>4,700</u>	<u>938,597</u>	<u>945,055</u>

**WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**6 Breakdown of Grant funding by activity**

<b>Activity</b>	<b>Grants to Institutions £</b>	<b>Grants to Individuals £</b>	<b>Total 2016 £</b>	<b>Total 2015 £</b>
Baron Davenport's Charity	-	5,474	5,474	4,817
Arley & Ansley Big Local Trust	-	-	-	3,455
Hill Top & Caldwell Big Local Trust	-	-	-	2,200
Big Local Pathway	500	-	500	-
N&B Third Party Funding	3,880	-	3,880	-
Warwickshire Young Carers	811	-	811	2,000
WET	7,601	-	7,601	25,180
WCVYS grants panel	5,861	1,709	7,570	-
Other minor funds	-	225	225	-
Return/Repayment of funding	1,385	-	1,385	-
	<u>20,038</u>	<u>7,408</u>	<u>27,446</u>	<u>37,652</u>

**Grants made to individuals**

**Baron Davenport's Charity**

All the grants made to 29 (2015 – 28) individuals from the fund are to widows, spinsters or young ladies abandoned by their partners in cases of financial hardship.

**7 Governance Costs**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2016 £</b>	<b>2015 £</b>
Audit Fee	6,020	-	6,020	5,618
AGM Costs	1,156	-	1,156	1,154
Directors' Expenses and meeting costs	997	-	997	862
	<u>8,173</u>	<u>-</u>	<u>8,173</u>	<u>7,634</u>

**WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**8 Staff costs**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Wages and salaries	622,931	629,030
Employers National Insurance	47,468	47,663
Pension costs	11,566	8,323
	<u>681,965</u>	<u>685,016</u>

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

The average number of employees during the year was 37  
(2015– 43)

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

	<b>2016</b>	<b>2015</b>
	<b>FTE</b>	<b>FTE</b>
WCAVA core activities	16.7	16.4
Designated funds	0.3	-
Other Projects	8.4	9.1
	<u>25.4</u>	<u>25.5</u>

**9 Operating Leases**

		<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
Operating Lease Rentals	- Property	16,420	16,420
	- Equipment	773	1,815
		<u>17,193</u>	<u>18,235</u>

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS

31 March 2016

### 10 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.

Four directors (2015 – five) received £720 (2015 - £1,139) for travel expenses.

Paul Tolley, Chief Executive, is 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 £646(2015 - £990) were charged during the period. WCAVA also charged the company for rent of the company premises which amounted to £17,500 (2015 - £17,025) during the period.

Paul Tolley was also a director of Rightstepcareers Limited . WCAVA has charged the company rent of £2,400 (2015 - £4,220) during the period.

### 11 Tangible Fixed assets

	Freehold Premises	Furniture and Equipment	Total
	£	£	£
<b>Cost or valuation</b>			
1 April 2015	455,000	9,147	464,147
Additions	-	-	-
	_____	_____	_____
31 March 2016	455,000	9,147	464,147
	_____	_____	_____
<b>Depreciation</b>			
1 April 2015	54,300	9,147	63,447
Charge for the year	9,100	-	9,100
	_____	_____	_____
31 March 2016	63,400	9,147	72,547
	=====	=====	=====
<b>Net book amount</b>			
31 March 2016	391,600	-	391,600
	=====	=====	=====
<b>Net book amount</b>			
31 March 2015	400,700	-	400,700
	=====	=====	=====

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**  
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**12 Investments**

	<b>Quoted Investments</b>	<b>Cash</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Market value at 1 April 2015	8,454	7,567	16,021
Unrealised (loss)	(555)	-	(555)
	<hr/>	<hr/>	<hr/>
Market value at 31 March 2016	7,899	7,567	15,466
	<hr/>	<hr/>	<hr/>
Held as Endowment Funds	7,899	7,567	15,466
	<hr/>	<hr/>	<hr/>

**13 Debtors:** amounts falling due within one year

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade debtors	38,418	19,084
Prepayments and accrued income	14,528	18,141
Other debtors	132	169
	<hr/>	<hr/>
	53,078	37,394
	<hr/>	<hr/>

**14 Cash at Bank and in Hand**

This includes a client account with a balance of £29,334 (2015 - £30,034).  
These monies are reflected in Note 15 as shown below.

**15 Creditors:** amounts falling due within one year

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade creditors	16,232	16,090
Taxation and social security costs	44,548	48,574
Other creditors	17,691	15,767
Accruals	7,230	6,842
Deferred income (note 16)	19,582	46,197
	<hr/>	<hr/>
	105,283	133,470
	<hr/>	<hr/>

The above includes client monies held as follows:

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Taxation and Social Security Costs	29,334	30,034
	<hr/>	<hr/>
	29,334	30,034
	<hr/>	<hr/>

**WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**16 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.

<b>Deferred Income held as cash</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Grants received in advance	14,582	42,083
Other income received in advance	5,000	4,114
	<u>19,582</u>	<u>46,197</u>

**17 Fund movements – Unrestricted funds**

	<b>Balance 1 April 2015</b>	<b>Incoming Resources</b>	<b>Resources Expended</b>	<b>Transfers</b>	<b>Balance 31 March 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>General Designated Funds</b>	332,323	544,998	550,724	-	326,597
Warwick District	54,108	-	-	-	54,108
WCVYS	-	61,298	16,644	-	44,654
	<u>386,431</u>	<u>606,296</u>	<u>567,368</u>	<u>-</u>	<u>425,359</u>

Warwick District – designated for use in Warwick District as approved by the board

WCVYS – designated to support the Youth Sector across Warwickshire

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS

31 March 2016

### 18 Fund Movements – Restricted Funds

Restricted Funds	Balance 1 April 2015	Incoming Resources	Resources Expended	Transfers	Balance 31 March 2016
	£	£	£	£	£
<b>WCAVA</b>					
Inclusive Volunteering & IT Accessibility	51,816	270	37,341	37,257	52,002
Learn Warwickshire	30,860	6,185	26,304	-	10,741
Building Better Opportunities	14,390	-	14,390	-	-
Smart Start 0 to 5	-	59,900	28,069	-	31,831
<b>Warwick</b>					
Baron Davenport	2,808	-	325	-	2,483
Other Warwick Funds (one)	571	-	92	-	479
<b>Nuneaton and Bedworth</b>					
N & B Special Projects	6,066	-	1,608	(2,000)	2,458
Baron Davenport	715	3,135	2,905	-	945
Community Cohesion	10,380	-	7,143	4,000	7,237
Hill Top & Caldwell Big Local Trust	2,419	-	2,419	-	-
N&B Development Trust	35,000	-	-	-	35,000
WCC Third Party Funding	18,619	-	3,880	-	14,739
N&B Community Empowerment	5,400	1,399	4,302	(2,000)	497
HTC Big Local Plan	-	52,930	11,277	-	41,653
<b>Rugby</b>					
Baron Davenport	1,210	1,540	2,244	-	506
Young Carers	811	-	811	-	-
Supporting Communities in Neighbourhood Planning	784	-	340	-	444
Connect Well (Social Prescribing)	30,244	57,360	47,650	3,214	43,168
Esmee Fairbairn	-	30,000	13,454	-	16,546
Other Rugby Funds (two)	2,109	-	225	-	1,884

**WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**18 Fund Movements – Restricted Funds continued**

Restricted Funds	Balance 1 April 2015	Incoming Resources	Resources Expended	Transfers	Balance 31 March 2016
	£	£	£	£	£
<b>North Warwickshire</b>					
ReVOLve					
Youth Volunteer involving work	10,871	305	6,408	(3)	4,765
Youth Forum	13,719	22,964	21,695	(1,156)	13,832
Project Nirvana	7,277	67,599	67,168	-	7,708
3 Villages Youth Project	5,100	3,104	5,453	-	2,751
Big Local Arley & Ansley	967	-	713	-	254
Pride in Camp Hill	15	-	15	-	-
CRT Music Project	105	-	105	-	-
BEATS Diversionary Activity(yr1)	497	-	500	3	-
HOECF Comic Relief	-	14,680	14,680	-	-
Ley Group Summer Arts	400	-	400	-	-
Big Local A&A Pathway	-	18,000	14,154	-	3,846
BEATS Diversionary Activity(yr2)	-	13,928	9,523	-	4,405
Atherstone Diversionary Activity	-	4,533	3,308	-	1,225
Big Local Creating plan	-	2,000	2,000	-	-
Polesworth Youth work	-	4,960	448	-	4,512
Piccadilly Graffiti project	-	903	329	-	574
Big Local Leys Millionaires	-	88,243	-	-	88,243
<b>New Ideas</b>					
Advocacy	37,341	-	-	(37,341)	-
Money management	3,370	-	3,370	-	-
New Man Stratford	1,024	-	1,024	-	-
New Woman Rugby	159	-	146	(13)	-
College Without Walls	6,931	173	8,358	1,254	-
Mothers' Group Nuneaton	1,386	-	1,386	-	-
Other projects (three)	3,684	-	469	(3,215)	-
<b>WET</b>					
Lafarge	23,743	-	8,271	-	15,472
<b>WCVYS TRANSFER</b>					
Workforce Development	-	34,052	-	-	34,052
Young Leaders	-	2,833	-	-	2,833
VCS Infrastructure Support	-	22,989	-	-	22,989
	<u>330,791</u>	<u>513,985</u>	<u>374,702</u>	<u>-</u>	<u>470,074</u>



**WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**19 Endowment funds**

	Balance 1 April 2015	Incoming Resources	Resources Expended	Unrealised Loss	Balance 31 March 2016
	£	£	£	£	£
Morwenna Hughes Memorial Fund	16,021	-	-	(555)	15,466
Freehold Premises	211,500	-	4,700	-	206,800
	<u>227,521</u>	<u>-</u>	<u>4,700</u>	<u>(555)</u>	<u>222,266</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 Regenesis 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.

**20 Analysis of net assets between funds**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds 2016	Total funds 2015
	£	£	£	£	£
Tangible fixed assets	184,800	-	206,800	391,600	400,700
Fixed Asset Investments	-	-	15,466	15,466	16,021
Current assets	332,767	483,149	-	815,916	661,492
Current liabilities	(92,208)	(13,075)	-	(105,283)	(133,470)
	<u>425,359</u>	<u>470,074</u>	<u>222,266</u>	<u>1,117,699</u>	<u>944,743</u>

**21 Operating Lease Commitments**

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

	2016 £	2015 £
Leases expiring within 1 year :		
Equipment	-	521
Leases expiring in 2-5 years		
Equipment	773	773
	<u>773</u>	<u>1,294</u>

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS

31 March 2016

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### RESTRICTED FUNDS

#### WCAVA

Inclusive Volunteering & IT Accessibility

Established to help the organisation transform and upgrade its volunteering and IT capacities using up-to-date technology.

Learn Warwickshire

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

Building Better Opportunities

Big Lottery funding for building VCSE delivery capacity in Coventry and Warwickshire.

Smart Start 0 to 5

To develop, test, and roll-out asset of engagement and asset mapping research approaches that effectively capture information and key themes from Warwickshire's 0-5s parents , carers and communities.

#### 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.

#### 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.

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 Party 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

N&B Community Empowerment

Funding to undertake 2 projects - Sector Support and Community map programmes

HTC Big Local Plan

Funds held as locally trusted organisation on behalf of the partnership for the Hill Top & Caldwell Big Local area to deliver a local resident-led programme for improvement.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS

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### 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.

#### Connect Well (Social Prescribing)

A project to build upon the pilot tested model of 'social prescribing' and 'social referral', signposting to access services and activities delivered by the VCS and statutory partners with the aim of improving people's health and wellbeing.

#### Esmee Fairbairn

Match funding over 2 years to Connect Well project.

### NORTH WARWICKSHIRE

#### Youth Volunteering Involving (formerly Revolve General Fund)

Funds set aside to sustain continuation of project.

#### Youth Forum

A County wide participation forum for disabled children and young people, known as Wacky Forum.

#### Project Nirvana

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

#### Big Local Arley & Ansley Pathway

Funding to enable the creation of a partnership board, an approved 2 year plan and profile.

#### BEATS Diversionary Activity

Funding to provide music making activities as a diversion for young people.

#### HOECF Comic Relief

Development and expansion of the BEATS music project for young people in Nuneaton.

#### Atherstone Diversionary Activity

Funding by NWBC to provide diversionary activities to young people in Atherstone.

#### Big Local Creating plan

Creation of Big Local Pan funding for Leys Millionaires

#### Polesworth Youth Work

Funding by NWBC to provide diversionary and youth club activities.

#### Piccadilly Graffiti project

A youth engagement project in the community.

#### Big Local Leys Millionaires

Funds held as locally trusted organisation on behalf of the partnership for New Arley, Old Arley and Ansley as a Big Local area to deliver a local resident-led programme for improvement.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS

31 March 2016

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### **WET**

Lafarge

Landfill tax credits parked with WET pending identification of projects.

### **WCVYS**

Workforce Development

Providing workforce support across the children and youth sector

Young leaders

To provide youth leadership programmes and training

VCS Infrastructure Support

To provide support to the voluntary and community sector working with children and young people.

### **OTHER LOCAL FUNDS**

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