

Charity Registration Number: 1098627  
Company Number: 04709512



## **THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD**

**TRUSTEES ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

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The Trustees who are also directors for the purposes of company law are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2020

**Reference and Administrative Information**

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

**Board of Trustees**

Mr Chris Barrett Acting Chair & Director with Financial Responsibility  
Mrs Pamela Sharp  
Mr James Taylor Resigned 13/02/2020  
Mrs Gill Butterworth  
Ms Clare Morris  
Mrs Kathryn Archer Appointed 14/11/2019  
Mr Marc Davis Appointed 14/11/2019

**Secretary**

Mrs Jacqueline Davies

**Senior Management Team**

Mr Clive Emmett Chief Officer  
Mrs Jacqueline Davies Business Manager  
Mr Richard Corby Operations Manager

**Independent Examiner**

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

**Bank**

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

## **Structure, Governance and Management**

### **Governing Document**

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

### **Appointment of Trustees**

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

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

### **Internal Control and Risk Management**

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

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

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

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

### **Trustee Induction and Training**

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

## **Our Aims and Objectives**

### **Introduction**

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

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

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

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

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

We review our aims, objectives and activities each year.

## **Activities**

### **Core Services**

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

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

### **Project work**

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

### **Essex Shed Network**

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

### **Community Builder Project**

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

### **Digital Inclusion Project**

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

### **Safer at Home (formerly Green Matters)**

A new project enabling residents to live more safely in their own home, and retain their independence for longer. Our handyperson team undertake home safety tasks, provide advice and guidance and also offer digital solutions. Incorporates our Green Matters gardening project.

### **Dragons Apprentice Challenge**

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

### **Dementia Café**

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

### **My Weight Matters**

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

### **Frontline**

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

### **Friendship Dogs**

Through funding secured from Essex County Council we piloted a Friendship Dog programme in Uttlesford, using retired greyhounds and handlers to reduce social isolation and increase connectedness amongst a cohort of older residents. The outcomes showed significant improvement in the wellbeing of the individuals and we will champion this approach to reducing loneliness in the year ahead.

### **Health and Wellbeing Workshops and Screening**

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

### **Future Financial Plans**

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

The two main core funding grants we receive from ECC and Uttlesford District Council continue to be in place. Our current contract with Essex County Council for the provision of infrastructure services and will run to 30th March 2021, however a one year extension has already been agreed.

As the financial year was drawing to a close, the COVID-19 pandemic hit and lockdown was introduced in England. We took action to immediately launch a Uttlesford Community Response Hub, providing support to Uttlesford residents so they could access food, medicines, befriending and emotional and physical support. We seconded staff to providing the COVID response, and were successful in attracting funding to provide these services. We continued to provide infrastructure support, advising some 17 start up neighbourhood groups providing a hyperlocal response to the crisis. We have also continued to prepare and submit funding applications both for CVSU services, which must now evolve, as well as recovery work in the community.

We have now established the socially driven trading company WECAN (West Essex Community Action Network) across the West Essex districts in partnership with Voluntary Action Epping Forest and Rainbow Services. WECAN secured the United in Kind contract in West Essex and delivers the project through three dedicated staff members - one per district. These United in Kind Coaches are supporting community-led action that promotes kindness, community engagement, development of new skills and pride in the locality. Coaches additionally provide one-to-one support for people affected by loneliness and isolation, helping them to identify activities they can take part in, in order to feel better connected to their community. WECAN pays CVSU for hosting the Uttlesford United in Kind Coach, in addition to payroll and HR services provided for the company.

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

### **Public Benefit**

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

On occasion we may deliver services to people outside Uttlesford district. This is particularly the case with delivery of the Frontline project. Additionally, working with EALC and Essex County Council, we have been managing funds awarded to community startups where groups were unable to meet compliance requirements of the funder. This work takes our support into North, East and West Essex.

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

### **Policies**

#### **Reserves Policy**

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

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

- \* CVSU currently employs 4 full-time staff members who have contracts which may result in potential liability for redundancy payments.
- \* CVSU may enter into contracts with suppliers which contain potential penalty clauses for early termination.
- \* CVSU is heavily dependent on two core funders - Uttlesford District Council and Essex County Council and would have face financial difficulties if either withdrew or reduced their level of funding.

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

#### **Financial Review**

Unrestricted income for the 2019/20 financial year rose to £114,706 from £86,303 in the previous year. This comes mainly from infrastructure services, public health work and service delivery. We have delivered pilot programmes utilising digital technology and expanded our community building work, with an accurate recognition of overhead costs by these projects through application of full cost recovery.

We continue to closely manage our costs, and through further diversification of our revenue streams, have been able to improve our unrestricted position at end of year. Unrestricted funds increased to £14,975 (£10,139) after transfer between funds.

#### **Investment Policy**

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



### **Risk Management**

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

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

### **Senior Staff Pay Policy**

Annual performance appraisals are undertaken for all our staff. The senior officers have performed well against a balanced set of objectives. We also monitor salary trends in other voluntary sector organisations locally, to ensure that the salaries we offer remain in line with the broader sector. The HR Sub Group of Trustees has taken these matters into consideration and a modest salary increase will implemented from April 2020. In recognition of considerable achievements in the COVID-19 pandemic, a small bonus has been awarded.

### **Trustees' responsibilities in relation to financial statements**

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounts Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the ongoing concern basis unless it is appropriate to presume that the charitable company will continue in operation.

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

Approved by the Board on the 29th March 2021 and signed on its behalf by

*Chris Barrett*

Chris Barrett (Mar 29, 2021, 6:56pm)  
Chris Barrett (Acting Chairman)

INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2020

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31st March 2020 which are set out on pages 12 to 20.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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

THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2020

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

Signed:



Name

*Richard Vass FCA*

*For and on behalf of Price Bailey LLP*

*Causeway House*

*1 Dane Street*

*Bishop's Stortford*

*Hertfordshire*

*CM23 3BT*

30 March 2021

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2020

	Note	Unrestricted to 31/03/2020 £	Restricted to 31/03/2020 £	Total to 31/03/2020 £	Total to 31/03/2019 £
<b>Income and endowments from:</b>					
Donations and legacies	2	376	16,311	16,687	5,083
Investment income	3	82	0	82	173
Charitable activities	4	87,322	311,867	399,189	239,694
Other Income		26,926	144	27,070	2,934
<b>Total Income</b>		<b>114,706</b>	<b>328,322</b>	<b>443,028</b>	<b>247,884</b>
<b>Expenditure on:</b>					
Charitable activities	5	108,702	330,810	439,512	284,129
<b>Total resources expended</b>		<b>108,702</b>	<b>330,810</b>	<b>439,512</b>	<b>284,129</b>
<b>Net Income / (expenditure)</b>		<b>6,004</b>	<b>(2,488)</b>	<b>3,516</b>	<b>(36,245)</b>
Transfer between funds		(1,168)	1,168	0	0
<b>Net movement in funds</b>		<b>4,836</b>	<b>(1,320)</b>	<b>3,516</b>	<b>(36,245)</b>
Funds at 01/04/2019		10,139	19,983	30,122	66,366
<b>Funds at 31/03/2020</b>		<b>14,975</b>	<b>18,663</b>	<b>33,638</b>	<b>30,122</b>

THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

BALANCE SHEET  
AS AT 31 MARCH 2020

		<b>2020</b>	<b>2019</b>
		<b>Total</b>	<b>Total</b>
		<b>£</b>	<b>£</b>
<b>Fixed Assets</b>			
<b>Tangible Assets</b>		11,584	2,868
<b>Current Assets</b>			
Debtors	7	88,744	18,282
Cash at bank and in hand		59,996	47,019
		<u>148,740</u>	<u>65,301</u>
<b>Current Liabilities</b>			
Creditors, amounts falling due within one year	8	126,686	38,047
<b>Net current assets</b>		22,054	27,254
<b>Total assets less current liabilities</b>		<u>33,638</u>	<u>30,122</u>
<b>Funds</b>	<b>9</b>		
Unrestricted Funds - General		14,975	10,139
Restricted Funds		18,663	19,983
		<u>33,638</u>	<u>30,122</u>

The notes at pages 14 to 20 form part of these accounts.

For the year ended 31 March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

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

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

The directors declare that they have approved the accounts above.

Signed	<u>Chris Barrett</u>	Date	<u>29 Mar 2021</u>
	Chris Barrett (Mar 29, 2021, 6:56pm)		
	Chris Barrett (Chairman)		

## 1 Accounting Policies

### **Basis of preparation of the accounts**

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

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

### **Going concern**

The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

Following the World Health Organisation's declaration of COVID-19 as an international pandemic in March 2020 and the subsequent restrictions imposed by the UK government, CVSU has been affected in a number of ways and the following measures have been taken to date:

As the financial year was drawing to a close, the COVID-19 pandemic hit and lockdown was introduced in England. We took action to immediately launch a Uttlesford Community Response Hub, providing support to Uttlesford residents so they could access food, medicines, befriending and emotional and physical support.

We seconded staff to providing the COVID response, and were successful in attracting funding to provide these services. We continued to provide infrastructure support, advising some 17 start up neighbourhood groups providing a hyperlocal response to the crisis. We have also continued to prepare and submit funding applications both for CVSU services, which must now evolve, as well as recovery work in the community.

The Trustees believe that the forecasted results and good level of cash flow of the charity together with the measures taken to date will enable the charity to continue as a going concern and, as a result, do not include any adjustments that would result if the charity was not able to continue as a going concern.

### **Fund accounting**

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

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

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

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020

**Incoming resources**

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

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

**Resources expended**

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

- expenditure on raising funds includes the cost of all fundraising activities, events, non-charitable trading activities.
- expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to governance of the charity apportioned to charitable activities.
- where income on charitable funds has been recognised and the related expenditure is known and committed, the expenditure is recognised as a funded charitable activity accrual and is included in expenditure on charitable activities.

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

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**Depreciation**

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

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

Furniture and equipment:	20.00% straight line
Motor vehicles:	20.00% straight line

**2 Donations and Legacies**

	Unrestricted £	Restricted £	2019 £	2018 £
Donations	376	16,311	16,687	5,083
	<u>376</u>	<u>16,311</u>	<u>16,687</u>	<u>5,083</u>

**3 Income from Investments**

	Unrestricted £	Restricted £	2020 £	2019 £
Deposit account interest	82	-	82	173
	<u>82</u>	<u>-</u>	<u>82</u>	<u>173</u>

**4 Income from Charitable Activities**

	Unrestricted £	Restricted £	2020 £	2019 £
Essex County Council	39,480	18,921	58,401	50,396
Uttlesford District Council	34,000	2,275	36,275	41,076
Building Management	-	-	-	8,500
Dept Culture, Media, Sport	-	98,403	98,403	35,000
Essex Assoc Local Councils	-	9,483	9,483	-
Education Services	-	-	-	2,020
Great Dunmow Town Council	-	1,000	1,000	-
Groundworks	-	-	-	2,000
Frontline Fee	-	9,000	9,000	9,000
West Essex CCG	-	40,000	40,000	40,070
Community Sheds	-	-	-	9,131
The National Lottery	-	65,776	65,776	34,086
Harlow Council	-	-	-	4,643
Other Income	13,842	67,009	80,851	3,772
	<u>87,322</u>	<u>311,867</u>	<u>399,189</u>	<u>239,694</u>



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**5 Expenditure on Charitable Activities**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Advertising/Promotion	1,029	16,236	17,265	5,913
AGM costs	1,285	-	1,285	202
Bank Charges	78	-	78	82
Computer Costs	1,385	867	2,252	4,053
Course expenses	-	-	-	820
Depreciation	1,406	2,378	3,784	1,020
Evaluation	-	4,478	4,478	4,926
Event costs	5,556	510	6,066	1,751
Fuel Vouchers	-	1,513	1,513	283
Grants to Partners	7,700	85,645	93,345	41,332
Insurances	1,159	2,821	3,980	3,841
Office/Admin Expenses	1,021	87	1,108	659
Telephone costs	1,826	2,818	4,644	2,331
Postage and Stationery	1,828	106	1,934	2,360
Professional Services	2,333	38,654	40,987	1,803
Purchases	145	261	406	1,525
Rent & Service Charge	4,150	6,709	10,859	8,583
Repairs	1,724	3,711	5,435	6,563
Tools and Equipment	546	10,138	10,684	7,287
Living Smart Homes	-	20,099	20,099	6,558
Staff costs	70,780	117,826	188,606	163,806
Staff recruitment	19	100	119	1,202
Staff training	978	505	1,483	800
Staff travel	2,626	6,558	9,184	5,503
Subscriptions	225	10	235	1,001
Trustee Meetings	156	-	156	186
Vehicle costs	-	263	263	4,560
Volunteer expenses	470	2,654	3,124	1,102
Volunteer training	-	70	70	500
WECAN	-	-	-	39
Workshops/Activities	277	5,793	6,070	3,540
	<u>108,702</u>	<u>330,810</u>	<u>439,512</u>	<u>284,129</u>

Restricted Professional Services includes all research costs for delivery of the Herts STP Research Project - a one-off large piece of research and evaluation across several geographic areas.

**6 Staff costs and emoluments**

Total staff costs were as follows:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Wages & salaries	170,740	149,003
Social security costs	12,829	10,471
Pension	5,037	4,332
	<u>188,606</u>	<u>163,806</u>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020

**Particulars of employees:**

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

	<b>2020</b>	<b>2019</b>
Project co-ordination staff	4	3
Management staff	<u>3</u>	<u>3</u>
	<u><u>7</u></u>	<u><u>6</u></u>

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000. (2019: nil)

**Defined Contribution Pension Scheme**

CVSU participates in the National Employment Savings Trust (NEST), which is a defined contribution workplace pension scheme, in order to fulfil the requirements under automatic enrolment regulations. Total employer contributions for the current period were £5,037. Amounts outstanding at the year end were £1,032.

**7 Debtors**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Debtors	55,734	7,599
Other debtors and prepayments	<u>33,010</u>	<u>10,683</u>
	<u><u>88,744</u></u>	<u><u>18,282</u></u>

Debtor values have increased significantly on the previous year, in direct correlation with our increased income this year.

**8 Creditors; amounts falling due within one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Creditors	37,499	1,047
Deferred Income	55,717	33,904
Social Security & Pension	4,377	(259)
Third Party Funds	8,070	2,706
Accruals / Other Creditors	<u>21,023</u>	<u>648</u>
	<u><u>126,686</u></u>	<u><u>38,046</u></u>

Creditor values have increased significantly on the previous year, in direct correlation with our increased expenditure this year.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020

9 Funds	01/04/2019	Income	Expenses	Transfer	31/03/2020
<b>Unrestricted Funds</b>					
General fund	10,139	114,706	(108,702)	(1,168)	14,975
<b>Total Unrestricted</b>	<b>10,139</b>	<b>114,706</b>	<b>(108,702)</b>	<b>(1,168)</b>	<b>14,975</b>
<b>Restricted Funds</b>					
Active Essex	0	553	(264)		289
Community Builder	2,766	38,687	(41,282)		171
COVID-19 Response	0	9	(12)		(3)
Dementia Café	393	6,817	(3,347)		3,863
Digital	1,127	108,076	(109,203)		0
Dragons Challenge	3,097	0	(3,097)		0
Drinks with Links	0	11,884	(7,721)		4,163
Essex Shed Network	9,152	81,125	(85,757)		4,520
Farmers Café	(543)	221	0	322	0
Friendship Dogs	0	15,000	(15,000)		0
Frontline	(366)	9,000	(9,000)	366	0
Herts STP	0	40,000	(40,000)		0
Recovery Café	0	483	(483)		0
Safer at Home (GM)	6,985	15,253	(14,520)		7,718
Timebank	(2,148)	0	0		(2,148)
UBEX	(280)	0	0	280	0
UDAA	0	1,214	(1,124)		90
WECAN	(200)	0	0	200	0
<b>Total Restricted</b>	<b>19,983</b>	<b>328,322</b>	<b>(330,810)</b>	<b>1,168</b>	<b>18,663</b>
<b>Total</b>	<b>30,122</b>	<b>443,028</b>	<b>(439,512)</b>	<b>0</b>	<b>33,638</b>

**Analysis of movement in funds - previous year**

	01/04/2018	Income	Expenses	Transfer	31/03/2019
<b>Unrestricted Funds</b>					
General fund	32,456	86,303	(106,279)	(2,342)	10,138
<b>Total Unrestricted</b>	<b>32,456</b>	<b>86,303</b>	<b>(106,279)</b>	<b>(2,342)</b>	<b>10,138</b>
<b>Restricted Funds</b>					
Community Builder	7,137	40,570	(44,941)		2,766
Community Sheds	4,722	0	(7,064)	2,342	0
Dementia Café	0	2,526	(2,133)		393
Digital	0	35,000	(33,873)		1,127
Dragons Challenge	(265)	8,210	(4,848)		3,097
Essex Shed Network	0	49,569	(40,416)		9,153
Farmers Café	0	406	(949)		(543)
Frontline	(366)	9,000	(9,000)		(366)
Green Matters	25,310	12,380	(31,437)		6,253
Timebank	(2,148)	0	0		(2,148)

THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020	UBEX WE CAN	(280)	0	0	(280)
		(200)	0	0	(200)
	Winter Warmth	0	3,921	(3,189)	732

<b>Total Restricted</b>	<u>33,910</u>	<u>161,582</u>	<u>(177,851)</u>	<u>2,342</u>	<u>19,983</u>
<b>Total</b>	<u><b>66,366</b></u>	<u><b>247,885</b></u>	<u><b>(284,129)</b></u>	<u><b>2,342</b></u>	<u><b>30,122</b></u>

<b>10 Analysis of net assets between funds</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>2019</b>
Tangible Fixed Assets	0	11,584	11,584	2,868
Current assets (excluding cash)	9,020	79,724	88,744	18,282
Current assets - cash at bank	13,413	46,583	59,996	47,019
Current liabilities	(7,458)	(119,228)	(126,686)	(38,047)
	<u><b>14,975</b></u>	<u><b>18,663</b></u>	<u><b>33,638</b></u>	<u><b>30,122</b></u>

**11 Company limited by guarantee**

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

**12 Trustee remuneration, benefits and expenses**

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

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

**13 Related Party transactions**

There were no related parties within the year (2019: £nil)