

Company Number 3505634  
Charity Number 1070790



## Nottingham Community and Voluntary Service

Formerly known as  
Nottingham Council for Voluntary Service

### Trustees Report and Financial Statements

For Year Ended 31st March 2010

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Nottingham Community and Voluntary Service  
Trustees Report and Financial Statements 2009/10

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The following do not form part of the statutory accounts but are available on request to Affiliated Members and others who NCVS at its sole discretion, believe have a relevant interest.

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# Nottingham Community and Voluntary Service Directors'/ Trustees' Report for Year Ended 31 March 2010

The Directors submit their report and the financial statements for the twelve months ended 31 March 2010. The prior period is for the twelve months ended 31 March 2009.

## Directors, senior management and advisors

### Directors

The directors of the company (known internally as trustees) guarantee £1 each. Therefore it is not possible for any director to hold an interest in the shares of the company.

The honorary officers are as follows

Ms A Cartwright – Chair,  
Mr M Reece – Vice Chair,  
Mr M Fraser – Treasurer and Secretary

The honorary officers are subject to re-appointment each year.

The trustees are proposed by affiliated member organisations, appointed at the board meeting and must retire after they have served three full calendar years. Retiring trustees may be re-proposed and appointed for a further term.

Trustee	Nominated by	Appointed
Ms A Cartwright (Chair)	Co-opted	5 November 2009
Mr M Reece (Vice Chair)	NDE	5 November 2009
Mr M Fraser (Treasurer and Secretary)	C A Plus	5 November 2009
Ms A M Ainger	Co-opted	5 November 2009
Ms R Greenberg	Partnership Council	13 November 2008
Ms B Hall	Nottingham Universal African Caribbean Network	5 November 2009
Ms J Lewis	Base 51	13 November 2008
Mr R Taylor	Marcus Garvey Day Centre	13 November 2008
Ms G Bright	Inspire	5 November 2009

The board of trustees have the right to co-opt up to five additional trustees who must retire each year, but are eligible for further co-option. At all times the number of co-opted trustees must be less than the number of appointed trustees. The co-opted members are listed above.

### Senior Management

The senior management team consists of the chief executive - Helen Voce, the deputy chief executive – Claire Rintoul, partnerships team manager - Jo Dean and the finance manager – Shona Small. Project managers and department heads support them.

## **Advisors**

Bankers	Unity Trust Bank plc; 9 Brindleyplace; Oozells Square Birmingham; B1 2HB
Solicitors	Freeth Cartwright LLP; Cumberland Court; 80 Mount Street; Nottingham; NG1 6BR
Auditors	PKF (UK) LLP; Chartered Accountants; Regent House; Clinton Avenue; Nottingham; NG5 1AZ

## **Reference and Administrative Information**

Nottingham Community and Voluntary Service was incorporated on 5<sup>th</sup> February 1998 (Company no. 3505634). It is limited by guarantee, not having a share capital, and has obtained exemption under Section 60 of the Companies Act 2006 to dispense with the word limited as part of its name. It is a registered charity (no. 1070790). Nottingham Community and Voluntary Service (referred to as NCVS) is based at the Nottingham Voluntary Action Centre, 7 Mansfield Road, Nottingham, NG1 3FB which is also its registered office. The telephone number is 0115 934 8400 and email is 'ncvs@nottinghamcvs.co.uk'. NCVS also uses the names: Volunteer Centre Nottingham and NVAC in appropriate circumstances.

The name was changed by special resolution from Nottingham Council for Voluntary Service on the 15<sup>th</sup> March 2010 to Nottingham Community and Voluntary Service.

Prior to incorporation, NCVS had served the voluntary sector in Nottingham for over 120 years.

## **Structure, Governance and Management**

The governing documents of NCVS are its articles of association.

The procedure for appointing new trustees is set out on page 3. There may be times when the chief executive or the trustees encourage candidates they deem suitable to put their names forward for election. Nottingham City Council has the right to send a representative to attend trustee meetings. Once appointed the trustees have an induction session which includes a discussion with the chief executive on NCVS's activities and on the trustee's particular interests, the receiving of information on the rights and responsibilities of company directors and trustees, a copy of the trustees' handbook which details both NCVS's structure and procedures, and an introduction to the key staff members. In addition new trustees are consulted on training needs. Once in post trustees are encouraged to take a liaison role with a particular department or service. Relevant training opportunities are publicised to trustees and all trustees are encouraged to participate.

## **Organisation and Management Structure**

The organisation structure is intended to ensure both proper decision making and consultation with staff and volunteers at all levels

1. **Board of Trustees/ Company Directors:** The board of trustees acts as both the charity trustee board and the board of directors. It has ultimate responsibility for NCVS and oversees its strategic direction. In addition it approves an annual budget for the senior management to work to and reserves to itself approval of capital expenditure, approval of expenditure significantly outside the budget, approval of new large projects and the appointment of senior managers. During the year it monitors performance and reviews the quarterly management accounts. Board meetings are attended by the chief executive and the deputy chief executive. Other staff are asked to present on their projects or department from time to time. The trustees have an annual meeting to consider strategy.
2. **Finance sub committee of the Board:** The sub committee consists of the chair, the treasurer and certain other board members. The chief executive, the deputy chief executive and the finance manager also attend. The sub committee provides expert advice to the board on financial matters and compares in detail quarterly management accounts with the budget.
3. **Senior Managers' Meeting:** The chief executive, the deputy chief executive, partnerships manager and the finance manager meet regularly. They implement the strategy decided by the board, develop the services provided by NCVS and facilitate staff links with the board. They also evaluate the performance of each service prior to formal reporting and external accountability.
4. **Staff Meeting:** This is the major link with the chief executive and senior managers for all staff and volunteers. Board and management decisions are reported and informal consultation is undertaken.
5. **Team and Thematic Meetings:** A number of thematic working groups meet to develop and take forward cross service work. Some larger services also have team meetings on a regular basis.

The management structure of NCVS is that the chief executive and the partnerships team manager are focused on external relationships with the City Council, other infrastructure bodies, both national and local, and voluntary and charitable organisations; and the deputy chief executive on internal management. However in practice they work closely together. Each department head and project leader (one of whom is responsible for each of NCVS' activities) reports in the first instance to the deputy chief executive.

#### **Affiliation**

To facilitate its objectives and gain as much input from elsewhere as possible, NCVS is affiliated to various other organisations including:

National Association of Voluntary and Community Action (NAVCA),

National Council for Voluntary Organisations (NCVO),

Volunteering England,

Charity Finance Directors' Group

C A Plus

Nottinghamshire Association of Voluntary Organisations (NAVO)

East Midlands Employment Relations Forum

East Midlands Equality & Diversity Network

Urban Forum

NCVS also seeks to influence the policies and decisions of relevant national bodies.

### **Risk**

The trustees have considered risks to the organisation and have drawn up a schedule for the monitoring and reporting of key risks. Management reports, based on a prearranged schedule, are prepared for the board on the specific risks identified. The board reviews the schedule of risks annually. The funding to NCVS is generally short term and the trustees' view is that the greatest risk to the organisation is the continuity of such funding. Relationship with funders and ongoing bids for funds based on quality of work done by NCVS, together with regular monitoring, is the principal mitigation of this risk.

### **Public Benefit Statement**

The section of this report above entitled Aims and Objectives sets out NCVS aims, the priorities in the current 3 year plan and reports on the activity and successes in the year to 31 March 2010, as well as explaining the plans for the current financial year. NCVS' activities benefits voluntary sector organisations, individuals and the interaction between the statutory sector and the voluntary and community sector in Nottingham and its environs.

The trustees have considered Public Benefit and concluded

1. That the aims of the organisation continue to be charitable;
2. That the aims and the work done give identifiable benefits to the charitable sector and both indirectly and directly to individuals in need;
3. That the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay; and
4. That there is no detriment or harm arising from the aims or activities.

### **Objectives and Activities**

#### **Objectives of NCVS**

The objectives of NCVS as set out in the articles of association are

- a) The advancement of citizenship and community development particularly the promotion of the voluntary sector, volunteering, capacity building and the efficiency and effectiveness of charities and similar organisations.
- b) Any charitable purpose for the benefit of the community and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness.
- c) Organise co-operation in the achievement of the above purposes and to that end bring together representatives of the statutory authorities and voluntary organisation engaged in the furtherance of the above purposes.

NCVS operates using a 3 year plan and the plan in operation during 2009/10 was that covering the period from 1 April 2009 to 31 March 2012.  
Our Strategic Aims are

- To improve the effectiveness of third sector organisations
- To improve the quality of volunteering
- To improve the quality of decision making by involving the third sector

Our plan is supported by service plans for each area of work with an outcomes focus to enable us to measure the impact of our work. Equality targets have been identified.

The impact of our work will be measured against our outcomes.

### **Strategic outcome 1: Improved effectiveness of groups**

Our objectives are to

Increase skills and knowledge within the third sector

Enable groups to put plans into action

Improve the effectiveness of group development services across sectors in Nottingham.

Our work with groups will result in:-

Increased knowledge

Increased skills

### **Strategic outcome 2: Improved quality of volunteering within Nottingham**

Our objectives are to

Improve the quality and diversity of volunteering opportunities

Increase the numbers and diversity of people volunteering

Our work with individuals will result in:-

More choice of volunteering opportunities

Increased volunteer satisfaction with our service

Our work with groups will result in:-

Improved effectiveness in recruiting and managing volunteers

### **Strategic outcome 3: Improved quality of decision making by involving the third sector**

Our objectives are to

Increase third sector knowledge of the bigger picture and their place within it

To enable the third sector to take actions individually or in partnership

To increase the opportunities available to groups to change Nottingham

Our work with partnerships will result in:-

Increased understanding among partners of the third sector role

Increased opportunities to deliver public services

Increased opportunities to influence decisions

## **Main services and some key achievements against objectives in 2009/10**

Our key aims and activities for 2009/10 were:

### **Improved effectiveness of groups**

We provide a flexible group development service which meets the needs of groups. The service is provided in three main ways - one to one case work, a helpdesk and a comprehensive training programme. Our service has a wide range of useful resources, many of which are specifically for voluntary organisations. They include: toolkits, factsheets, briefings, good practice guides and a specialist library.

We feel our resources are best used by targeting work to those groups with the best chance of start up, those with potential to grow or in process of growth, groups representing more marginalised communities or those who cannot be supported better elsewhere.

Although we work mainly during traditional office hours, we also work evenings and weekends to support groups as and when they need it. Our service is open to all city groups.

During 2009-10 we provided 143 groups with case work support, which was twice as many as the previous year. Of these groups:

34% defined themselves as BME groups

14% were new groups

13% were neighbourhood-focused groups

11% were social enterprises

10% were faith groups

10% were disability groups

8% were women's groups.

We offer a wide ranging training programme, open to all of Nottingham's voluntary and community groups.

We also offer bespoke training to groups at their own premises. Where appropriate, we can also offer follow up support.

Much of our training is aimed at helping groups of all sizes develop knowledge and skills to tender for public service contracts.

Representatives from 129 different groups attended our training sessions over the past year.

During the year we provided a helpdesk service to 303 unique groups. The actual number of contacts was much higher since many groups contact us on several occasions

During the year we set up a funding advice network to drive up the quality and consistency of funding advice given to groups in both the County and City areas. We are working in collaboration with many county groups in order to achieve this.

### **Improved quality of volunteering within Nottingham**

The volunteer centre offers support, through our brokerage services, to individuals of all ages who are looking to start their volunteering journey.

Through the volunteer centre and the v project we offer client centred, one-to-one support that matches potential volunteers to the 100's of opportunities we have developed with partner organisations that match their needs and aspirations.

The volunteer centre also offers support and advice to voluntary, community and statutory groups of any size on the development of their volunteering opportunities and promoting their service. We do this through:

- Individual support from development workers
- Toolkits on volunteer best practice
- Peer support (through Volunteer Coordinators Network)
- Bi-weekly news bulletins
- Case studies

The volunteer centre also works to promote the concept and value of volunteering throughout the city by:

- Organising volunteer celebration events
- Promoting, in partnership with City Council, Volunteers Week
- Offering volunteer accreditation

The Volunteer Centre Nottingham supports potential volunteers in Nottingham to find an opportunity to match their requirements, promotes volunteering on the internet through the do-it.org.uk website, and aids volunteer involving organisations to find the volunteers they need.

The advice service operates predominantly on weekdays from 10:00 till 16:00 using a pre-book appointment system for anyone, aged over 25, who wishes to meet a trained advisor and find a volunteering opportunity. The advisors are a dedicated team of volunteers and staff who strive to find live opportunities to volunteer that suit the individual's specific requirements

In addition, the Volunteer Centre Nottingham uploads opportunities onto the www.do-it.org.uk website which enables people to apply for volunteering opportunities online. This is a quick way for those who know what they want to apply directly to the organisation of their choice; during 2009-10 the service processed 2820 online applications.

In 2009-10, the service conducted 1007 advisory sessions and of those beneficiaries:

- 47.9% were from BME backgrounds
- 31.4% were unemployed
- 12.4% were self classified as disabled

The involved team works with young people aged 16-25 supporting, enabling and recognising those who want to volunteer.

There are three programme priorities:

Creating new opportunities - we provided training, resources and support to enable organisations to involve more young people.

Brokering young people into opportunities - we provided information, advice, guidance and support to all the young people we saw. This year we have seen over 1500 young people through this service enabling over 60% of them to get into volunteering roles that suit them.

Championing youth-led action - As well as delivering this service with staff, we have young volunteers on our Youth Action Team who helped deliver all aspects of the programme. The kind of roles and projects created within the YAT have been:- a youth "peer advisor" role, this is important so that young people can provide peer advocacy to their peers. A publicity/promotion team who have created a volunteering magazine - promoting volunteering and it's benefits whilst addressing other young peoples perceptions of volunteering. Publicity materials – which were made by the young people in a format and design that has really appealed to other young people.

As a project we provided a nationally recognised accreditation to acknowledge the achievements of young volunteers. In the last year we hosted and supported 7 different celebration events awarding over 120 accreditations.

As a project this year a big success has been in achieving a quality standard called Reach. Reach recognises that as a project the systems and processes in which work with young people are of a good standard.

Volunteering into Employment Is a new project which is designed to work with people that are unemployed, who wish to develop and learn new skills, to enhance their employability.

The programme is designed to provide a tailor-made package of work experience and accredited training, and support with CV writing, interviewing skills and confidence building.

The programme has been up and running since February 2010, the programme has seen 17 people, 5 clients are awaiting interviews placements, 5 clients have been successfully placed with volunteering opportunities and 3 have accessed accredited training.

### **Work on Policy and Partnerships**

NCVS has continued to work closely with One Nottingham and Nottingham City Council on the issues of commissioning and the third sector. As a result of feedback from local groups, we have negotiated a new model for supporting third sector organisations to influence One Nottingham. We have created new staff posts that concentrate on reaching out to groups and networks them to each other and the One Nottingham structure.

The initial focus has been on particular equalities strands - women, faith, disability, LGBT, older people, health and children). These networks have been designed to complement existing structures and not to duplicate them.

In the nine months to 31 March 2010 we achieved outreach contacts with 128 groups. This contact is defined as we understand what the group does and what its priorities are and as a result of our contact that group understands the services we can offer and the developing networks they can access.

During the year we ran the One Nottingham Board elections recruiting 22 candidates for three places as voluntary sector advocates on the three themed partnerships of Neighbourhoods, Health and Working Nottingham

For the fourth year we have co-hosted the city's small grant celebration event with Nottingham Community Foundation. This is a showcase for the excellent innovative work that Nottingham City groups do with the aid of a very small amount of money.

During democracy week we facilitated and encouraged voluntary sector members to shadow elected members of the city council, thereby gaining an insight to their work.

We have produced additional resources in order to assist groups in the city, including a get involved pack, a guide to third sector commissioning and an induction pack for partner agencies to understand the voluntary sector and meet local groups. The induction pack has been piloted with Job Centre Plus and the Government Office for the East Midlands.

We have commissioned a review of the economic impact of the voluntary sector in Nottingham.

We continue to provide board representation to Urban Forum, NCVO, One Nottingham, Enable, One East Midlands and Volunteering Nottinghamshire as well as playing an active role in the Nottingham infrastructure consortium.

### **Aims and Objectives for the Year ended 31 March 2011**

NCVS has in place a new strategic plan which will operate from 1 April 2009 to 31 March 2012.

In these three years we will aim

- To improve the effectiveness of local third sector organisations
- To improve the quality of volunteering in Nottingham
- To improve the quality of decision making by involving the third sector

Over the next year we aim to achieve the following:

Corporately we'll be:

- Adopting our new name and new brand
- Creating our vision for the future of NVAC
- Considering options for next year as lots of funding is due to end
- Establishing a baseline for our carbon emissions so we can reduce them further

- Redesigning the website so it's easier to use and has more resources to download

For individuals we'll be:

- Developing a volunteering strategy for the city
- Following people up so we know if they start volunteering
- Starting a drop in service at NVAC for people wanting to volunteer
- Taking our resources out to neighbourhoods to promote volunteering
- Developing more volunteering opportunities for under 16's, disabled people and single parents

For groups we'll be:

- Increasing the number of groups on our database
- Sending our newsletter to all groups on our database
- Increasing the number of equality groups using our services
- Developing relationships with those establishing BME forums
- Reviewing the library so we can make best use of its resources
- Developing a series of toolkits to help groups involving volunteers
- Supporting and coordinating a city group development workers network
- Supporting organisations in the city and county with their funding advice services
- Making sure groups who work with one service are aware of all the other services we offer
- Developing links between the sector and the research departments of Nottingham University
- Establishing a range of equality and themed forums for the sector, and developing a third sector assembly
- Recruiting people to the sector places on One Nottingham themed partnerships and supporting those on the Board
- Encouraging groups who are helping to improve people's health and wellbeing to use our group development service

## **Finance**

### **Financial Review**

NCVS has a surplus for the year of £63,583. The budget for the year showed a deficit position of £9,354 and the Directors would like to thank management for their efforts in controlling costs, using volunteers and earning additional revenue. We are now reaching our target of having 6 to 12 weeks of reserves. Total incoming resources totalled £1,512,994 against £1,526,557 in the previous year (excluding community network activities).

Net assets amount to £2,045,437 of which £1,228,436 represents the property from which NCVS operates. The cash position, net of borrowings, was

£971,926 at 31 March 2010 as against £888,556 at the previous year end. Of this some £244,391 is monies held for restricted funds or amounts held on behalf of other organisations. NCVS's cash position fluctuates hugely during most months and the balance tends to be high at the year end. NCVS continues to stress to funders and others the importance of paying in accordance with contracts. With limited reserves, a substantial payroll and contractual commitments to pay other Voluntary Sector organisations, we have to monitor cash flow tightly. NCVS is now a complex organisation with diverse activities.

There have been no accounting policy changes since last year. The different funds of NCVS are explained in note 11 to the financial statements.

### **Grant making Policy**

NCVS as a rule does not issue grants to other organisations but will on occasion bid for funds on a partnership basis, and those partners to the bid will receive funds dispersed through NCVS by way of the amounts specified in the bid submitted to funders.

### **Use of Volunteers**

In the year to 31 March 2010 we estimate that 65 people volunteered with NCVS and donated around 6,000 hours. The roles they filled were as follows:

- 2,470 hours advisors / brokers
- 237 hours trustee time
- 2010 hours admin and database support
- 80 hours finance support
- 1,230 hours communications / event support

NCVS is grateful to everyone who volunteers to help us deliver our services.

### **Transactions with Affiliated Members**

Groups that agree to be entered onto our database that are based in Nottingham City are treated as an affiliated member unless they choose to opt out. The benefits of affiliation for groups is that it is free, keeps them informed and contributes to a stronger voice for the voluntary sector in Nottingham.

At 31<sup>st</sup> March 2010, some 1,000 charities and voluntary organisations were on our database as affiliated members.

NCVS provides payroll services and rented accommodation to various affiliated members and contracts with others to provide services. All such transactions are negotiated on an arms length basis.

### **Reserves Policy**

NCVS needs reserves for three reasons:

1. To cover short term requirements (for instance, where grant income is delayed, where up front amounts of expenditure are required or where there are termination costs for a project).
2. To enable NCVS to undertake projects without funding if necessary.
3. To provide working capital.

The Directors believe NCVS needs reserves of between 3 and 6 months expenditure. For this purpose reserves are taken as unrestricted reserves excluding specifically allocated monies such as the Repairs Fund. On this basis at 31 March 2010 NCVS had reserves of 13 weeks' expenditure (2009: 9 weeks).

The Directors review the reserves position annually as part of the budget approval process and take appropriate action to maintain reserves both then and where necessary during the course of the year.

### **Funders**

NCVS is dependent on all its funders and could not help support the voluntary sector, and ultimately the people of Nottingham, without them. The Directors are extremely grateful to all funders but particularly to Nottingham City Council for its continued investment in supporting key elements of NCVS core costs. Without this long term support, we would find it impossible to lever in other funding (currently at the rate of 6:1) to deliver the breadth and quality of services to local groups and individuals.

Our principle funders in the year were

Nottingham City Council	£305,911
One Nottingham	£305,724
Big Lottery	£149,362
V	£143,986

### **Statement of Corporate Social Responsibility**

#### **Ethos**

The underpinning ethos is rooted in NCVS' commitment to social justice, cultural diversity, and social and economic inclusion.

This commitment shapes the priorities and direction of the organisation as well as its day to day activities. In providing support and services to local groups we prioritise those groups working with individuals and communities who are most disadvantaged and excluded. In our services that directly support individuals, we focus most of our resources into supporting individuals who are socially or economically excluded, and have developed a range of interconnected services to achieve this. For example many individual volunteers who we support not only make a significant contribution to the community, but also gain valuable skills, experience and confidence because of their voluntary activities.

Some use the experience and skills they gain to move into training and employment. For others it is a means of overcoming social isolation, making friends, combating loneliness and meeting their own needs in helping others.

In Nottingham's many disadvantaged neighbourhoods, the benefits of volunteering activity goes beyond building social capital at an individual level to that of strengthening and building communities. We passionately believe that the more the true potential of the community and voluntary sector can be

realised, and the more people who can be encouraged to participate, the stronger our society will be.

### **Contribution to Nottingham**

Our previous research showed that the Voluntary Sector in Nottingham makes not only a major contribution to people's lives and welfare but it provides a direct contribution of some £120 million to the City's economy. The research identified that the economic value of time contributed by volunteers has a value equivalent to a further £120 million. We have commissioned a consultant to review the current impact of the voluntary sector on the city economy and these results will be published in June 2010.

### **Equality and Diversity**

One of our stated aims is a strong commitment to equality and diversity. NCVS continues to work according to its Ethical Values Statement. We have a rolling awareness training programme in place in which all new staff are required (and volunteers encouraged) to participate. In addition there are three formal training sessions a year which all staff must attend.

### **Accessibility**

NCVS is committed to providing full accessibility to its services, covering both its physical working environment and its information services. We have created an accessibility plan and regularly check to see that it is effective.

### **Health and Safety**

NCVS actively seeks to ensure a safe and healthy working environment for its staff, volunteers and visitors. NCVS minimises hazards and risks through active monitoring and appropriate action.

### **Environmental Awareness**

NCVS is committed to minimising the impact of all its activities on the environment through: responsible procurement policies, energy efficiency and conservation, waste reduction, reuse and recycling, minimum impact modes of transportation and the monitoring of its activities through our 'Green Working Group'.

### **Human Resources**

The Directors recognise the importance of both employees and volunteers to NCVS' success and future development and are committed to an environment that will attract and motivate them. Salaries and benefits for employees are linked to the public sector and we have implemented a job evaluation scheme to assess new and changing posts.

The Union Recognition Agreement we developed with Unison has proved beneficial for NCVS and its staff. We now have a process in place that is able to pick up developing issues and concerns early on and deal with them, and a formal mechanism to review terms and conditions and to ensure that we are up to date with current legislation and good practice. We have also boosted our team to include a personnel manager and an assistant for this activity. Our personnel manager is an ACAS trained mediator and this benefits not only our

organisation but other voluntary sector organisations that may need to use this service.

We have a range of formal and informal mechanisms to ensure employees and volunteers are kept informed on developments and are asked to contribute to improving services. The Directors believe that the employees and volunteers should be and are passionately involved in NCVS' many and varied activities.

### **Community Activities**

NCVS and its staff are committed to community involvement, supporting other organisation's events and activities both on a corporate and an individual level. NCVS publicises community activities and encourages both staff and volunteers to participate in the wider voluntary sector. Several of our staff give their personal time to volunteer in the projects we run. In addition, we have an employee volunteering scheme. During the year seven of our staff took advantage of paid volunteering leave in order to participate in various activities such as assisting in local schools, undertaking mentoring training, sitting on charity boards, giving blood and assisting in one off Christmas activities. A total of 69 hours of volunteering leave was utilised in the year.

### **Statement of Directors' Responsibilities**

The directors are responsible for preparing the directors/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 directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the net income or expenditure, of the charity for the year. In preparing those 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;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The directors are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination

of financial statements and other information included in annual reports may differ from legislation in other jurisdictions.

**Provision of Information to Auditors**

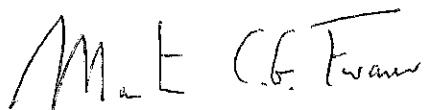
The directors at the time when this director's report was approved confirm that:

- So far as they are aware, there is no relevant audit information of which the company's auditors are unaware, and:
- Each director has taken all steps that ought to have been taken as a director in order to be aware of any information needed by the company's auditors in connection with preparing their report and to establish that the company's auditors are aware of that information.

**Basis of Preparation**

This report and the financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

By approval of the Board

A handwritten signature in black ink, appearing to read 'M. E. C. Fraser'.

Marten Fraser  
Company Secretary  
12<sup>th</sup> August 2010

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE NOTTINGHAM COMMUNITY AND VOLUNTARY SERVICE**

We have audited the financial statements of The Nottingham Community and Voluntary services for the year ended 31 March 2010 which comprises the statement of financial activities, the summary income and expenditure account, the balance sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's members as a body, in accordance with section 495 and 496 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditors' 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

The responsibilities of the trustees (who are also the directors of the company for the purposes of company law) 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') and for being satisfied that the financial statements give a true and fair view are set out in the statement of trustees' 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).

We report to you our opinion as to whether the financial statements give a true and fair view and have been properly prepared in accordance with the relevant financial reporting framework, have been prepared in accordance with the Companies Act 2006 and whether the information given in the trustees' annual report is consistent with those financial statements.

We also report to you if, in our opinion, the charity has not kept adequate/proper accounting records, if the charity's financial statements are not in agreement with those accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read the trustees' annual report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and

disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion:

- the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- the financial statements have been properly prepared in accordance with the Companies Act 2006; and
- the information given in the trustees' annual report is consistent with the financial statements.

*PKF (UK) LLP*

**Roger Merchant (Senior Statutory Auditor)**  
On behalf of PKF (UK) LLP (Statutory Auditors)

Nottingham, UK

Date: *26/8/10*

**Nottingham Community and Voluntary Service**  
**Statement of Financial Activities**  
(Incorporating the Income and Expenditure Account)  
For the 12 Months Ended 31<sup>st</sup> March 2010

	notes	UNRESTRICTED FUNDS		RESTRICTED FUNDS		(PROPERTY)		TOTAL	
		2009/10	2008/09	2009/10	2008/09	2009/10	2008/09	2009/10	2008/09
		£	£	£	£	£	£	£	£
<b>Incoming Resources</b>									
Income resources from generated funds:									
Voluntary income	13	20,020	20,000		0			20,020	20,000
Investment income - bank		10,634	33,947		0			10,634	33,947
Incoming resources from charitable activities:									
Direct activities		922,569	969,221	588,039	422,746	-28,268	-28,268	1,482,340	1,363,699
Community Network activities					994,661			0	994,661
<b>Total Incoming Resources</b>		<b>953,223</b>	<b>1,023,168</b>	<b>588,039</b>	<b>1,417,407</b>	<b>-28,268</b>	<b>-28,268</b>	<b>1,512,994</b>	<b>2,412,307</b>
<b>Resources Expended</b>									
Charitable activities:									
Direct activities -									
Salaries and similar costs		600,521	675,029	471,650	294,747			1,072,171	969,776
Admin & operational costs		70,177	100,580	69,933	176,825			140,110	277,405
Premises costs		90,617	106,236	91,905	19,867			182,523	126,103
Bank loan interest			38					0	38
Depreciation		31,496	31,496					31,496	31,496
Community Network activities				0	994,661			0	994,661
<b>Total on charitable activities</b>	5	<b>792,811</b>	<b>913,379</b>	<b>633,488</b>	<b>1,486,100</b>	<b>0</b>	<b>0</b>	<b>1,426,300</b>	<b>2,399,479</b>
<b>Governance costs</b>		<b>23,112</b>	<b>17,582</b>					<b>23,112</b>	<b>17,582</b>
<b>Total Resources Expended</b>		<b>815,923</b>	<b>930,961</b>	<b>633,488</b>	<b>1,486,100</b>	<b>0</b>	<b>0</b>	<b>1,449,412</b>	<b>2,417,061</b>
<b>Net Incoming/Outgoing Resources Before Transfers</b>		<b>137,300</b>	<b>92,207</b>	<b>-45,449</b>	<b>-68,693</b>	<b>-28,268</b>	<b>-28,268</b>	<b>63,583</b>	<b>-4,754</b>
Transfers Between Funds	11	-45,333	-57,954	45,333	57,954			0	
<b>Net movement in funds</b>	2	<b>91,967</b>	<b>34,253</b>	<b>-116</b>	<b>-10,739</b>	<b>-28,268</b>	<b>-28,268</b>	<b>63,583</b>	<b>-4,754</b>
Fund Balances brought forward at 1 April 2009		836,182	801,929	15,666	26,405	1,130,006	1,158,274	1,981,854	1,986,608
<b>Fund Balances carried forward at 31 March 2010</b>		<b>928,149</b>	<b>836,182</b>	<b>15,550</b>	<b>15,666</b>	<b>1,101,738</b>	<b>1,130,006</b>	<b>2,045,437</b>	<b>1,981,854</b>

**Notes:** A summary of funds is shown in notes 11 and 12.

Nottingham Community and Voluntary Service  
Balance Sheet  
as at 31<sup>st</sup> March 2010

	notes	March 2010		March 2009	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	6		1,228,436		1,259,932
<b>Current Assets</b>					
Debtors	7	232,853		413,403	
3rd party cash	8	244,391		419,208	
own cash		727,535		469,348	
Cash at bank and in hand			971,926		888,556
			1,204,779		1,301,959
<b>Creditors: amounts falling due within one year</b>	9		387,778		580,037
<b>Net Current Assets</b>			817,001		721,922
<b>Total Assets less Current Liabilities</b>			2,045,437		1,981,854
<b>Net Assets</b>			2,045,437		1,981,854
<b>The Funds of the Charity</b>					
Restricted Income Funds	11&18		15,550		15,666
Unrestricted Income Funds:					
Unrestricted designated funds	11&17	560,314		377,500	
Unrestricted other funds	11&17	367,835		458,682	
Property fund	11&19	1,101,738		1,130,006	
Total Unrestricted Income Funds			2,029,887		1,966,188
<b>Total Charity Funds</b>			2,045,437		1,981,854

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved and authorised for issue by the Board and were signed on its behalf on 12 August 2010.

  
 Ann Cartwright, Chair

# NOTTINGHAM COMMUNITY AND VOLUNTARY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS 12 MONTHS ENDED 31<sup>ST</sup> MARCH 2010

### 1 Accounting Policies

#### 1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### 1.2 Attribution of incoming and expended resources

Income comprises grants, donations, service contracts and similar conditional grants, and the invoiced value of services provided; net of value added tax and discounts.

Income is recognised when received or due, except when associated costs of contracts have not yet been incurred or where there is uncertainty that the funder's conditions can be met.

Expenditure is attributable to the period on a time based matching principle to include all known creditors and accruals.

#### 1.3 Governance costs

Governance costs are deemed to comprise the costs of audit and preparation of the financial statements, costs of trustees' meetings, trustees' expenses, legal advice to trustees and strategic planning. These costs include an apportionment of management time where appropriate.

#### 1.4 Support Costs

Support costs are allocated across all projects on a full cost recovery basis based on the number of project worker hours.

#### 1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided each year at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold buildings	-	2%
Office equipment	-	25%

Individual items of office equipment costing less than £5,000 are treated as revenue expenditure. The office equipment consists of the telephone system that was installed in the building on its refurbishment.

## 1.6 Pensions

NCVS offers its employees a matched contribution to a scheme of their choice of up to 5% of gross salary, provided the scheme is a defined contributions scheme. NCVS does not offer financial advice to employees and recommends that employees seek independent financial advice in this matter.

The pension charge in the accounts represents the amounts payable by the company in respect of the year. The number of staff for whom retirement benefits are accruing under money purchase schemes was 14 at 31 March 2010.

## 1.7 Taxation

NCVS has charitable status and no tax liability arises on its surplus income. The company is registered for VAT and costs shown are exclusive of VAT with any non-recoverable input tax included in administration and operational costs.

## 1.8 Accounting reference date

The company produces accounts for each 12 months to 31<sup>st</sup> March.

## 2 Net Movement in Funds

The net movement in funds is stated after charging/(crediting):

	2010	2009
	£	£
Audit Fees	4,766	4,766
Operating Leases	2,359	0
Basement Improvements	65,043	0
Depreciation	31,496	31,496
Capacity Builders Grant re Basement	(30,000)	0
Debtors received previously provided against	(63,389)	0

## 3 Directors' Emoluments and Benefits

	2010	2009
	£	£
Aggregate of directors' emoluments and other benefits	<u>0</u>	<u>0</u>

No director accrued any benefits under a pension scheme.

#### 4 Staff Costs

	2010 £	2009 £
Salaries	956,335	933,484
Social Security Costs	84,218	82,839
Pensions Costs	16,428	14,166
Total	1,056,981	1,030,489

Average Number of Employees

Full Time Equivalent 44 36

There are no employees with emoluments in excess of £60,000.

#### 5 Allocation across principal activities

	Incoming Resources £	Direct Activities £	Governance Costs £	Support costs included £
Central	405,687	450,517	23,112	(123,066)
Volunteer Services	236,329	198,593		34,156
Group Support	234,119	196,371		29,793
Partnerships	364,748	269,197		40,555
NVAC	272,110	311,622		18,562
Total	1,512,994	1,426,300	23,112	0

Detailed break downs of individual projects are shown in the appendices.

#### 6 Tangible Fixed Assets

	Land & Buildings £	Office Equipment £	Total £
Cost At 1 April 2009 & 31 March 2010	1,574,812	19,378	1,594,190
Depreciation At 1 April 2009	314,880	19,378	334,528
Charge for the year At 31 March 2010	31,496	0	31,496
	346,376	19,378	365,754
Net book value At 1 April 2009	1,259,932	0	1,259,932
At 31 March 2010	1,228,436	0	1,228,436

7 **Debtors - Amounts due within one year**

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Trade Debtors	187,458	161,784
Grant and project receivables	37,378	246,479
Other Debtors	8,017	5,140
<b>Total</b>	<u>232,853</u>	<u>413,403</u>

8 **Cash held on behalf of third parties**

An amount of £244,391 (2009: £419,208) was held at the year end on behalf of third parties. The majority £218,716 (2009: £407,596) relates to amounts received in advance from funders.

9 **Creditors - Amounts falling due within one year**

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
VAT	2,397	0
PAYE and NIC	87,319	82,171
Grants received in advance	218,716	407,596
Accrued expenses	42,219	8,351
Pensions	479	372
Other creditors	36,648	81,547
<b>Total</b>	<u>387,778</u>	<u>580,037</u>

10 **Grants received in advance**

Grants in advance in the prior year have been completely utilised in the current year.

11 **Accounting Treatment of Funds**

NCVS funds are divided into restricted funds, unrestricted funds and the property fund. Where appropriate, these funds are each sub divided into NCVS operating accounts to enable management to monitor the diverse activities of the organisation.

Summaries of operational statements are prepared for each of the operating accounts. They do not form part of the statutory financial statements of NCVS but are shown in the appendices referred to in notes 17 to 19. The appendices are available on request to the finance manager, at the Voluntary Action Centre, or on the web site.

During the year to 31<sup>st</sup> March 2010 an amount of £10,290 was transferred from unrestricted funds to restricted funds in order to cover the costs on the Big Lottery group development project that are not met by the funder. An additional amount of £35,043 was transferred to cover the additional costs of the basement refurbishment that was met out of NCVS funds in addition to

that advanced by the funder. In total £45,333 was transferred from unrestricted to restricted funds in the year.

**Restricted Funds** – these funds can only be applied for particular purposes, specified by the funder(s). They are accounted for separately and the funds are held in NCVS general bank account.

The following projects are restricted funds:

Partnerships Team	funded by One Nottingham
V Team	funded by V
Childrens' Commissioning	funded by One Nottingham
Childrens' & Young Peoples Forum	funded by One Nottingham
PCT Commissioning	funded by Nottingham PCT
Basis Group Development	funded by Big Lottery
Focus on Funding	funded by Big Lottery
Strategic Volunteering	funded by One Nottingham
Volunteering Placements	funded by One Nottingham

The movement on income and expenditure on the projects funded by Big Lottery and V are as follows:

Group development project funded by the Big Lottery was holding £5,962 in advance at 31 March 2010 (2009: £7,885). Income received during the year amounted to £98,077 and £100,000 was expended.

The Focus on Funding project funded by the Big Lottery commenced in this year. Income of £130,576 was received and £49,326 expended in this year, leaving an amount of £81,214 as grant in advance at the year end.

The V project had accrued income of £36,914 at 31 March 2010 compared with £69,596 in advance at 31 March 2009. Further income payments of £37,476 were received in the year and expenditure incurred was £143,986.

Grants in advance are included in creditors and accrued income in debtors.

Further information on individual projects is available in the appendices which can be obtained from the website.

**Unrestricted Funds** – these are available to the trustees to apply for the general purposes of the charity as set out in its articles of association. The trustees may set aside part, or all, of the charity's unrestricted funds to be used for particular purposes in the future. Such sums are described as 'designated funds' and can be reallocated by the trustees within unrestricted funds unless and until expended.

**Designated Funds** – the trustees have designated the following funds being either costs to be spent or losses to be incurred in the next twelve months, apart from the NVAC repair fund, which is for long term refurbishment of the building.

<u>Designated Funds</u>	2010 £	2009 £
Volunteer Service	55,533	53,000
Information Service	95,783	79,500
Group Development	50,998	60,000
IT infrastructure	15,000	50,000
Employment related costs	43,000	0
Building refurbishment	150,000	0
<u>Repairs Fund</u>		
NVAC repairs fund	150,000	135,000
 Total	<hr style="width: 100%; border: 0.5px solid black;"/> 560,314	<hr style="width: 100%; border: 0.5px solid black;"/> 377,500

All costs incurred on the Designated Fund are charged to the appropriate operating account in the year in order to maintain close scrutiny of all costs. The movements on the Designated Fund are by annual transfer to the General Reserve.

**Property Fund** – this is a fund comprising the grants received towards the Voluntary Action Centre refurbishment. It is being written off over the expected life of the building – 50 years – in accordance with standard accounting procedures. 40 years remain.

#### 12 **Analysis of net assets between funds**

	General	Designated	Restricted	Property	Total
Tangible fixed assets	126,698			1,101,738	1,228,436
Cash at bank & in hand	225,131	560,314	186,481		971,926
Other net current liabilities	16,006		(170,931)		(154,925)
	<hr style="width: 100%; border: 0.5px solid black;"/> 367,835	<hr style="width: 100%; border: 0.5px solid black;"/> 560,314	<hr style="width: 100%; border: 0.5px solid black;"/> 15,550	<hr style="width: 100%; border: 0.5px solid black;"/> 1,101,738	<hr style="width: 100%; border: 0.5px solid black;"/> 2,045,437

#### 13 **Voluntary Income**

Donations of £20,000 were received during the year from the Robin Hood Charity Trust and £20 from other sources. (2009: £20,000 from Robin Hood Charity Trust). Donations are attributed to income in the period in which they are received and NCVS incurs no expenditure on fundraising.

#### 14 **Directors' Expenses**

Directors are allowed to claim any expenses necessarily incurred in carrying out their duties. During the year travel expenses and child care amounting to £222.40 (2009: £518.07) were paid out to two Directors and refreshments were provided at meetings.

15 **Operating Leases**

At 31 March 2010 the company had annual commitments under non-cancellable operating leases as follows:

Expiry date	2010	2009
	£	£
Between 2 and 5 years	1,011	0
Over 5 years	1,670	0

16 **Contingency**

A number of funders make grant payments dependent on detailed submissions by NCVS. They reserve the right to audit these submissions retrospectively and insist that information is recorded in particular formats. NCVS makes every effort to comply with funders' requirements and to maintain the specified records but there is a risk that, at audit, some amount of grant may be disallowed. NCVS is not aware of any significant risk in this respect.

## NOTTINGHAM COMMUNITY AND VOLUNTARY SERVICE STATEMENT OF FUNDS AT 31ST MARCH 2010

17 <u>UNRESTRICTED FUNDS</u>	<u>Appendix</u>	<u>RESERVES</u> at 31.3.09	<u>(DEFICIT)</u> at 31.03.10	<u>TO/FROM</u> <u>RESERVES</u>	<u>RESERVES</u> at 31.03.10
		£	£	£	£
<b><u>OPERATING ACCOUNTS</u></b>					
Central Services	1	0	109,642	-109,642	0
Voluntary Action Centre	2	0	87,154	-87,154	0
Information Services	3	0	-28,139	28,139	0
Volunteering Services	4	0	-26,183	26,183	0
Group Development	5	0	-5,273	5,273	0
Partnerships	6		100	-100	
Sub - Total		0	137,300	-137,300	0
<b><u>GENERAL FUNDS</u></b>					
Designated Fund		242,500		167,814	410,314
NVAC - Repairs Fund		135,000		15,000	150,000
General Reserve		458,682		-90,847	367,835
		836,182	0	91,967	928,149
<b><u>TOTAL UNRESTRICTED FUNDS</u></b>		<b>836,182</b>	<b>137,300</b>	<b>-45,333</b>	<b>928,149</b>
<b>18 <u>RESTRICTED FUNDS</u></b>					
<b><u>OPERATING ACCOUNTS</u></b>					
Group Development	5	0	-10,290	10,290	0
Partnerships Team	6	15,666	-116		15,550
Building	7	0	-35,043	35,043	0
<b><u>TOTAL RESTRICTED FUNDS EXCLUDING</u></b>					
<b>19 <u>PROPERTY FUND</u></b>		<b>15,666</b>	<b>-45,449</b>	<b>45,333</b>	<b>15,550</b>
<b><u>PROPERTY FUND</u></b>		<b>1,130,006</b>	<b>-28,268</b>		<b>1,101,738</b>
<b><u>TOTAL RESTRICTED FUNDS</u></b>		<b>1,145,672</b>	<b>-73,717</b>	<b>45,333</b>	<b>1,117,288</b>
<b><u>TOTAL FUNDS</u></b>		<b>1,981,854</b>	<b>63,583</b>	<b>0</b>	<b>2,045,437</b>

Note 11 shows details of the accounting treatment of funds.

The appendices referred to in notes 17 to 19 do not form part of the statutory accounts.