

SOUTH DERBYSHIRE CVS
(A Company Limited by Guarantee)

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

Dains LLP
Chartered Accountants
St John's Court
Wiltell Road
Lichfield
Staffordshire
WS14 9DS

**SOUTH DERBYSHIRE CVS
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FOR THE YEAR ENDED 31 MARCH 2013**

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SOUTH DERBYSHIRE CVS
(A Company Limited by Guarantee)

Reference and Administrative Information

Charity Registration Number: 1101450
Company Registration Number: 04958843
Registered Office: 46-48 Grove Street
Swadlincote
Derbyshire
DE11 9DD

Directors/Trustees:	Mrs J Lane – Chair	Shopmobility
	Mr S Ford – Vice Chair	Volunteer
	Mr J Haynes - Treasurer	Independent Representative
	Mr P L Dempsey	Derbyshire Advocacy
	Mrs M Dobby	Melbourne Community Care Group
	Miss I Gratton- Resigned 19/10/2012	Independent Representative
	Mrs S Jackson- Appointed 19/10/2012	Independent Representative
	Mr A Jeffrey	Volunteer
	Mr A M Jones	Independent Representative
	Mr P Laffey	YMCA
	Mr D Moyle	Independent Representative
	Mr S P Spear- Appointed 18/09/2012	Derbyshire Rape Crisis
	Mrs J Spencer- Resigned 02/07/2013	South Derbyshire CAB

Secretary: Mrs J Smith

Auditors: Dains LLP
Chartered Accountants and Registered Auditors
St John's Court
Wiltell Road
Lichfield
Staffordshire
WS14 9DS

Bankers: Unity Trust Bank plc
9 Brindley Place
Birmingham
B1 2HB

Solicitors: Timms
23 West Street
Swadlincote
Derbyshire
DE11 9DG

SOUTH DERBYSHIRE CVS
(A Company Limited by Guarantee)
TRUSTEES REPORT
FOR THE YEAR ENDED 31 MARCH 2013

The Trustees present their report together with the audited financial statements of the charity for the year ended 31 March 2013.

The reference and administrative information on page 1 form part of this report.

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee. It was incorporated on 10 November 2003 and registered as a charity on 12 November 2004. The charity was established under a memorandum of association, which established the objects and powers of the charitable company and is governed under its articles of association. In the event of the company being wound up the members are required to contribute an amount not exceeding £1.

Organisational Structure

South Derbyshire CVS has a board of trustees, which comprises 11 members. The directors represent member organisations and interest groups. Funders have non voting members on the board. The board meets quarterly and is responsible for the strategic direction and policy of the organisation. The organisation also operates a finance and general purposes committee that is a sub group of the board. This group meets quarterly or as required to deal with financial or human resource issues. The company secretary, the Chief Executive, attends meetings of both committees but without voting rights.

The day-to-day responsibility of running the organisation lies with the Chief Executive with a team of managers responsible for the delivery of specific services, including the line management of front line staff and volunteers. The Finance Officer manages the financial operation. The Operations Director is responsible for overseeing the staff development programme, and the achievement and maintenance of quality standards. The Community Development Officer is responsible for the delivery of CVS core functions and monitoring. The Chief Executive is responsible for ensuring delivery of the core functions of the Volunteer centre and overseeing the support to CVS volunteers.

Recruitment and Appointment of the Board of Directors

The directors of the company are also charity trustees for the purpose of charity law and under the articles of association are known as directors. Under the requirements of the memorandum and articles of association one third of the directors must retire at each annual general meeting. They are eligible for re-election.

The organisation strives to ensure the diversity of its beneficiaries is reflected within the membership of the board and that directors have the relevant business and practical experience required. Recruitment of the directors is achieved by a variety of methods, including a direct approach, where the need for specific skills has been identified, to an invitation to members to nominate a candidate.

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FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

Trustee Induction and Training

All new trustees receive an information pack containing: the memorandum and articles of association, a role description, charity commission guidance on the roles and responsibilities of trustees and public benefit, an annual report and accounts, CVS services information pack, newsletter and the organisation's strategic plan. They are invited to attend an induction training session which covers the history of CVS and its future plans, the roles and responsibilities of trustees and basic health and safety information. Trustees are also offered the opportunity to shadow members of staff, attend all internal training and development days and to join a sub-committee of their choice.

Risk Management

The board of directors has carried out a review of the risks to which the organisation is exposed. The risk register is updated quarterly and is brought to every board meeting. Where appropriate, systems and procedures have been established to mitigate the risks faced by the organisation. The organisation has comprehensive financial management and operational manuals, which are reviewed annually and amended as required. The children's and adult services operate within legal requirements as well as the requirements of statutory partners on matters of child protection, protection of vulnerable adults, confidentiality and the maintenance of client records. The organisation operates sub groups to manage both health and safety and policy. The groups are responsible for monitoring, reviewing and responding to risks on a regular basis and reporting to the Board as appropriate.

Related Parties

The organisation is an affiliated member of NAVCA (the National Association of voluntary community associations). The CVS agrees to provide services that cover the five core areas of work. These are: Development, Representation, Liaison, Practical Support and Strategic Partnerships.

The Volunteer Centre is a member of Volunteering England and therefore complies with the requirement to provide a service that covers the core areas of work for a volunteer centre. These are: Brokerage, marketing, good practice development, development of volunteering opportunities, policy response and campaigning and strategic development of volunteering.

The organisation is a member of NCVO (national council of voluntary organisations).

The organisation is a member of One East Midlands which is a regional infrastructure agency.

The organisation is a member of 3D, the Derbyshire Consortium of voluntary and community sector infrastructure organisations. Membership enables the organisation to embrace national policy around the provision of infrastructure services.

The Volunteer Centre is a member of Volunteer Centres Derbyshire, a sub group of 3D. The remit is to drive up standards of volunteer centre service delivery across the county in order to move towards a more equitable service.

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FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

Trading Subsidiary

The charity has a wholly owned trading subsidiary, Creativeness Ltd which was incorporated on 24 April 2007. The results of this company are detailed in note 4 to the financial statements.

Objectives and Activities

The organisation's objects and principal activities are to:

- Promote any charitable purposes for the benefit of the community, in particular but not exclusively, in the local government district of South Derbyshire and the advancement of education, the advancement, promotion and protection of health and the relief of poverty, distress and sickness.
- Promote and organise cooperation in the achievement of the above purposes and to that end to bring together in council, representatives of the voluntary organisations and statutory authorities within the area of benefit.

The organisation has a five year strategic plan which has been updated and adopted by the trustees for implementation from April 2012. It outlines the environment that the organisation operates in, the strengths, weaknesses, opportunities and threats to the organisation. It also sets out the strategic direction for the organisation over the next five years. The plan describes three main aims and is supported by a two year strategic action plan.

The aims are;

1. To support our sector and the organisations within it to make the greatest possible difference within the community.
2. To improve quality of life for people in South Derbyshire.
3. To ensure our organisation is fit for purpose.

The main objectives and activities for the year have been to continue to deliver services, which encompass the core functions of a CVS and Volunteer Centre in order to:

- Support the voluntary and community sector within South Derbyshire to increase the number of opportunities available to get involved in voluntary action in the area.
- Increase the number of people involved in voluntary action.
- Increase the sustainability of the organisation by developing new ways of working.
- Increase the membership of CVS.
- Increase the capacity of CVS to deliver services.
- Increase the usage of the building by Voluntary and Community Groups

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TRUSTEES REPORT
FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

Public Benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives.

How our Activities deliver public benefit

Who used and benefited from our services

The services we deliver are restricted by the level of funding we receive and the objects of our charity. The population of South Derbyshire is approximately 93,000. The area is largely rural with an urban core population of approximately 33,000 and in addition we have the highest black and ethnic minority population in Derbyshire excluding Derby City. We have a high number of older people and a growing number of both older and younger people. It is from this population that our potential service users are drawn. We are aware of the need to provide an equitable service taking account of the diverse needs of our community. We are proactive in the promotion of all our services and work hard to identify and remove any barriers that could prevent people or groups accessing our services. The organisation provides two types of services, i.e. direct services to individuals living in South Derbyshire and a Community Development service that provides support to groups and organisations in South Derbyshire and the surrounding area.

The Direct Services

These services are divided into 3 areas of work:-

Children, Young People and their Families

Domestic Abuse

The contract to deliver this work ended in March 2013. During the last year of operation we have continued to provide short term support to children and young people who are affected by domestic abuse through our Domestic Abuse Support service. 56 children and young people have accessed this service. We have worked with the secondary schools providing awareness raising sessions for 600 young people. The Christmas appeal distributed 1100 gifts to 300 children & 40 adults.

Community Safety Projects

We provide practical help and advice for victims of crime through the Safer Homes project. Many of the clients referred to us by the police are elderly and vulnerable residents. By providing additional security measures and reassurance we are contributing to the reduction of fear of crime in the area. 73 clients have benefitted from the service this year.

We provide practical help to elderly and vulnerable residents through the Derbyshire Handy Van scheme. This service supports people to live independently in the community by carrying out a variety of DIY tasks. Residents are entitled to two visits per year. The added value is the identification of possible risks to the service users as fire safety and home security checks are carried out as part of the service. Vulnerable clients are supported to access additional services as required. The scheme has carried out 1052 visits to clients over the year of which 423 were related to fitting and or maintaining Telecare equipment. In addition we coordinated the fitting of burglar alarms to 47 victims of burglary.

We provided 91 victims of domestic abuse with additional security measures to enable them to remain in their own home.

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Services for Vulnerable Adults

Our Social Car Scheme provided 50 volunteer drivers to assist anyone who cannot use public transport to: access health services, participate in social activities, visit relatives or shop. It supports people to maintain their independence and remain in the community. The scheme also helps to identify additional needs of the service users and support them to access other services as appropriate. 502 individuals accessed the service to make 3,792 journeys. The scheme has seen an increase of 40% in its work over the last 12 months.

Older People

The Travelling Rural Lunch Club is now a separately constituted group; however CVS continues to provide the same level of coordination for the scheme which has 126 members helping to reduce social isolation amongst older people due to ill health or rurality.

The Mental Health Advocacy Project supports adults and older people access appropriate services, claim benefits and take control over many areas of their lives. 126 people have accessed support this year.

Adults

Through the learning and development service 366 individuals have accessed learning opportunities. 72 people have accessed non accredited training including Volunteer Induction, Safeguarding Awareness, Equality and Diversity and Befriending Champions. A further 160 have accessed informal non accredited learning events. 74 individuals have accessed accredited training including: AIM Award Domestic Abuse Awareness and Personal Well Being, City and Guilds Train the Trainer and the Derbyshire County Council VCI Passport. In partnership with the Derbyshire Learning and Development Consortium a further 76 learning opportunities have been provided.

The Healthy Harvest project, by working with 4 Children's Centres across the district has distributed 1927 bags of fresh produce to families to encourage healthy eating. A feasibility study to identify a viable way of continuing the scheme on has been carried out but without substantial investment it is not possible. The scheme has therefore ended in March 2013.

Community Development

The work of the Community Development Service supports the development of both new and existing groups and organisations in the community and voluntary sector. The work of the groups is far reaching and varied and helps to improve the quality of life for individuals in South Derbyshire. Their work impacts on people's mental and physical health through provision of self help, sporting opportunities, advice and information, culture, health and social care services and much more. The work of the groups makes volunteering opportunities available and has a positive impact on the local economy by generating funds from external sources. 70 groups have accessed direct development support and or funding advice during the year. In addition to general information updates, Community Development has sent out subject specific information, including sources of funding, to 365 individuals and groups. In addition, 302 people have accessed funding advice, via a range of events. Representatives from 85 community groups have had personal, one to one information and advice directly from funders as a result of surgeries facilitated by Community Development. 13 groups have received grants directly from 2 funds managed by Community Development totalling £7384. Over 365 individuals receive the Community Development E-Bulletin – 118 e-bulletins were disseminated during 2012-13. The Community Development Blog averages 1,136 views per month.

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FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

Volunteering

Through the work of the Volunteer Centre, 566 volunteers have applied to do volunteering through advice sessions and the online national database. They have been directly referred to 681 opportunities, with information being given about a further 314 opportunities. 168 organisations have been supported in some way by the Volunteer Centre. The positive impact of volunteering on the local community is enormous. It provides added value to statutory services and opportunities for individuals to gain skills, thereby increasing their employability.

In addition the organisation has supported the planning structures of local and countywide statutory partners by recruiting and supporting representatives from the sector to attend local and county meetings and events to input the views and raise awareness of the value of the Voluntary and Community Sector.

Achievements and Performance

Please refer to the Annual Report, which is appended to these financial statements.

Financial Review

2012/13 has again been a successful year for the organisation. The careful management has continued and once again the financial position at year-end was significantly better than forecast in April 2012.

Principal Funding Sources

The principal funding sources for the organisation are the NHS Derbyshire County, South Derbyshire District Council, Derbyshire County Council and the Learning and Skills Council via The Derbyshire Learning and Development Consortium.

Reserves Policy

The Board of Directors has examined the charity's requirements for reserves in light of the main risks to the organisation and the expectations of funding bodies to the acceptable levels of reserves. It has established a policy whereby the funds not committed or invested in tangible fixed assets held by the charity should be not less than 6 months and not more than 12 months expenditure. Budgeted expenditure for 2013/2014 is £498,495 and therefore the target is £249,300 in general funds. In addition to the above the trustees have identified the need for a further £160,000 of reserves. Its purpose is to maintain services required by the VCS in South Derbyshire, ensure that our building is maintained to a safe and acceptable standard, and ensure that our staff has an acceptable standard of equipment to support their work.

- **Budget deficit** – the trustees have agreed to adopt a budget with a deficit of £44,722
- **Future financial scenario** - The financial position of statutory funders is expected to be difficult. To give us the time to replace funding streams while continuing to run CVS' core services we need to allocate over £40,000 for the year 2013/14.

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FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

- **Building contingency**-Routine maintenance is covered in the budget. However, the building is set within the conservation area and part of it is grade two listed which means external repairs can be costly. A grant has been awarded towards the cost of some external repairs which will be carried out during the forthcoming year. An additional £35,000 has been allocated to cover the balance of the cost of the repairs not covered by the grant.

- **Redundancies**-We have reviewed the possible costs of redundancies if CVS should fail. This would be covered in part by the six months' running costs. However, winding up the organisation requires some roles to continue until it is complete and funders may be entitled to claw back some restricted funding. The total cost would be some £68,000; therefore it seems prudent to reserve an additional £30,000.

- **Contingency fund**-We are operating with a deficit budget in 2013/14. Nevertheless we need to be in a position to fulfil our statutory duties in respect of maternity leave and deal with the consequences of long-term sickness should these arise. DCC/PCT joint funded posts are covered by a contingency fund but others are not. It is therefore prudent to hold £10,000 in reserve.

The level of free reserves of the charity at 31 March 2013 amounted to £392,036

Plans for the Future

The organisation will continue to review its financial planning and will respond to appropriate service development opportunities if and when they arise. The trustees are mindful of the on-going risks to the organisation from further cuts in public spending. The opportunities to work collaboratively with other infrastructure organisations will continue to be explored. The organisation was successful in tendering to deliver the Handy Van service in South Derbyshire. All other SLA's and contracts are continuing until March 2014.

The organisation is committed to maintain its high standard of practices and procedures and has established a rolling programme to review its processes and procedures against the PQASSO quality standard. The reassessment for NAVCA Quality Award is in June 2013.

Transforming Local Infrastructure Funding

The organisation is part of the successful Derbyshire Consortium funded by BIG (lottery) to deliver on a range of projects aimed at improving infrastructure services to frontline groups and reducing the overall need of the sector to rely on grant funding. This funding will end in September 2013. SDCVS is leading on the project to set up a trading company aimed at increasing the opportunity to generate income for the sector across Derbyshire. This project is using CreatiVenesS as the basis from which to work.

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FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

Strategic Partner to Derbyshire County Council to develop a Trusted Befriending Services Network

The organisation was awarded a two year contract to develop a network of befriending services across Derbyshire ending December 2013. There is scope for another year to be added which should be decided in September 2013.

Succession Planning

The trustees have adopted a succession plan that describes the actions to be taken and the people with the responsibility to ensure the organisation remains robust in the event of key staff leaving or taking extended sickness leave. The plan includes the actions and decisions required to appoint a new Chief Executive in the year 2015.

Funds held as Custodian Trustee

South Derbyshire CVS has acted as Custodian Trustee for various organisations during the year. Full details are given in note 18 to the financial statements.

Statement of trustees' responsibilities

The trustees (who are also directors of South Derbyshire CVS for the purposes of company law) are responsible for preparing the Trustees' 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 the year. 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;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

SOUTH DERBYSHIRE CVS
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TRUSTEES REPORT
FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

Statement of Disclosure to Auditors

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

Dains LLP, the auditors have expressed their willingness to continue in that capacity. Following a review by the board a resolution for their re-appointment will be proposed at the Annual General Meeting.

Small Company Exemptions

This report is prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Approved by the Board of Directors on 23rd July 2013 and signed on their behalf by:

M J Haynes

M.J. HAYNES.

SOUTH DERBYSHIRE CVS
(A Company Limited by Guarantee)
INDEPENDENT AUDITORS' REPORT
TO THE MEMBERS OF SOUTH DERBYSHIRE CVS

We have audited the financial statements of South Derbyshire CVS for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 9, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;

SOUTH DERBYSHIRE CVS
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INDEPENDENT AUDITORS' REPORT
TO THE MEMBERS OF SOUTH DERBYSHIRE CVS (continued)

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

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

Matters on which we are required to report by exception

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

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



A P Morris FCA
Senior Statutory Auditor
For and on behalf of
Dains LLP
Registered Auditors
St John's Court
Wiltell Road
Lichfield
Staffordshire
WS14 9DS

Date: 23 July 2013

SOUTH DERBYSHIRE CVS
(A Company Limited by Guarantee)
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2013

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Incoming Resources					
Incoming Resources from Generated Funds					
Voluntary Income	3	9,316	10,509	19,825	27,486
Activities for generating funds		6,469	-	6,469	7,768
Investment Income					
Bank Interest		6,906	-	6,906	4,708
Gift aid from subsidiary	4	3,000	-	3,000	-
Incoming Resources from Charitable Activities	5	71,613	485,040	556,653	511,589
Total Incoming Resources		<u>97,304</u>	<u>495,549</u>	<u>592,853</u>	<u>551,551</u>
Resources Expended					
Costs of Generating Funds	6	3,108	-	3,108	2,589
Charitable Activities	6	31,906	540,695	572,601	462,849
Governance Costs	7	11,110	2,965	14,075	13,450
Total Resources Expended		<u>46,124</u>	<u>543,660</u>	<u>589,784</u>	<u>478,888</u>
Net Incoming Resources (Net Income/Expenditure for the year)		51,180	(48,111)	3,069	72,663
Total Funds Brought Forward		<u>364,739</u>	<u>204,344</u>	<u>569,083</u>	<u>496,420</u>
Total Funds Carried Forward		<u>415,919</u>	<u>156,233</u>	<u>572,152</u>	<u>569,083</u>

The statement of financial activities includes all gains and losses recognised in the year.

All amounts derive from continuing activities.

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BALANCE SHEET AT 31 MARCH 2013

	Notes	2013		2012	
		£	£	£	£
Fixed Assets					
Tangible Assets	12		142,782		139,281
Investment	13		1		1
			-----		-----
			142,783		139,282
Current Assets					
Debtors	14	26,767		33,010	
Cash at Bank and in Hand		440,367		421,820	
			-----		-----
			467,134		454,830
Creditors:					
Amounts falling due within 1 year	15	37,765		25,029	
			-----		-----
Net Current Assets			429,369		429,801
			-----		-----
Net Assets			572,152		569,083
			-----		-----
Unrestricted Funds			415,919		364,739
Restricted Funds	16		156,233		204,344
			-----		-----
			572,152		569,083
			-----		-----

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

Approved and authorised for issue by the Board of Trustees on 23 July 2013 and signed on its behalf by:

Joan M Lane

JOAN M. LANE

M J Haynes

M. J. HAYNES .

Company Reg. No. 04958843

SOUTH DERBYSHIRE CVS
(A Company Limited by Guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

1. **Accounting Policies**

Basis of Accounting

These financial statements have been prepared under the historical cost convention and in accordance with the FRSSE (effective April 2008), the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and the Companies Act 2006.

The principal accounting policies adopted in the preparation of the financial statements are set out below:

Incoming Resources

Donations and Grants

Voluntary income including donations and grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the period in which they are receivable and are accounted for as restricted funds.

Activities for Generating Funds

Income from activities for generating funds is recognised as earned. These activities are carried out to generate incoming resources, which will be expended on charitable activities.

Income from Charitable Activities

Income from charitable activities is recognised as earned.

Bank Interest Receivable

Bank interest receivable is recognised on a receivable basis.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis. Apportionments between charitable activities and governance are based on the estimated amount attributed to an activity, normally based on staff time.

Pension Costs

The charity operates a defined contribution scheme, the assets of which are held separately from those of the charity. Contributions are charged to the Statement of Financial Activities in the period in which they are payable to the Scheme.

SOUTH DERBYSHIRE CVS
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

Tangible Fixed Assets and Depreciation

Fixed assets for charity use are capitalised at cost. Depreciation is calculated to write off the cost less their estimated residual value, over their expected useful lives on the following bases:

Freehold Property	2% straight line basis
Computer Equipment	33 1/3% reducing balance basis
Fixtures, Fittings and Equipment	25% reducing balance basis

Funds

The charity has a number of restricted income funds to account for situations where a donor requires that a donation or grant must be spent on a particular purpose. All other funds are unrestricted income funds.

Group Accounts

The charity has taken advantage of paragraph 383(c) of SORP 2005 and has not prepared group accounts on the basis that the results of the subsidiary, Creativeness Limited are not material to the group. The results of Creativeness Limited are disclosed in Note 4.

2. **Legal Status**

South Derbyshire CVS is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

3. **Voluntary Income**

Unrestricted	Restricted	Total 2013	Total 2012
£	£	£	£
9,316	10,509	19,825	27,486
9,316	10,509	19,825	27,486

4. **Gift aid from subsidiary**

	2013 £	2012 £
Gift aid from Creativeness Limited	3,000	-

As stated in note 1, the charity has taken advantage of paragraph 383(c) of SORP 2005 and has not prepared group accounts. The results of the wholly owned trading subsidiary, Creativeness Limited, which was incorporated on 24 April 2007 are as follows:-

	2013 £	2012 £
Turnover (including bank interest)	3,694	2
Expenses	614	15
Net profit/(loss) for the period before charges	3,080	(13)
Gift aid to parent	3,000	-
Tax on profit on ordinary activities	13	-
Retained profit/(loss) for the year	67	(13)
Net assets at the 31 March 2013	1,677	1,610

SOUTH DERBYSHIRE CVS
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

5. Incoming Resources from Charitable Activities	Unrestricted	Restricted	Total 2013	Total 2012
	£	£	£	£
Grants receivable subject to Service level agreements:-				
NHS Derbyshire County		153,914	153,914	185,335
S.D.D.C		103,950	103,950	103,950
D.C.C – Children’s Trust		43,120	43,120	48,510
Derbyshire County Council		144,480	144,480	92,608
Derbyshire County Council (D.D.CVS)		-	-	-
Transforming Local Infrastructure		39,576	39,576	16,648
Other:-				
Room income	9,240	-	9,240	7,895
Room and Equipment Hire	1,530	-	1,530	992
Training Income	21,149	-	21,149	22,675
Attendance at County Meetings		-	-	1,355
Next Step Management Charge		-	-	2,275
Healthy Harvest Scheme	7,884	-	7,884	8,634
Social Car Scheme	30,610	-	30,610	19,512
Lunch Club	1,200	-	1,200	1,200
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	71,613	485,040	556,653	511,589
	-----	-----	-----	-----

SOUTH DERBYSHIRE CVS
(A Company Limited by Guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

6. **Costs of Generating Funds and Charitable Activities**

	Total 2013	Total 2012
	£	£
Costs of Generating Funds	3,108	2,589
Charitable Activities	572,601	462,849
	<hr/>	<hr/>
	575,709	465,438
	<hr/>	<hr/>
Infrastructure Services	322,494	274,336
Childrens Services	53,658	48,510
Other Services	196,449	140,003
	<hr/>	<hr/>
	572,601	462,849
	<hr/>	<hr/>
	Total 2013	Total 2012
	£	£
Wages and Salaries inc Pension	420,341	352,032
Social Car drivers	25,111	17,429
Advertising and promotion	31	124
Travelling and Incidental	6,945	6,810
Telephone	6,941	5,266
Computer Consumables	16,980	11,860
Staff Training	1,386	1,244
Training Delivery	14,083	1,420
Recruitment	2,420	1,544
Postage and Stationery	5,557	5,593
Professional Fees	12,773	4,514
Insurance	5,166	4,728
Bank Charges	60	101
Sundries	10,748	7,795
Heat and Light	4,732	4,274
Rates and Water	2,369	2,363
Volunteer Expenses	3,222	2,533
Maintenance	2,515	5,011
Safer Homes/Handyvan Expenditure	11,288	9,469
Depreciation	8,885	5,486
HCF Grant	5,342	4,600
Grants to Individuals/Self Help	1,948	3,543
Healthy Harvest Scheme	6,866	7,699
	<hr/>	<hr/>
	575,709	465,438
	<hr/>	<hr/>

SOUTH DERBYSHIRE CVS
(A Company Limited by Guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

7. Governance Costs	2013	2012
	£	£
Audit	3,650	3,650
Staff Costs	9,650	9,650
Printing and Stationery	775	150
	<hr/>	<hr/>
	14,075	13,450
	<hr/>	<hr/>
8. Net Incoming Resources for the Year	2013	2012
	£	£
This is stated after charging:-		
Depreciation	8,885	5,486
Auditor's Remuneration - in capacity as auditors	3,650	3,650
- other	1,330	1,350
9. Staff Costs and Numbers	2013	2012
	£	£
Salaries and Wages	366,136	306,806
Employers National Insurance	30,005	24,457
Pension Costs	33,850	30,419
	<hr/>	<hr/>
	429,991	361,682
	<hr/>	<hr/>

No employee received emoluments of more than £60,000.

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

	2013	2012
Chief Executive	1	1
Charitable Activities	14	11
Administration and Support	1	1
	<hr/>	<hr/>
Total	16	13
	<hr/>	<hr/>

10. Trustees Remuneration and Related Party Transactions

No trustee received any remuneration or expenses during the year (2012 - £Nil).

There were no related party transactions during 2013 (2012 - £Nil)

Professional fees include a payment of £3,042 to Creativeness Ltd, the trading subsidiary.

11. Taxation

As a charity, South Derbyshire CVS is exempt from tax on income falling within S.505 of the Taxes Act 1988 to the extent that this is applied to its charitable objects. No tax charge arises in respect of the year ended 31 March 2013 (2012 £Nil).

SOUTH DERBYSHIRE CVS
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

12.	Tangible Fixed Assets	Freehold Property	Computer Equipment	Fixtures Fittings & Equipment	Total
	Cost:	£	£	£	£
	At 1 April 2012	159,194	22,207	8,538	189,939
	Additions		12,386		12,386
		-----	-----	-----	-----
	At 31 March 2013	159,194	34,593	8,538	202,325
		-----	-----	-----	-----
	Accumulated Depreciation				
	1 April 2012	25,465	19,361	5,832	50,658
	Charge for the year	3,183	5,026	676	8,885
		-----	-----	-----	-----
	Accumulated Depreciation				
	31 March 2013	28,648	24,387	6,508	59,543
		-----	-----	-----	-----
	Net Book Value				
	31 March 2013	130,546	10,206	2,030	142,782
		-----	-----	-----	-----
	31 March 2012	133,729	2,846	2,706	139,281
		-----	-----	-----	-----
13.	Investment			2013	2012
				£	£
	Ordinary Share in wholly owned trading Subsidiary, Creativeness Limited at cost			1	1
				-----	-----
14.	Debtors			2013	2012
				£	£
	Accounts Receivable			16,300	26,392
	Other Debtors and Prepayments			7,467	6,618
	Gift Aid from subsidiary			3,000	-
				-----	-----
				26,767	33,010
				-----	-----
15.	Creditors: Amounts falling due within one year			2013	2012
				£	£
	Accruals			6,288	11,849
	Other Creditors			24,523	5,506
	PAYE and N.I			6,955	7,674
				-----	-----
				37,766	25,029
				-----	-----

SOUTH DERBYSHIRE CVS
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

16. Restricted Funds	Balance at 31.3.12	Income	Expenditure	Balance at 31.3.13
	£	£	£	£
Derbyshire County Council	5,707	144,480	142,048	8,139
Other	18,428	10,509	18,251	10,686
Primary Care Trust	23,200	153,914	172,432	4,682
S.D.D.C				
Infrastructure	-	83,950	83,950	-
Safer Homes	9,912	20,000	20,049	9,863
D.C.C – Children’s Trust	10,346	43,120	53,466	-
Transforming Local Infrastructure	14,951	39,576	50,564	3,963
Grant Property Purchase	121,800	-	2,900	118,900
	<hr/>	<hr/>	<hr/>	<hr/>
	204,344	495,549	543,660	156,233
	<hr/>	<hr/>	<hr/>	<hr/>

17. Analysis of Net Assets between Funds	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Fixed Assets	23,883	118,900	142,783
Current Assets	429,801	37,333	467,134
Current Liabilities	(37,765)		(37,765)
	<hr/>	<hr/>	<hr/>
	415,919	156,233	572,152
	<hr/>	<hr/>	<hr/>

18. **Funds held as Custodian Trustee**
During the year South Derbyshire CVS has acted as Custodian Trustee for the organisations listed below. This income and expenditure is not included within the South Derbyshire CVS financial statements and the balances held at 31 March 2013 are held in a separate bank account.

	Balance at 31.3.12	Income	Expenditure	Transfer SDCVS	Balance at 31.3.13
	£	£	£	£	£
St Martin in the Fields	2,336	9	1,932	-	413
Shout Out	-	4,509	1,676	-	2,833
Client Funding	81	-	-	-	81
Unique Care Team	691	350	130	-	911
West Street Community Partnership	5,791	-	5,791	-	-
Resource Centre Contingency Fund	207	6	-	-	213
Aspergers Group	618	-	138	-	480
Singing for Pleasure	-	1,791	146	-	1,645
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	9,724	6,665	9,813	-	6,576
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

SOUTH DERBYSHIRE CVS
(A Company Limited by Guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013 (Continued)

19. **Contingent Liability**

A grant of £145,000 was received from D.D.E.P towards the purchase of the freehold property. By virtue of a legal charge over this property dated 22 April 2004, any disposal of the property within 10 years (from the date of acquisition) will result in 81.9% of the sale proceeds being repayable to D.D.E.P.