

# **CRAWLEY COMMUNITY & VOLUNTARY SERVICE**

Charity registration No. 1094699

Company registration No. 4488714

Update as at 19.9.2017 v2 final

# **CRAWLEY COMMUNITY & VOLUNTARY SERVICE**

A company limited by guarantee

## **Trustees' Report and Accounts**

For the year ended 31 March 2017

# Crawley Community & Voluntary Service

## Trustees' Report and Accounts For the year ended 31 March 2017

### Reference and Administrative Information

Name of the charity	Crawley Community & Voluntary Service
Trustees	Jeremy Yeats-Edwards Desmond Broadbridge Sue Bloom Paul Castle Chris Cheshire DL Dr Iyad Daoud Brian Eastman Vivienne Gray Lesley Marginson David Murphy Bhavna Sharma James Wilson
Charity registration number	1094699
Company registration number	4488714
Chief Executive	Peter Mansfield-Clark MBE
Company Secretary	Brian Eastman
Principal office and Registered office	The Orchard 1-2 Gleneagles Court Brighton Road Crawley, West Sussex RH10 6AD  Telephone: 01293 657000 e-mail: <a href="mailto:info@crawleycvs.org">info@crawleycvs.org</a> website: <a href="http://www.crawleycvs.org">www.crawleycvs.org</a>
Independent Examiner	Darren Harding ACA FCCA DChA Richard Place Dobson Services Limited Chartered Accountants 1-7 Station Road Crawley, West Sussex RH10 1HT
Bankers	Royal Bank of Scotland plc 50-54 High Street Crawley, West Sussex RH10 1YZ

# Crawley Community & Voluntary Service

## Trustees' Report and Accounts For the year ended 31 March 2017

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# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2017

### Trustees' Report and Accounts

The trustees present their report and accounts for the year ended 31 March 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charitable company's Memorandum and Articles of Association, applicable law and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – the Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006, and the Charities Act 2011.

After obtaining the approval of the Charity Commission, the business, assets and funds of the charity, Crawley Council for Voluntary Service registered with the Charity Commission (number 227757), were transferred to a company limited by guarantee with the same name. The charitable company was incorporated on 17 July 2002 with registered number 4488714, and was registered on 21 November 2002 with Charity Commission number 1094699.

Following the Special Resolution passed at the Annual General Meeting held on 1 October 2010, the name of the charity (and the charitable company) was changed from Crawley Council for Voluntary Service to Crawley Community & Voluntary Service. The certificate of incorporation on change of name was registered at Companies House by the Registrar of Companies for England and Wales on 10 December 2010. The name change has also been registered with the Charity Commission.

### Objectives and Activities of the charity

At the Special General Meeting held on 9 March 2015, the members adopted a new governing document in the form of a new Memorandum and Articles of Association. The new Memorandum and Articles of Association is based on a National Association for Voluntary and Community Action (NAVCA) model document, approved by the Charity Commission.

Under the new Memorandum and Articles of Association, the objects of the charity Crawley Community & Voluntary Service are:

- to promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Crawley and its environs (hereinafter called "the area of benefit") and, in particular, build the capacity of the third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- to promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

The new governing document re-defined membership to include all charities, voluntary organisations and social enterprises accessing any support or service provided by Crawley Community & Voluntary Service to have a say in the management and running of the organisation as a member. From April 2015 membership does not require payment of a subscription, and annual membership is by application form.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2017

### Public Benefit Statement

The requirements for reporting public benefit in an annual report are that the report will contain;

- i) a report of those activities undertaken by a charity to further its charitable activities for the public benefit, and
- ii) a statement by the charity trustees that they have due regard to public benefit guidance published by the Charity Commission.

The guidance sets out two key principles which need to be met in order to show that an organisation's aims are for the public benefit;

- i) there must be an identifiable benefit or benefits, i.e. the "benefit" principle, and
- ii) the benefit must be to the public or a section of the public, the "public" principle.

The trustees refer to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the aims and objectives of, and in planning, activities. The trustees endorse these key principles of public benefit, and reflect them into the aims and objectives of the activities they have set. These are laid out in the Operational Plan for the year, and the longer term Strategy Plan for the next three years. Crawley Community & Voluntary Service typically delivers on these objectives through delivering on the National Association for Voluntary and Community Action (NAVCA) standards. The Operational Plan outcome is monitored and reviewed quarterly to ensure service delivery meets aims and objectives.

By way of the nature of the activities carried out as detailed in the narrative of Achievements and Performance in the year in the Trustees' Report, and in other literature and newspaper articles, and on Facebook, Twitter and the website, the trustees show that the activities undertaken by Crawley Community & Voluntary Service to further its charitable activities are, and are duly reported as being, for the public benefit.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2017

### Achievements and Performance in the year

#### Overview

We are pleased to report another successful year at CCVS. During a period of change we have continued to achieve our targets and expand the work that we do, increasing our membership and embarking on exciting new projects.

During 2016/2017 we restructured our services, welcoming four new members of staff. CCVS now operates in three teams, Engagement, Partnerships, and Resources.

The teams continue to deliver our four corporate priorities:

#### **Priority 1**

Enable the emergence of new voluntary sector organisations

#### **Priority 2**

Support the growth and development of established voluntary sector organisations

#### **Priority 3**

Promote and represent the voluntary sector within Crawley

#### **Priority 4**

Improve our own internal structure, systems and processes to enable us to continue to provide support to the sector

### Engagement

The Engagement Team aims to attract as many organisations and individuals as possible into CCVS services and ensure that key messages from CCVS are promoted. They organise and administrate "lighter touch" CCVS activities including training and forums working closely with the Partnerships Team.

The new team have already increased engagement with local groups, and between April 2016 and March 2017, 35 new member groups joined CCVS. This is a 35% increase in members from the previous year.

The Engagement Team have continued to run the CCVS training programme. This has become more challenging due to limited funding, however 138 people were still able to benefit from courses. The subject areas included; Safeguarding Vulnerable Adults, Introduction to Youth Work, Trustee Risks and Responsibilities, Financial Best Practice for Voluntary Organisations, Managing Conflict and Aggression, Emergency First Aid at Work, and Fire Marshalling and Safeguarding Vulnerable Adults. The feedback from courses was overwhelmingly positive and included the following comment:

*This course has been fantastic. It has given me a lot more confidence in my work and so much enthusiasm and information to take back with me. Thank you so much I am really glad to have done this.*

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2017

### Achievements and Performance in the year *continued*

Volunteer Crawley is now delivered by the Engagement Officer. There has been continued support to local organisations to recruit volunteers by promoting opportunities on the new volunteering pages of our website. Downloads from this page include “current opportunities”, “trustee roles” and “volunteering in your neighbourhood”. The Crawley Observer places a half-page advert for Volunteer Crawley in each weekly edition.

Our Engagement Officer now focuses on providing one-to-one interviews to those seeking to volunteer who have additional support needs and those in special circumstances. Others with more general enquiries are encouraged to use online resources or come to Drop Ins. Volunteer Crawley has responded to 241 enquiries in the past year. An example of a successful placement is below:

*Rob was unable to leave his home due to severe anxiety. Despite these challenges, his social fluency and empathy were apparent. We helped him to research home-based opportunities, and he found a role with “The Mix” which provides free, confidential advice and support for under-25s, by telephone, social media and email.*

The Engagement Officer also regularly attends public venues to promote volunteering. Activities have included; Morrison’s events organised for Volunteers Week, Outreach at the Crawley Library, within Crawley Town Hall, Crawley Football Club and Central Sussex College.

We have continued to successfully run five quarterly forums for organisations with an interest in Mental Health, Children and Families, Older People, Homelessness and Housing, and Volunteer Management. A total of 76 organisations have attended a forum during the year including 27 new groups/statutory organisations. The Community Safety Forum no longer holds regular meetings but has “Front Line Worker Briefing” events on a quarterly basis which have an average attendance of 50-60 people working on the front line across both statutory and voluntary sectors.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2017

### Achievements and Performance in the year *continued*

#### Partnerships

The Partnerships Team work on long term projects with our member organisations and statutory partners, and represent and build links between the local voluntary and community sector on a number of local strategic partnerships and working groups. They support organisations to build quality and best practice into their management and governance. The team also manages two partnership projects, Young Crawley Family Credits and Prescription Plus.

CCVS still has a high demand from local organisations for development support. The Groups Advisor has provided one-to-one advice to 68 organisations which includes 15 new groups. There has been a particular focus on work with groups from BME communities, with a total of 14 groups supported during the year. In-depth guidance sessions were delivered to five groups of trustees giving them confidence around legal structures and essential governance. As well as face to face and email guidance ten factsheets were updated and are now available online. An example of a development support is below:

*Seeds of Change is a support group aimed at improving self-esteem for women who have experienced or are experiencing domestic abuse in their relationships. Following an initial pilot, two volunteer leaders approached CCVS with a view to establishing a more formal legal identity for the group in order to apply for on-going funding and to improve the range and quality of activities on offer. Advice and guidance was provided on choosing an appropriate legal structure, writing a constitution and developing relevant policies as well as ensuring that the committee was aware of its key responsibilities.*

Our work to support local organisations gain funding has continued. A key tool being used is the "Fit for Funding" checklist and 11 groups have been guided using this process. Groups have also benefited from the bi-weekly funding e-bulletin, a Meet the Funders Learning Lunch in January 2017, and attendance at two funding surgeries run in partnership with Crawley Borough Council and West Sussex County Council. CCVS has directly assisted groups with nine successful grants totalling £19,220.

The Young Crawley Family Credits Project which completed its third year of delivery in 2016/2017 has continued to link vulnerable families with local voluntary sector support. There are more choices than ever before for families with four new voluntary sector groups on the menu for 2017/2018. A total of 130 referrals were discussed either at the Crawley Family Support Network Forum or directly with Think Family key workers.

The referrals taken forward supported 147 individuals in 73 families in the following areas:

Specialist support (mental health / autism / young families / disability): 47

Specialist counselling: 20

Positive family activities: 10

Focused youth activities: 7

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2017

### Achievements and Performance in the year *continued*

Prescription Plus is a new pilot project which aims to improve the health and wellbeing of local people by connecting them to community support and activities. Launched in September 2016, Prescription Plus has funding to deliver activities until the end of December 2017. Four GP surgeries in Crawley – Southgate Medical Group, Langley Corner Surgery, Leacroft Medical Practice, and Gossops Green Medical Centre, are participating in the pilot. Patients visiting these surgeries who are aged over 18, have one or more long term conditions, visit their GP more than is medically necessary, and have other non-medical needs, can be referred to the project's Community Support Coordinator, who will see patients either in the GP surgeries, or at the patient's home for an assessment visit.

Using a menu of support and activities offered by 37 local voluntary and community sector organisations, the Community Support Coordinator works out with the person what support might help them to feel better and more in control of their own situation. The Community Support Coordinator not only refers patients to appropriate services, but accompanies them to the first session, introducing them to the person coordinating a particular service or activity. The Community Support Coordinator also follows up with the patient after the activity to offer further encouragement.

A total of 141 referrals or signposts have been made in the first six months, comprising 75 supported referrals to more than half the organisations on the project menu, and a further 66 signposts to 37 different organisations and services not on the menu, or for clients referred from non-participating GP surgeries.

It is still early days for Prescription Plus, but with just six months operation under its belt, and four months of data, it is beginning to show an encouraging direction of travel. An example of a comment in support of the service is below:

*"What a brilliant service. This has really helped me. I do not know what I would have done without this; please do not let it stop."* 73 year old patient, diabetic with asthma and depression.

### Resources

The Resources Team ensures the effective administration of CCVS and the running of The Orchard. Much of the work of the team is business as usual, but none the less essential to the smooth and safe running of the organisation. In 2016/2017 they have taken on the challenge of rewriting the staff handbook, risk assessments, contracts, leases, as well as refreshing all CCVS policies. They have also provided support to Crawley Charity Shop, which after 31 years with CCVS is now a separate independent organisation.

Our lease with Crawley Borough Council to the premises at The Orchard expired in November 2016, and we are pleased that a new lease was entered into to renew on similar terms for a further five years ending in December 2021. Accordingly, we were then able to enter into new leases with the tenants who have sub-leases to office space at The Orchard on similar terms for a further five years ending in December 2021.

Our room hire operation has continued to be a success and there were 566 room bookings made by organisations who are not tenants at The Orchard. We were sad to lose Sussex Oakleaf as tenants at the Orchard in January 2017 as this has left us with a large vacant space in the building which we are urgently seeking to fill.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2017

### Achievements and Performance in the year *continued*

#### Thank you

CCVS could not deliver its services without the support of our volunteers and in 2016/2017 our reception volunteers gave us over 1400 hours of support. We are also lucky to have a board that are consistently supportive, well informed and enthusiastic.

We are particularly grateful to Peter Mansfield-Clark who stepped in to the acting Chief Executive post in August 2016 upon Rachel Rich (née Booles) taking maternity leave. Rachel resigned after completing her maternity leave, and the trustees and staff wish her and her new baby well. Rachel was an especially gifted, efficient and personable Chief Officer, and in her three years even on her three day week led the charity through challenging times, into new projects, and developed a sense of purpose to our planning and procedures for the future. We thank her for her excellent service, and also to Peter Mansfield-Clark for staying on as acting Chief Executive while we recruit a new Chief Executive in the latter months of 2017.

Our relationship with our main funders Crawley Borough Council continues to be a true partnership and we appreciate their advice and support. We are also grateful for the continued support and flexibility of West Sussex County Council in funding the Young Crawley Family Credits project.

Finally, we are very grateful to Crawley Observer who have supported Volunteer Crawley so well for the past year, and to all our other corporate supporters.

In 1978, June Romaine had just been appointed a trustee of Crawley Council for Voluntary Service as it was known then. At that time a hut in Worth Road, Pound Hill, which had previously been used as a temporary community centre and also a place of worship, became vacant. June had the idea and the foresight to realise that the hut could be used as a charity shop to benefit, not only the local people of Pound Hill, but also all of the residents of Crawley. The concept was not for just one charity to operate alone, but for as many charities as possible to be accommodated. Those charities that then shared in the running of the shop raised funds for themselves by the reward of a share in the distribution of the annual net income. Over the years The Crawley Charity Shop has been a great success supporting many charities and their worthy causes throughout the town, which is an undoubted credit to June, thanks to her vision and dedication over the past 36 years. June stepped down as a trustee of Crawley CVS at last year's Annual General Meeting, and it was sad to hear that she passed away in August.

Jim Piercey is originally from Reading and worked for most of his life for HM Customs and Excise. After retirement from the Civil Service he became very active in the Civil Service Pensioners Alliance (CSPA) and the Civil Service Retirement Fellowship (CSRF). For over 20 years he has been a committee member of the CSPA Crawley and District Group, soon becoming Treasurer, and Newsletter Editor, Social Secretary, then Chairman and recently President. For the CSRF he has again been active for over 20 years and is now Chairman of the Crawley Branch. He is also involved in his local church and often provides home cooked food for the local activities.

Jim was appointed a trustee of Crawley CVS in 2003 and was especially valued for his contribution to the formation and running of The Older Persons Forum for which with his particular expertise he served as Chairman for many years. Jim stepped down as a trustee of Crawley CVS at last year's Annual General Meeting.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2017

### Structure, Governance and Management

#### Trustees

The trustees, who are also the directors for the purpose of company law, who served during the year, were:

Jeremy Yeats-Edwards	Chairman	
Jim Piercey	Vice-Chairman	Resigned 5 October 2016
Desmond Broadbridge	Treasurer	
Sue Bloom		
Paul Castle		
Chris Cheshire DL		
Dr Iyad Daoud		
Brian Eastman		
Vivienne Gray		
Peter Mansfield-Clark MBE		Resigned 20 July 2016
Lesley Marginson		
David Murphy		
June Romaine JP		Resigned 5 October 2016
Bhavna Sharma		
James Wilson		Appointed 5 October 2016

The trustees are members of the charitable company. Under the Memorandum and Articles of Association the liability of the members is limited, undertaking to contribute to the assets of the charitable company in the event of a winding up, an amount not exceeding £1.

Trustees are elected by members of the charitable company at a General Meeting. Not less than three quarters of the board of trustees from time to time shall be, or be elected by, members of the charitable company, i.e. representing an organisation which is a member of the charitable company. The board of trustees may from time to time appoint any person to be a trustee to fill a casual vacancy to hold office until the next Annual General Meeting.

The trustees examine the major strategic, business and operational risks that the charity faces. The trustees confirm that systems are in place and monitored to mitigate those risks. These systems are subjected to regular review, including the up-dating of insurance cover, staff employment procedures, financial procedures and authorisation processes.

New trustees are given an induction pack which contains the Memorandum and Articles of the Association and a copy of the current policies and procedures. This pack is used alongside training given by the experienced members of the board and the Chief Executive.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2017

### Financial Review

Crawley Community & Voluntary Service embraced the new focus and strategic direction to maintain our core services delivery in the year. This was in line with the planning process developed in response to our client and funders needs.

Unrestricted Income funds in hand at the year-end were £147,966. Mindful of the potential liability for the obligation for the deficit on the pension scheme, certain sums had been set aside over many years. These sums were released to income during the current year. In this year's accounts, in accordance with new accounting regulations, a provision for the potential pension liability has now been formally set up. It is proposed in next year's accounts to formally set up a Designated Fund out of Unrestricted funds in hand to provide for the estimated £40,000 balance of the potential pension liability.

Restricted Income funds in hand at the year-end were £161,006. See Note 15 to the accounts for Restricted Income funds tables and the Restricted Income funds operations.

All of the assets of the charity are used to carry out its objectives.

### Investment policy

The policy is to place the investment of surplus funds onto bank deposit accounts with the bank parent of The Royal Bank of Scotland plc. The policy was modified during the year with the bank changing the range of deposits accounts available to continue solely with the operation of a deposit for the portion of funds not envisioned to be needed to be drawn in the shorter term to be placed on deposit with a withdrawal notice period of ninety-five days.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2017

### Financial Review *continued*

#### Reserves policy

Crawley Community & Voluntary Service receives funding from different sources to provide services in the promotion of charitable purposes for the benefit of the Crawley community in line with its objects. These funds are normally provided for an agreed period, usually one year. Such funding normally permits underspends to be carried forward flexibly to continue service provision into part of the subsequent year and thus make best use of resources.

The trustees, from long established practice, would expect any intention of these funders to withdraw (or substantially reduce) the level of such annual funding to be the subject of long-term discussions signalled well in advance.

Provided funders gave sufficient notice of intention to make such changes, the trustees would respond to effect any organisational changes required to meet new financial constraints in an ordered manner and in good time, so as to avoid having to take precipitous actions to the detriment of staff, their duties and the services provided to the community.

Nevertheless the trustees believe it is important they hold as financial reserves at all times, the funds necessary to secure the loyalty and continuous employment of trained staff, trusted contacts and relationships with clients and colleagues, and maintenance of facilities and contracted services to ensure an ordered service provision capacity beyond short-term measures. The trustees only wish to have these financial reserves at a minimum level and therefore review the funds required annually.

The reserves policy will fund:-

- The amount required to write down fixed assets to their realisable disposal value in the event they become redundant upon a forced closedown
- Support to employees in finding alternative employment
- Termination pay to employees under their notice and pay contract conditions
- Terminating service contracts, such as office rent and equipment
- Office closure costs, removals and document retention
- Participating employer's debt on withdrawal from pension scheme
- Contingency sum for outstanding liabilities
- Any reimbursement of funding as required by funders
- Legal and advisory costs on orderly withdrawal from activities
- Accountancy, audit, independent examination and other costs of winding up

The trustees may at any time create a reserve for any purpose contained in the Business Plan, or as required and approved by the funder, or close out a reserve when no longer required or appropriate. The trustees may create and maintain the reserves aggregated as a pool within general activity income funds, not necessarily wholly specific to general activity such that part may be related and applied in the event ultimately against any Restricted Income fund activity if or as required.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2017

### Financial Review *continued*

#### Plans for Future Periods

In 2013 we wrote our current strategy. We have taken the decision to continue to work under this effective strategy until March 2019. In the next 18 months we will be undertaking consultation with member groups and stakeholders to appropriately develop our strategy from 2019 onwards.

In 2017/2018 we will be focusing our efforts on securing future funding for the Prescription Plus project, which we believe has the potential to transform the lives of so many living in Crawley. We will also be seeking to develop a new project around emotional wellbeing for children, young people and families from the Young Crawley Consortium, and to develop a joint forum Skills Swap Programme which aims to increase understanding and knowledge between organisations in Crawley.

In The Orchard we will be reviewing the facilities in our meeting rooms to ensure that they continue to be of a high standard and we will also be seeking to find a tenant for our vacant second floor open-plan office space.

On behalf of the board of trustees

Jeremy Yeats-Edwards  
**Trustee**

Dated

# Crawley Community & Voluntary Service

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CRAWLEY COMMUNITY & VOLUNTARY SERVICE

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I report on the accounts of the charitable company for the year ended 31 March 2017, which are set out on pages 13 to 32.

### Respective responsibilities of the trustees and examiner

The trustees, who are also the directors of Crawley Community & Voluntary Service for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a Chartered Accountant.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the Charities Act 2011;
- (ii) follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011; and
- (iii) state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Darren Harding ACA FCCA DChA  
Richard Place Dobson Services Limited  
Chartered Accountants  
1-7 Station Road  
Crawley, West Sussex, RH10 1HT

Dated:.....

# Crawley Community & Voluntary Service

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017

		Unrestricted Funds	Designated Funds	Restricted Income Funds	Total 2017	(As restated) Total 2016
	Notes	£	£	£	£	£
<b>Income</b>						
Donations	2	4,797		463	5,260	6,361
Charitable activities	3	210,040		261,979	472,019	351,144
Investment income	4	514		-	514	544
<b>Total</b>		<b>215,351</b>		<b>262,442</b>	<b>477,793</b>	<b>358,049</b>
<b>Expenditure</b>						
Charitable expenditure						
Provision of CVS support	5	146,888		237,336	384,224	389,508
<b>Total</b>		<b>146,888</b>		<b>237,336</b>	<b>384,224</b>	<b>389,508</b>
<b>Net income/(expenditure) for the year</b>						
		68,463		25,106	93,569	(31,459)
Pension provision	14	(2,068)		-	(2,068)	38,901
		70,531		25,106	95,637	(70,360)
<b>Reconciliation of funds</b>						
<b>Total funds brought forward</b>		<b>77,435</b>	<b>8,000</b>	<b>135,900</b>	<b>221,335</b>	<b>291,695</b>
<b>Total funds carried forward</b>		<b>147,966</b>	<b>8,000</b>	<b>161,006</b>	<b>316,972</b>	<b>221,335</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

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

All income and expenditure derives from continuing activities.

# Crawley Community & Voluntary Service

## BALANCE SHEET

AS AT 31 MARCH 2017

	Notes	Unrestricted 2017 £	Designated 2017 £	Restricted 2017 £	Total 2017 £	As restated Total 2016 £
<b>Fixed Assets</b>						
Tangible assets	11				-	-
<b>Current assets</b>						
Debtors	12	9,463			9,463	45,427
Cash at bank and in hand		194,883	8,000	202,499	405,382	316,298
<b>Total current assets</b>		204,346	8,000	202,499	414,845	361,725
<b>Liabilities</b>						
<b>Provisions for liabilities</b>						
Pension provision	14	36,833			36,833	38,901
<b>Creditors falling due within one year</b>	13	19,547		41,493	61,040	101,489
		56,380	8,000	41,493	97,873	140,390
<b>Net assets</b>		147,966	8,000	161,006	316,972	221,335
<b>The funds of the charity</b>						
Restricted Income funds	15				161,006	135,900
Unrestricted Income funds:						
- Designated funds	16				8,000	8,000
- Unrestricted funds					147,966	77,435
<b>Total charity funds</b>					316,972	221,335

# Crawley Community & Voluntary Service

## BALANCE SHEET AS AT 31 MARCH 2017

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The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2017. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the board on .....

.....  
Jeremy Yeats-Edwards  
**Trustee**  
**Company Registration No. 4488714**

.....  
David Murphy  
**Trustee**

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

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### **1 Accounting policies**

#### **1.1 Basis of preparation**

The accounts are prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to charities preparing their accounts in accordance with the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – the Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006, and the Charities Act 2011.

#### **1.2 Income**

Income from charitable activities includes income from grants and contract income, donations, management fees and other income generated to supplement funding towards providing core services, and includes premises management operation income of rent, service charges and other premises activity related income from the hire of the meeting rooms at The Orchard generated to provide services to tenants.

Investment income comprises interest earned on bank deposits.

All income, including grants and contract income, is credited to the statement of financial activities in the year in which the charity becomes entitled to that income.

Creditors include grant, contract income and other income deferred where this relates to a contractual obligation to provide a service in a future period.

#### **1.3 Expenditure**

Liabilities and related expenditure are recognised in full in the accounts as soon as an obligation arises. All expenditure is accounted for on an accruals basis and includes attributable Value Added Tax (VAT) which cannot be recovered. Charitable activities are all the resources expended by the charity in undertaking its work to meet its charitable objectives.

#### **1.4 Capital Expenditure on Tangible Fixed Assets**

Tangible fixed assets such as computer and office equipment are capitalised if the purchase cost exceeds £10,000. Depreciation is calculated on a straight line basis to write down the cost of such major purchases of tangible fixed assets over their estimated useful lives, between one and two years.

The purchase of minor items of computer and office equipment, and accounting software is not capitalised as tangible fixed assets but written off to the income and expenditure account in the year of purchase on the basis that they retain so little value.

#### **1.5 Funds accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the charitable objectives of the charity.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The purpose and use of the designated fund is described and set out in the notes to the accounts.

Restricted Income funds are those which are to be used in accordance within the specific restrictions imposed by the grant providers, donors, or other income providers for particular purposes. The purpose and use of the Restricted Income funds is described and set out in the notes to the accounts.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

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### 1 Accounting policies – continued

#### 1.6 Pension contributions

The charity operates a defined contribution scheme for its employees. The pension costs are charged to the income and expenditure account as they fall due.

The scheme is a multi-employer scheme where the scheme is currently in deficit, and since the charity has agreed to a deficit funding arrangement, the charity recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. Further details are given in Note 14 Pension costs.

#### 1.7 Leases

Operating lease rentals are charged to the income and expenditure account as each equal quarterly expense instalment is incurred over the lease term.

#### 1.8 Taxation

The charitable company is a registered charity, and is exempt from corporation tax on its income applied for charitable purposes.

#### 1.9 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

#### 1.10 Cash at bank and in hand

Cash at bank and cash in hand includes cash, a PayPal online banking account, bank current accounts and short term bank deposit accounts.

#### 1.11 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### 1.12 Financial Instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### 1.13 Key judgements and accounting estimates

The preparation of the financial statements requires judgements, estimates and assumptions to be made that affect the amounts reported for assets and liabilities as at the balance sheet date, and the amounts reported for income and expenditure during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

The main judgement and accounting estimates included in the accounts are:

Deferred income – Grant or contract income is deferred where the income is in respect of a future accounting period.

Pension liability – A provision is made for a potential pension funding shortfall in the accounts. The provision is based on an estimated shortfall figure provided by the scheme actuary.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

### 2 Income – Donations

	Unrestricted Funds	Restricted Income Funds	Total 2017	Total 2016
	£	£	£	£
Donations	4,797	463	5,260	6,361
	<u>4,797</u>	<u>463</u>	<u>5,260</u>	<u>6,361</u>

Crawley Community & Voluntary Service benefits from many voluntary hours contributed by organisations and supporters. The value of the help received in the year ended 31 March 2017 is estimated at £15,000 (2016 £15,000) which includes the trustees.

### 3 Income from charitable activities

	Unrestricted Funds	Restricted Income Funds	Total 2017	Total 2016
	£	£	£	£
Grants and contract income receivable for core activities	153,232	139,997	293,229	226,721
Rent income		31,818	31,818	29,769
Service charges income		57,124	57,124	42,590
Contributions to overheads		-	-	-
Hire of The Orchard meeting rooms		19,957	19,957	23,761
Photocopying and printing services		4,965	4,965	8,670
Management fees	14,620	-	14,620	14,620
Subscriptions			-	-
Other income	42,188	8,118	50,306	5,013
	<u>210,040</u>	<u>261,979</u>	<u>472,019</u>	<u>351,144</u>

### 4 Investment income

	Unrestricted Funds	Restricted Income Funds	Total 2017	Total 2016
	£	£	£	£
Interest receivable	514	-	514	544
	<u>514</u>	<u>-</u>	<u>514</u>	<u>544</u>

### 5 Expenditure on charitable activities

	Direct Costs	Support Costs	Total 2017	Total 2016
	£	£	£	£
Charitable activities: Provision of CVS support	270,000	114,224	384,224	389,508

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

### 6 Support costs

	2017	2016
	£	£
Premises costs	55,884	88,617
Office costs	55,520	48,718
Governance costs	2,820	2,820
	<u>114,224</u>	<u>140,155</u>

### 7 Net income/(expenditure) for the year

This is stated after charging:	2017	2016
	£	£
Operating leases	5,137	5,637
Depreciation	-	-
Bank interest	-	-
Independent examination fees	2,820	2,820
	<u>7,957</u>	<u>8,457</u>

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. One trustee was reimbursed £277 for travelling and other expenses during the year.

### 9 Related Parties

The nature of the organisational activities of Crawley Community & Voluntary Service is in the bringing together in council representatives of the voluntary organisations and statutory authorities to promote, and work with, charitable organisations in the Crawley area. So as to network and understand better the wide range of charitable activities undertaken, some trustees of Crawley Community & Voluntary Service serve through nomination to represent other charitable organisations. Several trustees are also therefore trustees of those other charitable organisations.

None of the trustees or related parties collectively are considered to have a dominant influence on the operation of Crawley Community & Voluntary Service. Trustees declare their interests at formal meetings so that potential conflicts of interest can be assessed.

There were no related party transactions during the year.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

### 10 Employees

Number of employees

The average monthly number of employees (full-time equivalent) during the year was:

	2017 Number	2016 Number
Crawley Community & Voluntary Service (Core service)	5	5
Crawley Community & Voluntary Service (Premises management)	3	2
Other projects, Young Crawley Family Credits and Prescription Plus (Social Prescribing)	1	1
	<u>9</u>	<u>8</u>

	2017 £	2016 £
Wages and salaries	191,615	177,505
Social security costs	13,735	13,576
Pension costs	9,713	9,166
	<u>215,063</u>	<u>200,247</u>

There were no employees whose annual emoluments were £60,000 or more.

Aggregate salaries paid to the key management persons on the payroll were:

	2017 £	2016 £
Key management salaries	<u>36,795</u>	<u>51,872</u>

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

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### 11 Fixed Assets

	Office Equipment £
Cost	
At 1 April 2016	15,326
Additions	-
Disposal	-
At 31 March 2017	<u>15,326</u>
Depreciation	
At 1 April 2016	15,326
Provided in year	-
Eliminated on disposal	-
At 31 March 2017	<u>15,326</u>
Net book value	
At 31 March 2016	<u>-</u>
At 31 March 2017	<u>-</u>

### 12 Debtors

	2017 £	2016 £
Trade debtors	8,817	41,835
Other debtors	646	3,592
	<u>9,463</u>	<u>45,427</u>

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

### 13 Creditors falling due within one year

	2017	2016
	£	£
Trade creditors	11,745	10,919
Other creditors	6,127	23,894
Accruals	3,550	27,031
Deferred income	39,618	39,645
	<u>61,040</u>	<u>101,489</u>

The movement on Deferred income is as follows:

	Balance at 1 April 2016 £	Received in year £	Released to income in year £	Balance at 31 March 2017 £
Deferred income	<u>39,645</u>	<u>39,618</u>	<u>39,645</u>	<u>39,618</u>
	Balance at 1 April 2015 £	Received in year £	Released to income in year £	Balance at 31 March 2016 £
Deferred income	<u>46,645</u>	<u>20,859</u>	<u>27,859</u>	<u>39,645</u>

Deferred income includes grants and contract income from funders received in advance of expenditure that is due to take place on specific projects in a future accounting period. Such grants and contract income are accounted for not as income in the year that the monies were actually received, but as Deferred income and recognised as a liability in the Balance Sheet until release as income in that future accounting period.

Similarly, Deferred income includes rents and service charges invoiced to tenants quarterly in advance due at the March quarter where such income is recognised as a liability in the Balance Sheet until released as income in the future accounting period that such income is earned.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

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### 14 Pension costs

Eligible employees participate in a pension scheme. Crawley Community & Voluntary Service, the employer, contributes an additional amount to the employee's contribution deducted from monthly payroll to a pension scheme administered by The Pensions Trust. The employer's regular contribution is 6% of the employee's gross salary with the employee equally contributing 6% of gross salary. The scheme is a defined contribution scheme. The assets of the scheme are held separately from those of the organisation in an independently administered fund. The cost of providing pensions for the year ended 31 March 2017, including additional employer contributions of £3,974 (2016 £4,349) levied by the pension scheme administrator towards reducing the pension fund deficit, amounted to £9,713 (2016 £9,166) and is included within the charge for salaries.

Crawley Community & Voluntary Service, the employer, participates in The Pensions Trust's Growth Plan. The Growth Plan is a multi-employer pension plan which provides benefits to some 1,300 non-associated participating employers, and which is in most respects a money purchase arrangement but it has some guarantees. From October 2001 contributions were invested in personal funds that have a capital guarantee and which are converted to pension on retirement.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

Following a change in legislation in September 2005 there is a potential debt on the employer that could be levied by the Trustee of the Growth Plan. The Trustee's current policy is that it only applies to employers with pre October 2001 liabilities in the Growth Plan. The debt is due in the event of the employer ceasing to participate in the Growth Plan or the Growth Plan winding up. The amount of the debt depends on many factors and can be volatile over time.

Crawley Community & Voluntary Service was notified in June 2017 by The Pensions Trust of the estimated employer debt on withdrawal from the Growth Plan based on the financial position of the Growth Plan as at 30 September 2016. As of that date the estimated amount of employer debt on withdrawal liability for Crawley Community & Voluntary Service was calculated as £72,880.

Crawley Community & Voluntary Service was notified in June 2016 by The Pensions Trust of the estimated employer debt on withdrawal from the Growth Plan based on the financial position of the Growth Plan as at 30 September 2015. As of that date the estimated amount of employer debt on withdrawal liability for Crawley Community & Voluntary Service was calculated as £63,194.

Additionally, the scheme is classified as a "last-man standing arrangement". Therefore the charitable company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

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### 14 Pension costs – continued

A full actuarial valuation for the scheme was carried out at 30 September 2011. This valuation showed assets of £780m, liabilities of £928m and a deficit of £148m. To eliminate this funding shortfall, the Pensions Trust Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

#### Deficit contributions

From 1 April 2013 to 31 March 2023	£13.9m per annum (payable monthly and increasing by 3% each on 1st April)
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A full actuarial valuation for the scheme was carried out at 30 September 2014. This valuation showed assets of £793m, liabilities of £970m and a deficit of £177m. To eliminate this funding shortfall, the Pension Trust Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

#### Deficit contributions

From 1 April 2016 to 30 September 2025:	£12,945,440 per annum (payable monthly and increasing by 3% each on 1st April)
From 1 April 2016 to 30 September 2028:	£54,560 per annum (payable monthly and increasing by 3% each on 1st April)

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the charitable company has agreed to a deficit funding arrangement the charitable company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The amount recognised as at 31 March 2016 is £38,901 and this amount has been charged as a provision in these financial statements as a prior year adjustment, with such figures reported for the financial position for the previous year affected by this transaction now restated. The decrease of £2,068 in the provision arising in the current year has been released such that the amount recognised as at 31 March 2017 is £36,833. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

### 14 Pension costs – continued

#### Reconciliation of opening and closing provisions

	Year ending 31 March 2017 £	Year ending 31 March 2016 £
Provision at start of period	38,901	36,051
Unwinding of the discount factor (interest expense)	760	590
Deficit contribution paid	(3,974)	(4,349)
Remeasurements - impact of any change in assumptions	1,146	(608)
Remeasurements - amendments to the contribution schedule	-	7,217
Movement in the year	(2,068)	2,850
Provision at end of period	36,833	38,901

#### Income and expenditure impact

	Year ending 31 March 2017 £	Year ending 31 March 2016 £
Interest expense	760	590
Remeasurements – impact of any change in assumptions	1,146	(608)
Remeasurements – amendments to the contribution schedule	-	7,217
Contributions paid in respect of future service*	-	-
Costs recognised in income and expenditure account		
Deficit contribution paid	3,974	4,349
Pension provision	36,833	38,901

\*includes defined contribution schemes and future service contributions (i.e. excluding any deficit reduction payments) to defined benefit schemes which are treated as defined contribution schemes.

#### Assumptions

	31 March 2017 % per annum	31 March 2016 % per annum	31 March 2015 % per annum
Rate of discount	1.32	2.07	1.74

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

### 14 Pension costs – continued

The following schedule details the deficit contributions agreed between the charitable company and the scheme at each year end period:

#### Deficit contributions schedule

Year ending	31 March 2017 £	31 March 2016 £	31 March 2015 £
Year 1	4,094	3,974	4,349
Year 2	4,216	4,094	4,479
Year 3	4,343	4,216	4,614
Year 4	4,473	4,343	4,752
Year 5	4,607	4,473	4,895
Year 6	4,745	4,607	5,041
Year 7	4,888	4,745	5,193
Year 8	5,034	4,888	5,348
Year 9	2,593	5,034	-
Year 10	-	2,593	-
Year 11	-	-	-
Year 12	-	-	-
Year 13	-	-	-
Year 14	-	-	-
Year 15	-	-	-
Year 16	-	-	-
Year 17	-	-	-
Year 18	-	-	-
Year 19	-	-	-
Year 20	-	-	-

The charitable company recognises a liability measured as the present value of the contributions payable that arise from the deficit recovery agreement and the resulting expense in the income and expenditure account, i.e. the unwinding of the discount rate as a finance cost in the period in which it arises.

It is these contributions that have been used to derive the charitable company's balance sheet liability.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

### 15 Restricted income funds

The income funds of the charity include restricted income funds comprising the following unexpended balances of donations, grants and contract income held on trust for specific purposes:

	Funds at 1 April 2016 £	Incoming resources £	Resources expended £	Funds at 31 March 2017 £
Premises fund	101,716	121,983	143,316	80,383
Community Training and Development	6,338		3,955	2,383
Young Crawley Family Credits 2013-2015	1,143	(1,143)	-	-
Young Crawley Family Credits 2015-2016	26,703	(26,703)	-	-
Young Crawley Family Credits 2016-2017		91,812	59,795	32,017
Prescription Plus		76,493	30,270	46,223
<b>Total Restricted Income Funds</b>	<b>135,900</b>	<b>262,442</b>	<b>237,336</b>	<b>161,006</b>

	Funds at 1 April 2015 £	Incoming resources £	Resources expended £	Funds at 31 March 2016 £
Premises fund	167,010	106,484	171,778	101,716
Community Training and Development	14,450	2,355	10,467	6,338
Discretionary Small Grants	2,355	(2,355)	-	-
Young Crawley Family Credits 2013-2015	1,143	-	-	1,143
Young Crawley Family Credits 2015-2016	-	70,721	44,018	26,703
<b>Total Restricted Income Funds</b>	<b>184,958</b>	<b>177,205</b>	<b>226,263</b>	<b>135,900</b>

### Restricted income funds – Review of operations

The Premises fund is the departmental operation overseen by a Premises and Reception Officer to run the building at The Orchard with its many charitable sector tenants. All the building running costs are accounted for by Crawley Community & Voluntary Service as lead manager for The Orchard building, to be then recharged to all tenants by way of rent and a variable quarterly service charge. The Premises fund for The Orchard building premises management operation is accounted for within Crawley Community & Voluntary Service as a distinct restricted income fund operation in order to disclose clear accountability to the tenants.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

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### 15 Restricted income funds – Review of operations *continued*

The Premises fund operation has in the past built up a Sinking fund, Contingency fund and Bad debt provision from the operating budget each year to provide for future contingencies and the major costs of the up-keep of the building. With the contribution from Crawley CVS core operation of £291 interest towards the Sinking fund, and the absorption of £21,624 from funds set aside in past years to offset the excess of expenditure over income of the Premises management operation for the year, the amount of these funds set aside totalled £80,383 at 31 March 2017.

Over the past years contracts for The Orchard have been reviewed to seek to gain best value for money, and with nearly full occupation of The Orchard, increased meeting room hire income, and income from short-term letting of spare office space, the Premises management operation has been able to maintain an unchanged quarterly service charge rate per square foot to its tenants from March 2010 through to March 2014, apply a small reduction for the year ended 31 March 2015, and a substantially rebated reduction for the year ended 31 March 2016.

It was resolved for 2016/2017 that with new tenants in August 2015 and in October 2015 bringing about full occupancy at The Orchard and contributing added rent and service charges income, that the operating budget would continue to apply the reduced rate of service charges per square foot set for the final two quarters of 2015/2016 into the following year for tenants for 2016/2017, such that the outturn for the Premises management operation produced an operating excess of expenditure over income for the year ended 31 March 2017 of £21,333.

Crawley CVS continues to see The Orchard building as a key resource for tenants and their operations in Crawley providing well-equipped offices, meeting rooms and facilities. To this effect, upon the rent review that fell due in November 2016, tenant leases were renegotiated at no rent increase. The new leases are for a period of five years.

The Premises and Reception Officer continued with the programme of up-dating the facilities and equipment that the Premises management operation provides with expenditure on renovating with new furniture the reception area to accommodate volunteer reception, and additional repair expenditure on the lift with an hydraulic oil change, and other improvements to the facilities within the building for the benefit of tenants and their staff, room hirers and visitors to The Orchard building.

Crawley Borough Council set up a Crawley VCS (Voluntary and Community Sector) Capacity Building Training and Development fund with £36,000 in 2012/2013 to facilitate the capacity building of community groups and service development. Initially the fund was accessed by groups for specific training and development requests approved by Crawley Borough Council.

In 2014 Crawley CVS developed a training programme with some cost recovery built into the model that was successfully repeated for 2015. Since the first three years of the programme were successful, it was extended to 2017. As the net costs of courses, fees received less course running costs, chargeable to the project are approved directly by Crawley Borough Council, such disbursements are drawn from the fund. Disbursements approved in the current year were £3,955, leaving £2,383 remaining in the fund at 31 March 2017. The project will continue to run for 2017/2018 for possibly the final year unless further funded.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

### 15 Restricted income funds – Review of operations *continued*

Crawley CVS led a consortium to bid for funding for a Young Crawley Family Credits project. The project that commenced in February 2014 is part of the West Sussex County Council “Think Families” Expansion Programme initiative. Through the Young Crawley Family Credits project, voluntary and community organisations in the town work together with Think Family Neighbourhood Key Workers to help children, young people and families improve their physical, mental and social health, well-being and resilience. The project was extended for twelve months to 31 March 2016 with the permitted engagement of a part-time project co-ordinator, and was extended into its third year for a further twelve months to 31 March 2017. Validated disbursements, administration and salary costs during the year were £59,795. The project is being extended for a further year into 2017/2018.

With the success of the initiative taken by Crawley CVS, and the experience of managing a concept such as the Young Crawley Families Credit project, Crawley CVS were awarded by Crawley Borough Council on behalf of West Sussex County Council, the management of the £76k one year (extended to fourteen months) pilot Crawley Social Prescribing project that commenced during 2016/2017 which permits the short-term engagement of a Community Support Co-ordinator. This project at first termed Social Prescribing has latterly become known as Prescription Plus. For this project, four Crawley GP practices refer “patients” through Crawley CVS to be given access to a certain amount of “credits” which can be “spent” through provider organisations on a range of appropriate social engagement activities or support services of a non-medical nature to improve health and well-being, and thereby lessen the non-medical excessive or unnecessary use of the GP surgery or other primary care provider. Validated disbursements, administration and salary costs during the year were £30,270.

The initial funding runs until July 2017, and the project is further funded to continue from August 2017 until at least December 2017.

### 16 Designated funds

The income funds of the charity include designated funds that have been set aside out of Unrestricted funds by the trustees for specific purposes:

Movement in funds	Funds at 1 April 2016 £	Incoming resources £	Resources expended £	Funds at 31 March 2017 £
Redundancy provision	8,000	-	-	8,000
	<u>8,000</u>	<u>-</u>	<u>-</u>	<u>8,000</u>

  

	Funds at 1 April 2015 £	Incoming resources £	Resources expended £	Funds at 31 March 2016 £
Redundancy provision	8,000	-	-	8,000
	<u>8,000</u>	<u>-</u>	<u>-</u>	<u>8,000</u>

The redundancy provision is the amount set aside by the trustees to establish a fund to cover future redundancy costs.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

### 17 Operating lease commitments

The charity leases one multifunctional photocopier/printer, and a mail franking machine, as facilities for use by tenants and in office administration. There are two operating leases covering these machines, one lease for a period of sixty months which terminated during the year and is being replaced in May 2017, and one lease for a period of seventy two months which was terminated early during the year and replaced by another lease of seventy two months. Each lease is payable by quarterly instalments.

At 31 March 2017 the charity had annual commitments under these operating leases, payable by quarterly instalments, as follows:

	2017 £	2016 £
Expiry date		
Up to one year	-	4,521
Between two and five years	-	516
Over five years	715	-
	715	5,037

### 18 Statement of Financial Activities

The comparatives for the Statement of Financial Activities by fund for the year ended 31 March 2016 are:

		Unrestricted Funds	Designated Funds	Restricted Income Funds	As restated Total 2016
	Notes	£	£	£	£
<b>Income</b>					
Donations	2	6,361		-	6,361
Charitable activities	3	173,939		177,205	351,144
Investment income	4	544		-	544
<b>Total</b>		180,844		177,205	358,049
<b>Expenditure</b>					
Charitable activities					
Provision of CVS support	5	163,245		226,263	389,508
<b>Total</b>		163,245		226,263	389,508
<b>Net income/(expenditure) for the year</b>		17,599		(49,058)	(31,459)
Pension provision	14	38,901			38,901
		(21,302)		(49,058)	(70,360)
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>		98,737	8,000	184,958	291,695
<b>Total funds carried forward</b>		77,435	8,000	135,900	221,335

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

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### 19 Contingent liability

A contingent liability is a possible present conditional obligation arising from past events and whose existence will be confirmed only by the occurrence of future uncertain events not wholly within the control of Crawley Community & Voluntary Service.

Crawley Council for Voluntary Service (as the charitable company was then named) was the signatory as tenant to the lease of the premises at The Old Community Hut, Worth Road, Pound Hill, Crawley, premises occupied by the Crawley Charity Shop, which lease expired in September 2016. The landlord was Crawley Borough Council. That lease was drawn up in April 2006 for a period of ten years from 29 September 2006.

That Crawley Charity Shop was not a registered charity. The Crawley Charity Shop is run for the benefit of some ten or so (variable number) local community groups, who by participating in its operation and by providing volunteer staffing and support, share in the distribution of the operating surplus each year. One of the participating community groups is Crawley Community & Voluntary Service.

The arrangement for Crawley Council for Voluntary Service (as the charitable company was then named) to act as signatory to the lease, both for the lease that expired during the current year and preceding leases to the present and predecessor premises, has operated for many years. This had been a requirement by Crawley Borough Council. Crawley Council for Voluntary Service (as the charitable company was then named) was a founder organiser at the inception of the Crawley Charity Shop. The rent payable under the lease that expired during the current year in relation to the Crawley Charity Shop was not an expense that is borne by Crawley Community & Voluntary Service, and indeed none of the costs of running the Crawley Charity Shop are borne by Crawley Community & Voluntary Service.

The landlord grants to insure and keep insured the premises against loss or damage by fire. Crawley Community & Voluntary Service continued to meet its obligations under the lease that expired during the current year, to ensure payment of the yearly rent (calling upon the Crawley Charity Shop to meet this payment), and to keep the premises in a good state of repair and decoration (where the Crawley Charity Shop fulfilled this undertaking).

There was the potential for Crawley Community & Voluntary Service to incur liabilities under this lease should the Crawley Charity Shop have defaulted on its obligations.

Following a review of the status and operations of the Crawley Charity Shop, arrangements to incorporate and register the Crawley Charity Shop as an independent organisation with its own constitution, objectives, members and directors were completed during the year following discussions held and advice sought. The Crawley Charity Shop operations are now undertaken by The Crawley Community Shop Limited from 3 October 2016. The lease in the name of Crawley Community & Voluntary Service expired in September 2016, and a renewed lease was re-drawn in favour of The Crawley Community Shop Limited.

Accordingly, no further contingent liability exists for Crawley Community & Voluntary Service in relation to the charity shop and its operations.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

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### **20 Impact of first year use of FRS102**

The charitable company prepared its financial statements for the year ended 31 March 2016 in accordance with the Charities SORP (FRSSE), Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities, the Financial Reporting Standard for Smaller Entities (effective 1 January 2015), as well as the Companies Act 2006, and the Charities Act 2011.

The FRSSE has been replaced from 2016, so that for accounting periods starting on or after 1 January 2016, small entities may adopt the FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland, and the new Section 1A contained therein available for small entities. This brings small entities in line with large entities by introducing an international-based framework for financial reporting, and brings changes to the presentation and disclosure requirements for small entities.

These accounts for the year ended 31 March 2017 are the first accounts of Crawley Community & Voluntary Service prepared in accordance with FRS102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS102 was 1 April 2015.

The impact of the first year use of FRS102 is the recognition of the material pension liability arising from obligations to a defined benefit pension scheme where a provision has been charged in the prior year ended 31 March 2016 for the sum of £38,901, annotated in Note 14 to Notes to the Accounts. The reported financial position for the previous period, year ended 31 March 2016, has been restated for this transaction affected by the transition to FRS102.

# Crawley Community & Voluntary Service

**NOTES TO THE ACCOUNTS** (CONTINUED)  
*FOR THE YEAR ENDED 31 MARCH 2017*

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# Crawley Community & Voluntary Service

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2017

	Unrestricted Funds	Restricted Income Funds	Unrestricted Funds	Restricted Income Funds
	2017	2017	2016	2016
	£	£	£	£
<b>Income</b>				
<b>Grants and contract income:</b>				
Crawley Borough Council	153,232	-	156,000	-
- Community Training and Development				2,355
- Discretionary Small Grants				(2,355)
- Prescription Plus (Social Prescribing)		76,030		-
West Sussex County Council				
- Young Crawley Family Credits - 2013-2015		(1,142)		-
- Young Crawley Family Credits - 2015-2016		(26,703)		70,721
- Young Crawley Family Credits - 2016-2017		91,812		-
Other funders		-		-
Donations	4,797	463	6,361	-
Rent income		31,818	500	29,269
Service charges income		57,124		42,590
Contributions to overheads			-	-
Hire of The Orchard meeting rooms		19,957		23,761
Photocopying and printing services		4,965		8,670
Management fees	14,620		14,620	
Subscriptions			-	-
Bank interest	514		544	
Sundry income	42,188	8,118	2,819	2,194
<b>Total income in the year</b>	<b>215,351</b>	<b>262,442</b>	<b>180,844</b>	<b>177,205</b>
<b>Net incoming resources available, carried forward</b>	<b>215,351</b>	<b>262,442</b>	<b>180,844</b>	<b>177,205</b>

# Crawley Community & Voluntary Service

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Unrestricted Funds 2016 £	Restricted Funds 2016 £
<b>Net incoming resources available, brought forward</b>	215,351	262,442	180,844	177,205
<b>Charitable expenditure</b>				
<b>Direct costs</b>				
Salaries	114,507	100,556	129,596	70,651
Staff travelling	317	716	405	129
Staff training	779	355	1,157	25
Volunteer travelling and training	-	626	41	803
Meeting and event costs	324	1,185	1,191	1,430
Recruitment advertising	1,013	137	-	2,293
Management fees	-	14,620	-	14,620
Project expenses	-	34,865	-	27,012
<i>Sub-total - Direct costs</i>	116,940	153,060	132,390	116,963
<b>Support costs - Premises costs</b>				
Rent	-	-	368	-
Service charges	4,859	5,768	3,670	4,377
Water charges	-	1,294	-	1,321
Insurance	1,791	1,910	1,175	1,774
Light and heat	-	17,509	-	15,770
Maintenance	-	16,741	-	54,294
Other premises costs	-	6,012	-	5,868
	6,650	49,234	5,213	83,404
<b>Support costs - Office costs</b>				
Office equipment	4,533	2,935	5,722	4,680
Depreciation office equipment	-	-	-	-
Printing, copier and stationery	4,741	13,019	7,538	9,693
Postage	670	146	720	277
Telephone	1,065	8,352	1,041	7,937
Subscriptions	1,065	-	1,667	-
Consultancy fees	2,400	3,589	2,400	2,533
Legal fees	4,819	6,935	2,352	674
General expenses	1,185	66	1,382	102
Independent examination	2,820	-	2,820	-
	23,298	35,042	25,642	25,896
<i>Sub-total - Support costs</i>	29,948	84,276	30,855	109,300
<b>Total charitable expenditure</b>	146,888	237,336	163,245	226,263
<b>Total resources expended</b>	146,888	237,336	163,245	226,263
<b>Net income/(expenditure) for the year</b>	68,463	25,106	17,599	(49,058)
<b>Transfers between funds</b>				
Pension provision	(2,068)		38,901	
<b>Net movement in funds</b>	70,531	25,106	(21,302)	(49,058)
<b>Funds brought forward</b>	77,435	135,900	98,737	184,958
<b>Funds carried forward</b>	147,966	161,006	77,435	135,900