

**COUNCIL FOR VOLUNTARY SERVICE
WEST LANCASHIRE**

**ANNUAL REPORT & CONSOLIDATED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30TH MARCH 2021**

Charity Number: 1039563

Company Number: 02940823

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE

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COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE CHAIR AND CHIEF OFFICER'S REPORT

Chair's Report

Over the last year the West Lancs CVS (WLCVS) staff and volunteers have continued their hard work to provide our core infrastructure (umbrella) support services to the local VCFSE (Voluntary, Community, Faith & Social Enterprise) sector. They have also continued to deliver on the further development of community facing projects such as the West Lancs Social Prescribing service and the West Lancs Volunteer Centre.

This achievement around existing services is even more noteworthy considering the phenomenal impact on people of the Covid 19 pandemic. As the local VCFSE umbrella organisation and in line with our partners and member organisations, we had to immediately put all our knowledge, experience, skills, and resources into a collective multi sector West Lancashire COVID-19 response to support the community.

I want to highlight challenges WLCVS, and member organisations face around funding which fails to take into account the core costs of running an organisation as well as the short-term nature of many funds. We look for recognition by funding bodies that infrastructure organisations are a key part of the VCFSE sector's ability to respond to the many needs of communities.

Finally, thanks to the staff and volunteers that continue to deliver such impactful work and providing phenomenal response and the trustees welcome the opportunity to continue to support WLCVS and its member organisations who work so tirelessly for the benefit of the West Lancashire community.

Robert Godson, Trustee, West Lancashire CVS

Chief Officer's Report

This past year for WLCVS has been, alongside all our VCFSE member organisations, one of unrelenting challenge in responding to the terrible impact of the COVID-19 pandemic. The challenges overcome in responding to the needs of our community caused, by the pandemic, has highlighted the essential role of the sector as well as WLCVS as the local infrastructure (umbrella) support organisation.

WLCVS serves as a sector connector, fostering partnerships between VCFSE groups with public and private sector bodies. We support volunteering through our nationally accredited Volunteer Centre, provide training and governance advice to build our sector's capacity, help with essential fundraising and provide the local sector with communication, voice, and representation.

Our work and partnership with a vast range of local VCFSE sector organisations, has never been more needed or evidenced. It gives some hope that this seems to have been acknowledged by national, regional, and local funders and commissioners. We now need this recognition to produce a 'VCFSE funding investment plan' for both infrastructure support and frontline delivery of local VCFSE services. This will contribute to the financial sustainability and the capacity building of our sector to continue and grow the impact of our joint work in supporting the most vulnerable in our community.

Most importantly I would like to acknowledge and give thanks to all the community members, volunteers, staff, trustees, member organisations, public, private sector, and funders who in different ways contribute to and support the work of WLCVS.

Greg Mitten, Chief Officer, West Lancashire CVS

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE

TRUSTEES' ANNUAL REPORT AT YEAR ENDED 30TH MARCH 2021

The Trustees are pleased to present their report together with the consolidated financial statements of the charity and its subsidiary for the year ended 30th March 2021.

The financial statements comply with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (SORP 2015) applicable to charities preparing their accounts in accordance to the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1st January 2015),

OBJECTIVES AND ACTIVITIES

The object of the Council for Voluntary Service West Lancashire is:

"To promote any charitable purposes for the benefit of the community in the local District of West Lancashire (the area of benefit), and in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness, and in furtherance of the said purposes, but not further or otherwise, to promote and organise co-operation in the achievement of the same and to that end bring together in council, representatives of the voluntary organisations and statutory authorities within the area of benefit."

The aim of the charitable organisation is to promote voluntary action in the West Lancashire Borough and to act as a democratic body for the local voluntary and community sector, which is accountable to the local VCFSE. There are five key themes to its work.

- The provision of services
- The development of voluntary and community organisations
- Liaison between these organisations
- Representation of these organisation with statutory and other bodies
- Working in partnership

The Trustees have some key objectives to assist the charitable organisation in the fulfilment of its objectives. These are: -

- Sustaining and managing a fully accessible virtual voluntary sector Resource Centre in the Borough.
- Ensuring that the voluntary and community sector voice is heard and consulted on changes and developments in public sector provision, community economic development and urban and rural regeneration initiatives in the Borough.
- Improved services to voluntary and community organisations to deliver the company object.

VOLUNTEERS

The Council for Voluntary Service West Lancashire is supported by volunteers, who help the charity to meet its objectives and to carry out its activities. Volunteers are supported by staff, with training, meetings and discussions held locally. Our thanks as always are given to all our volunteers who so freely give their time to enhance the work of the Council for Voluntary Service West Lancashire.

PUBLIC BENEFIT

In considering the objectives and activities, the Trustees have considered the Charity Commissions' guidance on Public Benefit to ensure that the organisation is meeting its Public Benefit requirements.

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE

TRUSTEES' ANNUAL REPORT AT YEAR ENDED 30TH MARCH 2021

ACHIEVEMENTS AND PERFORMANCE AND COVID-19

2020/21 saw WLCVS, and the voluntary sector as a whole facing continued financial challenges in maintaining core services at the same time as responding to the phenomenal impact of COVID-19 and the national lockdowns. This resulted in a major increase in the workload of WLCVS in all its core services as well as the need to focus on and be part of the multi-sector response to support the community of West Lancs through this continuing crisis. Almost overnight along with our member organisations and partners we had to alter our delivery mechanism to cope with the requirement to work from home and invest reserves in supporting additional staff time as well as equipment, software and resources to enable the service to respond to the changing situation. However, through the pandemic performance levels around core activity remained high and project work continued and expanded.

Notable examples of this are:

- Developing and altering CVS service delivery to home based digital/telephone support service due to COVID-19 lockdown requirements
- Participation and VCFSE representation in local West Lancs and Lancashire COVID-19 Community Resilience Hubs. Joint work with local public sector partners and member organisations around, access to additional COVID-19 support funding for VCFSE organisations, volunteering support, food and emergency financial support for residents during the pandemic.
- Being a proactive partner in the multi-sector partnership of 'West Lancs Together' as a support and information service for residents around COVID-19 issues.
- Lancs Social Prescribing Service continued to expand to ensure a service which gives the opportunity for any West Lancs resident to be referred into it by their GP. During the year the social prescribing team contacted over 5000 shielded West Lancs residents and continued with support where needed.
- The CVS worked with national, regional and local funders and commissioners to bring in essential VCFSE funds to support the COVID-19 response in West Lancashire and maintained work with existing funders e.g., the Eric Wright Charitable Trust. West Lancs CVS continued to work with the Trust to deliver grants of up to £500 to small, mainly volunteer led, voluntary & community groups and small charities (with an income of less than £30,000 per year) across West Lancashire.
- Work continued to ensure the VCFSE sector has investment (grants and contracts) from West Lancs health commissioners (CCG) and benefit from a continuing investment of £100,000 a year to the local sector to develop its capacity and essential role in improving the health & wellbeing of the community.
- Bringing together the West Lancs VCFSE and public sector bodies to ensure that the sector has voice and influence around the emergent changes to the public sector structures.
- Continuing the provision of a nationally accredited West Lancs Volunteer Centre providing support to both VCFSE organisations and individual community volunteers across West Lancashire.
- Providing a generic VCFSE communication network for VCFSE Information, and funding advice service for organisations across West Lancashire.
- Partnership development with WLBC and 10 CVS member organisations of the WL Emergency grant scheme for West Lancs residents.
- Development work with WLBC for the West Lancs Community Champion Scheme.

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE TRUSTEES' ANNUAL REPORT AT YEAR ENDED 30TH MARCH 2021

FINANCIAL REVIEW

Total income in the year for the group was £640,847 (2020: £251,282) of which £166,266 (2020: £126,758) related to funding for projects upon which restrictions are placed.

Total expenditure in the year for the group was £543,817 (2020: £370,039), leaving a surplus for the year of £97,030 (2020: deficit £118,757) before taxation.

At 30th March 2021 the charitable group's and company's reserves stood at £293,137 (2020: £196,107) of which £91,970 (2020: £45,766) represented restricted funds of the group and charity.

Risk Management

The Trustees have examined the major strategic, business and operational risks which the charitable group may face and believe that all major risks have been identified. The Trustees have adopted a formal 'Risk Assessment' procedure and have established systems to ensure that the necessary steps can be taken to lessen these risks.

Reserves Policy

It is the policy of the Council for Voluntary Service West Lancashire to create and maintain unrestricted funds which are not committed to or invested in tangible fixed assets, at a level equivalent to approximately three months' operational expenditure (£105,938) plus a reserve for redundancy of staff (£40,183), including those directly employed in delivering projects, totalling to £146,121.

This level of reserves is considered necessary to ensure short-term continuance of activity levels in the event of significant reductions in or cessation of funding.

At the end of the financial year, unrestricted funds for the group and charity totalled £201,167 (2020: £150,341).

Investment Policies

Under the Memorandum of Articles of Association, the charitable company has the power to make any investment, using the unrestricted general funds, which the Trustees see fit.

PLANS FOR FUTURE

The future looks to be a very challenging phase, from a health, economic and VCFSE sustainability perspective. WLCVS are committed to continuing our support for the emergency response and subsequent recovery phase of the pandemic. Central to this will be our partnership working with our member organisations and working in partnership with local, regional, and national bodies to support our community and VCFSE initiatives during this continuing public health crisis.

WLCVS will be developing and managing the roll out of the West Lancs Community Champion Project, a joint project from national funding with West Lancs Borough Council. This will bring a local VCFSE grant fund of £200,000 as well as a West Lancs VCFSE directory and the creation of Community Champion volunteering opportunities across the borough to help the community response and resilience around the pandemic. The coming year is also a time of change around the public sector structures and services relating to the integration of health and social care. WLCVS as part of its representation and partnership role for the sector will ensure the VCFSE is able to fully participate in these developments and that the role of the sector is fully acknowledged and valued by commissioners.

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE

TRUSTEES' ANNUAL REPORT AT YEAR ENDED 30TH MARCH 2021

We will also continue to support the VCFSE in West Lancs with a strong local infrastructure service during these uncertain times by adapting our support offer as necessary to meet new demands on the sector.

WLCVS will continue to ensure that links are maintained with key Lancashire wide stakeholders e.g. Lancashire Association of CVSs (LACVS), to enable West Lancs groups and organisations to gain investment through the delivery of Lancashire wide and sub-regional programmes and projects.

WLCVS will continue to identify and encourage support for health, social and economic challenges facing our community e.g., equality of access to the welfare and benefits system, which are even more crucial as the Covid-19 pandemic impacts on society.

2020/21 looks like being a more challenging year than most for many local organisations and WLCVS will work closely with partners, providing more intensive support around governance, funding, and sustainability. Partnership building will continue to be a key area of work, to build on the strengths of different organisations and develop innovative and effective ways of cost and resource sharing.

WLCVS will work on behalf of its VCFSE membership to represent their views to key partners. WLCVS will aim to bring together commissioners, including the local authority and other large providers, to develop a partnership approach for VCFSE investment to increase the capacity of the sector and to enable them to secure delivery contracts, thus aiding sustainability.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charitable company, limited by guarantee registered in England and Wales, (company number 02940823) and was incorporated on 20th June 1994 and registered as a charity (charity number 1039563) on 19th July 1994.

The company was established under a Memorandum of Association, which established the objects and powers of the company and is governed by its Articles of Association.

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 and in planning future activities.

Governing Document

The company is governed by its Memorandum of Articles of Association dated 27th May 1994 and is constituted as a company limited by guarantee.

Directors and Trustees

The directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as Trustees.

Trustees who served during the year and up to the date of this report are detailed on page 7 under Reference and Administrative Details

Appointment of Trustees, Membership and Board Functioning

The Council for Voluntary Service West Lancashire is a membership organisation, the members being constituted of local, voluntary and community groups and individuals interested in furthering the objects of the charity.

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE

TRUSTEES' ANNUAL REPORT AT YEAR ENDED 30TH MARCH 2021

The Board of Trustees is responsible for setting the strategic direction of the organisation. In accordance with the Memorandum and Articles of Association for Council for Voluntary Service West Lancashire, Trustees are elected at the Annual General Meeting. There is no maximum to the numbers of Trustees, but the minimum is set at three with one-third standing down each year. This provides a balance between continuity and experience and the opportunity for committed members being able to put themselves forward for election to join the board. Those standing down may put themselves forward for re-election.

To stand as a Trustee, the applicant must be approved member of the charity and elected by the membership at the AGM. There are presently over three-hundred-member organisations or individual members and each of these has a vote at the Annual General Meeting. They may also need their organisation's approval to stand for election depending on the rules of their nominating body.

Meetings of the Board of Trustees are held approximately every two months or as required due to the work needed at any point in time.

At the beginning of every meeting all Trustees are reminded of their obligation to declare an interest in any item and, if necessary, withdraw from further discussion and decision making on that subject.

All Trustees are asked to sign to confirm their eligibility to serve as a Trustee and as a Director.

Trustee Training

Trustees are introduced to the function, work and staff of the Council for Voluntary Service West Lancashire when they take up their role.

Trustees are also invited to take up further training opportunities e.g. safeguarding and may recommend courses that they have seen advertised or which other Trustees or members of staff have identified and brought to their attention.

Course fees, travel costs and other out-of-pocket expense may be claimed by Trustees for attendance at courses approved by the Board of Trustees.

Staff and Trustees aim to have at least one 'Away Day' together each year to take a strategic overview of the organisation and its activities and to agree the future direction, then documented in a yearly Business Plan.

Organisational Structure

The Board has the power to create sub-committees, although no specific sub-committees are specified in the governing documents. There is no standing committee, but the Board has the authority to delegate decision-making to a group comprising a minimum of the Chair and Chief Officer, but often a second Trustee will be included in the group.

The Chief Officer and Team and Operations Manager (or Finance Officer) are in attendance at all Trustee Board meetings but may be asked to leave any time during a meeting and do not have a vote.

Day-to-day management of the service is delegated to the Chief Officer. The Senior Management team comprises the Chief Officer and Operations Manager.

There is a comprehensive staff manual comprising a wide range of policies and procedures, for example, Equality and Diversity and Health and Safety and all of these are reviewed on an ongoing basis.

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE
TRUSTEES' ANNUAL REPORT AT YEAR ENDED 30TH MARCH 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Name Council for Voluntary Service West Lancashire

Company number 02940823

Charity Number 1039563

Registered Office Certacs House
10-12 Westgate
Skelmersdale
West Lancashire
WN8 AZ

During the year the Members of the Board of Trustees (who are also directors) were as follows:


Trustees J Broadbent (Resigned 28th May 2021)
M Ford
R Godson
G Jowett
C Ware

Chief Officer G Mitten

Independent Examiner Graham Wright BA (Hons) FCA DChA
LCVS
151 Dale Street
Liverpool
L2 2AH

Bankers The Royal Bank of Scotland plc
Drummond House
1 Redheughs Avenue
Edinburgh EH12 9JN

Signed on behalf of the Board of Trustees



.....
Robert Godson, Chair of Trustees

Date: 17 December 2021.....

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of Council for Voluntary Service West Lancashire for the purpose 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).

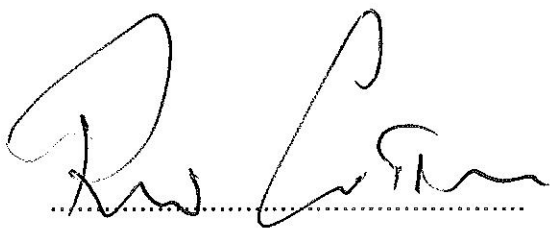
Company law requires the trustees to prepare financial statements for each financial period that give a true and fair view of the state of affairs of the charitable company and of its income and expenditure for that period. In preparing those financial statements, the trustees are required to: -

- select suitable accounting policies and then apply them consistently;
- observe the methods and principle in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue as a going concern;
- state whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the financial statements.

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

This report has been prepared in accordance with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1st January 2015).

By Order of the Board

A handwritten signature in black ink, appearing to read 'Robert Godson', written over a dotted line.

Robert Godson. Chair of Trustees

Date: 17 December 2021

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS AND TRUSTEES OF COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE

I report on the accounts for the year ended 30th March 2021 which are set out on pages 11 to 26.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to 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:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - 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
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....

Name: **GRAHAM WRIGHT BA (Hons) FCA DChA**
Chartered Accountant
c/o LCVS, 151 Dale Street, Liverpool L2 2AH

Date: 17 December 2021

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING CONSOLIDATED
INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 30TH MARCH 2021

	Note	Unrestricted Funds 2021	Restricted Funds 2021	Total 2021	Total 2020
Income and endowments from:		£	£	£	£
Donations and legacies	4a	24,889	-	24,889	37,984
Charitable activities	4b	449,571	166,266	615,837	212,590
Investments	4c	121	-	121	708
Total income		474,581	166,266	640,847	251,282
Expenditure on:					
Charitable activities	5	423,755	120,062	543,817	370,039
Total expenditure		423,755	120,062	543,817	370,039
Net income/(expenditure), net movement in funds before taxation		50,826	46,204	97,030	(118,757)
Taxation	7	-	--	(-)	(-)
Net income/(expenditure), net movement in funds after taxation		50,826	46,204	97,030	(118,757)
Total funds brought forward	13,14	150,341	45,766	196,107	314,864
Total funds carried forward	12-14	201,167	91,970	293,137	196,107

The above results include net income/ movement for the charity of 97,030 (2020: Net expenditure £118,757)

The notes on pages 14 to 26 form part of these accounts.

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

All income and expenditure derive from continuing activities of the charitable company.

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE
CONSOLIDATED BALANCE SHEET AS AT 30TH MARCH 2021

Company Number: 02940823

	Notes	Group		Charity	
		2021	2020	2021	2020
		£	£	£	£
Fixed assets					
Tangible fixed assets	8	-	-	-	-
Current assets					
Debtors	9	11,615	14,724	11,615	14,724
Cash at bank and in hand		505,497	289,388	505,497	289,388
		517,112	304,112	517,112	304,112
Current liabilities					
Creditors: amounts falling due within one year	10	(223,975)	(108,005)	(223,975)	(108,005)
Net current assets		(223,975)	(108,005)	(223,975)	(108,005)
Total assets less current liabilities		293,137	196,107	293,137	196,107
		=====	=====	=====	=====
Funds					
Unrestricted funds	12,13	201,167	150,341	201,167	150,341
Restricted funds	12,14	91,970	45,766	91,970	45,766
		293,137	196,107	293,137	196,107
		=====	=====	=====	=====

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

For the period covered by these accounts the group was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the group to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The trustees, who are the directors of the group, acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

Approved by the Board on 17th December 2021, and signed on their behalf by:



Robert Godson, Chair of Trustees

17 December 2021

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE
CONSOLIDATED STATEMENT OF CASH FLOWS FOR THE YEAR AS AT 30TH MARCH 2021

	Note	30 th March 2021		30 th March 2020	
		£	£	£	£
Cash flows from operating activities					
Cash (used)/generated from operations	17		215,988		(36,619)
Investing activities					
Interest received		121		708	
		-----		-----	
Net cash generated from investing activities			121		708
Net cash generated from financing activities			-		-
			-----		-----
Net increase/(Decrease) in cash and cash equivalents			216,109		(35,911)
Cash and cash equivalents at beginning of year			289,388		325,299
			-----		-----
Cash and cash equivalents at end of year			505,497		289,388
			=====		=====

Represented by:

	30 th March 2021	30 th March 2020
	£	£
Cash at bank and in hand	505,497	289,388
	=====	=====

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2021

1. Limited Liability

The charity is a company limited by guarantee. Each member's liability is limited to £1.

2. Accounting Policies

Basis of accounting

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared 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 in the UK and Republic of Ireland Charities SORP (FRS 102) second edition October 2019 and the Companies Act 2006.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

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 and in planning future activities.

Reduced Disclosures

In accordance with FRS 102 the company has taken advantage of the exemption from the following disclosure requirements in relation to the individual financial statements:

- Section 7 "Statement of Cash Flows"- Preparation of a statement of cashflow and related notes and disclosure
- Section 33 "Related Party Disclosures"- Compensation for key management personnel

Consolidated Financial Statements

These financial statements consolidate the results of the charitable company and its wholly owned subsidiary WLCVS Limited on a line-by-line basis. The surplus for the financial year is made up as follows:

	2021 £	2020 £
Holding charitable company's surplus / (deficit) for the financial year:	97,030	(118,757)
	=====	=====

Going concern

In common with many charities operations have been affected by Covid-19 although, due to the availability of sources of emergency funding, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

Fund accounting

Unrestricted funds are the charity's free reserves available for the trustees to apply in accordance with the charitable company's charitable objectives.

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2021

Restricted funds are subject to specific restrictive conditions imposed by the donor. All restricted funds are accounted for as restricted income and expenditure for the purposes is charged to the fund.

Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations and legacies comprise of donations and general grants which are recognised in the accounts when received, with the exception of known legacies which are accounted for when their receipt is certain.

Income from charitable activities is recognised on an accruals basis except for grants receivable, which are recognised on the date on which their unconditional payment is confirmed by the donor.

Income from investment relates to bank interest received and is recognised when the amount is certain.

Expenditure recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charitable company to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities. Support and governance costs are applied to unrestricted funds unless specifically included in the restrictions, as specified by the donor.

Expenditure on charitable activities relate to the operation of the charity comprising of direct charitable expenditure to meet the objectives of the charitable company. Support and governance costs relate to the management and operation of the organisation and also compliance with constitutional and statutory requirements in producing the annual report. These are dealt with in the Statement of Financial Activities when payment has been approved by the charitable company.

Fixed Assets

Capital expenditure of £2,500 and above is stated in the balance sheet at cost less accumulated depreciation. Depreciation is provided to write off the cost of each asset over its expected useful life as below:

Computer Equipment	3 years on a straight-line basis
Fixtures & Fittings	4 years on a straight-line basis

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2021

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

Taxation

Income and gains are exempt from taxation as they are received and applied for charitable purposes only. The charitable company benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions.

Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3. Trading Subsidiary

The wholly owned subsidiary, WLCVS Limited, which is incorporated in the United Kingdom and is a company limited by guarantee, donates its profits to the charitable company. WLCVS Limited was established to engage in the promotion and support of activities in the voluntary sector and serves the whole of the United Kingdom. The appointment of Officers of WLCVS Limited rests solely with the charitable company, which has absolute authority in this

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2021

regard. The trading subsidiary was dormant throughout the current and prior years, and was dissolved on 6th July 2021.

4. Income and endowments from

	Unrestricted Funds 2021	Restricted Funds 2021	Total 2021	Total 2020
	£	£	£	£
a. Donations and legacies				
Donations	24,889	-	24,889	37,984
	=====	=====	=====	=====

The income above includes unrestricted income for the charity of £24,889 (2020: £30,000) and restricted income £NIL (2020:£7,984).

	Unrestricted Funds 2021	Restricted Funds 2021	Total 2021	Total 2020
	£	£	£	£
b. Charitable activities				
Active West Lancs				15,140
Contract & other income	447,166		447,166	93,816
DEFRA Emergency Assistance Grant		110,435	110,435	-
Douglas Valley				2,512
Eric Wright Charitable Trust Fund	-	12,018	12,018	20,000
European Social Fund- Strengthening Communities through Volunteering		5,532	5,532	5,009
Groundwork				4,742
Skelmersdale Arts Network	-	5,281	5,281	-
Social Prescribing				56,900
Training Income	2,405		2,405	-
VCS Emergencies Partnership	-	3,000	3,000	-
WLBC	-	30,000	30,000	-
WLCCG Communications Support				14,471
	-----	-----	-----	-----
	449,571	166,266	615,837	212,590
	=====	=====	=====	=====

The income above includes unrestricted income for the charity of £449,571 (2020: £93,816) and restricted income £166,266 (2020: £118,774).

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2021

c. Investments

	Unrestricted Funds 2020	Restricted Funds 2020	Total 2021	Total 2020
	£	£	£	£
Bank Interest	121	-	121	708
	=====	=====	=====	=====

5. Expenditure on Charitable Activities

	Direct Charitable Expenditure £	Support & Governance Costs £	Total 2021 £	Total 2020 £
To provide advancement of education, the protection of health and the relief of poverty, distress and sickness to the community of West Lancashire	354,388	189,429	543,817	370,039
	=====	=====	=====	=====

a. Analysed as follows:

	2021 £	2020 £
<i>Direct charitable expenditure:</i>		
Staff salary costs (Note 6a)	201,430	102,721
Sessional intervention	-	3,491
Consultancy and professional costs	46,774	-
Volunteer expenses	377	209
Refreshments	-	743
Room hire	594	3,181
Group support	149,787	63,276
Health training	-	125
Project expenses	-	8,750
Donations	50	-
Beneficiary Activities & Travel	2,150	2,755
	-----	-----
	401,162	185,251
	-----	-----

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2021

	2021	2020
	£	£
<i>Support & Governance costs:</i>		
Staff salary costs (Note 6a)	90,890	128,446
Redundancy	3,072	-
Pension Costs	10,738	-
Rent	15,175	14,943
Office costs	6,744	5,584
Travel expenses	780	1,800
Insurance	2,220	2,144
Subscriptions and publications	901	207
Consultancy and professional costs	5,460	28,862
Staff training	1,220	-
Computer costs	223	848
Bank charges	292	343
Recruitment	233	72
Legal fees	59	61
Accountancy	-	1,478
Bad debts	4,648	-
	142,655	184,788
Total expenditure on charitable activities	543,817	370,039
	=====	=====

£120,062 (2020: £105,077) of the above expenditure relates to restricted funding.

6. Staff Costs and Numbers

a. Staff Costs:	2021	2020
	£	£
Staff Salaries	273,249	218,621
Social Security Costs	19,071	12,546
Redundancy	3,072	-
Pension Costs	10,738	-
	306,130	231,167
	-----	-----

b. Particulars of employees:

The average number of full-time equivalent employees (including casual and part-time staff) during the year was made up as follows: -

	2021	2020
Management and administration	2.5	2.5
Project Managers	3.1	1.0
Project Workers/Assistants	5.2	3.2
	10.8	6.7
	-----	-----

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2021

No employee received remuneration, including benefits, amounting to more than £60,000 in either year.

The Trustees did not receive any emoluments in the year (2020: £nil).

No out of pocket expenses were reimbursed to trustees in the year (2020: £nil).

7. Taxation

	2021	2020
	£	£
Corporation Tax on profits for the year	-	-
	=====	=====

8. Tangible Fixed Assets – Group and Charity

	Computer Equipment	Fixtures & Fittings	Total
Cost	£	£	£
As at 31 st March 2020	10,831	19,000	29,831
Additions during the year	-	-	-
Disposals during the year	(10,831)	-	(10,831)
	-----	-----	-----
Balance at 30 th March 2021	-	19,000	19,000
	-----	-----	-----
Accumulated Depreciation			
As at 31 st March 2020	10,831	19,000	29,831
Charge for the year	-	-	-
Disposals for the year	(10,831)	-	(10,831)
	-----	-----	-----
Balance at 30 th March 2021	-	19,000	19,000
	-----	-----	-----
Net Book Value at 30th March 2021 and 30th March 2020	-	-	-
	=====	=====	=====

The group and charity had no capital commitments at 30th March 2021 (2020: £Nil).

9. Debtors – Group and Charity

	Group		Charity	
	2021	2020	2021	2020
	£	£	£	£
Debtors and prepayments	11,615	14,724	11,615	14,724
	=====	=====	=====	=====

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2021

10. Creditors: amounts falling due within one year – Group and Charity

	Group		Charity	
	2021	2020	2021	2020
	£	£	£	£
Other creditors (See note 10a)	212,496	97,467	212,496	97,467
Trade creditors and accruals	5,608	7,157	5,608	7,157
Social Security and Other Taxes	5,871	3,381	5,871	3,381
	<u>223,975</u>	<u>108,005</u>	<u>223,975</u>	<u>108,005</u>
	=====	=====	=====	=====

10a. Other creditors

Other creditors include:

Deferred Income	212,212	97,394	212,212	97,394
	=====	=====	=====	=====

11. Financial Instruments

	2021	2020
	£	£
Carrying amount of financial assets:		
Debt instruments measured at cost	£517,112	£304,112
	=====	=====
Carrying amount of financial liabilities:		
Measured at cost	£6,259	£6,592
	=====	=====

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2021

12. Analysis of Net Assets between Funds – Group and Charity

	Tangible Fixed Assets	Net Current Assets	Total
Charity	£	£	£
Unrestricted Funds			
General Fund	-	201,167	201,167
	-----	-----	-----
Restricted Funds			
Beacon Practice Community Fund	-	50	50
Big Lottery Fund Grant – Awards for All	-	498	498
DEFRA Emergency Assistance Grant	-	31,410	31,410
Eric Wright Charitable Trust Fund	-	19,808	19,808
European Social Fund- Strengthening Communities through Volunteering	-	5,532	5,532
Lancashire Association of Councils for Voluntary Service	-	12,454	12,454
Sir Douglas Glover Grants	-	524	524
Skelmersdale Arts Network	-	3,790	3,790
Tanhouse Health Assets Project	-	844	844
VCS Emergencies Partnership	-	3,000	3,000
West Lancashire County Council Ageing Well Partnership	-	844	844
WLCCG Communications Support	-	5,232	5,232
West Lancashire Dementia	-	7,984	7,984
	-----	-----	-----
Charity Total	-	91,970	91,970
	-----	-----	-----
WLCVS Ltd	-	-	-
	-----	-----	-----
Group Total	-	293,137	293,137
	=====	=====	=====

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2021

13. Unrestricted Funds – Group and Charity

Charity	Resources at Beginning of Year £	Movements in the year		Resources at end of Year £
		Income £	Expenditure £	
General Fund	150,341	474,581	(423,755)	201,167
Charity Totals	150,341	474,581	(423,755)	201,167
WLCVS Ltd	-	-	(-)	-
Group Totals	150,341	474,581	(423,755)	201,167
	=====	=====	=====	=====

General Fund is used to finance the Charity's and group general activities as outlined in the Trustees' Report.

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2021

14. Restricted Funds – Group and Charity

	Resources at Beginning of Year	Movements in the year		Resources at end of Year
		Income	Expenditure	
Charity	£	£	£	£
Beacon Practice Community Fund	50	-	-	50
Big Lottery Fund Grant – Awards for All	498	-	-	498
DEFRA Emergency Assistance Grant	-	110,435	(79,025)	31,410
Eric Wright Charitable Trust Fund	13,113	12,018	(5,323)	19,808
European Social Fund- Strengthening Communities through Volunteering	-	5,532	-	5,532
Groundwork	3,224	-	(3,224)	-
Lancashire Association of Councils for Voluntary Service	12,454	-	-	12,454
Shop mobility Small Local Groups	999	-	(999)	-
Sir Douglas Glover Grants	524	-	-	524
Skelmersdale Arts Network	-	5,281	(1,491)	3,790
Tanhouse Health Assets Project	844	-	-	844
VCS Emergencies Partnership	-	3,000	-	3,000
West Lancashire County Council Ageing Well Partnership	844	-	-	844
WLBC	-	30,000	(30,000)	-
WLCCG Communications Support	5,232	-	-	5,232
West Lancashire Dementia	7,984	-	-	7,984
Charity and Group Totals	45,766	166,266	(120,062)	91,970
	=====	=====	=====	=====

Description of Funds

These are monies given to the Charity and Group to be spent at the discretion of the Trustees for specific charitable purposes, as follows:

Beacon Practice Community Fund - A discreet fund credited to the CVS, which started in April 2016 for distribution to West Lancs Charities, Social Enterprises and existing or developing community groups who are focussed on supporting the health of the local community.

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2021

Big Lottery Fund Grant – Awards for All - Contribution towards ‘Skelmersdale International’ project.

DEFRA Emergency Assistance Grant - A joint project with WLBC to work in partnership with WLCVS member organisations to support local communities in crisis due to the impact of the COVID-19 pandemic.

European Social Fund- Strengthening Communities through Volunteering - Contribution towards salary costs and core costs.

Eric Wright Charitable Trust Fund - aimed at helping small, mainly volunteer led, voluntary & community groups, small charities (with an income of less than £30,000 per year) and other not for profit organisations by providing grants of up to £500 for projects that support the following priorities: the elderly, health, education and training, carers and youth.

Groundwork - Tawd Valley Masterplan Project - West Lancs CVS working in partnership with Groundwork CLM to consult with the Skelmersdale community and gather the views of residents and other stakeholders in order to create a masterplan and proposal for the development of the Tawd Valley as a recreational space.

Lancashire Association of Councils for Voluntary Service - Funds to support and coordinate the delivery of ESOL (English for Speakers of Other Languages) lessons for families from the Lancashire Refugee Resettlement Programme.

Shopmobility Small Local Groups - Administration of a discrete pot of funding for disbursement to small groups in West Lancashire.

Skelmersdale Arts Network - To develop a visual arts network for Skelmersdale, have a second art exhibition and possible visits to Northwest galleries and to run a 10 week art course.

Sir Douglas Glover Grants - Funding to provide grants to individuals to enable them to access training, employment or other development opportunities

Tanhouse Health Assets Project - Funding from Lancashire County Council to support the development of an arts project to record the detail of the mapping work in Tanhouse

VCS Emergencies Partnership - Contribution towards core costs

West Lancashire County Council - Ageing Well Partnership - Funding to support this thematic group of the One West Lancashire strategic partnership (formerly West Lancs LSP).

WLBC- Contribution towards salary & Core costs

WLCCG Communications Support - Funded by NHS West Lancashire CCG, West Lancs CVS provides online communication support for “Well Skelmersdale” through social media management and provision of blog content.

West Lancashire Dementia - A local fund to support local residents living with dementia, their carers and family including, awareness campaigns, education and practical support enabling them to live longer and safely in the comfort of their own homes.

15. Related Parties

There were no transactions with its subsidiary company WLCVS Ltd during the year (2020: none).

COUNCIL FOR VOLUNTARY SERVICE WEST LANCASHIRE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2021

There were no material related party transactions during the year which require disclosure (2020: none)

16. Operating Lease Commitments

Financial commitments under non-cancellable operating leases relating to property lease of Certacts House, 10-12 Westgate, Skelmersdale, Lancashire, WN8 8AZ dated 1st August 2014; the notice period is three months as below:

	2021	2020
	£	£
Within one year	3,613	3,613
	=====	=====

17. Cash generated from operations

	2021	2020
	£	£
Surplus/(Deficit) for the year	97,030	(118,757)
Adjustments for:		
Investment income	(121)	(708)
Movements in working capital:		
Decrease in stocks	-	-
Decrease in debtors	3,109	81,751
Increase/(Decrease) in creditors	115,970	1,095
	-----	-----
Cash generated from / (used in) operations	215,988	(36,619)
	=====	=====

18. Contingent Liabilities

The charity and group did not have any contingent liabilities at 30th March 2021 or 30th March 2020

19. Guarantees

As at 30th March 2021, 5 members had given a guarantee of £1 each in the event of the charitable company winding up. Total £5 (2020: 8 members £8).