

**BURNLEY, PENDLE & ROSSENDALE  
COUNCIL FOR VOLUNTARY SERVICE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31ST MARCH, 2021**

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**OFFICERS, PROFESSIONAL ADVISORS AND REGISTERED OFFICE**

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**PRESIDENT:** The Mayor of Burnley

**EXECUTIVE COMMITTEE  
MEMBERS - TRUSTEES:**

Mrs. S. Biggs	Chairman
Mrs. M. Lishman	Vice Chair
Mrs. S. Hughes	
Dr. W. Park	
Mr. H. Eccles	
Mrs. B. Ashworth	
Ms. L. Pate	
Mr. F. Wren	(resigned 1st October, 2020)
Mr. P. Kenyon	
Mrs. J. Oakes	
Mr. W. Blackburn	(resigned 15th June, 2021)
Mrs N. Zaman	
Mr H. Thomas	
Dr. J. Taylor	

**- REPRESENTATIVES:** Local councils and Lancashire County Council can provide representatives who are allowed to attend meetings but have no voting rights.

**CHIEF OFFICER:** Mrs. C. Blythe

**REGISTERED OFFICE  
AND PRINCIPLE ADDRESS:**

The CVS Centre  
62-64 Yorkshire Street  
Burnley  
Lancashire  
BB11 3BT

**AUDITORS:**

Ashworth Moulds  
11, Nicholas Street  
Burnley  
Lancashire  
BB11 2AL

**SOLICITORS:**

Southerns  
Lodge House  
2nd Floor  
Cow Lane  
Burnley  
Lancashire  
BB11 1NN

**BANKERS:**

Virgin Money  
25, Manchester Road  
Burnley  
Lancashire  
BB11 1HX

**REGISTERED COMPANY NUMBER:** 3328219

**REGISTERED CHARITY NUMBER:** 1062446

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

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## BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

### CHAIRMAN'S REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2021

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The past 12 months has been a year of confusion and uncertainty as the changing environment brought about by the Covid-19 pandemic has meant daily changes in our delivery and expectations from staff, volunteers and beneficiaries alike. However the organisation (thanks to an amazing staff team and brilliant volunteers) responded swiftly and efficiently. Burnley, Pendle & Rossendale Council for Voluntary Service (CVS) was already seeing an increase in demand for our services and the pandemic exacerbated this as we supported 1000's of people who were scared and worried about their future. Some of our staff had to work from home as they were classed as vulnerable, most others continued to come into our buildings (made Covid safe) to be able to respond to demand, and importantly give each other mutual support.

There is a lot more information in our Annual Impact Report about exactly what was done and how. The relationships and partnerships already established stood us in good stead, these were further enhanced as BPRCVS responded immediately to support the hubs across our three districts. People needed support quickly and waiting for funding and/or guidance was simply not an option. Asked for something in a morning and often by mid-afternoon at the latest, some positive action/response had been taken. Examples of this include volunteers for vaccination sites, drivers for the Covid virtual ward and emergency assistance funds.

Trustees played an active role in supporting our Chief Officer, her senior team, the staff and volunteers throughout.

Everyone plays a crucial part in ensuring Burnley, Pendle & Rossendale Council for Voluntary Service can continue the work it began over 86 years ago. Our mission has never changed and we continue to look for opportunities **that help people to help others**. The voluntary, community and faith sector in all its many guises and at all levels from the national to the small volunteer led local group play a vital part in supporting others. On a daily basis we see and hear stories that make us proud to be involved and play our part in enabling others to do what they do so brilliantly well.

As in recent years the Trustees' Report provides a great deal of information regarding the Charity's operation in the year under review and to offer thoughts on future activities. CVS staff and Ashworth Moulds have again assisted a great deal to ensure that the presentation of the financial details comply with relevant accounting requirements. These reflect a true state of the affairs of the charity and enable comparison with previous year's figures.

During the year we met all the usual conditions and criteria from our service level and grant agreements and increased requirements for monitoring. It is pleasing to note that once again all our funders and partners have been content with the information that we provided when they formally reviewed this in discussions with us. They were accepting of the challenges we faced in balancing essential delivery against reporting deadlines.

In the year under review we have continued to consider staffing as a result of the funding in place. As mentioned earlier trustees have committed to using some reserves – in line with our policies – to ensure that we have staff in place to deliver projects. This was even more important as the organisation jumped into action prior to any additional funding being agreed to cover costs such as volunteer inductions, mileage, home working equipment, making our buildings Covid safe and of course essential PPE. Volunteers sewed masks during that initial shortage.



## **BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

### **CHAIRMAN'S REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2021 (Continued)**

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I would like to conclude this report by extending thanks to a number of people and organisations. No business is effective without a leader and we have a Chief Officer who is prepared to deal with the challenges that inevitably occur. Christine has been ably supported by her senior team.

My thanks also go to the following organisations who have supported us during the year. Our accountants Ashworth Moulds, our solicitors Southern and our key funders and partners, Burnley Borough Council, Pendle Borough Council, Rossendale Borough Council and Lancashire County Council. I also thank East Lancashire Clinical Commissioning Group, the Primary Care Networks, Public Health, National Academy for Social Prescribing, Lancashire Association of CVS, Little Green Bus (consortium lead for Lancashire Community Transport), Big Lottery - Reaching Communities, Gannow Big Local and BBC Children in Need. We have lots of funders and receive donations from many other organisations and individuals. My thanks go to each and every one of them. Without your support and belief in our organisation to support others it wouldn't be possible for us to do everything that we do.

Support has also come from many other organisations with donations to our Children and Young People department, Communicars and to our food share operating from Gannow. This extra funding provides these projects with the "extras" which make all the difference to people's lives.

Finally, I extend my appreciation to everyone involved with Burnley, Pendle & Rossendale Council for Voluntary Service, in particular staff and volunteers and my fellow trustees.

**Susan Biggs**  
**Chairman**

## **BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2021**

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The Executive Committee (Trustees) of Burnley, Pendle & Rossendale Council for Voluntary Service present their Annual Report for the year ended 31<sup>st</sup> March, 2021 under the Companies Act 2006 and the Charities Act 2011, together with the audited financial statements for that year. The accounts comply with the Companies Act 2006, the charity's governing document and the 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 (FRS 102) (effective 1st January, 2019).

#### **1. REFERENCE AND ADMINISTRATIVE DETAILS**

Burnley, Pendle & Rossendale Council for Voluntary Service, also known as CVS, is a registered charity (No. 1062446) and a company (No. 3328219) which is limited by guarantee. Its registered office is at The CVS Centre (formerly the East Lancashire Voluntary Sector Resource Centre), 62-64 Yorkshire Street, Burnley, Lancashire BB11 3BT.

The present Trustees, and any past Trustees who served during the year, are given on the foregoing statement of officers, professional advisors and registered office, together with the name of the Chief Officer, The President and the external advisers of the charity.

#### **2. STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is governed by its Memorandum and Articles of Association adopted on 27<sup>th</sup> August 1997 and amended on 16<sup>th</sup> September 2003. Further revised Articles of Association were adopted at the Annual General Meeting in September 2011. The organisation is still in discussion with the Charity Commission about the proposal to extend the area of benefit.

The Board of Trustees is responsible for the overall governance of the charity. Trustees are either elected or co-opted from the membership and the total number of trustees may not exceed 18. Trustees can either be elected by nomination from a member organisation or as an individual member. Elected trustees remain in office for three years and are eligible for re-election, with one third of the Board being elected each year. Co-opted trustees are appointed by the Board of Trustees and serve for the remainder of that operational year. In addition, the Local Authorities in the area are entitled to nominate representatives to the Executive Committee and these are detailed on the foregoing statement of officers, professional advisors and registered office.

There is a strong and effective partnership between Trustees and staff which contributes significantly to the organisation's continued success.

Trustees are required to meet at least five times per year. These meetings include four quarterly Board meetings where Trustees review strategy and operational activity and agree plans and budgets and the Annual General Meeting. In addition Trustees are encouraged to participate in at least one of the charity's sub-committees (Strategy and Finance). New Trustees and Local Authority representatives are given an Induction Pack containing everything they need to know about the charity and its work for effective and informed decision making.

The Board delegates the exercise of certain powers in connection with the management and administration of the charity as set out below. This is controlled by regular reporting back to the Executive Committee so that all decisions made can be ratified by the full board in due course.

##### **(i) Strategy**

The purpose of this sub-committee is to gather and provide information, guidance and recommendations for the full Board of Trustees on the strategic direction and requirements of Burnley, Pendle & Rossendale Council for Voluntary Service.

**2. STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)**

**(ii) Finance**

The purpose of this sub-committee is to gather and provide information, guidance and recommendations for the full Board of Trustees on the financial direction and requirements of Burnley, Pendle & Rossendale Council for Voluntary Service.

**(iii) Chief Officer**

The Chief Officer manages the day to day administration of the charity and its projects and is responsible for implementing policies agreed by the Executive Committee. The Chief Officer supports the other 37 members of staff together with short term additional project personnel and volunteers as required from time to time.

In addition, task and finish groups are set up as required in regard to The CVS Centre and CVS Gannow Community Centre.

**Pay policy for senior staff**

The directors, who are the Organisation's trustees, and the senior management team, comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All directors/trustees give of their time freely and no director/trustee received remuneration in the year. Details of directors/trustees expenses are disclosed in note 10 to the accounts and details of related party transactions in note 20 to the accounts.

The pay of the senior staff is reviewed annually and normally increased in accordance with average earnings. In view of the nature of the charity, the directors benchmark against pay levels in other similar organisations of a similar size run on a voluntary basis and using the NJC pay scales and other guidance issues by ACEVO and NAVCA. NJC scales are a local government pay scales, which are extensively used in the voluntary sector and are a result of negotiations between trade unions (Unite, Unison and GMB) and Local Government Association.

Trustees carry out an annual salary review.

If recruitment has proven difficult in the recent past a market addition is also paid with the pay maximum no greater than the highest benchmarked salary for a comparable role.

**Statement of Trustee's Responsibilities**

Legislation requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Council as at the end of the financial year and of its income and resources expended for that period.

In preparing those accounts the Trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Council will continue in operational existence.

## **2. STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)**

The Trustees have overall responsibility for ensuring that the charity has appropriate systems and controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable then to ensure that financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and for their proper application as required by Charity Law, and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities and to provide reasonable assurance that:

- the charity is operating efficiently and effectively;
- all assets are safeguarded against unauthorised use or disposition and are properly applied;
- proper records are maintained and the financial information used within the charity, or for publication, is reliable;
- the charity complies with relevant laws and regulations.

Internal controls over all forms of commitment and expenditure continue to be refined to improve efficiency. Processes are in place to ensure that performance is monitored and that the appropriate management information is prepared and reviewed regularly by both the management and Board of Trustees. A programme of financial controls is in place, supervised by an appointed trustee.

The systems of internal control are designed to provide reasonable assurance against material misstatement or loss. They include:

- an operational plan and budget approved by the Trustees;
- regular consideration by the Trustees of financial results and variances from budgets;
- delegation of day to day management authority and separation of duties.

## **3. OBJECTIVES AND ACTIVITIES OF THE CHARITY**

The Charity's objects and its principal activities continue to be the promotion of any charitable purpose for the benefit of the community in Lancashire; to promote, co-ordinate, support and develop community activities and to unite citizens of all classes, both men and women, irrespective of political or religious opinion, in the promotion of health and social welfare.

The Charity is a Local Support and Development Organisation which exists to develop, support and promote voluntary action and charitable activity. This activity can be summarised in six key statements:

- (i) We provide a range of support services to groups such as training, information, advice, payroll and office functions including access to sources of funding and constitutional advice;
- (ii) We, through contact with individuals and groups, identify gaps in the provision of services and develop initiatives to meet those needs;
- (iii) We bring together voluntary, community and faith organisations to discuss issues of common concern. This helps avoid duplication of effort and helps to ensure that groups work together;
- (iv) We help to disseminate information about statutory service provision and development;
- (v) We represent the views of the voluntary sector on many statutory led committees;
- (vi) We are engaged in strategic partnership activity.

In addition, the charity delivers direct services to the community.

In setting and reviewing our objectives and planning our activities, the Trustees have given careful consideration to the Charity Commission's General Guidance on public benefit. Our work is designed to support voluntary activity and develop the vitality of the voluntary, community and faith sector to improve lives and neighbourhoods.

#### **4. STRATEGIC REPORT**

The description under the headings "Achievements and performance" and "Financial Review" meet the company law requirements for the trustees to present a strategic report.

#### **5. ACHIEVEMENTS AND PERFORMANCE**

During March 2020 the Country was locked down because of the Covid-19 pandemic. This was followed by huge uncertainty as the pandemic created unprecedented conditions and issues for people.

Burnley, Pendle & Rossendale Council for Voluntary Service worked closely with the hubs in each area which were set up to support the response to the Covid 19 pandemic. The year's activities have focussed on the need and demand identified in supporting people and community group. Many organisations closed their doors as the volunteers themselves had to isolate, others saw a huge increase in demand and needed to adapt their delivery.

Burnley, Pendle & Rossendale Council for Voluntary Service concentrated resources immediately; working with our partners to ensure that many scared people were able to access support quickly.

Most of the Burnley, Pendle & Rossendale Council for Voluntary Service staff remained working from our offices. Arrangements were made for home working for those who were clinically vulnerable. We did not use the furlough scheme.

Many staff also contributed volunteer hours (over and above their paid role) freely giving up their evenings, weekend and bank holidays.

The year's key objectives and the impact of our achievements are summarised below. There is a lot more information in our Annual Impact Report.

- The CEO and senior team attended over **400** strategic network meetings, building and developing relationships and partnerships.
- The team received and completed **almost 4,000** referrals from the hubs for support across a wide range of things.
- The social prescribing programme team received and completed actions for over **1,500** referrals.
- Interest in volunteering to support the Covid response was received from over **1,000** people. The volunteers who completed registration and mandatory training provided over **3,500** hours of support.
- We continued to support people into other volunteer roles (outside of Burnley, Pendle & Rossendale Council for Voluntary Service) and filled 64 vacancies.
- We applied for and received additional funding aimed specifically at supporting the Covid-19 response and our thanks go to the funders for making that process as simple and as quick as possible.
- We received generous donations to support the response work.
- We provided over **830** hours of in-depth support to over **500** organisations providing a broad range of development and capacity building support, training from advice on establishment to governance to funding information and support for expansion. And of course, adapting services to be able to support others.
- Our website had over 200,000 visits to access information. Facebook and Twitter have increasing numbers of followers.
- Over **1,100** food parcels were distributed from our Gannow Centre.
- Total of **£592,152** (including Gannow Big Local monies) awarded through CVS to support people and groups, some of which was specific to the Covid response programmes. This figure however does not include funding issued directly from Cliviger Parish Council.
- **£374,833** funding awarded to Voluntary, Community and Faith groups.
- **£217,319** to individuals.



## 5. ACHIEVEMENTS AND PERFORMANCE (Continued)

- We put refurbishment in our buildings on hold.
- We completed year 3 of delivering the Reaching Communities- Growing Gannow project. 3 members of staff are based in the Centre where a food share enabled people to get food and other essentials that were needed.
- Over **6,000** people visited the 2 centres over the year, despite the fact that the buildings were closed to the public.
- We have maintained a lease on a property in Nelson and have 2 offices in the AB & D Centre in Bacup. These provide bases for outreach staff.
- The Social Prescribing programme has seen ongoing growth as our Community Connector team, who had been joined by 6 full time Social Prescribing Link workers in early 2020, saw more additional workers recruited to respond to the increasing demand.
- The appointment of our CEO (in a partnership) as the North West regional lead for NASP (National Academy for Social Prescribing) means that we are involved in the national agenda.
- OUR CEO was a Guest speaker at the NASP launch in November 2020.
- The work with Gannow Big Local as the LTO (locally trusted organisation) has continued with support during the pandemic. An additional investment was received to support local residents through this period.
- Our Volunteer Transport scheme has provided 2,094 journeys this year & registered 50 new passengers. There was a reduction in journeys as people were unable to go out to join activities. However, the drivers stepped up and supported 100s of people with shopping requests, delivering medication etc. and as winter approached delivering oximeters for the Covid virtual ward.
- We continue to use social media including Facebook and Twitter which enable us to communicate effectively and speedily with our contacts.
- Examples include **an average of over 8,500** unique visitors to our website each quarter. In total over **203,000** visits over the year.

Our services and support are available to members and non-members alike although some require fully paid-up membership.

No Trustee has received any private benefit from the charity.

## 6. FINANCIAL REVIEW

The Statement of Financial Activities shows net surplus for the year of £328,575 and our reserves stand at £1,383,717 in total, as shown on page 16. The net surplus for the year of £328,575 is made up of a surplus of £182,097 on unrestricted funds and a surplus of £146,478 on restricted funds.

### Reserves Policy

The Executive Committee have established a policy whereby the unrestricted funds not committed or invested in fixed assets ("the free reserves") held by CVS should be approximately six months of total income. At this level, the Executive Committee feels that they would be able to continue the current activities of CVS in the event of a short-term unexpected drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed were this to happen.

The Trustees have considered the need for the Charity to sustain a level of reserves commensurate with its needs. In doing so, the Trustees have reflected that: -

- funding is not always clear or confirmed at the start of any financial year;
- funding is often paid in arrears;
- the Charity has an obligation to pay its bills expeditiously
- some staff contracts will be fixed term, limited to specific projects or permanent and, in the light of changing legislation, will attract redundancy pay entitlement.

The Trustees recognise that the charity is now at that state and will continue to monitor both the level and impact. The trustees are investing the free reserves to support the charity's activities.

**6. FINANCIAL REVIEW (CONTINUED)**

**Reserves Policy (continued)**

At present, the free reserves for the General Fund, which stand at £652,168 (2020: £473,202), are below the level set by the policy. The Executive Committee are currently monitoring the position and considering ways in which to raise additional unrestricted funds.

**Principle Risks and Uncertainty**

The trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity faces;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank, and active management of trade debtors and creditors balances to ensure sufficient working capital by the charity.

Attention has also been focussed on non-financial risks arising from fire, health and safety of staff, volunteers and the public. These risks are managed by ensuring relevant accreditation is up to date, having robust policies and procedures in place, and regular awareness training for staff.

**Significant Events**

Burnley Pendle & Rossendale Council for Voluntary Service adopted and approved a business continuity plan which is reviewed and amended on an annual basis.

The purpose of this business continuity plan is to prepare Burnley, Pendle & Rossendale Council for Voluntary Service in the event of extended service outages caused by factors beyond our control (e.g., natural disasters, man-made events), and to restore services to the widest extent possible in a minimum time frame. All Burnley, Pendle & Rossendale Council for Voluntary Service sites are expected to implement preventive measures whenever possible to minimize operational disruptions and to recover as rapidly as possible when an incident occurs.

The plan identifies vulnerabilities and recommends necessary measures to prevent extended communications service outages. It is a plan that encompasses all Burnley, Pendle & Rossendale Council for Voluntary Service outreach sites and operations facilities.

This plan enabled CVS to react quickly, effectively and efficiently over the 12-month period of this report as the Covid-19 pandemic demanded immediate and then ongoing changes to our project delivery to ensure the safety of staff, volunteers and our beneficiaries.

The plan will be reviewed following the AGM and updated with learning.

**General Fund**

Any surplus funds are left to accumulate in the General Reserve where they will be held to form the financial basis for future development, extension and provision of services for the people of Burnley, Pendle and Rossendale.

**Grant Making Policy**

CVS receives monies from various bodies which it then seeks to distribute to organisations and individuals in response to applications sought and received. In particular, CVS invites applications for funding to the CCG Prescription for Wellbeing Grant, the Gannow Big Local Community Fund and the

## **6. FINANCIAL REVIEW (CONTINUED)**

### **Grant Making Policy (continued)**

Eric Wright Charitable Trust. Applications are considered by independent funding panels that are convened by CVS with appropriate expertise and representation to ensure impartiality. The panel independently / collectively review each application against specific criteria, set by the agency which gave the initial monies to CVS to administer. If the grant application is approved, CVS advises the applicant, provides constructive feedback (on request), and offer appropriate post application support. The successful applicant will receive the Terms and Conditions and evaluation process. CVS will continue to provide support to all successful applicants during the life cycle of the grant/fund.

Additionally, CVS distributes invested funds to provide relief for distress suffered by families in the Burnley area. It distributes sums amounting to no more than the annual interest and reserves from the investment fund each year. Criteria for the distribution of such grants are specified in the Trust Deed and the distribution policy is reviewed annually by the Trustees. Applications must come from an intermediary organisation and grants are paid to suppliers of services and goods not in cash to the family in distress.

Other miscellaneous amounts of money are received by CVS from a variety of sources on an ad hoc basis. Such grants are paid out by CVS in accordance with any instructions specified by the original grant donor.

Funds for CVS grant making are restricted or designated funds from donations, grants or funding arrangements made to CVS.

### **Investment Policy and Performance**

Under the Articles of Association, CVS has the power to make any investment which the Executive Committee Members see fit. The Committee has considered the most appropriate policy for investing funds and has found that specialised unit trusts, designed for the charity sector, meet their requirements ethically and on a long term view to generate both income and capital growth.

### **Investment Policy and Performance (Continued)**

The Executive Committee consider the return on investments, at approximately 2.92% in the year (2020: 3.46%), to be satisfactory given the difficult current economic market. The rate of interest achieved on bank deposits ranged from approximately 0.75% to 1.65% which is poor but the best that can be obtained given the current market rates. The charity will continue to actively look to achieve the best possible return on its investments.

### **Tangible Fixed Assets**

Details of movements in Fixed Assets are set out in Note 11 and Investments summarised in Note 12 to the Accounts.

### **Funding**

The present level of funding is adequate to support the continuation of CVS's projects for the short term, and the Executive Committee Members consider the financial position of CVS to be satisfactory. Future funding is applied for and given the support of local authorities, government agencies and other funding bodies, CVS intends to continue its core activities together with such additional projects as can be arranged with specific financial support from third parties.

### **Pension Scheme**

CVS participates in a multi-employer pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. As at 31<sup>st</sup> March, 2021 the fund was in deficit and the net present value of the deficit reduction contributions payable by CVS under the deficit funding agreement that relates to the deficit was £8,620 (see note 25 on pages 39 to 41). The company has again chosen not to include this amount as a liability, to be consistent. Full disclosure is made in the notes to the accounts. The trustees are taking professional advice as to how to address this deficit and mitigate any future risks.



## **7. PLANS FOR FUTURE PERIODS**

During 2021/22, we remain fortunate in that we have funding in place to deliver all of our activities and will be launching additional projects of support.

The profile of CVS rose during the pandemic as we reacted quickly and efficiently to support people and the wider VCG groups.

Early in the new financial year CVS worked in partnership with the hubs in the 3 districts to respond to the Covid-19 pandemic. The plans that CVS had laid in the previous year generally put us in an excellent place and enabled an immediate response working in partnership with the hubs across our three districts.

- We will continue to review, develop and update our strategy and business plans to continue to develop our vision and model to deliver our objectives.
- We will present special resolutions at the November 2021 Annual General Meeting to update our Articles of Association.
- We will work with partners to open opportunities to bid for grants and contracts to support delivery of our charitable objects.
- We will continue to develop and be involved in consortia to support the sector.
- We will look to develop effective, proven as well as innovative ways of project delivery.
- We will work in partnership with statutory agencies to ensure that the sector influences policy development and service design.
- We will continue to strengthen and enhance our approach to impact measurement.
- We will review the facilities and usage of the CVS buildings on Yorkshire St, Gannow Community Centre in Burnley, the CVS centre building in Nelson, and our presence in Rossendale.
- We will continue to invest in our information technology and communications systems to improve the services we offer.
- We will continue to support our groups and volunteer programmes within the resources we have.
- We will maintain delivery and development of the Big Local Gannow programme.
- We will deliver the NHS East Lancs Clinical Commissioning Group's Social Prescribing small grants scheme and the Social Prescribing Link Worker programme and will continue to seek and develop opportunities and relationships to encourage statutory agency investment for this kind of support for Voluntary, Community and Faith groups.
- We will develop the links made through the NASP (National Academy for Social Prescribing) and the Thriving Communities programme.
- We will continue to develop our existing project delivery: Children and Young People services, Volunteer Community Transport, Volunteering and Social Prescribing as well as looking at new opportunities that benefit our communities.
- We will invest, from our reserves when needed, to strengthen the core services offered.

## **8. AUDITORS**

The Auditors, Messrs. Ashworth Moulds have signified their willingness to remain in office. A Resolution to re-appoint them will be proposed at the Annual General Meeting.

**9. STATEMENT OF DISCLOSURE**

- (a) So far as the trustees are aware, there is no relevant audit information of which the company's auditors are unaware, and
- (b) They have taken all the steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**10 APPROVAL**

This report was approved by the Executive Committee Members and Trustees on and signed on their behalf:-

Mrs. S. Biggs (Chairman)

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## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

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### **Opinion**

We have audited the financial statements of Burnley, Pendle & Rossendale Council for Voluntary Service (the "charitable company") for the year ended 31st March, 2021 which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Statement), the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *"The Financial Reporting Standard applicable in the UK and Republic of Ireland"* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March, 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions, that individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report

### **Other information**

The other information comprises the information included in the Chairman's Report and Trustees' Report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF**

### **BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

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#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report included within the Trustees' Report.

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

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

#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on pages 3 and 4, the trustees, who are also the directors of the charitable company for the purposes of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatement in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

### BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

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#### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- we identified the laws and regulations applicable to the charitable company through discussions with trustees and other management, and from our commercial knowledge and experience of the charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the Financial Reporting Standard (FRS 102), the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006, the Charities Act 2011 and taxation legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management; and
- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of the trustees and management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations

#### **Audit response to risks identified**

We addressed detecting material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, as follows:

##### **Risks identified**

Risk of fraud through management bias and override of controls

##### **Audit response**

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias;
- assessed whether judgement and assumptions made in determining the allocation of funds to the appropriate categories of Unrestricted, Designated and Restricted funds were indicative of potential bias.
- reviewed the controls relating to completeness of income including sample testing of income transactions to determine appropriate allocation to the correct accounting period, entitlement and categorisation; and
- investigated the rationale behind significant or unusual transactions.

Risk of irregularities and non-compliance with laws and regulations

- agreeing financial statement disclosures to underlying supporting documentation;

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF**

### **BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

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There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing Standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### **Use of our report**

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

**Mark Holmes BA FCA (Senior Statutory Auditor)**  
**for and on behalf of Ashworth Moulds**  
**Chartered Accountants, Statutory Auditor**

**11 Nicholas Street**  
**Burnley**  
**BB11 2AL**

BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE STATEMENT)

YEAR ENDED 31ST MARCH, 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Year ended 31.03.21 Total Funds £	Unrestricted Funds £	Restricted Funds £	Year ended 31.03.20 Total Funds £
<b>INCOME AND ENDOWMENTS FROM:-</b>							
Donations and Legacies	2	5,056	7,710	12,766	8,648	3,304	11,952
Charitable Activities	4-5	391,226	1,544,922	1,936,148	198,945	824,033	1,022,978
Investment Income	3	4,428	1,917	6,345	4,873	1,879	6,752
<b>TOTAL INCOME AND ENDOWMENTS</b>		<b>400,710</b>	<b>1,554,549</b>	<b>1,955,259</b>	<b>212,466</b>	<b>829,216</b>	<b>1,041,682</b>
<b>EXPENDITURE ON:</b>							
	7-8						
Charitable Activities		217,144	1,420,736	1,637,880	284,246	829,400	1,113,646
<b>TOTAL EXPENDITURE</b>		<b>217,144</b>	<b>1,420,736</b>	<b>1,637,880</b>	<b>284,246</b>	<b>829,400</b>	<b>1,113,646</b>
<b>Net Gains/(Losses) on Investments</b>	12	-	11,196	11,196	-	(1,772)	(1,772)
<b>NET EXPENDITURE</b>		<b>183,566</b>	<b>145,009</b>	<b>328,575</b>	<b>(71,780)</b>	<b>(1,956)</b>	<b>(73,736)</b>
<b>Transfers between Funds</b>	23	(1,469)	1,469	-	(20,861)	20,861	-
<b>NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>182,097</b>	<b>146,478</b>	<b>328,575</b>	<b>(92,641)</b>	<b>18,905</b>	<b>(73,736)</b>
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>182,097</b>	<b>146,478</b>	<b>328,575</b>	<b>(92,641)</b>	<b>18,905</b>	<b>(73,736)</b>
<b>Reconciliation of Funds</b>							
Total Funds Brought Forward at 01.04.20		484,311	570,831	1,055,142	576,952	551,926	1,128,878
<b>TOTAL FUNDS CARRIED FORWARD AT 31.03.21</b>	23	<b>666,408</b>	<b>717,309</b>	<b>1,383,717</b>	<b>484,311</b>	<b>570,831</b>	<b>1,055,142</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 16 to 42 form an integral part of these accounts.



**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
**Company Registration Number 3328219 (England and Wales)**

**BALANCE SHEET AS AT 31ST MARCH, 2021**

	NOTES	2021		2020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Buildings and Fixtures, Fittings and Equipment	11		388,316		394,128
Investments	12		65,377		54,181
<b>TOTAL FIXED ASSETS</b>			<b>453,693</b>		<b>448,309</b>
<b>CURRENT ASSETS</b>					
Debtors and Prepayments	13	275,665		137,935	
Cash at Bank and in Hand	14	751,042		591,472	
<b>TOTAL CURRENT ASSETS</b>		<b>1,026,707</b>		<b>729,407</b>	
<b>Creditors : Amounts falling due within one year</b>	15	<b>96,683</b>		<b>122,574</b>	
<b>NET CURRENT ASSETS</b>			<b>930,024</b>		<b>606,833</b>
<b>TOTAL ASSETS LESS LIABILITIES</b>			<b>1,383,717</b>		<b>1,055,142</b>
<b>THE FUNDS OF THE CHARITY</b>					
Unrestricted	23		666,408		484,311
Restricted	23		717,309		570,831
<b>TOTAL CHARITY FUNDS</b>			<b>£ 1,383,717</b>		<b>£ 1,055,142</b>

The notes on pages 16 to 42 form an integral part of these accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved by the Executive Committee Members and Trustees on

and signed on their behalf:-

..... Mrs. S. Biggs (Chairman)

..... Mrs. M. Lishman (Vice Chair)



**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
**YEAR ENDED 31 MARCH 2021**  
**STATEMENT OF CASH FLOWS**

	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Cash Flows from Operating Activities:</b>			
<b>Net Cash Provided By / (Used In) Operating Activities</b>	<b>1</b>	<u>153,225</u>	<u>(61,285)</u>
<b>Cash Flows from Investing Activities</b>			
Interest from Investments		<u>6,345</u>	<u>6,752</u>
<b>Net Cash Provided By / (Used In) Investing Activities</b>		<u>6,345</u>	<u>6,752</u>
<b>Change in Cash and Cash Equivalents in the Year</b>		159,570	(54,533)
Cash and Cash Equivalents at the Beginning of the Year		591,472	646,005
<b>Cash and Cash Equivalents at the End of Year</b>	<b>2</b>	<u><u>£ 751,042</u></u>	<u><u>591,472</u></u>
<b>1 Reconciliation of Net Income/(Expenditure) to Net Cash Flow from Operating Activities</b>		<b>2021 £</b>	<b>2020 £</b>
Net Income/(Expenditure) for the Reporting Period (as per the Statement of Financial Activities)		328,575	(73,736)
Adjustments for:			
Depreciation Charges		20,248	18,398
Investment Income		(6,345)	(6,752)
Profit on Investments		(11,196)	1,772
Purchase of Fixed Assets		(14,436)	(14,152)
(Increase)/ Decrease in Debtors		(137,730)	(43,719)
(Decrease) / Increase in Creditors		<u>(25,891)</u>	<u>56,904</u>
<b>Net Cash Provided By / (Used In) Operating Activities</b>		<u><u>153,225</u></u>	<u><u>(61,285)</u></u>
<b>2 Analysis of Cash and Cash Equivalents</b>		<b>2021 £</b>	<b>2020 £</b>
Cash in Hand		418,720	264,251
Notice Deposits (less than 3 months)		<u>332,322</u>	<u>327,221</u>
		<u><u>751,042</u></u>	<u><u>591,472</u></u>

**3 Analysis of Changes in Net Funds**

The charity had no debt during the year.

## **1 ACCOUNTING POLICIES**

### **Company Information**

Burnley, Pendle & Rossendale Council for Voluntary Service is a company limited by guarantee incorporated in England and Wales. The registered office is at The CVS Centre (formerly the East Lancashire Voluntary Sector Resource Centre), 62/64 Yorkshire Street, Burnley, Lancashire BB11 3BT.

#### **1.1 Basis of Accounting**

The accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January, 2019. The charity is a Public Benefit Entity as defined by FRS 102. Assets and liabilities are initially recorded at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

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

#### **1.2 Going Concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees have taken into account the impact of COVID-19 on their assessment of going concern. The charity has adequate cash reserves and available unrestricted funds. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the accounts.

#### **1.3 Fund Accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor.

**1 ACCOUNTING POLICIES (CONTINUED)**

**1.4 Income**

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy, and it is probable that the income will be received. The following specific policies are applied to particular categories of income.

- Donations and legacies income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Income from grants, service level agreements and contracts where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts as they cannot be measured easily and are not considered significant.
- Investment income is included when receivable.

**1.5 Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 7.

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2021**

**NOTES TO THE ACCOUNTS (CONTINUED)**

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**1 ACCOUNTING POLICIES (CONTINUED)**

**1.6 Tangible Fixed Assets**

All material expenditure on the acquisition of fixed assets is capitalised at the amount expended.

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets less their estimated residual value, over their expected useful lives as follows:-

Freehold land and buildings	2% straight line basis
Fixtures, fittings and equipment	15% - 25% straight line basis
Motor vehicles	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to the Statement of Financial Activities.

- 1.7** At each reporting period end date, the charity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the charity estimates the recoverable amount of the cash-generating unit to which the asset belongs.

**1.8 Investments**

Investments are stated at market value. Realised and unrealised gains and losses are dealt with in the Statement of Financial Activities. Investment income plus associated tax recoverable is credited to income on an accruals basis, using dates of payment for dividends.

**1.9 Cash at Bank and in Hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.10 Financial Instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instrument Issues' of FRS 102 to all of its financial instruments.

A financial instrument is a contract giving rise to a financial asset (such as trade and other debtors, cash and bank balances) or a financial liability (such as trade and other creditors, bank and other loans, hire purchase and lease creditors).

Financial instruments are recognised in the charity's balance sheet when the charity becomes a party to the contractual provisions of the instrument.

## 1 ACCOUNTING POLICIES (CONTINUED)

### 1.10 Financial Instruments (continued)

All the charity's financial instruments are basic financial instruments and are recognised at amortised cost using the effective interest method.

**Amortised cost:** the original transaction value, less amounts settled, less any adjustment for impairment.

**Effective interest method:** where a financial instrument falls due more than 12 months after the balance sheet date and is subject to a rate of interest which is below a market rate, the original transaction value is discounted using a market rate of interest to give the net present value of future cash flows.

**Derecognition of financial instruments**

Financial assets cease to be recognised only when the contractual rights to the cash flows expire, or when substantially all the risks and rewards of ownership are transferred to another entity.

Financial liabilities cease to be recognised when and only when the charity's obligations are discharged, cancelled, or they expire.

### 1.11 Value Added

Value added tax is not recoverable by CVS and as such it is included in the relevant costs in the Statement of Financial Activities.

### 1.12 Corporation Tax

No taxation charge is included in the accounts since the charity has been set up for charitable purposes and has been accepted as being a charity for tax purposes.

### 1.13 Employee Benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

### 1.14 Pensions

The pensions costs charged in the financial statements represent the contributions payable by the charity during the year.

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
**YEAR ENDED 31ST MARCH, 2021**  
**NOTES TO THE ACCOUNTS (CONTINUED)**

	Core Activities	Carers Service	Volunteering	Gannow Community Centre and The CVS Centre	Community Capacity Bdg, Dev & Empowerment	Year ended 31.03.21 Total	Year ended 31.03.20 Total
	£	£	£	£	£	£	£
<b>2 Income from Donations and Legacies</b>							
Donations	3,986	8,434	130	116	100	12,766	11,952
<b>3 Income from Investments</b>							
Bank interest	4,435	-	-	-	-	4,435	4,880
Other	1,910	-	-	-	-	1,910	1,872
	6,345	-	-	-	-	6,345	6,752
<b>4 Income from Charitable Activities</b>							
SLA Grants (see note 5)	1,011,019	107,090	72,466	71,006	440,991	1,702,572	844,584
Rents & Service Charge Receivable	-	-	-	64,218	-	64,218	66,513
Payroll Bureau Fees	2,472	-	-	-	-	2,472	2,598
Membership Fees	2,340	-	-	-	-	2,340	1,410
Administration Fees	140,717	-	-	-	-	140,717	47,967
Other	7,294	-	-	7,054	-	14,348	31,661
Seminars/Room Hire	-	-	-	9,481	-	9,481	28,245
	1,163,842	107,090	72,466	151,759	440,991	1,936,148	1,022,978

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2021**

**NOTES TO THE ACCOUNTS (CONTINUED)**

	Core Activities	Carers Service	Volunteering	Gannow Community Centre and The CVS Centre	Community Capacity Bdg, Dev & Empowerment	Year ended 31.03.21 Total	Year ended 31.03.20 Total
	£	£	£	£	£	£	£
<b>5 Grant Providers - SLAs</b>							
Burnley Borough Council	157,139	-	-	2,984	10,954	171,077	23,000
Lancashire County Council	-	-	-	-	3,728	3,728	5,420
East Lancs NHS	-	-	-	-	-	-	62,570
Pendle Borough Council	85,142	-	-	-	-	85,142	16,115
Rossendale Borough Council	65,970	-	-	-	-	65,970	-
Big Local Trust	-	-	-	-	-	-	150,693
NHS East Lancs CCG	558,440	40,000	5,296	-	143,004	746,740	-
NHS Blackburn with Darwen CCG	3,182	-	-	-	-	3,182	-
Community Foundation	8,500	6,000	-	-	-	14,500	-
East Lancs Clinical Commissioning Grp	-	-	-	-	-	-	329,668
Gannow Big Local	-	-	-	-	267,331	267,331	-
NAVCA	3,000	-	-	-	-	3,000	-
Little Green Bus	-	-	40,440	-	-	40,440	51,263
Children in Need	-	51,090	-	-	-	51,090	58,780
National Lottery Community Fund	35,502	-	-	14,000	-	49,502	-
National Association of Social Prescribing	67,744	-	-	-	-	67,744	-
Lancashire Association of CVS	-	-	26,730	-	15,974	42,704	49,388
Big Lottery Fund and ESF Building Better Opportunities Grant	-	-	-	-	-	-	2,819
Big Lottery Fund Reaching Communities Grant	-	-	-	47,022	-	47,022	64,022
Lancashire Police and Crime Commissioner	6,000	-	-	-	-	6,000	4,000
The Rank Foundation	18,000	-	-	7,000	-	25,000	-
Eric Wright Charitable Trust	-	-	-	-	-	-	20,000
Nelson District Nursing Association	2,000	-	-	-	-	2,000	-
Pilgrim Trust	-	10,000	-	-	-	10,000	2,500
Bibas Foundation	-	-	-	-	-	-	3,846
Other	400	-	-	-	-	400	500
	1,011,019	107,090	72,466	71,006	440,991	1,702,572	844,584

**6 Grants Received as Agent**

**i) Burnley Wood Community Centre**

During the year ended 31st March, 2020 CVS received £5,000 from Burnley Borough Council following the closure of Burnley Wood community centre in order to pay outstanding utility bills for the centre of £3,999. This left a balance of £1,001 as at 31st March, 2020 and this has been included in CVS's accounts as "Other Creditors" as at 31st March, 2020. The balance is unchanged at 31st March, 2021.

**ii) Padiham Flood Fund**

In the year ended 31st March, 2016 CVS was asked by Burnley Borough Council to hold donations received in relation to the Padiham Flood fund and pay grants out from the fund as requested. Donations totalling £4,941 were received and payments made of £550 in the year ended 31st March, 2016 leaving a balance of £4,391 as at 31st March, 2016. In the year ended 31st March, 2017 further donations of £962 were received and payments of £4,803 made. This left a balance of £550 as at 31st March, 2017 and at subsequent year ends until the monies were paid over to Padiham Town Council during the year ended 31st March, 2020.

**iii) Canalside Project Monies**

At 1st April, 2018 CVS was holding £288 on behalf of the Canalside Community Association. During the year ended 31st March, 2019 there was expenditure of £273 on tuck shop and arts and craft items leaving a balance of £15. This was shown under creditors as "Monies Held for Others" as at 31st March, 2019. During the year ended 31st March, 2020 the remaining monies were used on arts and craft activities leaving a balance of nil as at 31st March, 2020.

BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

YEAR ENDED 31ST MARCH, 2021

NOTES TO THE ACCOUNTS (CONTINUED)

7 TOTAL EXPENDITURE

		Basis of Allocation	Core Activities	Carers Service	Volunteering	Gannow Community Centre and The CVS Centre	Community Capacity Bdg, Dev & Empowerment	Year ended 31.03.21 Total	Year ended 31.03.20 Total
<b>Costs Directly Allocated to Activities</b>									
Staff Costs (including Pension Costs)	Direct		360,188	47,238	42,443	84,378	37,189	571,436	449,909
Travel and Other Expenses - Staff	Direct		4,318	1,798	-	87	135	6,338	10,165
Travel and Other Expenses - Volunteers	Direct		15,686	-	3,256	220	798	19,960	27,468
Grant Funding (see note 8)	Direct		393,659	-	-	-	198,493	592,152	203,784
Direct Expenditure for Community Projects	Direct		13,975	1,718	-	2,615	5,328	23,636	111,052
Premises Costs	Direct		-	-	-	21,008	-	21,008	25,094
Respite Costs	Direct		-	370	-	-	-	370	5,805
Fundraising and Publicity	Direct		-	-	-	-	-	-	1,253
Other Expenses	Direct		37	6	4	12	4	63	398
Legal and Professional Fees	Direct		-	-	-	-	-	-	-
Audit Fees - Statutory	Direct		4,107	564	480	1,543	673	7,367	7,537
<b>Support Costs Allocated to Activities</b>									
Premises Costs	Floor Area		30,014	4,303	4,906	13,528	31,754	84,505	58,972
General Office and Finance Staff	Staff Time		86,039	1,324	1,382	9,338	25,481	123,564	89,165
Training Costs	Usage		457	299	577	148	3,710	5,191	15,703
Project Administration Fees	Usage		85,930	5,300	1,400	5,400	27,188	125,218	51,194
Communications	Usage		11,482	862	1,342	3,340	3,732	20,758	23,894
Advertising, Fees & Subs	Usage		5,326	829	438	1,843	424	8,860	9,055
Depreciation	Usage		5,955	185	5	13,735	368	20,248	18,398
Other Expenses	Usage		107	10	-	2,124	2,419	4,660	2,289
Accountancy	Staff Time		1,333	224	250	515	224	2,546	2,511
			<b>1,018,613</b>	<b>65,030</b>	<b>56,483</b>	<b>159,834</b>	<b>337,920</b>	<b>1,637,880</b>	<b>1,113,646</b>

Notes:

i) Some of the categories of support costs include expenses which have been allocated on various different basis. The method of allocation disclosed is that which relates to the major cost within the category.

Some of the amounts shown under support costs may actually include a small element of costs which in theory could be attributable directly to activities. However, it is not possible to easily separate these costs from the support element and so they have all been included together.



**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2021**

**NOTES TO THE ACCOUNTS (CONTINUED)**

<b>8 ANALYSIS OF GRANT FUNDING</b>	<b>Grants to Institutions</b>	<b>Grants to Individuals</b>
Core Activities	176,340	217,319
Building Development and Empowerment	198,493	-
	<b>£ 374,833</b>	<b>£ 217,319</b>

**Grant Funding to Institutions:**

Large grants to institutions:		
Prescription for Wellbeing	Pendle Leisure Ltd grant	30,000
Big Local	Burnley Leisure Youth Engagement	40,000
	New Era grant for babies and toddlers	28,199
Population Health Mangement	Pennine Lancashire Community Farm	18,973
Small grants to institutions		257,661
	<b>£ 374,833</b>	

There were 76 smaller grants awarded in the year. These grants ranged from £20 to £10,000 the average being £3,390 per grant.

These grants were made to a number of voluntary, community and faith sector organisations including local sports and youth clubs in order to promote volunteering, community development and social cohesion.

	<b>Year ended 31.03.21</b>	<b>Year ended 31.03.20</b>
<b>9 NET INCOME / (EXPENDITURE) FOR THE YEAR</b>		
This is stated after charging:-		
Depreciation	£ 20,248	£ 18,398
Auditors Remuneration	£ 7,367	£ 7,537
Accountancy Services	£ 2,546	£ 2,511

**10 STAFF COSTS**

Wages and Salaries	627,781	487,760
Social Security Costs	43,490	31,808
Pension Costs (See note 18)	23,729	19,506
	<b>£ 695,000</b>	<b>£ 539,074</b>

No employee earned more than £60,000 per annum (2020 : £NIL ).

The charity trustees were not paid or received any other benefits from employment with CVS in the year (2020 :NIL ) neither were they reimbursed expenses during the year (2020 : £ NIL). No charity trustees received payment for professional or other services supplied to the charity.

The key management personnel comprise the charity trustees, the Chief Executive Officer, the Finance and HR Officer and the Senior Development Officer. The total employee benefits of the key management personnel of CVS were £121,738 (2020 : £ 110,483 ).

The average weekly number of staff employed by CVS during the year was as follows:-

	<b>No.</b>	<b>No.</b>
Direct Charitable Work	32	25
Administrative	6	4
	<b>38</b>	<b>29</b>

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2021**

**NOTES TO THE ACCOUNTS (CONTINUED)**

11	TANGIBLE FIXED ASSETS	Freehold Land & Buildings	Fixtures, Fittings & Equipment	Motor Vehicle	Total
	Cost				
	At 1st April, 2020	528,155	155,040	2,000	685,195
	Additions	-	14,436	-	14,436
	At 31st March, 2021	£ 528,155	£ 169,476	£ 2,000	£ 699,631
	Depreciation				
	At 1st April, 2020	164,531	125,661	875	291,067
	Charge for the Year	10,563	9,185	500	20,248
	At 31st March, 2021	£ 175,094	£ 134,846	£ 1,375	£ 311,315
	Net Book Value				
	At 31st March, 2021	£ 353,061	£ 34,630	£ 625	£ 388,316
	At 31st March, 2020	£ 363,624	£ 29,379	£ 1,125	£ 394,128
12	INVESTMENTS			Year ended 31.03.21	Year ended 31.03.20
	3,647 Income Units held in COIF charity fund for the League of Social Services Distress Fund at market valuation			65,377	54,181
	Less: Market Valuation Brought Forward			54,181	55,953
	Unrealised Gain/(Loss) for the Year (as shown in the Statement of Financial Activities)			£ 11,196	£ (1,772)
13	DEBTORS AND PREPAYMENTS				
	Trade Debtors			186,418	40,199
	Accrued Income			75,416	76,275
	Monies owed to Distress Relief Fund by Council for Voluntary Service General Fund			4,869	5,603
	Other Debtors			8,962	15,858
				£ 275,665	£ 137,935

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2021**

**NOTES TO THE ACCOUNTS (CONTINUED)**

		<b>Year ended 31.03.21</b>	<b>Year ended 31.03.20</b>
<b>14</b>	<b>CASH AT BANK AND IN HAND</b>		
	Virgin Money		
	- Distress Relief Fund	6,925	6,918
	- Council for Voluntary Service	411,259	256,851
	Royal Bank of Scotland	2	2
	United Trust Bank	171,051	168,737
	Virgin Money - deposit account	161,271	158,484
	Cash in Hand		
	- Council for Voluntary Service	183	112
	- The CVS Centre	56	95
	- The Gannow Community Centre	295	273
		<u>£ 751,042</u>	<u>£ 591,472</u>
<b>15</b>	<b>CREDITORS AND ACCRUALS</b>		
	Trade Creditors	7,563	5,472
	Grants Received in Advance	60,535	101,865
	Other Creditor	11,535	-
	Monies owed by Council for Voluntary Service		
	General Fund to Distress Relief Fund	4,869	5,603
	Monies Held for Others	1,001	1,001
	Accrued Expenses	11,180	8,633
		<u>£ 96,683</u>	<u>£ 122,574</u>
<b>16</b>	<b>DEFERRED INCOME</b>		
	Deferred income comprises income received for a specified future time period after 1st April, 2021.		
	Balance as at 1st April, 2020	101,865	
	Amount Released to Income from Charitable Activities	(101,865)	
	Amount Deferred in Year	60,535	
		<u>£ 60,535</u>	
	Balance as at 31st March, 2021	<u>£ 60,535</u>	

**17 COMPANY STATUS**

The charity is a company limited by guarantee and without having a share capital. The guarantee is limited to £1 per member.

**18 PENSION COSTS**

The charity participates in a multi-employer pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. Membership is voluntary and the charity provides a contribution of 5% of gross salary, if matched by a minimum 5% contribution by the employee. The pension cost charge represents contributions payable by the charity to the fund and amounted to £23,729 (2020 : £ 19,506).

Note 25 provides details of a contingent liability arising from participation in this scheme.

# BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

YEAR ENDED 31ST MARCH, 2021

## NOTES TO THE ACCOUNTS (CONTINUED)

### 19 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Year ended 31st March, 2021	Unrestricted	Restricted	Total
Tangible Fixed Assets	14,240	374,076	388,316
Investments	-	65,377	65,377
Current Assets	675,349	351,358	1,026,707
Current Liabilities	(23,181)	(73,502)	(96,683)
	<u>£ 666,408</u>	<u>£ 717,309</u>	<u>£ 1,383,717</u>
Year ended 31st March, 2020	Unrestricted	Restricted	Total
Tangible Fixed Assets	11,109	383,019	394,128
Investments	-	54,181	54,181
Current Assets	488,963	240,444	729,407
Current Liabilities	(15,761)	(106,813)	(122,574)
	<u>£ 484,311</u>	<u>£ 570,831</u>	<u>£ 1,055,142</u>

### 20 RELATED PARTY TRANSACTIONS

- i) Mrs. C. Blythe is the Chief Executive of CVS and also a director / trustee of Lancashire BME Network Ltd.

In the year ended 31st March, 2021 Lancashire BME Network Ltd paid a membership fee of £15 to CVS.

- ii) In the year ended 31st March, 2021 CVS received a grant of £10,000 from Pendle Borough Council towards its core activity. This income is shown in the financial statements under incoming resources from charitable activities.

Also in the year ended 31st March, 2021 CVS received the following additional grants from Pendle Borough Council:-

Emergency Assistance Grants	
- to help those struggling to afford food and other essentials due to Covid 19	73,493
Covid Winter Fund Scheme	
- to help those most in need due to Covid 19 with the cost of food, energy, water and other essentials	11,273
	<u>£ 84,766</u>

This income is shown in the financial statements under incoming resources from charitable activities.

Pendle Borough Council also nominate councillors to be representatives on the Executive Committee of CVS. These councillors have no voting powers at CVS.

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2021**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**20 RELATED PARTY TRANSACTIONS (continued)**

- iii) In the year ended 31st March, 2021 CVS received a grant of £5,000 from Rossendale Borough Council for the Covid 19 Emergency Response Project and a further £500 for costs towards Covid travel expenses. This income is shown in the financial statements under incoming resources from charitable activities.

Also in the year ended 31st March, 2021 CVS received the following additional grants from Pendle Borough Council:-

Emergency Assistance Grants	
- to help those struggling to afford food and other essentials due to Covid 19	56,097
Covid Winter Fund Scheme	
- to help those most in need due to Covid 19 with the cost of food, energy, water and other essentials	7,516
	<hr/>
	£ 63,613
	<hr/>

This income is shown in the financial statements under incoming resources from charitable activities.

Both Mrs. J. Oakes and Mrs. B. Ashworth are trustees of CVS and also councillors of Rossendale Borough Council. Rossendale Borough Council also nominate councillors to be representatives on the Executive Committee of CVS. These councillors have no voting powers at CVS.

- iv) In the year ended 31st March, 2021 CVS received a grant of £21,500, plus a further discretionary business grant of £10,000, from Burnley Borough Council towards its core expenditure. This income is shown in the financial statements under incoming resources from charitable activities.

Also in the year ended 31st March, 2021 CVS received the following additional grants from Burnley Borough Council:-

Emergency Assistance Grants	
- to help those struggling to afford food and other essentials due to Covid 19	124,286
Covid Winter Fund Scheme	
- to help those most in need due to Covid 19 with the cost of food, energy, water and other essentials	12,427
ESOL	
- for support and co-ordination of English language courses across Burnley	10,954
Miscellaneous	3,682
	<hr/>
	£ 151,349
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This income is shown in the financial statements under incoming resources from charitable activities.

Both Mrs. M. Lishman and Ms. L. Pate are trustees of CVS and also councillors of Burnley Borough Council. Burnley Borough Council also nominate two councillors to be representatives on the Executive Committee of CVS. These councillors have no voting powers at CVS.

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE****YEAR ENDED 31ST MARCH, 2021****NOTES TO THE ACCOUNTS (CONTINUED)****20 RELATED PARTY TRANSACTIONS (continued)**

- v) Mrs. C. Blythe is the Chief Executive of CVS and Mrs. N. Zaman is a trustee of CVS. They are both a director / trustee of Lancashire Association of Councils for Voluntary Service.

Details are provided below of monies receivable from Lancashire Association of Councils for Voluntary Service, and amounts expended from them, in the year ended 31st March, 2021:-

	Receivable	Expended
ESIF Passport to Health and Employment Project	26,730	20,127
ESOL Project	15,974	23,506
	<u>£ 42,704</u>	<u>£ 43,633</u>

The main expenditure was on salaries, premises and communications costs.

- vi) All the trustees are nominated by a member group or are individual members and they pay an annual membership fee of £15 per member group or £10 per individual. The member groups which have nominated a trustee in this way are listed below:-

Belmont Community Association	Civic Pride Rossendale
Mid Pennine Arts	Seniors Together in Rossendale (STIR)
Lancashire BME Network	Big Light On
Pendle New Neighbours	Stacksteads Countryside Park Group

- vi) Mr. P. Kenyon is a trustee of CVS and also a trustee of SMILE Mediation Ltd. In the year ended 31st March, 2021 CVS paid to SMILE Mediation Ltd grants of £4,000 from the Prescription for Wellbeing fund to support communities and £6,000 from Population Health Management funding to support Covid response activities.
- vii) Mrs. J Oates is a trustee of CVS and also a trustee of Stacksteads Country Park Group. In the year ended 31st March, 2021 CVS paid grants of £1,670 and £1,420 from the Prescription for Wellbeing fund to Stacksteads Country Park Group to deliver activities to the local community.

**21 COMMITMENTS UNDER OPERATING LEASES**

As at 31st March, 2021 the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as set out below:-

	2021	2020
Land and Buildings	1,067	2,667
Equipment	12,122	17,281
	<u>£ 13,189</u>	<u>£ 19,948</u>

**22 REDUNDANCY PROVISION**

It has been calculated that an amount of £69,150 (2020 : £63,962) would be required to cover redundancy payments of employees (non-contract). No provision has been made for this in the accounts.

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2021**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**23 MOVEMENT IN FUNDS - Year ended 31st March, 2021**

	At 31.03.20	Income including gains and losses	Expenditure	Transfers	Notes	At 31.03.21
<b>Unrestricted Funds</b>						
General		348,910	(177,891)			
Communicars		45,866	(36,264)			
ESIF Project		-	(92)			
Young Carers		5,934	(2,897)			
Total Unrestricted Funds	£ 484,311	400,710	(217,144)	(1,469)	1, 2	666,408
<b>Restricted Funds</b>						
Distress Relief	66,005	13,811	(3,349)			76,467
Nelson COVID 19 Distress Relief	-	2,000	(449)			1,551
Prescription for Wellbeing	81,605	327,781	(358,680)			50,706
COVID 19 Emergency Response	2,809	16,894	(12,298)			7,405
Community Swabbing Project	-	21,804	(22,553)			(749)
Emergency Assistance Grants Programme	-	253,876	(245,173)			8,703
COVID 19 Winter Fund	-	6,677	(6,677)			-
Social Prescribing Link Worker	10,206	193,616	(191,431)			12,391
Young Carers	-	5,000	(6,472)	1,472	2	-
Young Carers - Respite	7,606	350	-			7,956
Young Carers Activity Project	(16,684)	-	(1,817)			(18,501)
Mental Health Young Carers	116	44,092	(39,176)			5,032
Looked After Children	6,308	9,998	(6,873)			9,433
Young Carers Art and Wellbeing	1,315	-	(3)			1,312
Youth Empowerment Project	1,886	-	(2,000)			(114)
Young Carers Female Empowerment	990	10,150	(5,904)			5,236
Children and Young People's Mental Health Personal Budgets	-	40,000	-			40,000
ESIF Passport to Health and Employment Project	-	26,730	(20,127)			6,603
The CVS Centre - Running	(62,399)	75,298	(73,760)			(60,861)
CVS Gannow Community Centre - Running	84,667	76,577	(75,511)			85,733
The CVS Centre - Building	217,722	-	(7,563)			210,159
CVS Gannow Community Centre - Building	140,000	-	(3,000)			137,000
Fixtures, Fittings and Equipment	708	-	-			708
Fair Share Trust	3	-	-	(3)	1	-
Big Local	(40,681)	267,331	(166,510)			60,140
ESOL Project	45,909	19,802	(28,993)			36,718
Eric Wright Small Grants Scheme	19,207	-	(7,311)			11,896
Takepart Pathfinder	565	-	-			565
ESOL (Burnley Borough Council)	-	10,954	(10,498)			456
Population Health Management	-	143,004	(124,608)			18,396
Community Investment Funds						
EL CCG Funded Social Prescribing	2,968	-	-			2,968
Total Restricted Funds	£ 570,831	1,565,745	(1,420,736)	1,469		717,309
<b>Total Funds</b>	£ 1,055,142	1,966,455	(1,637,880)	-		1,383,717

1 The balance on the Fair Share Trust restricted fund has been cleared out at 31st March, 2021 by means of a transfer to the unrestricted fund since the project has finished.

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2021**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**23 MOVEMENT IN FUNDS - Year ended 31st March, 2020**

	At 31.03.19	Income including gains and losses	Expenditure	Transfers	Notes	At 31.03.20
<b>Unrestricted Funds</b>						
General		134,855	(201,766)			
Gateway Vol/Training Engagement		-	(600)			
Communicars		56,669	(59,522)			
Rossendale Communicars		-	18			
ESIF Project		17,442	(20,410)			
Young Carers		3,500	(1,966)			
Total Unrestricted Funds	£ 576,952	212,466	(284,246)	(20,861)	1	484,311
<b>Restricted Funds</b>						
Distress Relief	70,579	1,879	(6,453)			66,005
Prescription for Wellbeing	97,008	329,668	(345,071)			81,605
COVID19 Emergency Response	-	3,000	(191)			2,809
Social Prescribing Link Worker	-	45,649	(35,443)			10,206
Young Carers - Respite	7,706	1,495	(1,595)			7,606
Young Carers Activity Project	(6,364)	1,470	(11,790)			(16,684)
Mental Health Young Carers	(6,854)	48,901	(41,931)			116
Looked After Children	2,138	9,879	(5,709)			6,308
Young Carers Art and Wellbeing	2,950	-	(1,635)			1,315
Youth Empowerment Project	1,147	3,846	(3,107)			1,886
Young Carers Female Empowerment	-	2,500	(1,510)			990
The CVS Centre - Running	(59,308)	74,095	(77,186)			(62,399)
CVS Gannow Community Centre - Running	67,402	91,311	(74,046)			84,667
The CVS Centre - Building	225,285	-	(7,563)			217,722
CVS Gannow Community Centre - Building	143,000	-	(3,000)			140,000
Fixtures, Fittings and Equipment	708	-	-			708
Fair Share Trust	21	-	(18)			3
Big Local	(25,907)	150,693	(165,467)			(40,681)
Big Lottery Fund and ESF Building Better Opportunities Grant	(16,541)	2,819	(7,853)	21,575	1	-
ESOL Project	36,713	42,011	(32,815)			45,909
Eric Wright Small Grants Scheme	7,782	20,000	(8,575)			19,207
Takepart Pathfinder	565	-	-			565
Volunteering ONE Lancs	186	-	-	(186)	1	-
Building Better Opportunities Project	582	-	(54)	(528)	1	-
EL CCG Funded Social Prescribing	3,128	-	(160)			2,968
Total Restricted Funds	£ 551,926	829,216	(831,172)	20,861		570,831
<b>Total Funds</b>	£ 1,128,878	1,041,682	(1,115,418)	-		1,055,142

Note:

- 1) The balances on the Volunteering ONE Lancs, Building Better Opportunities Project and Big Lottery Fund and ESF Building Better Opportunities Grant restricted funds have been cleared out at 31st March, 2020 by means of a transfer from the unrestricted fund since the projects had finished.



**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2021**

**NOTES TO THE ACCOUNTS (CONTINUED)**

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**23 MOVEMENT IN FUNDS (continued)**

**Description of Funds**

**RESTRICTED FUNDS**

**Distress Relief**

This fund was set up to provide financial assistance to people in distress within the area of Burnley.

**Nelson Covid 19 Distress Relief**

A temporary distress fund for people in Nelson as a response to Covid 19. It will provide people with ill health who are financially in need access to white goods and payment of utility bills.

**Prescription for Wellbeing**

The purpose of this fund is to provide three strands of complementary activity:-

- a programme of grants to be made available to small voluntary, community and faith groups to deliver activities supporting the East Lancs. Clinical Commissioning Group's strategic aims;
- engagement activity support where engagement and partnership brings together groups to complement activity; and
- a community navigator programme to provide handholding support to enable individuals to access community activity.

**COVID-19 Emergency Response**

Burnley, Pendle & Rossendale Council for Voluntary Service are partners in each of the district hubs set up to provide an immediate response to the COVID 19 pandemic and the national lockdown. CVS provided the resource for the volunteering offer and matching staff and volunteers to people needing help with a wide range of things, initially mainly shopping and medication. Burnley, Pendle & Rossendale Council for Voluntary Service applied for funding to support that response.

**Community Swabbing Project**

Provision of swabbers (Covid 19 testing) for hyper – local swabbing service to support swabbing in a variety of venues enabling opportunities closer to home.

**Emergency Assistance Grants Programme**

Support over a 5 month period over winter for people who are struggling to afford food and other essentials due to Covid 19.

**Covid 19 Winter Fund**

The COVID Winter Grant scheme will provide funding to use to support those most in need with the cost of food, energy (heating, cooking, lighting), water bills (including sewerage) and other essentials.

**Social Prescribing Link Worker Project**

A national project of support which enables each PCN (primary care network) to fund a Social Prescribing link worker. The link workers in our area are employed by CVS on behalf of the PCNs to carry out the work which complements and enhances the existing Social Prescribing programme.

**Young Carers**

Provide emergency food parcels for families who are struggling due to the Covid 19 pandemic.

**23 MOVEMENT IN FUNDS (continued)**

**RESTRICTED FUNDS (continued)**

**Young Carers - Respite**

Provision of respite care for young carers within the Burnley, Pendle and Rossendale area.

**Young Carers Activity Project**

To provide opportunities for respite activity for young people who have informal caring responsibilities. This project had finished by 31st March, 2021.

**Mental Health Young Carers**

Caring for someone with Mental Health or substance misuse problems. Improve young carers self-esteem and confidence and reduce isolation.

**Looked after Children**

This project delivers support sessions for Looked After Children to develop individual support plans and activities. This will lead to raised aspirations and increased confidence.

**Young Carers Art and Wellbeing**

A project working with young carers around expression through art. The project funded an artist to work with our young carers through the medium of abstract art and different techniques to develop a final piece that would be used for an exhibition.

**Youth Empowerment Project**

Working with local business, this project aims to encourage aspirations amongst young people. This project had finished by 31st March, 2021.

**Young Carers Female Empowerment Project**

A project to support and empower females, age 7 - 18, who are facing disadvantage and/or adverse childhood experiences, in particular those at risk of CSE (child sexual exploitation). It is a pilot project and funds the salary of a part time worker.

**Children and Young People's Mental Health Personal Budgets**

Referrals accepted from CAHMS (children and young people mental health service) to improve health and wellbeing and enable progression by removing barriers for involvement in activities.

**ESIF – Passport to health & Employment or Action for Job**

To help unemployed and economically inactive people into employment, training or job search (participants must be permitted to work within the UK).

**The CVS Centre - Running (formerly Voluntary Sector Resource Centre)**

Running expenses of The CVS Centre (formerly the Rachel Kay Shuttleworth Building).

**CVS Gannow Community Centre - Running**

Running expenses of the Gannow Community Centre.

**The CVS Centre - Building (formerly Rachel-Kay Shuttleworth Building)**

Represents monies given or awarded to the charity from various sources in order to purchase and renovate the Voluntary Sector Resource Centre.

## BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

YEAR ENDED 31ST MARCH, 2021

### NOTES TO THE ACCOUNTS (CONTINUED)

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#### 23 MOVEMENT IN FUNDS (continued)

##### RESTRICTED FUNDS (continued)

###### **CVS Gannow Community Centre - Building**

Represents the acquisition by the charity of the Gannow Community Centre premises on Adamson Street, Burnley.

###### **Fixtures, Fittings and Equipment**

This fund represents monies given or awarded to the charity from various sources in order to buy specific capital items.

###### **Fair Share Trust**

This is an initiative funded by the New Opportunities Fund (National Lottery) programme to target areas that suffer considerable disadvantage. The Pendle wards of Marsden, Walverden and Southfield have been identified as beneficiaries. The programme is to be delivered over a ten-year period to March 2013 and aims to build capacity, sustainability and social capital in local communities and improve the local environment.

###### **Big Local**

The Gannow area of Burnley has been designated a Big Local area to receive up to £1 million from the Big Lottery to improve the area over a ten year period. The first stage of the programme is to develop a local profile and plan. BPRCVS was asked to be the local trusted organisation to handle a Getting Started budget and employ an outreach worker.

###### **Big Lottery Fund and ESF Building Better Opportunities Grant (BB04 Project)**

Digital inclusion. Burnley, Pendle & Rossendale Council for Voluntary Service are Pennine Lead for the programme and support the delivery partners by operating a resource bank of equipment. The project finished in the year ended 31st March, 2020.

###### **ESOL Project**

This is part of the Lancashire-wide Syrian refugee resettlement project to provide support to enable adults to access ESOL classes as a pathway to integration.

###### **Eric Wright Small Grants Scheme**

Burnley, Pendle & Rossendale Council for Voluntary Service have been commissioned to facilitate a small grants programme funded by the Eric Wright Charitable Trust to support voluntary, community and faith groups in our area.

###### **Takepart Pathfinder**

The Burnley, Pendle and Rossendale Takepart Pathfinder commenced in August 2009 following a successful bid to the Department of Communities and Local Government. The main aims of the project are to support people to take a more active role in their communities and society generally by overcoming barriers and encouraging them to take on civic and civil roles. The project finished at 31st March, 2011.

###### **Volunteering ONE Lancashire**

This is a project to create a county-wide coordinated approach to volunteering. Funding is from Lancashire County Council and delivered via the One Lancashire infrastructure support programme. CVS hosts the county project manager and the local co-ordinator.

23 **MOVEMENT IN FUNDS (continued)**

**RESTRICTED FUNDS (continued)**

**ESOL (Burnley Borough Council)**

Providing coordination and volunteer recruitment support. Enabling individuals to access ESOL learning and activities to aid integration. This project had finished by 31st March, 2021.

**Population Health Management Community Investment Funds**

To deliver community led responses to help address inequalities with a focus on COVID-19 impacts.

The investment is for grass roots and community led interventions taking an asset based approach to population health to support:

- COVID positive patients.
- COVID vulnerable groups and addressing health inequalities.

**Building Better Opportunities Project (BB01/2/3 Projects)**

Burnley, Pendle & Rossendale Council for Voluntary Service are delivering this programme as part of a Lancashire-wide project overseen by the Lancashire Association of CVS. The role involves working with the Building Better Opportunities (BBO) team to deliver support to help BBO clients to access volunteering opportunities and monitor progression towards and into work. The project finished in the year ended 31st March, 2020.

**East Lancashire Clinical Commissioning Group Funded Social Prescribing**

A small grants scheme available to voluntary community & faith sector groups in Burnley, Pendle and Rossendale. The aim of the programme is to promote wellbeing, support the prevention of ill health and / or actively help reduce inappropriate use of GPs and admissions to hospitals.

**UNRESTRICTED FUNDS**

**General Fund**

Held to form the financial basis for future development, extension and provision of services for the people of Burnley, Pendle and Rossendale.

**Gateway Volunteer/Training Engagement**

To deliver activity over 5 priority areas throughout Burnley, Pendle & Rossendale which includes group support & development, information, community engagement, volunteering and funding.

**Communicars / Rossendale Communircars**

To provide a Community Car Service throughout the areas of Burnley, Pendle and Rossendale. A team of local Volunteer Drivers provides the service, using their own cars, to elderly and infirm people.

**ESIF Project - strengthening communities**

This fund provides partial funding from the European Social Fund to support individuals with complex needs into volunteering. This project had finished by 31st March, 2021.

**Young Carers**

Provide support and information to young carers in the Burnley, Pendle and Rossendale area.

# **BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2021**

## **NOTES TO THE ACCOUNTS (CONTINUED)**

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### **24 OTHER CONTINGENCY**

In October, 2011 Burnley, Pendle & Rossendale Council for Voluntary Service was awarded a contract by Carers Link to help them deliver a range of services for carers on behalf of Lancashire County Council. The contract was for the period 1<sup>st</sup> October, 2011 to 31<sup>st</sup> March, 2013 with an option for it to be extended by twelve months up to a total of two years.

There is a possibility that some of the monies receivable by Burnley, Pendle & Rossendale Council for Voluntary Service falls under the scope of VAT and consequently a VAT creditor may exist at 31<sup>st</sup> March, 2021. However, it is not possible to quantify this and so no amount has been included in the accounts.

Conversely, there may be a corresponding debtor for the same amount which has likewise not been included in these accounts as it is not possible to quantify. The debtor may arise since the amount of monies paid out by Lancashire County Council to Carers Link and then from Carers Link to Burnley, Pendle & Rossendale Council for Voluntary Service may be increased to reflect this VAT liability.

**25 CONTINGENT LIABILITY****PENSION OBLIGATION – The Growth Plan**

The company participates in the scheme, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

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.

The scheme is classified as a 'last-man standing arrangement'. Therefore the 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. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

**Deficit contributions**

From 1 April 2019 to 31 January 2025:	£11,243,000 per annum	(payable monthly and increasing by 3% each on 1st April)
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Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £793.4m, liabilities of £969.9m and a deficit of £176.5m. To eliminate this funding shortfall, the 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 company has agreed to a deficit funding arrangement the 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 present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

# BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

YEAR ENDED 31<sup>ST</sup> MARCH, 2021

## NOTES TO THE ACCOUNTS (Continued)

### 25 CONTINGENT LIABILITY (CONTINUED)

#### PRESENT VALUES OF PROVISION

	31 March 2021 (£s)	31 March 2020 (£s)	31 March 2019 (£s)
Present value of provision	8,620	10,213	12,390

#### RECONCILIATION OF OPENING AND CLOSING PROVISIONS

	Period Ending 31 March 2021 (£s)	Period Ending 31 March 2020 (£s)
Provision at start of period	10,213	12,390
Unwinding of the discount factor (interest expense)	230	156
Deficit contribution paid	(2,118)	(2,056)
Remeasurements - impact of any change in assumptions	(295)	(277)
Remeasurements - amendments to the contribution schedule	-	-
Provision at end of period	8,620	10,213

#### INCOME AND EXPENDITURE IMPACT

	Period Ending 31 March 2021 (£s)	Period Ending 31 March 2020 (£s)
Interest expense	-	-
Remeasurements – impact of any change in assumptions	-	-
Remeasurements – amendments to the contribution schedule	-	-
Contributions paid in respect of future service*	-	-
Costs recognised in income and expenditure account	2,118	2,056

\*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 2021 % per annum	31 March 2020 % per annum	31 March 2019 % per annum
Rate of discount	0.66	12.53	1.39

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.



**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE****YEAR ENDED 31<sup>ST</sup> MARCH, 2021****NOTES TO THE ACCOUNTS (Continued)****25 CONTINGENT LIABILITY (CONTINUED)**

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

**DEFICIT CONTRIBUTIONS SCHEDULE**

<b>Year ending</b>	<b>31 March 2021 (£s)</b>	<b>31 March 2020 (£s)</b>	<b>31 March 2019 (£s)</b>
Year 1	2,181	2,118	2,056
Year 2	2,247	2,181	2,118
Year 3	2,314	2,247	2,181
Year 4	1,986	2,314	2,247
Year 5	-	1,986	2,314
Year 6	-	-	1,986
Year 7	-	-	-
Year 8	-	-	-
Year 9	-	-	-
Year 10	-	-	-
Year 11	-	-	-
Year 12	-	-	-
Year 13	-	-	-
Year 14	-	-	-
Year 15	-	-	-
Year 16	-	-	-
Year 17	-	-	-
Year 18	-	-	-
Year 19	-	-	-
Year 20	-	-	-

The company must recognise 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 company's balance sheet liability.

**26      EVENTS AFTER THE REPORTING DATE**

In early 2020 the Coronavirus pandemic (Covid-19) spread to the UK and in March 2020 the UK Government announced measures to mitigate the spread in the UK, including social distancing and a "lockdown". Despite these measures being supplemented by a range of financial support packages made available to businesses, it is considered that overall there will be some adverse financial impact on the charity in the calendar year 2021. The financial effect cannot be reliably estimated given the uncertainties, notably the extent of the "lockdown" together with the potential resurgence of the virus.

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2021**

**APPENDIX**

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<b>DEFINITION OF ACTIVITY HEADINGS</b>	<b>43</b>

## **BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**

**YEAR ENDED 31ST MARCH, 2021**

### **DEFINITION OF ACTIVITY HEADINGS**

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The various funds have been included under the activity headings as shown below:-

- i) Core Activities – General, Distress Relief, Nelson COVID 19 Distress Fund, Gateway Volunteering/Training Engagement, Prescription for Wellbeing Project, Children and Adolescents Mental Health , COVID 19 Emergency Response Fund, Community Swabbing Project, Emergency Assistance Grants Programme. COVID 19 Winter Fund and Social Prescribing Link Worker Project.
- ii) Carers Services – Young Carers, Young Carers Respite, Young Carers Activity Project, Mental Health Young Carers, Male Sessional Project, Looked after Children, Young Carers Art and Wellbeing, Youth Empowerment Project, Young Carers Female Empowerment Project and Children and Young People's Mental Personal Health Budgets.
- iii) Volunteering – Communicars, Rossendale Communicars, Volunteer ONE Lancashire, ESIF Project, Building Better Opportunities Project (BBO1 / BBO2 / BBO3) and ESIF Passport to Health and Employment Project.
- iv) Gannow Community Centre and The CVS Centre – The CVS Centre - Running, CVS Gannow Community Centre - Running, The CVS Centre - Building and CVS Gannow Community Centre - Building and Fixtures and Fittings.
- v) Building, Development & Empowerment – Fair Share Trust, Big Local, ESOL Project, Big Lottery Fund and ESF Building Better Opportunities Grant (BBO4 Project), Eric Wright Small Grants Scheme, Takepart Pathfinder, EL CCG Funded Social Prescribing, ESOL (Burnley Borough Council) and Population Health Management Community Investment Funds.