

Registered number: 3328219
Charity number: 1062446

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

(A company limited by guarantee)

AUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	1
Trustees' report	2 - 10
Independent auditors' report	11 - 13
Statement of financial activities	14
Balance sheet	15
Statement of cash flows	16
Notes to the financial statements	17 - 37

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2022

Trustees

Mrs S Biggs, Chairman
Mrs M Lishman, Vice Chair
Mrs S Hughes
Dr W Park
Mr W Blackburn (resigned 15 June 2021)
Mr H Eccles
Mrs B Ashworth
Ms L Pate (resigned 8 November 2021)
Mr P Kenyon
Mrs J Oakes
Mrs N Zaman
Dr J Taylor
Ms S Iftikhar (appointed 8 August 2021)
Ms B Marshall (appointed 21 November 2021)
Mr H Thomas

Company registered number

3328219

Charity registered number

1062446

Registered office

62 - 64 Yorkshire Street, Burnley, Lancashire, BB11 2AL

Chief executive officer

Mrs C Blythe

Independent auditors

Smith and Goulding Ltd, 2 Southport Road, Chorley, PR7 1LB

Bankers

Virgin Money, 25 Manchester Road, Burnley, Lancashire, BB11 1HX

Solicitors

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

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their annual report together with the audited financial statements of the company for the year 1 April 2021 to 31 March 2022. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) as amended by Update Bulletin 1 (effective 1 January 2019).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

a. CHAIRMAN'S REPORT

The past 12 months has continued to be a year of confusion and uncertainty as the changing environment brought about by the Covid 19 pandemic meant ongoing 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) remained motivated (if tired) and enabled an ongoing swift and effective respond to an increasing demand.

The previous year saw an unprecedented need to work differently whilst responding and supporting so many people affected by the pandemic. Going into the next financial year saw little difference as the uncertainty continued. We began to see an increase in financial concerns and a rise in safeguarding concerns being highlighted by all staff. VCF groups were also reporting seeing the same issues arising.

The household support fund and winter grants facilitated on behalf of our local councils was not without challenges and staff spent countless hours dealing with the practical issues of getting enough vouchers from supermarkets to respond.

Some of our staff still needed to work from home for parts of the year and we were impacted by outbreaks of Covid meaning staff were off work. Thankfully everyone came through although the mental impact was draining. Staff and volunteers alike provided a mutual support network. There is 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. 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. All these continued throughout the year.

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 BPRCVS can continue the work it began over 87 years ago. Our mission has never changed and we continue to look for opportunities that helps 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 our accountants and auditor 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.

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2022

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 continued to respond to the ongoing impact of the Covid pandemic and the uncertain economic climate in which we operate.

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 CW Accountants Ltd, our auditors Smith and Goulding Ltd, our solicitors Southern and our key funders and partners, Burnley Borough Council, Pendle Borough Council and Rossendale Borough Council, 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 and Gannow Big Local, 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 would not 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 BPRCVS, in particular staff and Volunteers and my fellow trustees.

Susan Biggs
Chairman

b. 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; We help to disseminate information about statutory service provision and development;

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2022

(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

Achievements and performance

a. REVIEW OF ACTIVITIES

During the financial year there remained a state of uncertainty as Covid restrictions remained in place until December 2021. Our buildings remained closed to the public for much of that period and the organisation provided for and ensured the safety of staff and volunteers.

We responded to ever increasing demands and needs for our services from VCF organisations and people affected by the changing environment. We are grateful for the support we received in return from our stakeholders and funders including local councils and health services which enabled us to act quickly and proactively to help those most in need. This was not without its challenges and the successful delivery is testament to the dedication and commitment of everyone involved.

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

- The CEO and members of the senior team attended over 800 strategic network meetings (100% increase from previous years) building and developing relationships and partnerships.
- OUR Chief officer continued as the North West Regional lead for the NASP (National Academy for Social Prescribing) Thriving Communities programme.
- The social prescribing programme team increased and together received and completed actions for 1900 referrals (up 400 from previous year)
- Interest in volunteering was maintained during the year and BPRCVS has continued to respond to the demand.
- Volunteers across all BPRCVS projects provided a minimum of 8000 hours which gave an estimated added value of over £73000 (calculated at £8.91 p h). many staff also "volunteered" evenings and weekends.
- Our European funded projects achieved expected outcomes. We continued to support people into other volunteer roles (outside of BPRCVS) wherever possible.
- We provided in-depth support to over 700 (almost 29% increase) organisations providing a broad range of development and capacity building support and training from advice on establishment to governance to funding information and support for expansion.
- Our website had over 430,000 visits to access information. Followers to our Facebook and Twitter accounts continue to increase.
- Numbers of organisations attending our 2 buildings have grown steadily with over 2000 meals being provided at our community café and over 700 food bags handed out. Our Yorkshire St building is a collection point for food hampers from the BFCiC food bank
- Total of £1049496.02 funding awarded through BPRCVS; including Gannow Big Local, CCG, Eric Wright and Population Health management funding to support people and groups. Some of this was specific to the Covid response programmes (household support and winter grants)
- Over 6000 people received support from the Household support fund
- 79 VCF groups received funding through the grants programmes administered by BPRCVS
- We completed a further year of delivering the Reaching Communities- Growing Gannow project. 3 members of staff remained based in the Centre where a food share programme enabled people to receive food

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2022

and other essential items that were needed.

- Over 18000 people visited the 2 centres over the year, despite the fact that the buildings were closed to the public for part of the financial year.
- We have maintained a lease on 2 offices in the AB & D Centre in and continued to maintain our base in Pendle for outreach staff until early December 2021. The work with Gannow Big Local as the LTO (locally trusted organisation) has continued.
- Our Volunteer Transport scheme has provided almost 6000 journeys this year & registered 149 new passengers as people started to go out more again. Some drivers are supporting the Covid Virtual Ward and are continuing to deliver oximeters. The mini bus enabled 16 VCF organisations and projects to complete 43 journeys
- Our children and young people department supported 70 young people and their families with one-to-one support.
- We continue to use social media including Facebook and Twitter which enable us to communicate effectively and speedily with our contacts.

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.

b. 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.

The Executive Committee consider the return on investments, at approximately 1.42% in the year (2021: 2.92%), 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.

Financial review

a. GOING CONCERN

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

b. PRINCIPAL RISKS AND UNCERTAINTIES

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

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2022

working capital by the charity.

Attention has also been focused 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.

c. 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.

d. SURPLUS/ DEFICIT

The Statement of Financial Activities shows net surplus/ deficit for the year of £152,812 and our reserves stand at £1,536,529 in total, as shown on the balance sheet. The net surplus for the year of £152,812 is made up of a surplus of £225,207 on unrestricted funds and a deficit of £72,395 on restricted funds.

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2022

e. 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 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.

Structure, governance and management

a. CONSTITUTION

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 27th August 1997 and amended on 16th September 2003. Further revised Articles of Association were adopted at the Annual General Meeting in November 2021.

The company is constituted under a Memorandum of Association dated 27th August 1997 and is a registered charity number 1062446.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

c. 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. Related party transactions are in note 21 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.

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2022

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.

d. ORGANISATIONAL STRUCTURE AND DECISION MAKING

The charity is governed by its Memorandum and Articles of Association adopted on 27th August 1997 and amended on 16th 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.

(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.

e. RISK MANAGEMENT

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2022

our exposure to the major risks.

Plans for future periods

a. FUTURE DEVELOPMENTS

During 2022/23, we remain fortunate in that the bulk of our funding is in place to deliver all of our activities. However, we do have a couple that have ended and we will be working hard to maintain those essential projects. There is plenty to do in ensuring that we are able to continue beyond the year end. We have completed some pilot projects supported through the clinical commissioning group (now integrated care board) and been heavily involved in the developing social prescribing agenda and changes to the health systems.

As a Local infrastructure organisation we will continue to work to ensure we support the many VCF groups who need our support.

- 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 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 BPRCVS buildings on Yorkshire St, Gannow Community Centre in Burnley, 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 continue to 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.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of Burnley, Pendle and Rossendale Council for Voluntary Service for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2022

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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


DISCLOSURE OF INFORMATION TO AUDITORS

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Trustees, on 28 Jan 23 and signed on their behalf by:

Trustee

 CHAIRMAN OF BPRCVS
SUSAN BIGGS - TRUSTEE

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BURNLEY, PENDLE AND ROSSENDALE
COUNCIL FOR VOLUNTARY SERVICE**

OPINION

We have audited the financial statements of Burnley, Pendle and Rossendale Council for Voluntary Service (the 'charitable company') for the year ended 31 March 2022 set out on pages 14 to 37. 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 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure 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 Charities Act 2011.

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 Auditors' 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 United Kingdom, including the Financial Reporting Council's Ethical Standard, 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

OTHER INFORMATION

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and 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

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

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.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' responsibilities statement, 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.

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 Auditors' 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.

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

USE OF OUR REPORT

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditors' report and for

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BURNLEY, PENDLE AND ROSSENDALE
COUNCIL FOR VOLUNTARY SERVICE**

no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

Smith & Goulding Limited

Smith and Goulding Ltd
Statutory Auditors

25 January 2023

2 Southport Road
Chorley
PR7 1LB
Date:

Smith and Goulding Ltd
Statutory Auditors are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
INCOME FROM:					
Donations and legacies	2	10,349	8,102	18,451	12,766
Charitable activities	3	440,134	1,946,500	2,386,634	1,936,148
Investments	5	1,037	1,955	2,992	6,345
Other income		174,251	94,439	268,690	-
TOTAL INCOME		625,771	2,050,996	2,676,767	1,955,259
EXPENDITURE ON:					
Charitable activities	7	406,207	2,123,391	2,529,598	1,637,880
TOTAL EXPENDITURE		406,207	2,123,391	2,529,598	1,637,880
NET INCOME / (EXPENDITURE) BEFORE INVESTMENT GAINS		219,564	(72,395)	147,169	317,379
Net gains on investments		5,643	-	5,643	11,196
NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES		225,207	(72,395)	152,812	328,575
NET MOVEMENT IN FUNDS		225,207	(72,395)	152,812	328,575
RECONCILIATION OF FUNDS:					
Total funds brought forward		666,408	717,309	1,383,717	1,055,142
TOTAL FUNDS CARRIED FORWARD		891,615	644,914	1,536,529	1,383,717

The notes on pages 17 to 37 form part of these financial statements.

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)
REGISTERED NUMBER: 3328219

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	£	2022 £	£	2021 £
FIXED ASSETS					
Tangible assets	12		396,685		388,316
Investments	13		71,020		65,377
			467,705		453,693
CURRENT ASSETS					
Debtors	14	255,383		275,665	
Cash at bank and in hand		866,324		751,042	
		1,121,707		1,026,707	
CREDITORS: amounts falling due within one year	15	(52,883)		(96,683)	
NET CURRENT ASSETS			1,068,824		930,024
NET ASSETS			1,536,529		1,383,717
CHARITY FUNDS					
Restricted funds	16		644,914		717,309
Unrestricted funds	16		891,615		666,408
TOTAL FUNDS			1,536,529		1,383,717


The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on *24 January 2023* and signed on their behalf, by:

The notes on pages 17 to 37 form part of these financial statements.


MR H ECCLES - TRUSTEE

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net cash provided by operating activities	18	157,925	185,202
Cash flows from investing activities:			
Dividends, interest and rents from investments		(5,643)	(11,196)
Purchase of tangible fixed assets		(37,000)	(14,436)
Net cash used in investing activities		(42,643)	(25,632)
Change in cash and cash equivalents in the year		115,282	159,570
Cash and cash equivalents brought forward		751,042	591,472
Cash and cash equivalents carried forward	19	866,324	751,042

The notes on pages 17 to 37 form part of these financial statements.

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Burnley, Pendle and Rossendale Council for Voluntary Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Reconciliation with previous Generally Accepted Accounting Practice

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

1.3 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (continued)

1.4 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

1.6 Tangible fixed assets and depreciation

All assets costing more than £1,000 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	2% straight line
Motor vehicles	-	25% reducing balance
Fixtures and fittings	-	15% - 25% straight line

1.7 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (continued)

1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.9 Cash at Bank and in hand

Cash at bank and 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 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.11 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.12 Pensions

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

1.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	10,349	8,102	18,451	12,766
	<u>5,056</u>	<u>7,710</u>	<u>12,766</u>	
<i>Total 2021</i>				

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Charity activities	440,134	1,946,500	2,386,634	1,936,148
	<u>391,226</u>	<u>1,554,922</u>	<u>1,936,148</u>	
<i>Total 2021</i>				

4. ANALYSIS OF INCOME FROM CHARITABLE ACTIVITIES BY TYPE OF INCOME

	Total funds 2022 £	Total funds 2021 £
Charitable Activities	2,386,634	1,936,148
	<u>2,386,634</u>	<u>1,936,148</u>
<i>Total 2021</i>	<u>1,936,148</u>	

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

Income from Charitable Activities and Other Income

	2022	2021
	£	£
SLA Grants (See below)	2,386,634	1,702,572
Rents and Service Charge Receivable	62,418	64,218
Payroll Bureau Fees	2,145	2,472
Membership Fees	2,375	2,340
Administration Fees	162,602	140,717
Other	8,661	14,348
Seminars/ Room Hire	30,489	9,481
	<hr/>	<hr/>
Total	2,655,324	1,936,148
	<hr/>	<hr/>

SLA Grants

	2022	2021
	£	£
Burnley Borough Council	369,829	171,077
Lancashire County Council	-	3,728
Pendle Borough Council	312,500	85,142
Rossendale Borough Council	277,616	65,970
NHS East Lancs CCG	835,878	746,740
NHS Blackburn with Darwen CCG	3,659	3,182
Community Foundation	-	14,500
Gannow Big Local	-	287,331
NAVCA	1,500	3,000
Little Green Bus	32,688	40,440
Children In Need	82,203	51,090
National Lottery Community Fund	-	49,502
National Association of Social Prescribing	70,000	65,744
LACVS	73,270	42,704
Big Lottery Fund - Reaching Communities	32,838	47,022
Lancashire Police and Crime Commissioner	-	6,000
The Rank Foundation	-	25,000
Nelson District Nursing Association	-	2,000
Pilgrim Trust	20,000	10,000
Other	1,000	400
UCLAN	8,000	-
Big Local Trust	170,205	-
NHS Greater Preston	13,000	-
Blackburn with Darwen CVS	75,773	-
Eric Wright Trust	6,675	-
	<hr/>	<hr/>
Total	2,386,634	1,720,572
	<hr/>	<hr/>

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

5. INVESTMENT INCOME

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Investment income	1,037	1,955	2,992	6,345
<i>Total 2021</i>	4,428	1,917	6,345	

6. GRANTS PAYABLE

	Grants to Organisations 2022 £	Total 2022 £	Total 2021 £
Grants payable	976,926	976,926	592,152
<i>Total 2021</i>	592,152	592,152	

7. GOVERNANCE COSTS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Governance Internal audit costs	-	-	-	2,546
Governance Auditors/ Accountants' costs	12,239	-	12,239	7,367
	12,239	-	12,239	9,913

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

8. DIRECT COSTS

	2022 £	2021 £
Costs Directly Allocated to Activities:	-	-
Staff Costs (Including on costs)	834,013	571,436
Travel and other expenses - Staff	8,364	6,338
Travel and other expenses - Volunteer	20,319	19,960
Grants paid	941,356	592,152
Direct expenditure for community projects	222,703	23,636
Premises costs	-	21,008
Respite costs	7,008	370
Other Expenses	171	63
Audit and accountancy fees	9,000	7,367
Support Costs Allocated to Activities:	-	-
Premises costs	130,410	84,505
General office and finance staff	145,036	123,564
Training costs	11,399	5,191
Project administrative fees	158,178	125,218
Communications	8,755	20,758
Advertising, fees and subscriptions	10,238	8,860
Depreciation	19,381	20,248
Other Expenses	28	4,660
Accountancy	3,239	2,546
	2,529,598	1,637,880

9. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2022 £	2021 £
Depreciation of tangible fixed assets:		
- owned by the charity	28,631	20,248
Auditors' and accountants costs	12,239	7,367

During the year, no Trustees received any remuneration (2021 - £NIL).

During the year, no Trustees received any benefits in kind (2021 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2021 - £NIL).

10. AUDITORS' REMUNERATION

The Auditor's remuneration amounts to an Audit fee of £4,500 -2021 - £9,000

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

11. STAFF COSTS

Staff costs were as follows:

	2022	2021
	£	£
Wages and salaries	885,804	627,781
Social security costs	60,446	43,490
Other pension costs	32,800	23,729
	979,050	695,000

The average number of persons employed by the company (FTE) during the year was as follows:

	F2022	
	No.	
Direct Charitable Work	39	
Administrative	7	
	46	

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

The charity trustees were not paid or received any other benefits from employment with CVS in the year (2021: NIL) neither were they reimbursed expenses during the year (2021 : 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 £141,991 (2021: £121,738),

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

12. TANGIBLE FIXED ASSETS

	Freehold property £	Motor vehicles £	Fixtures and fittings £	Total £
Cost				
At 1 April 2021	528,155	2,000	169,476	699,631
Additions	-	37,000	-	37,000
At 31 March 2022	528,155	39,000	169,476	736,631
Depreciation				
At 1 April 2021	175,094	1,375	134,846	311,315
Charge for the year	10,563	9,410	8,658	28,631
At 31 March 2022	185,657	10,785	143,504	339,946
Net book value				
At 31 March 2022	342,498	28,215	25,972	396,685
At 31 March 2021	353,061	625	34,630	388,316

13. FIXED ASSET INVESTMENTS

	Trade investments £
Market value	
At 1 April 2021	65,377
Gains	5,643
At 31 March 2022	71,020

Investments at market value comprise:

	2022 £	2021 £
Trade investments	71,020	65,377

All the fixed asset investments are held in the UK

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

14. DEBTORS

	2022 £	2021 £
Trade debtors	101,428	186,418
Other debtors	-	13,831
Prepayments and accrued income	153,955	75,416
	<u>255,383</u>	<u>275,665</u>

15. CREDITORS: Amounts falling due within one year

	2022 £	2021 £
Other creditors	-	24,968
Accruals and deferred income	52,883	71,715
	<u>52,883</u>	<u>96,683</u>

	£
Deferred income	
Deferred income at 1 April 2021	60,535
Resources deferred during the year	10,946
Amounts released from previous years	<u>(60,535)</u>
Deferred income at 31 March 2022	<u>10,946</u>

16. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2022 £
Unrestricted funds					
General Funds	666,408	625,771	(406,207)	5,643	891,615

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

16. STATEMENT OF FUNDS (continued)

Restricted funds

Distress Relief	76,467	1,955	(314)	-	78,108
Nelson COVID 19 Distress Relief	1,551	-	(1,551)	-	-
Prescription for Wellbeing	50,706	330,676	(354,879)	-	26,503
COVID 19 Emergency Response	7,405	-	(7,405)	-	-
Emergency Assistance Grants Programme	8,703	-	(8,117)	-	586
Social Prescribing Link Worker	12,391	383,262	(370,567)	-	25,086
Young Carers - Respite	7,956	1,380	(970)	-	8,366
Young Carers Activity Project	(18,501)	-	(877)	-	(19,378)
Mental Health Young Carers	5,032	35,338	(41,595)	-	(1,225)
Looked After Children	9,433	10,039	(7,621)	-	11,851
Young Carers Art and Wellbeing	1,312	-	(1,338)	-	(26)
Youth Empowerment Project	(114)	-	-	-	(114)
Young Carers Female Empowerment	5,236	20,039	(8,464)	-	16,811
ESIF Passport to Health and Employment Project	6,603	-	-	-	6,603
The CVS Centre - Running	(60,861)	79,252	(85,320)	-	(66,929)
CVS Gannow Community Centre - Running	85,733	69,289	(81,641)	-	73,381
The CVS centre - Building	210,159	-	(7,563)	-	202,596
CVS Gannow Community Centre - Building	137,000	-	(3,000)	-	134,000
Fixtures, Fitting and Equipment	708	-	-	-	708
Big Local	60,140	170,205	(176,579)	-	53,766
ESOL Project	36,718	5,990	(16,834)	-	25,874
Eric Wright Small Grants Scheme	11,896	6,675	(11,363)	-	7,208
Takepart Pathfinder	565	-	(500)	-	65
ESOL (Burnley Borough Council)	456	37,457	(32,381)	-	5,532
Population Health Management	18,396	-	(15,000)	-	3,396
ELCCG Funded Social Prescribing	2,968	-	-	-	2,968
Community Swabbing Project	(749)	34,382	(33,638)	-	(5)
Children and Young People's MH Personal Budgets	40,000	-	(22,698)	-	17,302
Small sundry grants/ donations	-	55	-	-	55
Kickstart placement scheme	-	26,886	(34,136)	-	(7,250)
Children In Need - Minibus	-	37,000	(9,250)	-	27,750
COVID Winter Fund Grants	-	1,016	(15,781)	-	(14,765)
Household Support Scheme	-	800,100	(767,756)	-	32,344
Young Carers We Count Project	-	-	(6,253)	-	(6,253)
	717,309	2,050,996	(2,123,391)	-	644,914
Total of funds	1,383,717	2,676,767	(2,529,598)	5,643	1,536,529

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

16. STATEMENT OF FUNDS (continued)

STATEMENT OF FUNDS - PRIOR YEAR

	<i>Balance at 1 April 2020</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers in/out</i>	<i>Gains/ (Losses)</i>	<i>Balance at 31 March 2021</i>
	£	£	£	£	£	£
General funds						
General Funds	484,311	400,710	(217,144)	(1,469)	-	666,408

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

16. STATEMENT OF FUNDS (continued)

Restricted funds

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
Emergency Assistance Grants Programme	-	253,876	(245,173)	-	-	8,703
Social Prescribing Link Worker	10,206	193,616	(191,431)	-	-	12,391
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
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, Fitting and Equipment	708	-	-	-	-	708
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
ELCCG Funded Social Prescribing	2,968	-	-	-	-	2,968
Community Swabbing Project	-	21,804	(22,553)	-	-	(749)
Fair Share Trust	3	-	-	(3)	-	-
Young Carers	-	5,000	(6,472)	1,472	-	-
COVID 19 Winter Fund	-	6,677	(6,677)	-	-	-

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

16. STATEMENT OF FUNDS (continued)

Children and Young People's Mental Health Budgets	-	40,000	-	-	-	40,000
	570,831	1,565,745	(1,420,736)	1,469	-	717,309
Total of funds	1,055,142	1,966,455	(1,637,880)	-	-	1,383,717

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.

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

16. STATEMENT OF FUNDS (continued)

Young Carers

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

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.

CVS Gannow Community Centre - Building

Represents the acquisition by the charity of the Gannow Community Centre premises on

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

16. STATEMENT OF FUNDS (continued)

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.

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.

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.

Household Support Fund

The grant was distributed through small payments to support vulnerable households meet daily needs such as food, clothing, and utilities

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

16. STATEMENT OF FUNDS (continued)

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 April 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2022 £
General funds	666,408	625,771	(406,207)	5,643	891,615
Restricted funds	717,309	2,050,996	(2,123,391)	-	644,914
	<u>1,383,717</u>	<u>2,676,767</u>	<u>(2,529,598)</u>	<u>5,643</u>	<u>1,536,529</u>

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
General funds	484,311	400,710	(217,144)	(1,469)	666,408
Restricted funds	570,831	1,565,745	(1,420,736)	1,469	717,309
	<u>1,055,142</u>	<u>1,966,455</u>	<u>(1,637,880)</u>	<u>-</u>	<u>1,383,717</u>

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	368,935	27,750	396,685
Trade investments	71,020	-	71,020
Current assets	504,543	617,164	1,121,707
Creditors due within one year	(52,883)	-	(52,883)
	<u>891,615</u>	<u>644,914</u>	<u>1,536,529</u>

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS (continued)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	388,316	-	388,316
Trade investments	65,377	-	65,377
Current assets	309,398	717,309	1,026,707
Creditors due within one year	(96,683)	-	(96,683)
	<u>666,408</u>	<u>717,309</u>	<u>1,383,717</u>

18. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2022 £	2021 £
Net income for the year (as per Statement of Financial Activities)	152,812	328,575
Adjustment for:		
Depreciation charges	28,631	20,248
Decrease/(increase) in debtors	20,282	(137,730)
Decrease in creditors	(43,800)	(25,891)
Net cash provided by operating activities	157,925	185,202

19. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2022 £	2021 £
Cash in hand	866,324	751,042
Total	866,324	751,042

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

20. OPERATING LEASE COMMITMENTS

At 31 March 2022 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2022 £	2021 £
Amounts payable:		
Within 1 year	<u>5,707</u>	<u>13,189</u>

21. RELATED PARTY TRANSACTIONS

Lancashire BME Network LTD (LBN)

Mrs C Blythe is the CE of CVS and also a director/ trustee of LBN. In the year ended 31st March 2022, LBN paid a membership fee of £15 to BPR CVS

Pendle Borough Council (PBC)

PBC nominates councillors to be representatives on the Executive Committee of CVS. These councillors have no voting powers at BPR CVS.

£47,500 was received in a grant towards BPR CVS core activities.

£265,000 was also received in a grant towards the Household Support Scheme which was then distributed to local individuals/ organisations.

Rossendale Borough Council (RBC)

Both Mrs J Oakes and B Ashworth are trustees of BPR CVS and also councillors of RBC. RBC Also nominates councillors to be representatives on the Executive Committee of CVS. These councillors have no voting powers at CVS.

£25,000 was received in a grant towards BPR CVS core activities.

£1,016 was received in COVID Winter Fund projects.

£251,600 was also received in a grant towards the Household Support Scheme which was then distributed to local individuals/ organisations.

Burnley Borough Council (BBC)

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.

£34,617 was received in a grant towards BPR CVS core activities.

£8,550 was received towards the core running costs of the BPR CVS building.

£5,704 was received towards the core running costs of the Gannow Community Centre building.

£37,457 was received to help towards to ESOL English Together project.

Finally, £283,500 was also received in a grant towards the Household Support Scheme which was then distributed to local individuals/ organisations.

Lancashire Association of Councils for Voluntary Service (LA CVS)

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 LA CVS.

£5,000 was received in a grant towards BPR CVS core activities.

£35,645 was received in a grant towards the ESIF Passport to Health and Employment and £5,990 towards the ESOL project.

£26,635 was also received towards to the Kickstart programme.

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

22. POST BALANCE SHEET EVENTS

There have been no significant events affecting the company since the year end.

23. CONTROLLING PARTY

Those directors listed on page one of the accounts control the company.

