

Registered number: 3328219  
Charity number: 1062446

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

**(A company limited by guarantee)**

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**AUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

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**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
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**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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**Trustees**

Mrs S Biggs (resigned 23 November 2023)  
Mrs M Lishman  
Mrs S Hughes (resigned 23 November 2023)  
Mr H Eccles (resigned 23 November 2023)  
Mrs B Ashworth  
Mr P Kenyon  
Mrs J Oakes  
Ms S Iftikhar  
Ms B Marshall  
Mr H Thomas  
Ms S Shuttleworth  
Mrs N Zaman  
Ms B Foster

**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

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**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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The Trustees present their annual report together with the audited financial statements of the company for the 1 April 2023 to 31 March 2024. 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**

Welcome to my first report as Chairperson of Burnley Pendle & Rossendale Council for Voluntary Service. My thanks go to our previous chairperson Susan Biggs for her commitment to the organisation, continuing to build and expand the support we give and leaving a legacy of an exciting and forward-thinking organisation.

The past year has continued to be dominated by uncertainties in the external environment in which we operate and as always, the organisation (thanks to an amazing staff team and brilliant volunteers) continued to be motivated in their roles of helping others. They continue to respond swiftly and effectively in response to the increasing demand. We are witnessing this pattern of increased demand and reduced funding affecting capacity across the sector. Trustees made the difficult decision to continue to deliver services using our reserves. This situation is kept under constant review.

Over the last few years, we have seen the need to work differently whilst balancing finance, responding, and supporting the many 100's of, in the main smaller volunteer led organisations that rely on us to help them help others.

As trustees we value our staff and ensure that they and our volunteers have much needed time to recharge their batteries.

There is more information in our monthly, quarterly and Annual Impact Reports about exactly what was done and how during the year. The established relationships and partnerships stood us in good stead, and we have continued to expand our networks responding to new issues and helping to find immediate solutions.

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 in 1935. 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. It is pleasing to note that once again all our funders and partners have

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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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.

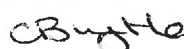
In the year under review, we have continued to consider staffing because of the funding in place. As mentioned earlier trustees have committed to using some reserves – in line with our policies – to ensure that we have staff in place to deliver projects. This was even more important as the organisation continued to respond to ever increasing demand. However, the trustees are mindful of the fact that we cannot always have reserves available and ensuring funding to support our activities is crucial.

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 Accounting, our auditors Smith and Goulding, 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 The Lancashire and South Cumbria integrated care board, the Primary Care Networks, Public Health, Lancashire Association of CVS, Little Green Bus (consortium lead for Lancashire Community Transport) Big Lottery –Reaching Communities, Local trust and Gannow Big Local, Eric Wright Trust, Community CVS. We have lots of funders and receive donations from many other organisations and individuals to provide resource for our programmes of work. My thanks go to all of them. Without their 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 our Gannow building. This additional 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.

  
PP Margaret Lishman  
Chair.

## **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;

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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(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**

.Achievements and Performance year ending 31st March 2024

During the financial year there continued to be a state of uncertainty as Covid restrictions eased. The impact of the rises of Cost of Living impacted on many organisations and despite rising costs for CVS we maintained existing prices for our tenant groups. Sadly we saw a long established tenant move on to new premises and trustees continue to monitor the impact of empty rooms, increasing costs and essential maintenance.

We responded to ever increasing demands and needs for our services from VCF organisations and people affected by the changing environment and the impact of the rising cost of living.

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.

We maintained all our project activity and trustees committed to supporting those where funding doesn't cover full costs. We remain fortunate in having the ability to bring additional benefits to projects from our wide range of activities and a reserves policy which enables some flexibility

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 operations manager saw rising request to attend strategic networking events as the representative of the wider VCF sector. In order to complete that role we developed and maintained networks to gather information. Total over 630
- LACVS were successful in being awarded a 5 year project funded by the national Lottery. Local (locally organised communities across Lancashire), BPRCVS carry out the finance and HR(human resource) function for LACVS and we receive a contribution towards the Chief Officers time. The project has evidenced a notable rise in the profile and need for local infrastructure.
- The social prescribing programme team increased and together received and completed actions for over 2500 people. This figure does not reflect figures for Burnley west PCN link workers . There is still an increasing demand for support. Monthly figures and case studies are collated and circulated
- Interest in volunteering was maintained during the year and BPRCVS has continued to respond to the demand, and were successful in receiving National Lottery funding to develop our volunteer offer.
- Volunteers across all BPRCVS projects provided almost 12500 volunteer hours which gave an estimated added value of over £130,000 (calculated at £10.42 (national minimum wage). Many staff also "volunteered" evenings and weekends to attend events across our districts.
- We provided in-depth support to almost 1280 (up from 850 last financial year) 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. 354 were unique (new to CVS support)

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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- Our website continues to attract thousands of visitors with many coming back for further information. Followers to our Facebook and Twitter accounts continue to increase and our reach is over 400,000. Steady engagement with followers to our info-share newsletters indicates real interest in the valuable information we provide.
- Numbers of people attending our 2 buildings have doubled over the year with over 8900 visitors. Almost 600 parcels have been issued to support our local residents. Our volunteers have provided meals to 2771 people attending our community cafe. Our Yorkshire St building is a collection point for food hampers from the BFCiC (Burnley FC in the community) food bank
- 80 groups received a total of £356693.14 funding awarded through funding facilitated by BPRCVS; Funders included ICB (integrated care board) Eric Wright, over 50's grants through LCC (Lancashire county council, UKSP Burnley, Adult personal health budget grants and children & young people mental health personal health budgets.
- We have maintained a lease on office space in the AB & D Centre in Bacup and are actively seeking some space in Pendle (Nelson)  
The work with Gannow Big Local as the LTO (locally trusted organisation) ended and we received a lovely thank you following submission of the final report.
- Our Volunteer Transport scheme has provided almost 7000 journeys this year & registered 114 new passengers. The mini bus enabled 30 VCF organisations and projects to complete 48 journeys
- Our children and young people department developed and adopted a social prescribing approach. They supported 96 new referrals and their families with one-to-one support. This programme has been heavily subsidised by BPRCVS. Pendle West PCN have now funded one of our staff to work in Pendle West, recognising the huge value of the service. There is discussion about them funding a second position.

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 investment 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**

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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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 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 rise in the cost of living crisis impacted on people and the sector as a whole whilst many were still being affected by the COVID pandemic.

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.



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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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**d. SURPLUS/ DEFICIT**

The Statement of Financial Activities shows net deficit for the year of £155,938 and our reserves stand at £1,170,516 in total, as shown on the balance sheet. The net deficit for the year of £115,938 is made up of a deficit of £139,339 on unrestricted funds and a deficit of £16,599 on restricted funds.

When referring to the statement of funds note this year, you can see a movement between unrestricted and restricted funds. There has been a review of the restricted funds and what is actually classified as this and as such some should have been shown as unrestricted funds previously.

**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 ICB 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 September 2011.

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**

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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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.

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 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

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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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 our exposure to the major risks.

**Plans for future periods**

**a. FUTURE DEVELOPMENTS**

During 2024/25, we remain fortunate in that the bulk of our funding remains in place to deliver all of our activities during the year ending 31st March 2025.

In 2025 BPRCVS will be 90 years old and we plan to have a year of celebration to mark the occasion.

We remain committed to developing the future of the social prescribing agenda working with the Integrated Care Board. The grant programme in particular provides some much needed resource for small VCF groups.

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 develop opportunities to be the voice of our sector at a local, county, regional and national level. Recognising the need for mechanisms to gather information to feed in at strategic levels as well as disseminating information to our wider membership.
- 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, especially with LACVS (Lancashire Association of CVS). We will be actively involved in supporting delivery of the LACVS lottery funding project – Lancashire Local.
- We will continue to develop the positive relationships with our sister CVS in Hyndburn and Ribble valley especially in representing the wider VCF sector on the Sub delivery partnership for Lancashire Place.
- 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 continue to deliver the NHS Lancashire and South Cumbria's integrated care board (previously East Lancs Clinical Commissioning Group) Social Prescribing small grants scheme, 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 our Voluntary, Community and Faith groups.
- 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

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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our communities.

- We will develop and drive a volunteer hub project – supported by the national lottery.

We will invest, from our reserves when needed and it is possible, to strengthen the core services offered and maintain our crucial activities to support people.

**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:

- 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 16.12.24 and signed on their behalf by:

Trustee



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**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
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**INDEPENDENT AUDITORS' 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 31 March 2024 set out on pages 15 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 2024 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

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

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

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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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

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 misstatements in respect of irregularities including fraud. Our approach to identifying and assessing the risks of material misstatement in

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

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respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- 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 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 charity, including the Companies Act 2006, taxation legislation and data protection, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

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

- making enquiries of 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.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions; and
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative or potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with relevant regulators and the company's legal advisors.

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 directors 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 or collusion.

## **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 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.

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

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

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**Andrew Simm B.A. FCA (Senior Statutory Auditor)**  
**for and on behalf of**  
**Smith and Goulding Ltd (Chartered Accountants and Senior Auditors)**

2 Southport Road  
Chorley  
PR7 1LB  
Date:

Smith and Goulding Ltd (Chartered Accountants and Senior Auditors) are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.



**BURNLEY, PENDLE & 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 2024**

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>INCOME FROM:</b>					
Donations and legacies	2	7,839	14,489	22,328	22,546
Charitable activities	3	213,569	1,119,983	1,333,552	1,851,428
Investments	5	28,017	1,994	30,011	14,963
Other income		115,094	103,481	218,575	266,411
<b>TOTAL INCOME</b>		<b>364,519</b>	<b>1,239,947</b>	<b>1,604,466</b>	<b>2,155,348</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	7	507,620	1,258,949	1,766,569	2,362,735
<b>TOTAL EXPENDITURE</b>		<b>507,620</b>	<b>1,258,949</b>	<b>1,766,569</b>	<b>2,362,735</b>
<b>NET EXPENDITURE BEFORE INVESTMENT GAINS/(LOSSES)</b>		<b>(143,101)</b>	<b>(19,002)</b>	<b>(162,103)</b>	<b>(207,387)</b>
Net gains/(losses) on investments		6,185	-	6,185	(2,688)
<b>NET EXPENDITURE BEFORE TRANSFERS</b>		<b>(136,916)</b>	<b>(19,002)</b>	<b>(155,918)</b>	<b>(210,075)</b>
Transfers between Funds	16	6,715	(6,715)	-	-
<b>NET EXPENDITURE BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>(130,201)</b>	<b>(25,717)</b>	<b>(155,918)</b>	<b>(210,075)</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(130,201)</b>	<b>(25,717)</b>	<b>(155,918)</b>	<b>(210,075)</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		816,293	510,161	1,326,454	1,536,529
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>686,092</b>	<b>484,444</b>	<b>1,170,536</b>	<b>1,326,454</b>

The notes on pages 18 to 37 form part of these financial statements.

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

**BALANCE SHEET**  
**AS AT 31 MARCH 2024**

	<b>Note</b>	<b>£</b>	<b>2024</b> <b>£</b>	<b>£</b>	<b>2023</b> <b>£</b>
<b>FIXED ASSETS</b>					
Tangible assets	12		<b>350,397</b>		370,635
Investments	13		<b>74,517</b>		68,332
			<b>424,914</b>		438,967
<b>CURRENT ASSETS</b>					
Debtors	14	<b>61,053</b>		139,172	
Cash at bank and in hand		<b>749,957</b>		818,170	
		<b>811,010</b>		957,342	
<b>CREDITORS:</b> amounts falling due within one year	15	<b>(65,388)</b>		<b>(69,855)</b>	
<b>NET CURRENT ASSETS</b>			<b>745,622</b>		887,487
<b>NET ASSETS</b>			<b>1,170,536</b>		1,326,454
<b>CHARITY FUNDS</b>					
Restricted funds	16		<b>484,444</b>		510,161
Unrestricted funds	16		<b>686,092</b>		816,293
<b>TOTAL FUNDS</b>			<b>1,170,536</b>		1,326,454

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 \_\_\_\_\_ and signed on their behalf, by:

The notes on pages 18 to 37 form part of these financial statements.

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

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**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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	Note	2024 £	2023 £
<b>Cash flows from operating activities</b>			
Net cash used in operating activities	18	<u>(62,028)</u>	<u>(49,552)</u>
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		(6,185)	2,688
Purchase of tangible fixed assets		<u>-</u>	<u>(1,290)</u>
<b>Net cash (used in)/provided by investing activities</b>		<u>(6,185)</u>	<u>1,398</u>
<b>Change in cash and cash equivalents in the year</b>		(68,213)	(48,154)
Cash and cash equivalents brought forward		<u>818,170</u>	<u>866,324</u>
<b>Cash and cash equivalents carried forward</b>	19	<u><u>749,957</u></u>	<u><u>818,170</u></u>

The notes on pages 18 to 37 form part of these financial statements.

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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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**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 & 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.

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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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**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.

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**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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**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.

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**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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**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 & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**2. INCOME FROM DONATIONS AND LEGACIES**

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations	7,839	14,489	22,328	22,546
<i>Total 2023</i>	10,834	11,712	22,546	

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Charity activities	213,569	1,119,983	1,333,552	1,851,428
<i>Total 2023</i>	1,851,428	-	1,851,428	

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

	Total funds 2024 £	Total funds 2023 £
Charitable Activities	1,333,552	1,851,428
<i>Total 2023</i>	1,851,428	



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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**Income from Charitable Activities and Other Income**

	2024 £	2023 £
SLA Grants (See below)	1,333,552	1,851,428
Rents and Service Charge Receivable	70,438	78,617
Payroll Bureau Fees	2,837	2,053
Membership Fees	2,235	1,653
Administration Fees	104,911	145,513
Other	6,696	10,077
Seminars/ Room Hire	31,458	28,515
	<u>1,552,127</u>	<u>2,117,856</u>
Total	<u>1,552,127</u>	<u>2,117,856</u>

**SLA Grants**

	2024 £	2023 £
Burnley Borough Council	174,256	94,216
Lancashire County Council	22,000	5,593
Pendle Borough Council	10,000	10,000
Population Health Management	12,491	-
NHS East Lancs CCG	389,361	841,351
NHS Blackburn with Darwen CCG	223	2,059
National Lottery Community Fund	63,476	5,757
Gannow Big Local	-	600
LA CVS	1,011	-
Little Green Bus	34,485	32,688
Children In Need	-	7,040
National Association of Social Prescribing	52,968	97,760
LACVS	-	26,227
Big Lottery Fund - Reaching Communities	-	10,946
Spring North	8,500	25,500
NHS Lancashire and South Cumbria	354,022	361,667
East Lancashire NHS	-	4,310
Pilgrim Trust	-	(2,500)
The Calico Group	18,371	-
Other	12,130	1,037
NHS Foundation - L&SC	31,268	-
Big Local Trust	48,472	152,618
Community CVS	57,373	-
Blackburn with Darwen CVS	-	98,446
Burnley Leisure	-	11,113
Fund transfers	9,599	-
Police and crime commissioner	18,605	-
Eric Wright Trust	14,941	65,000
	<u>1,333,552</u>	<u>1,851,428</u>
Total	<u>1,333,552</u>	<u>1,851,428</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**5. INVESTMENT INCOME**

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Investment income	28,017	1,994	30,011	14,963
<i>Total 2023</i>	14,963	-	14,963	

**6. GRANTS PAYABLE**

	Grants to Organisations 2024 £	Total 2024 £	Total 2023 £
Grants payable	359,243	359,243	688,194
<i>Total 2023</i>	688,194	688,194	

**7. GOVERNANCE COSTS**

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Governance Auditors/ Accountants' costs	6,243	-	6,243	14,249

**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**8. DIRECT COSTS**

	2024 £	2023 £
Costs Directly Allocated to Activities:	-	-
Staff Costs (Including on costs)	793,882	909,398
Travel and other expenses - Staff	5,510	7,521
Travel and other expenses - Volunteer	15,595	18,407
Grants paid	359,243	688,194
Direct expenditure for community projects	73,786	208,392
Premises costs	-	-
Respite costs	1,710	1,228
Other Expenses	69	4,301
Audit and accountancy fees	-	10,000
Support Costs Allocated to Activities:	-	-
Premises costs	128,212	131,851
General office and finance staff	246,070	197,784
Training costs	8,734	10,570
Project administrative fees	91,188	119,231
Communications	11,294	10,211
Advertising, fees and subscriptions	4,745	11,659
Depreciation	20,238	27,340
Other Expenses	50	2,399
Accountancy	6,243	4,249
	<u>1,766,569</u>	<u>2,362,735</u>

**9. NET INCOME/(EXPENDITURE)**

This is stated after charging:

	2024 £	2023 £
Depreciation of tangible fixed assets:		
- owned by the charity	20,238	27,340
Auditors' and accountants costs	6,243	14,249
	<u>26,481</u>	<u>41,589</u>

During the year, no Trustees received any remuneration (2023 - £NIL).

During the year, no Trustees received any benefits in kind (2023 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2023 - £NIL).

**10. AUDITORS' REMUNERATION**

The Auditor's remuneration amounts to an Audit fee of £6,800      -2023 - £5,000

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**BURNLEY, PENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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**11. STAFF COSTS**

Staff costs were as follows:

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>925,408</b>	990,142
Social security costs	<b>71,966</b>	76,269
Other pension costs	<b>42,598</b>	40,771
	<b>1,039,972</b>	<b>1,107,182</b>

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

	<b>2024</b>	<b>2023</b>
	<b>No.</b>	<b>No.</b>
Direct Charitable Work	<b>21</b>	23
Administrative	<b>11</b>	13
	<b>32</b>	<b>36</b>

The number of higher paid employees was:

	<b>2024</b>	<b>2023</b>
	<b>No.</b>	<b>No.</b>
In the band £60,001 - £70,000	<b>1</b>	0

The charity trustees were not paid or received any other benefits from employment with CVS in the year (2023: NIL ) neither were they reimbursed expenses during the year (2023 : 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 £180,779 (2023: £165,427),

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**NOTES TO THE FINANCIAL STATEMENTS  
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**12. TANGIBLE FIXED ASSETS**

	Freehold property £	Motor vehicles £	Fixtures and fittings £	Total £
<b>Cost</b>				
At 1 April 2023 and 31 March 2024	528,155	39,000	170,766	737,921
<b>Depreciation</b>				
At 1 April 2023	196,220	17,839	153,227	367,286
Charge for the year	10,563	5,290	4,385	20,238
At 31 March 2024	206,783	23,129	157,612	387,524
<b>Net book value</b>				
At 31 March 2024	321,372	15,871	13,154	350,397
At 31 March 2023	331,935	21,161	17,539	370,635

**13. FIXED ASSET INVESTMENTS**

	Trade investments £
<b>Market value</b>	
At 1 April 2023	68,332
Gains	6,185
At 31 March 2024	74,517
<b>Investments at market value comprise:</b>	
	2024 £
Trade investments	74,517
	2023 £
	68,332

All the fixed asset investments are held in the UK

**14. DEBTORS**

	2024 £	2023 £
Trade debtors	47,151	43,527
Prepayments and accrued income	13,902	95,645
	61,053	139,172

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**NOTES TO THE FINANCIAL STATEMENTS  
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**14. DEBTORS (continued)**

**15. CREDITORS: Amounts falling due within one year**

	2024 £	2023 £
Other taxation and social security (see below)	-	7,251
Other creditors	6,839	6,911
Accruals and deferred income	58,549	55,693
	<u>65,388</u>	<u>69,855</u>
<b>Other taxation and social security</b>		
	2024 £	2023 £
PAYE/NI control	-	7,251
	<u>          </u>	<u>          </u>
<b>Deferred income</b>		
Deferred income at 1 April 2023		43,831
Resources deferred during the year		49,635
Amounts released from previous years		(43,831)
		<u>49,635</u>
Deferred income at 31 March 2024		<u>49,635</u>

**16. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2024 £
<b>Unrestricted funds</b>						
General Funds	816,293	364,519	(507,620)	6,715	6,185	686,092

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**NOTES TO THE FINANCIAL STATEMENTS  
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**16. STATEMENT OF FUNDS (continued)**

**Restricted funds**

Distress Relief	77,681	1,994	-	1,602	-	81,277
Communicars	-	15,272	(15,272)	-	-	-
Prescription for Wellbeing	32,479	342,818	(332,414)	-	-	42,883
Young Carers	5,495	24,937	(30,976)	-	-	(544)
Emergency Assistance Grants Programme	6,399	-	(6,399)	-	-	-
Social Prescribing Link Worker	34,667	389,361	(381,709)	-	-	42,319
Young Carers - Respite	5,054	500	(1,710)	-	-	3,844
Young Carers Female Empowerment	7,880	-	(35)	(7,845)	-	-
The CVS Centre - Running	(100,255)	71,833	(104,539)	-	-	(132,961)
CVS Gannow Community Centre - Running	54,417	46,337	(40,273)	-	-	60,481
The CVS centre - Building	195,033	-	(7,563)	-	-	187,470
CVS Gannow Community Centre - Building	131,000	-	(3,000)	-	-	128,000
Big Local	9,735	48,472	(58,207)	-	-	-
Eric Wright Small Grants Scheme	11,774	15,604	(18,413)	-	-	8,965
Population Health Management	3,504	-	(3,504)	-	-	-
Children and Young People's MH Personal Budgets	13,588	-	(1,561)	-	-	12,027
Kickstart placement scheme	-	1,011	(1,553)	542	-	-
Children In Need - Minibus	20,696	-	(5,290)	-	-	15,406
Household Support Scheme	1,014	-	-	(1,014)	-	-
UK SP Community and Places	-	152,506	(152,284)	-	-	222
UK SP People and Skills	-	18,371	(19,089)	-	-	(718)
Adult MM Personal Health	-	30,000	(3,976)	-	-	26,024
Volunteering for wellbeing & community hub	-	63,931	(54,337)	-	-	9,594
Social Isolation grants	-	17,000	(16,845)	-	-	155
	<b>510,161</b>	<b>1,239,947</b>	<b>(1,258,949)</b>	<b>(6,715)</b>	<b>-</b>	<b>484,444</b>
Total of funds	<b>1,326,454</b>	<b>1,604,466</b>	<b>(1,766,569)</b>	<b>-</b>	<b>6,185</b>	<b>1,170,536</b>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**16. STATEMENT OF FUNDS (continued)**

**STATEMENT OF FUNDS - PRIOR YEAR**

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 March 2023 £</i>
General Funds	891,615	525,984	(625,960)	27,342	(2,688)	816,293



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**NOTES TO THE FINANCIAL STATEMENTS  
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**16. STATEMENT OF FUNDS (continued)**

**Restricted funds**

Distress Relief	78,108	1,994	(2,421)	-	-	77,681
Prescription for Wellbeing	26,503	345,071	(339,095)	-	-	32,479
Young Carers	3,824	6,858	(5,187)	-	-	5,495
Emergency Assistance Grants Programme	586	-	-	5,813	-	6,399
Social Prescribing Link Worker	25,086	465,461	(455,880)	-	-	34,667
Young Carers - Respite	4,542	900	(388)	-	-	5,054
Young Carers Activity Project	(19,378)	-	-	19,378	-	-
Mental Health Young Carers	(1,225)	7,040	(19,717)	13,902	-	-
Looked After Children	11,851	-	(6,210)	(5,641)	-	-
Young Carers Art and Wellbeing	(26)	-	-	26	-	-
Youth Empowerment Project	(114)	-	-	114	-	-
Young Carers Female Empowerment	16,811	-	(6,431)	(2,500)	-	7,880
ESIF Passport to Health and Employment Project	6,603	-	-	(6,603)	-	-
The CVS Centre - Running	(66,929)	75,483	(108,809)	-	-	(100,255)
CVS Gannow Community Centre - Running	73,381	55,287	(74,251)	-	-	54,417
The CVS centre - Building	202,596	-	(7,563)	-	-	195,033
CVS Gannow Community Centre - Building	134,000	-	(3,000)	-	-	131,000
Fixtures, Fitting and Equipment	708	-	(708)	-	-	-
Big Local	53,766	152,618	(150,370)	(46,279)	-	9,735
ESOL Project	25,874	-	(9,700)	(16,174)	-	-
Eric Wright Small Grants Scheme	7,208	65,537	(60,971)	-	-	11,774
Takepart Pathfinder	65	-	(65)	-	-	-
ESOL English Together	5,532	15,863	(14,113)	(7,282)	-	-
Population Health Management	3,396	340,494	(340,386)	-	-	3,504
ELCCG Funded Social Prescribing	2,968	-	-	(2,968)	-	-
Community Swabbing Project	(5)	18,171	(17,927)	(239)	-	-
Children and Young People's MH Personal Budgets	17,302	-	(3,714)	-	-	13,588
Small sundry grants/donations	55	-	(55)	-	-	-
Kickstart placement scheme	(7,250)	21,735	(10,942)	(3,543)	-	-

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**16. STATEMENT OF FUNDS (continued)**

Children In Need -						
Minibus	27,750	-	(7,054)	-	-	20,696
COVID Winter Fund						
Grants	(14,765)	-	-	14,765	-	-
Household Support						
Scheme	32,344	710	(32,040)	-	-	1,014
Young Carers We Count						
Project	(6,253)	-	(3,636)	9,889	-	-
UK SP Community and						
Places	-	56,142	(56,142)	-	-	-
	<u>644,914</u>	<u>1,629,364</u>	<u>(1,736,775)</u>	<u>(27,342)</u>	<u>-</u>	<u>510,161</u>

**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.

**Population Health Management**

A grant programme facilitated on behalf of the Integrated care Board (ICB)

**UK Shared Prosperity Community and Places**

A grant programme facilitated on behalf of Burnley Borough Council

**Emergency Assistance Grants Programme**

Support over a 5 month period over winter for people who are struggling to afford food and

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**NOTES TO THE FINANCIAL STATEMENTS  
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**16. STATEMENT OF FUNDS (continued)**

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.

**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 and was used to purchase the minibus.

**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)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**16. STATEMENT OF FUNDS (continued)**

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 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.

**Household Support Fund**

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

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**NOTES TO THE FINANCIAL STATEMENTS  
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**16. STATEMENT OF FUNDS (continued)**

**SUMMARY OF FUNDS - CURRENT YEAR**

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2024 £
General funds	816,293	364,519	(507,620)	6,715	6,185	686,092
Restricted funds	510,161	1,239,947	(1,258,949)	(6,715)	-	484,444
	<u>1,326,454</u>	<u>1,604,466</u>	<u>(1,766,569)</u>	<u>-</u>	<u>6,185</u>	<u>1,170,536</u>

**SUMMARY OF FUNDS - PRIOR YEAR**

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2023 £
General funds	891,615	525,984	(625,960)	27,342	(2,688)	816,293
Restricted funds	644,914	1,629,364	(1,736,775)	(27,342)	-	510,161
	<u>1,536,529</u>	<u>2,155,348</u>	<u>(2,362,735)</u>	<u>-</u>	<u>(2,688)</u>	<u>1,326,454</u>

**17. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	334,991	15,406	350,397
Trade investments	74,517	-	74,517
Current assets	341,972	469,038	811,010
Creditors due within one year	(65,388)	-	(65,388)
	<u>686,092</u>	<u>484,444</u>	<u>1,170,536</u>

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**17. ANALYSIS OF NET ASSETS BETWEEN FUNDS (continued)**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	<i>Unrestricted funds 2023 £</i>	<i>Restricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Tangible fixed assets	357,867	12,768	370,635
Trade investments	68,332	-	68,332
Current assets	459,949	497,393	957,342
Creditors due within one year	(69,855)	-	(69,855)
	<u>816,293</u>	<u>510,161</u>	<u>1,326,454</u>

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

	<b>2024 £</b>	<b>2023 £</b>
Net expenditure for the year (as per Statement of Financial Activities)	<b>(155,918)</b>	<b>(210,075)</b>
<b>Adjustment for:</b>		
Depreciation charges	<b>20,238</b>	<b>27,340</b>
Decrease in debtors	<b>78,119</b>	<b>116,211</b>
(Decrease)/increase in creditors	<b>(4,467)</b>	<b>16,972</b>
<b>Net cash used in operating activities</b>	<b><u>(62,028)</u></b>	<b><u>(49,552)</u></b>

**19. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	<b>2024 £</b>	<b>2023 £</b>
Cash in hand	<b>749,957</b>	<b>818,170</b>
<b>Total</b>	<b><u>749,957</u></b>	<b><u>818,170</u></b>

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**NOTES TO THE FINANCIAL STATEMENTS  
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**20. OPERATING LEASE COMMITMENTS**

At 31 March 2024 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2024 £	2023 £
<b>Amounts payable:</b>		
Within 1 year	3,241	2,923
Between 1 and 5 years	4,125	-
Total	<u>7,366</u>	<u>2,923</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 as well as S Iftikhar being a trustee of CVS and LBN.

**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.

**Burnley Borough Council (BBC)**

Mrs M Lishman is a trustees of CVS and also a councillor 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.

**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 and the CEO of Lancashire BME Network Ltd. They are both a director/ trustee of LA CVS.

**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.

