
HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

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HYNDBURN AND RIBBLE VALLEY 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 - 8
Trustees' responsibilities statement	9
Independent examiner's report	10
Statement of financial activities	11
Balance sheet	12
Statement of cash flows	13
Notes to the financial statements	14 - 26

HYNDBURN AND RIBBLE VALLEY 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

Tony Cox, Trustee
Zulekha Dala, Trustee
Judith Addison, Trustee
Allan Clements, Trustee
Kimberley Whitehead, Trustee (appointed 1 July 2021)

Company registered number

3530868

Charity registered number

1070612

Registered office

Suite 15 The Chambers, Town Hall Square, Great Harwood, Lancashire, BB6 7DD

Principal operating office

Suite 15 The Chambers, Town Hall Square, Great Harwood, Lancashire, BB6 7DD

Local authority representatives

Glen Harrison - Hyndburn Borough Council - Retired 06/05/2021
Ian Brown - Lancashire County Council - Retired 06/05/2021
Richard Newmark - Ribble Valley Borough Council
Melissa Fisher - Hyndburn Borough Council
Rupert Swarbrick - Lancashire County Council

Accountants

CW Accountants Limited, 30 Brotherston Drive, Blackburn, Lancashire, BB2 4FJ

Bankers

CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

Solicitors

David Acklam, Acklam Bond Noor, Equity Chambers, 10 - 12 St James Street, Accrington, BB5 1LY

HYNDBURN AND RIBBLE VALLEY 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 financial statements of the company for the 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 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

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. POLICIES AND OBJECTIVES

'To promote any charitable purpose for the benefit of the community in the local government districts of Hyndburn and Ribble Valley and surrounding districts and, in particular the advancement of education, the protection of health and relief of poverty, distress and sickness, and in furtherance of the said purpose, but not further or otherwise, to promote and organise cooperation in the achievement of the same and to that end bring together council representatives of the voluntary and statutory authorities within the area of benefit.'

b. ACTIVITIES FOR ACHIEVING OBJECTIVES

Hyndburn and Ribble Valley Council for Voluntary Service (HRVCVS) is an umbrella organisation that exists to support and develop the community and voluntary sector in Hyndburn and Ribble Valley and surrounding districts. Our work also has a wider impact by sharing skills and working in partnership with other Voluntary, Community and Faith Sector (VCFS) organisations and with the public sector, including Lancashire County Council, Hyndburn Borough Council, Ribble Valley Council, NHS East Lancashire Clinical Commissioning Group and the three local Primary Care Networks.

All activities this year were planned, developed, and implemented with strong regard to the public benefits to the people and organisations that we serve.

The Public Benefits of HRVCVS have responded to the changing need of our beneficiaries and to the third sector, this has been both proactive and reactive as organisations within the third sector are under increasing pressure to deliver more activities for less funding. The overall objective is to support and strengthen the sustainability, independence, and ability of the VCFS to deliver services and activities that support individuals and communities in Hyndburn and Ribble Valley and the surrounding areas. This objective has been fully met via a range of activities and interventions that have demonstrated our commitment to support the third sector.

COVID has had a major impact on all our lives and HRVCVS has been no different in this respect the organisation having to adjust to the pandemic and the enormous changes that it has brought about. The Trustees are particularly pleased that HRCVS has adapted well particularly by working closely and cooperatively with other groups working within the community to minimize the impact of COVID and provide support to our colleagues, friends and neighbours in the Ribble Valley and Hyndburn Districts.

In all activities the trustees have had due regard to the guidance published by the Charity Commission regarding public benefit and this has informed our business plan and future strategies, including assessment of risks, and ensuring that new projects, activities and services are aligned to the charities aims and purpose of being.

c. VOLUNTEERS

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

Volunteering

We continue to develop volunteering in Hyndburn and Ribble Valley.

We also have the help of several volunteers. Volunteering activities include brokerage, working with Voluntary Sector groups to generate volunteer vacancies, and interviewing potential volunteers, before helping them to find suitable placements.

Use of volunteers

The role of volunteers is important to us. This year there has been numerous volunteer roles working on Covid response via the Hyndburn Hub jointly organised by Hyndburn Borough Council working with local voluntary sector partners. Each volunteer we engage has a role description and has ongoing support from a member of staff. The Charity's trustees are also volunteers, giving their time and expertise freely to offer governance and support to the charity; their contribution is essential.

We have ensured that for each task we have completed a risk assessment, working with our insurers to make sure that the volunteers were covered.

Achievements and performance

a. REVIEW OF ACTIVITIES

Activities and Projects

Core services and project Management

The charity currently receives core funding via a service level agreement with East Lancashire NHS Clinical Commissioning Group and uses earned income via management project fees and by undertaking some paid work to underpin our main functions of a CVS which is broadly divided into four areas:

Information and advice

We provide information and advice on all aspects of setting up and running a voluntary group, including guidance on funding and fundraising activities, legal, financial and policy advice and managing projects. We also provide a wide range of information and advice on issues of good practice in supporting volunteers and volunteering.

Development Work

We work with a diversity of new and existing groups to help them develop new projects and expand or improve their services and activities to meet local need. The development work also involves facilitating and encouraging joint projects and activities between different organisations including statutory and private. Development work is delivered as a combination of core activity and project work and is one of the areas we are seeking to develop further.

Liaison and Representation

We organise local events, forums, meetings, and conferences so that groups can get together to network, gather information, improve communication channels, share good practice, discuss issues of concern and work to address gaps in service or better use of resources. The facilitation of these forums and meetings also encourages groups to work together to develop potential new or improved services and avoid duplication.

HRVCVS also represent the voluntary, community and faith sector at various local and regional events, strategic boards and partnerships; this strategic representation is an important area of work that is expanding so that the sector can be engaged in local decision making and respond to the challenging times and the impact of public sector funding cuts, especially around the Clinical Commissioning Agenda for Pennine Lancashire.

Support

We support individuals wishing to volunteer, and organisations that use volunteers. In addition to this we support statutory and public services in several initiatives and services.

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

Social prescribing

During this year we saw our social prescribing team make huge adaptations to meet the need of the community. During the recovery phase of the pandemic, normal support was resumed for those who struggle to access services and groups. We also continued supporting the more complex needs of those affected by the pandemic, with an uptake in referrals made through foodbanks and financial and advice services.

In this time our team assisted people in the following ways.

Number of contacts made 5,473

on behalf of 538 Social Prescribing clients

b. ACHIEVEMENTS AND PERFORMANCE

The Charity has performed well in the face of continued uncertainty and change; there have been many notable achievements in all areas of the charity's work.

- We supported over 538 individuals alongside over 80 member organisations between April 2021 and March 2022.
- Of these over 300 had in depth support
- We helped 90 volunteers to find new opportunities through the collaborative Volunteer Hub
- We facilitated 6 different forums to bring the VCFS together on matters of interest
- We attended 24 different forums and events to represent the sector
- We continue to build up good relationships with local authorities and the East Lancashire Clinical Commissioning Group.
- We have continued to improve our Facebook and Twitter accounts alongside developing our website

c. GRANT POLICY

H&RV CVS often facilitates or manages grant schemes. We manage a scheme on behalf of the Eric Wright Trust which aims to support small community groups and were also asked to manage a social prescribing grant for small voluntary organisations on behalf of the East Lancashire Clinical Commissioning Group.

At all times we aim to be fair and transparent at all levels and ensure that correct procedures are in place whatever our role.

We have built up strong and positive links with a range of funders and we are able to promote a range of grants in partnership with grant making organisations and trusts.

Our group support officer's meets with groups around funding to enable them to become sustainable in delivering their services in the communities of Hyndburn and Ribble Valley

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. REVIEW

The Trustees receive written and verbal financial information quarterly at the board meetings and are able to have a clear picture regarding the income and expenditure of the charity over that quarter and also the longer term forecast. This enables the Trustees to regularly review the financial situation of the charity and make

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

informed decisions regarding the staffing, expenditure and other strategic decisions to secure the sustainability and wellbeing of the charity; when necessary, a finance and staffing sub-group is arranged to resolve a problem or give more time to making decisions.

c. INVESTMENT POLICY AND OBJECTIVES

The Charity still invests funds into the CAF Gold deposit account which still gives a higher rate of interest than some other high street banks; however, low interest rates have greatly diminished the return on this investment.

d. RESERVES POLICY

The Management Committee has considered the charity's requirements for reserves in the light of the main risks to the organisation.

The trustees having taken account of minimum staffing levels and overheads estimate that currently at least £270,000 per year is needed to provide an effective service as H&RV CVS.

The minimum annual expenditure required will be recalculated each year.

It has been resolved that the organisation should have at least a third of this amount (equivalent to four months or £90,000) in reserve. Unrestricted designated reserves at 31st March 2022 totalled £92,407 and are considered to be sufficient. We maintain a redundancy reserve which is adjusted annually to ensure that we will always be able to meet this obligation.

How expenditure has supported key objectives

All expenditure can be qualified as supporting the key objectives of the charity, all potential activity expenditure, especially core, is carefully analysed to ensure that it will bring a benefit to the VCFS or individuals supported by the charity.

The main projects that the charity delivers have a set of milestones and targets that are set against a budget; this expenditure is managed by the Chief Officer who has strategic responsibility to ensure that the monies awarded are used on the agreed activities.

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 02/07/1998 .

The company is constituted under a Memorandum of Association dated 02/07/1998 and is a registered charity number 1070612.

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.

Trustee selection methods

Trustees are elected from our membership, there is a three year rotation of trustees standing down to create vacancies, but these Trustees are able to stand again if they wish.

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

Nomination forms are delivered to all membership organisations for them to nominate a person to stand as a trustee, if there are more nominations than places then a simple vote takes place at the AGM to elect trustees into the positions.

Where there are vacancies mid term or following the AGM our members are informed of the vacancies and asked for nominations, however if the organisation is looking for particular skills or knowledge to enhance the role of the board of trustees then individuals from member organisation can be approached.

New trustees who join the board mid term stand down to enable them to be elected in the formal process at the following AGM.

There still continues to be vacancies on the board of trustees throughout the year, this is a common problem in the sector at the moment, but it is hoped increased membership over this financial year and as we go into 2022-2023 will encourage more nominations at the next AGM.

Induction and training of Trustees.

This year we have continued to implement good practice around the recruitment, induction and support of our Trustees in line with the guidance from the Charity Commission This includes the formal acceptance of the roles and responsibilities of trustees and a full introduction to the CVS, All new and existing trustees are asked to complete a skills audit; which highlights areas of strength and weakness so that any training or capacity building can be included in training for trustees.

c. ORGANISATIONAL STRUCTURE AND DECISION MAKING

The charity is governed by a board of Trustees who are elected from the charities VCFS membership and meet at least quarterly to discuss charity and company business.

There are 12 places on the board of trustees plus places for each of the three local authorities to nominate a representative. All Trustees have an equal vote but the local authority representatives do not have a formal vote as they are not required to become company directors or formal trustees of the charity

Day to day management of the charity is the responsibility of the Chief Officer who reports directly to the board of Trustees.

The Chief Officer is responsible for the line management of all members of the staff who are in turn responsible for the line management of volunteers and the day to day operation of the project.
The Chairman line manages the Chief Officer.

The Chief Officer drafts a report on the activities and progress of the H&RV CVS and it's projects which are presented at the quarterly trustee board meetings. Staff are also occasionally invited to these meetings to give a verbal report on their work.

There is also a standing agenda item at all staff meetings 'items for the board' which allows any matter to be raised and taken to the board for discussion and decision.

The Chief Officer also presents a managerial report on all areas of activities and the financial reports are presented by the finance officer.

Governance and strategic decisions are made by the board of trustees based on this information enabling them to make informed choices regarding the direction of the charity and implementing any changes needed to secure its future

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

d. RELATED PARTY RELATIONSHIPS

CVS works within its charitable objectives to support a number of local, regional and national objectives. As an organisation we are working with statutory organisations to improve the lives of local people and communities, for example East Lancashire Clinical Commissioning Group, NHS Lancashire and Cumbria, both local authorities, as well as a number of strategic partnerships and networks.

The CVS Board of Trustees is also actively involved in various organisations that strengthen the skills and knowledge available to the CVS and allow closer partnership working and mutual benefits that benefit the sector.

Each of the Lancashire CVS's Senior Managers has a Governing role within the Lancashire Association CVS Company (LACVS) which is owned equally by all of the six CVS's in Lancashire and is able to tender or apply for regional or sub-regional grants or contracts and represent the sector (company number 6402216).

e. RISK MANAGEMENT

A review of all major risks to which the charity is exposed has been conducted. A risk assessment document has been established and is updated at least annually and reported to the Trustees. Where appropriate, systems procedures have been established to mitigate risks the charity faces.

In addition to this the staff meet regularly to take advantage of any funding opportunity and development of future projects or services and in line with best practice consider risk as well as advantages in proceeding with a new project or service.

Internal control risks are minimised by implementation of procedures for authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, trustees and visitors to the offices.

All new employees are given induction into health and safety and health and safety training is available.

Plans for future periods

a. FUTURE DEVELOPMENTS

The board of Trustees are vigilant in safeguarding the future of our organisation and meet regularly to assess the current situation and are quite prepared to make difficult decisions if required.

We plan to formalise the risk assessment procedures with a review document to be established and updated at least annually and reported to the trustees accordingly.

We are confident that we will safeguard and maintain our presence as a respected CVS and continue to push forward with new projects and new initiatives.

The charity has built up an excellent reputation and is well known for delivering good projects, on time, on budget and exceeding expectations, this will stand us in good stead for the future.

We will continue to deliver the well-respected East Lancashire CCG Social Proscribing Scheme within our localities which runs well with PCN partners and the distribution of a local community grant scheme supporting

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

many very worthwhile projects.

This report was approved by the Trustees, on 10/12/22 and signed on their behalf by:

Trustee

Allen D. Clement

ALLAN CLEMENT

Trustee

Tony Cox

TONY COX

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

TRUSTEES' RESPONSIBILITIES STATEMENT
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees (who are also directors of Hyndburn and Ribble Valley 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 of the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE (the 'company')

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 March 2022.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

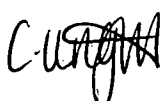
Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated:

14/12/2022

Courtney Wright ACCA

CW Accountants Limited, 30 Brotherston Drive, Blackburn, Lancashire, BB2 4FJ

HYNDBURN AND RIBBLE VALLEY 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:					
Charitable activities	2	22,385	361,224	383,609	347,010
Trading activities		90	-	90	246,873
Investment income	3	39	-	39	59
TOTAL INCOME		22,514	361,224	383,738	593,942
EXPENDITURE ON:					
Charitable activities	5	29,655	374,361	404,016	541,368
TOTAL EXPENDITURE		29,655	374,361	404,016	541,368
NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES		(7,141)	(13,137)	(20,278)	52,574
NET MOVEMENT IN FUNDS		(7,141)	(13,137)	(20,278)	52,574
RECONCILIATION OF FUNDS:					
Total funds brought forward		174,637	32,452	207,089	154,515
TOTAL FUNDS CARRIED FORWARD		167,496	19,315	186,811	207,089

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

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE

**(A company limited by guarantee)
REGISTERED NUMBER: 3530868**

**BALANCE SHEET
AS AT 31 MARCH 2022**

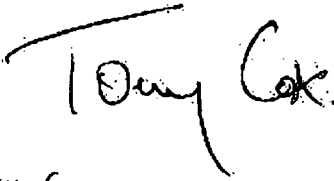
	Note	£	2022 £	£	2021 £
FIXED ASSETS					
Tangible assets	9		3,464		-
CURRENT ASSETS					
Debtors	10	8,276		205	
Cash at bank and in hand		179,579		209,389	
		<u>187,855</u>		<u>209,594</u>	
CREDITORS: amounts falling due within one year	11	(4,508)		(2,505)	
NET CURRENT ASSETS			<u>183,347</u>		<u>207,089</u>
NET ASSETS			<u>186,811</u>		<u>207,089</u>
CHARITY FUNDS					
Restricted funds	12		19,315		32,452
Unrestricted funds	12		167,496		174,637
TOTAL FUNDS			<u>186,811</u>		<u>207,089</u>

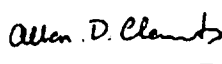
The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

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.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 10/12/2022 and signed on their behalf, by:

Trustee  TONY COX

Trustee  ALLAN CLEMENTS

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

HYNDBURN AND RIBBLE VALLEY 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 (used in)/provided by operating activities	14	<u>(24,614)</u>	<u>82,436</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		<u>(5,196)</u>	<u>-</u>
Net cash used in investing activities		<u>(5,196)</u>	<u>-</u>
Change in cash and cash equivalents in the year		(29,810)	82,436
Cash and cash equivalents brought forward		<u>209,389</u>	<u>126,953</u>
Cash and cash equivalents carried forward	15	<u>179,579</u>	<u>209,389</u>

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

HYNDBURN AND RIBBLE VALLEY 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Hyndburn and Ribble Valley 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.

HYNDBURN AND RIBBLE VALLEY 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.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

HYNDBURN AND RIBBLE VALLEY 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.

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 Turnover

Turnover comprises revenue recognised by the company in respect of goods and services supplied during the year, exclusive of Value Added Tax and trade discounts.

1.7 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:

Office equipment	-	Written off over 3 years
Computer equipment	-	66% reducing balance - written off in 3 years
Other fixed assets	-	25% straight line

1.8 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.

HYNDBURN AND RIBBLE VALLEY 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)

1.9 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.

1.10 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.

1.11 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.

1.12 Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

HYNDBURN AND RIBBLE VALLEY 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)

1.13 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.14 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.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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.

2. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Total income from various charitable activities	22,385	361,224	383,609	347,010
<i>Total 2021</i>	347,010	-	347,010	

3. INVESTMENT INCOME

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Investment income	39	-	39	59
<i>Total 2021</i>	59	-	59	

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

TRADING ACTIVITIES

Trading activity was higher in 2021 due to funds provided to resource the response to the COVID pandemic.

4. ANALYSIS OF CHARITABLE EXPENDITURE

	Charitable activities £	Total 2022 £	Total 2021 £
Staff travel and subsistence	1,474	1,474	1,758
General office costs incl rent	16,451	16,451	16,451
Telephone, Internet and fax	6,097	6,097	5,334
Printing, postage and stationery	2,218	2,218	3,450
Equipment and repairs	7,076	7,076	8,590
Insurance	757	757	616
Software expenses	4,240	4,240	3,613
Subscriptions	3,286	3,286	2,459
Volunteer expenses	8,396	8,396	3,822
Wages and salaries	259,605	259,605	247,924
National insurance	11,701	11,701	11,008
Pension cost	18,938	18,938	16,521
Depreciation	1,732	1,732	-
	<u>341,971</u>	<u>341,971</u>	<u>321,546</u>
<i>Total 2021</i>	<u>321,546</u>	<u>321,546</u>	

5. GOVERNANCE COSTS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Accountancy/ Legal and Professional fees	2,458	-	2,458	1,020
Bank charges	48	-	48	150
	<u>2,506</u>	<u>-</u>	<u>2,506</u>	<u>1,170</u>

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

6. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2022	2021
	£	£
Depreciation of tangible fixed assets:		
- owned by the charity	1,732	-
	<u> </u>	<u> </u>

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).

7. AUDITORS' REMUNERATION

The Independent Examiner's remuneration amounts to an Independent Examination fee of £ 420 (2021 - £ 460).

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

8. STAFF COSTS

Staff costs were as follows:

	2022 £	2021 £
Wages and salaries	259,605	247,924
Social security costs	11,701	11,008
Other pension costs	18,938	16,521
	<u>290,244</u>	<u>275,453</u>

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

	2022 No.	2021 No.
Finance & Volunteer Coordinator	1	1
CVS Administrator	1	1
Community Coordinators (Social Prescribing Link Workers)	10	7
Chief Officer	1	1
	<u>13</u>	<u>10</u>

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

9. TANGIBLE FIXED ASSETS

	Office equipment £	Computer equipment £	Other fixed assets £	Total £
Cost				
At 1 April 2021	6,952	4,846	20,591	32,389
Additions	5,196	-	-	5,196
At 31 March 2022	<u>12,148</u>	<u>4,846</u>	<u>20,591</u>	<u>37,585</u>
Depreciation				
At 1 April 2021	6,952	4,846	20,591	32,389
Charge for the year	-	1,732	-	1,732
At 31 March 2022	<u>6,952</u>	<u>6,578</u>	<u>20,591</u>	<u>34,121</u>
Net book value				
At 31 March 2022	<u>5,196</u>	<u>(1,732)</u>	<u>-</u>	<u>3,464</u>
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

10. DEBTORS

	2022 £	2021 £
Other debtors	8,000	-
Prepayments and accrued income	276	205
	<u>8,276</u>	<u>205</u>

11. CREDITORS:

Amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	4,108	1,985
Accruals and deferred income	400	520
	<u>4,508</u>	<u>2,505</u>

12. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Designated funds					
Designated Funds	65,733	-	-	26,674	92,407
General funds					
General Funds	108,904	22,514	(29,655)	(26,674)	75,089
Total Unrestricted funds	<u>174,637</u>	<u>22,514</u>	<u>(29,655)</u>	<u>-</u>	<u>167,496</u>

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

12. STATEMENT OF FUNDS (continued)

Restricted funds

ELCCG	11,423	172,332	(164,440)	-	19,315
PCN	-	165,966	(165,966)	-	-
LACVS	-	7,064	(7,064)	-	-
Eric Wright	1,221	-	(1,221)	-	-
Hyndburn	7,143	-	(7,143)	-	-
BWD CVS	-	7,587	(7,587)	-	-
Big Lottery Fund	12,665	-	(12,665)	-	-
Active Lancashire	-	8,275	(8,275)	-	-
	<u>32,452</u>	<u>361,224</u>	<u>(374,361)</u>	<u>-</u>	<u>19,315</u>
Total of funds	<u>207,089</u>	<u>383,738</u>	<u>(404,016)</u>	<u>-</u>	<u>186,811</u>

STATEMENT OF FUNDS - PRIOR YEAR

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2021 £</i>
Designated Funds	65,733	-	-	65,733
General Funds	<u>29,047</u>	<u>372,064</u>	<u>(292,207)</u>	<u>108,904</u>
Restricted funds				
ELCCG	25,599	14,745	(28,921)	11,423
Eric Wright	13,071	-	(11,850)	1,221
Hyndburn	-	179,933	(172,790)	7,143
Big Lottery Fund	21,065	24,100	(32,500)	12,665
Community Foundation	-	2,100	(2,100)	-
Albert Hunt	-	1,000	(1,000)	-
	<u>59,735</u>	<u>221,878</u>	<u>(249,161)</u>	<u>32,452</u>

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Designated funds	65,733	-	-	26,674	92,407
General funds	108,904	22,514	(29,655)	(26,674)	75,089
	<u>174,637</u>	<u>22,514</u>	<u>(29,655)</u>	<u>-</u>	<u>167,496</u>
Restricted funds	32,452	361,224	(374,361)	-	19,315
	<u>207,089</u>	<u>383,738</u>	<u>(404,016)</u>	<u>-</u>	<u>186,811</u>

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Designated funds	65,733	-	-	65,733
General funds	29,047	372,064	(292,207)	108,904
	<u>94,780</u>	<u>372,064</u>	<u>(292,207)</u>	<u>174,637</u>
Restricted funds	59,735	221,878	(249,161)	32,452
	<u>154,515</u>	<u>593,942</u>	<u>(541,368)</u>	<u>207,089</u>

Designated Funds

The Designated Fund is set aside for three specific purposes;

1. Capital Fund (£10,000)
2. Redundancy Contingency (£24,758)
3. Contingency Fund (£50,000)
4. IT Upgrade (£7,649)

Restricted Funds

A definition of each restricted fund is explained below;

East Lancashire Clinical Commissioning Grants - A small grants scheme facilitated by the CVS to support new projects around GP Social prescribing in the Hyndburn and Ribblesdale Areas.

Eric Wright - This was funding received for various organisations based on the small grant programme. .

Hyndburn - This is an enhanced, localised fund.

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

12. STATEMENT OF FUNDS (continued)

Community Foundation - Fund relating to COVID

Albert Hunt - Fund relating to COVID

Big Lottery Fund - This funding provides enhanced opportunities for those that HRV CVS support through the social prescribers scheme and also those individuals that are not supported.

13. 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	3,464	-	3,464
Current assets	168,540	19,315	187,855
Creditors due within one year	(4,508)	-	(4,508)
	<u>167,496</u>	<u>19,315</u>	<u>186,811</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Current assets	177,142	32,452	209,594
Creditors due within one year	(2,505)	-	(2,505)
	<u>174,637</u>	<u>32,452</u>	<u>207,089</u>

HYNDBURN AND RIBBLE VALLEY COUNCIL FOR VOLUNTARY SERVICE
(A company limited by guarantee)

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

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

	2022 £	2021 £
Net (expenditure)/income for the year (as per Statement of Financial Activities)	(20,278)	52,574
Adjustment for:		
Depreciation charges	1,732	-
(Increase)/decrease in debtors	(8,071)	32,653
Increase/(decrease) in creditors	2,003	(2,791)
Net cash (used in)/provided by operating activities	(24,614)	82,436

15. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2022 £	2021 £
Cash in hand	179,579	209,389
Total	179,579	209,389