

REGISTERED COMPANY NUMBER: 03731848 (England and Wales)  
REGISTERED CHARITY NUMBER: 1074947

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**  
**FOR**  
**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

Staffords  
Chartered Accountants  
Unit 1, Cambridge House  
Camboro Business Park  
Oakington Road, Girton  
CAMBRIDGE  
Cambridgeshire  
CB3 0QH

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**CONTENTS OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

---

	<b>Page</b>
<b>Report of the Trustees</b>	1 to 12
<b>Independent Examiner's Report</b>	13
<b>Statement of Financial Activities</b>	14
<b>Balance Sheet</b>	15 to 16
<b>Notes to the Financial Statements</b>	17 to 26

---

## CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

---

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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).

#### **Covid-19 Statement**

2021-2022 saw the Covid 19 pandemic regulations relax, and many of the changes that were implemented the previous year became business as usual for CCVS. Staff continued to deliver services remotely and this became the preferred method for many of those contacting us. Systems worked well and were adapted and improved to build on initial developments and success. Staff continued to work from home and all governance meetings including trustee meetings and the AGM were held online. It is likely that this will become general practice moving forward.

Following consultation all staff were moved onto a new hybrid contract and new ways of working have been embedded into how we deliver. We continued to limit numbers in the office and set up a hot desking and booking system to enable staff to book time in the office. Staff have been encouraged to use office time for collaborative work, and this has worked well.

The pandemic continues to impact on the Voluntary and Community sector. We are seeing issues of recruitment and retention of volunteers and staff as well as funding issues. This is only exacerbated by the cost-of-living crisis. We continue to work with groups, statutory funders, and partners to help them develop their offer, and to advise staff and trustees on the options that are open to them and the opportunities they have.

Trustees continue to review our risk plan and we remain vigilant to changing infection rates locally, as well as to possible changes in any regulations.

## CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

---

#### **OBJECTIVES AND ACTIVITIES**

##### **Purposes and Aims**

The objects of Cambridge Council for Voluntary Service (CCVS) are set out in the Memorandum of Association and are to:

- (1) To promote any charitable purposes for the benefit of the community in Cambridge and the surrounding area (hereinafter called "the area of benefit") and in particular the advancement of education, protection of the environment, the protection of health and the relief of poverty, distress and sickness;
- (2) To promote and organise co-operation in the achievement of the above purposes and to that end to bring together representatives of the statutory authorities and voluntary organisation engaged in the furtherance of the above purposes within the area of benefit.

##### **Strategies for achieving objectives**

Our aims remain the same and our strategy is undergoing a constant review in light of changes to the environment we work in, especially the changes brought on by the Coronavirus pandemic.

We started a full review of our work at the end of 2021-22 and this will conclude in the next financial year. This will see the development of a Theory of Change and a new strategic plan.

##### **Aims**

Our strategic aims remain:

- \* Making communities stronger by supporting the development of relevant and self-reliant voluntary community groups.
- \* Representing and championing the voluntary community sector.
- \* Connecting and communicating with the sector.
- \* Making CCVS sustainable.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2022**

---

**OBJECTIVES AND ACTIVITIES**

**Significant activities**

CCVS provides services under three broad headings. These services are offered to charities, community groups and other non-profit organisations across Cambridge, South Cambridgeshire and Fenland, and across the rest of Cambridgeshire under the Support Cambridgeshire partnership. Initial support is offered to all groups free of charge and if they need ongoing help or services then groups are asked to become members of CCVS for which there is an annual charge. The headings under which we provide services include:

\* **Organisational development and support**

CCVS offers advice and support to voluntary and community organisations. Groups can access this by email, phone or through one-to-one sessions by video. We are able to provide information on all aspects of running a voluntary organisation including setting up, governance, funding, financial management and volunteer management. We offer essential training courses to members and to non-members; bespoke training and development support to organisations is also available for a small fee. We also work with national organisations and trainers to deliver their training in the county, to enable groups to access this locally (there is often a charge for this levied by the training provider). Online training enabled us to use trainers from across the country to deliver training and we continued to offer new courses as needed by local groups.

\* **Networking**

We provide opportunities for groups to learn from one another. This includes networking events and also involves putting organisations in contact with others who may be able to offer assistance or work in partnership. We attend, support and publicise networking events that are run by other organisations across the county. We have continued to develop our networks and have set up specific groups for fundraisers as well as those working in communications, to add to the well-established volunteer managers network.

\* **Representation**

As an infrastructure organisation, CCVS is asked to sit on a number of forums and panels to represent the diverse views of the sector. We act as a conduit between the sector and statutory services and encourage two-way communication and dialogue. A number of the Covid 19 groups have continued but we have also seen these expand to include issues brought on by the Ukrainian war and the influx of families to the area, as well as the emerging cost-of-living crisis. A lot of the relationships and collaboration that were built up during the pandemic have proved beneficial to how the sector is able to work with other partners on a wider basis.

**CCVS development**

We have continued to look at how we develop CCVS in order to enable us to deliver our services. Over the year we have implemented a number of changes that have been initiated and supported by the staff team. These include:

- \* We have become a recognised Real Living Wage employer. This has coincided with a bigger project to highlight the benefits of being a Real Living Wage employer with the wider sector in Cambridge that was supported by Cambridge City Council.
- \* We have signed the Cambridge Climate Charter. This has involved us looking at how we can ensure that we work in a more sustainable way and at the same time promote environmental sustainability to other groups. We have looked at our suppliers and those we work with to ensure we are taking all possible steps to reduce the organisation's carbon footprint.
- \* We have developed a staff wellbeing policy. This sees us taking a positive stance to ensure that staff and volunteers can openly talk about wellbeing and mental health issues, and that we take proactive steps to help staff manage their wellbeing both individually and collectively. We regularly share wellbeing tips, we have initiated staff volunteering opportunities, and we continue to offer flexible working to ensure staff are able to have the best home/work balance possible.

**Communications**

Communications remain an increasingly important aspect of our work. We use our communication channels to inform, support, promote and celebrate the work, and the impact, of local charities and community groups.

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

---

**OBJECTIVES AND ACTIVITIES**

The pandemic has seen us make significant changes to the communications we provide and to the frequency of newsletters. We have also worked to promote the sector with local and national media and to ensure requests for help and offers of support are shared as widely as possible.

**Project work**

CCVS carries out project work that is compatible with our mission. In 2021-22, this included:

- \* The start of a vaccine access project with Cambridge City Council and wider VCS partners.
- \* The development of the Cambridgeshire Digital Partnership and the new website.
- \* Work in Fenland in partnership with Hunts Forum under the Support Fenland brand. This included meetings to look at the needs of the local sector as well as a number of networking events and training sessions aimed at Fenland groups.
- \* A specific South Cambridgeshire report based on the annual survey.
- \* Joint work with the Voluntary and Community Sector Emergencies Partnership (VCSEP) to engage with national work between government and the sector around emergency support.

**Public benefit**

The trustees have complied with their duty in the 2011 Charities Act to have due regard to guidance published by the Charity Commission, including public benefit guidance. CCVS provides services to the general public of Cambridge City and surrounding areas by supporting and promoting charitable and community groups.

**Volunteers and Volunteering**

CCVS continued to benefit from the help of a volunteer through our Volunteer 4 All project. Our outreach events have particularly benefited from this input, with our volunteer helping co-produce and co-present some of our work, as well as writing informative blogs about her experience.

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

---

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Both locally and nationally, CCVS continues to be an advocate for small charities and community groups. We highlight the positive impact these organisations have on local people and communities.

The last year has seen CCVS undergo a full brand refresh. As part of this the trustees agreed a new vision statement 'Fair, Strong, Connected Communities' and this has been incorporated into the new logo as the strapline. Trustees also initiated a new strategy process and have started the development of a Theory of Change document that will provide the framework for a new strategy and mission statement. CCVS continues to be a value-led organisation guided by the following values which have been reaffirmed by trustees:

* <b>Cooperation</b>	promoting partnership working within the voluntary sector
* <b>Openness</b>	proactively seeking and sharing views and information
* <b>Quality</b>	delivering and supporting high quality voluntary sector services
* <b>Equality</b>	valuing diversity and each person's different skills and contributions
* <b>Sustainability</b>	encouraging care for the environment and careful use of resources
* <b>Innovation</b>	exploring and promoting new ways of delivering services

Despite the pandemic and working remotely, we successfully grew the CCVS team over the year. We welcomed Sally Page and Vic Hopkins as new Development Workers and Lorna Gough as the Communications and Engagement Worker. All three started early in the period. We also welcomed Suzanne Goff as Senior Community Engagement Lead in early 2022. All staff settled in well and have helped CCVS deliver even more for local groups. After almost 20 years in a number of different roles, our highly valued team member Frances Carter retired on 31st July 2021. Vic Hopkins left the organisation on 31st March 2022 at the end of her agreed contract.

The annual survey was carried out in early 2022 and the results are available on both the CCVS and Support Cambridgeshire websites. We had just short of 200 responses to the survey from groups across the county, of these 61% were members of CCVS. The findings will help us deliver the services that organisations need in the coming year, as well as help us understand the issues facing local groups.

We carried out a number of research projects into:

- \* How groups were managing as Covid 19 restrictions were lifted
- \* The Real Living Wage

The results of these have influenced planning for future support and training.

The following sections detail CCVS's work from April 2021 to end March 2022.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2022**

---

**ACHIEVEMENT AND PERFORMANCE**

**Organisational development**

We continued to develop our work to ensure that we were able to provide groups with the advice and support they needed. We developed our own blogs and thought pieces. We continued to provide advice and support to groups that came to us with questions. We worked with ACRE to share information for village halls and community centres. We continued to update our website with good practice guides and to highlight information across our communications offer.

We recorded a total of 647 queries, of which 304 (47%) were more detailed 1-2-1 interactions either by video or phone, the remainder were shorter enquiries and those that did not require a detailed response. This represented over 206 hours of support. This number is down on the previous year (749 enquiries) and reflects a reduction in staff at the start of the year, and a quieter second half to the year as groups focussed on emergency delivery or putting services on hold.

We ran one Funding Fair in December 2021 where groups booked sessions with local funders, and a second Fair in March 2022 in partnership with Community Matters Yorkshire, Bedford CVS, Three Rivers CVS, and Hunts Forum. There were opportunities to hear from national funders as well as opportunities to meet local funders on a 1-2-1 basis. We co-hosted a three-day online trustee conference in November 2021 during trustees' week as part of our Support Cambridgeshire partnership.

Our support for groups means that we are on hand to help them to work through their challenges, and we have been able to help a number in the past year with difficult issues, including succession planning, closure, and staff and trustee relationships. This service is offered on a reactive basis with groups contacting us or being referred to us.

"Thank you, to all the C CVS team, for contributing to making a challenging year a little lighter. You and your work make a huge difference to our organisation."

"The help and support is great and it is really helpful to know that there is always someone available if needed."

"C CVS has become a "go to" source for advice, information and general support in thinking through programmes, services and funding sources. Staff are always helpful, supportive and professional."

"Very helpful, running groups are very new to me, but can be daunting trying to get it right. Helpful advice, tips, and reassurance."

"They offer the best possible support to the sector - they are pro-active, professional, experienced, thoughtful, kind and considerate."

"C CVS offer an invaluable service and it's free. Brilliant."

"They have been brilliant as I have sought to get up to speed with running a charity in very challenging services. Could not ask for a better partner."

**Representation**

C CVS continues to attend meetings with statutory partners. We have continued to attend the City South Cambridgeshire, and County Covid 19 meetings, and the respective Community Safety Partnerships as well as new meetings that are responding to the arrival of families from Ukraine including county groups for the Ukrainian Human schemes. We have been a member of the County Lines working group for the CSP and have attended the City Covid 19 groups' networking meetings. We represent the county at regional and national events. Our connections with the VCS Emergency Partnership (VCSEP) have continued and this feeds into local work in both these areas.

We are working with statutory partners across a number of areas including vaccine take-up and the Living Wage campaign. Nationally we have worked with NAVCA, NCVO and ACEVO to produce reports on issues that are impacting the wider sector.

We use social media to highlight issues to both local and national politicians and respond to consultations that will impact the sector.

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

---

**ACHIEVEMENT AND PERFORMANCE**

CCVS continues to work with Support Cambridgeshire partners to ensure that there is less duplication of attendance at meetings and that groups are given the skills and support to represent the sector at specialist meetings in areas they work.

**Communications**

Communication development has continued to be a key area for us, and we have benefited from having a new Communications Worker in post for this year.

We have moved our newsletters back to monthly but have added in additional News Flash emails for time-sensitive and specific things. This reduces the emails we send to groups and reduces the workload to produce the bulletins. We developed a new monthly Spotlight Bulletin featuring one organisation per issue. This has been very well received:

"It is such a great idea what you are doing, and we always share the email round to our colleagues as it is great to know about what else is happening out in the community."

The number of newsletter active contacts has risen again this year and we continue to show good open rates for our emails.

Over the period we have delivered

* 38 e-bulletins	883 contracts.	Open rate 35.8%	Click rate 6.3%
* Two councillor email	179 contracts.	Open rate 13.9%	Click rate 0.6%
* One parish clerk email	97 contracts.	Open rate 35.1%	Click rate 3.2%

The website has received 553,636 hits from 40,268 unique visitors over the period, with the volunteering and training pages being the most viewed.

As part of our communications update we have refreshed our brand and updated both our Vision and Mission. More can be found in this blog: <https://ccvsblog.wordpress.com/2022/04/05/ccvs-has-had-a-refresh/>

We continue to deliver social media mainly through Twitter and LinkedIn but also through Facebook and occasionally Instagram. The total CCVS audience for all platforms is 6820, this represents an 11.5% increase in the last six months of the year. (This includes additional accounts).

Our Twitter account has grown to 3967 followers which is an increase of 326 (9%) in this period. We have also launched some additional accounts and over the period we have recorded 552,600 impressions that averages out to 1514 impressions a day. Our biggest for a single post was 4274 impressions.

Our Facebook page is less popular, but we use it most for connecting with village group pages. Our reach for this period on the CCVS company page has been 13,975, this is up 52.8% on the previous year. We had 416 followers at the end of April 2022.

We have had some good responses in promoting the sector with local press, especially BBC Radio Cambridgeshire where CCVS staff have given five interviews over the period, and where we have facilitated other local organisations getting a chance to promote their work.

We have started a network for those in the sector who work in communications. This will run quarterly and includes a channel to enable members to keep in touch electronically.

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

---

**ACHIEVEMENT AND PERFORMANCE**

Over this period we produced 25 blog posts. These received 1186 views which is double the number from the same period last year. We are looking at how we can grow the blog to use it for more subjects including reporting on our work and keeping people up to date with information.

**Volunteering**

Volunteering continues to be integrated into the work we do advising and supporting groups. Our supported volunteering work restarted this year and has been rebranded as Volunteer 4 All. We have started a number of new initiatives in the year and are working with a volunteer to help on this work. New projects include walk and talk events in Cambridge for potential volunteers as well as those looking to support more volunteers, and we have set up online coffee and chat sessions to help more people explore volunteering.

We continue to support organisations with all aspects of recruiting and retaining volunteers. This has become a challenge for our groups over the year as volunteers have dropped out or not returned as Covid 19 restrictions were dropped.

Of the training we have run in this period, four of the sessions have been aimed at those managing volunteers. These have been new courses aimed to help groups engage and support volunteers throughout lockdown and beyond. The managing volunteers network continues to run and meets about every six weeks online.

We ran online fairs for people interested in volunteering in May 2021, and January and February 2022. 18 groups took part and over 100 members of the public signed up to attend. Videos of the 2022 group presentations are still available for the public to view on our YouTube site.

We co-hosted the Connecting Communities volunteer conference in June 2021 as part of our Support Cambridgeshire project. The conference ran over 3 days and examined the future for volunteer management moving out of lockdown.

**16-18 Arbury Court**

CCVS continued to manage the premises at Arbury Court. In 2021-22, offices were licensed to:

- \* Cambridge Ethnic Community Forum (CECF)
- \* Cambridge Community Arts (CCA)
- \* The Castle School

CCVS continue to use the office infrequently, but licensees have continued to use the offices in person with appropriate Covid 19 rules. We have been able to re-organise the space to provide some additional office space that has been taken up by CCA and to reduce the size of the office space used by CCVS. We have been able to develop additional flexible space that can be used communally or for meetings, this helps manage the demand for meeting space and improves the flexibility of how the space is used to accommodate changing needs. We have continued to only allow licensees to use the meeting spaces and have continued to waive the charges to help ensure that staff and volunteers are socially distanced.

Repairs to the office have been undertaken and a plan for future developments and improvements has been developed. We will continue to move this plan forward as funding allows.

**Support Cambridgeshire**

The contract was retendered by the County Council during the year. CCVS and Hunts Forum submitted a bid without Cambridgeshire ACRE who felt that changes meant that they were no longer able to contribute. The joint bid was successful, and the new contract started from December 2021. Once again the lead organisation role was taken by Hunts Forum with CCVS acting as a sub-contractor.

## CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

---

#### **ACHIEVEMENT AND PERFORMANCE**

We have been able to revise the workplan and we will now be delivering under the following streams:

- |                                  |  |
|----------------------------------|--|
| * Funding and income             | Income generation is key to all Voluntary and Community groups. We help groups to find the right funds through information and support.                            |
| * Volunteering and social action | Social action is about people and communities coming together to solve problems which affect them by volunteering and taking action.                               |
| * Voice and representation       | We help community groups and statutory organisations with the challenges they face by championing their work and helping them to share expertise and skills.       |
| * Relationships and connections  | Supporting the sector and partners to build better relationships and create new networking opportunities.  |
| * Information and advice         | Getting the right information, advice and guidance is essential for your organisation, whether it's face-to-face support, training or attending networking events. |
| * Community assets               | Supporting with the development of communities through utilising the community assets, these include people, community buildings and green spaces.                 |

This contract has been let on a three-year basis with the option to extend by a further two years.

#### **FINANCIAL REVIEW**

##### **Results for the year**

The Accounts for the year ending 31st March 2022 have been accepted by the Executive Committee and prepared and independently examined by Staffords, Chartered Accountants and Registered Auditors. Copies are available from the CCVS office and from the CCVS website.

##### **Reserves policy**

The reserves policy is reviewed annually by the trustees. The introduction states:

"The trustees are looking to build the CCVS undesignated (free) reserves to a level that allows the organisation to manage the variations of funding that are all too common in the sector. At the same time trustees keep a close eye on the money required in order to meet the obligations of the charity in the event of closure or to ensure that the property at Arbury Court is well maintained. Along with these responsibilities the trustees ensure that all restricted reserves are accounted for in accordance with good financial practice and the will of the funders."

The trustees have set a total reserve target of £111,565. This allows CCVS to meet its commitments in terms of winding up, and also allows us to work through any years that are lean in project funding so we can properly plan programmes of activity in the first six months of every year, pending the development of other income streams.

The results show current unrestricted reserves of £98,933 (2021: £77,058) and restricted reserves of £20,000 (2021: £0). The unrestricted reserve now below target by £12,632, and the trustees and staff are looking at how the reserves can be grown to the target.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2022**

---

**FUTURE PLANS**

The pandemic shone a light on the charitable and community sector, and it has emerged with a reputation for delivering services effectively and responsively. We have seen many people engage with new and existing groups and look at volunteering as a way of giving back to their communities. We have also seen massive changes to how people access services and what they expect from organisations of all types.

These changes to the environment we operate in along with other changes brought on by the cost-of-living crisis mean that what CCVS offers needs to change and adapt, as does how we deliver services. Digital is very much the new way of working and we are looking at what this means for us and the groups we work with. We have to offer services that are accessible to the majority and that exclude as few people as possible. This will include looking at developing a new strand of always accessible bitesize training products.

We will continue the work we started to look at a new strategy for CCVS and we will develop an organisational Theory of Change. As part of this we will need to recognise the changes that have happened around both volunteering and community engagement and both these areas will be ones that we have to examine and decide what our role is.

Our research and experience, as well as that of colleagues across the country has shown the importance of relationships in ensuring that people and communities have access to joined up and holistic services. Moving forward we will look at how we increase the partnership work we are involved in, and how we can facilitate partnerships and relationships between other local groups and wider stakeholders from both business and statutory sectors.

Our challenge will be how we can help the sector find its feet in the new world we work in, and how we can ensure that organisations can continue to be sustainable and grow to meet the increase in demand brought on by the pandemic and the cost-of-living crisis. We need to work with funders to help them understand how best to support organisations as we know that funding will continue to be an issue for the sector locally.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

In the event of the company being wound up members are required to contribute an amount not exceeding £1.

**Recruitment and appointment of new trustees**

Trustees are primarily recruited from the membership. Applicants from full member organisations have to be proposed and seconded by other members and stand for election at the AGM. No more than eight trustees are elected at the AGM, who serve for a period of two years and are subject to retirement by rotation. Trustees may be co-opted up to a maximum of four, or a third of the total number of trustees serving at any one time. Co-opted trustees may be from the membership or individuals with suitable skills that fill identified gaps in the current trustee board.

A qualifying third-party indemnity provision is in force for the benefit of the trustees.

**Organisational structure**

The company is governed by an Executive Committee or trustee board that meets at least quarterly. Observers from the District Councils are invited to attend these meetings. The Executive Committee sets and reviews the organisational strategy, direction, staffing, structure and resources. The day-to-day running of the company is carried out by employed staff, led by a Chief Executive Officer, who has delegated authority to run operations and make expenditure up to the level of £2,000. The authorisation of all expenditure requires two signatures.

The organisation employed nine members of staff during the year.

Cambridge Council for Voluntary Service is a member of the National Association of Voluntary and Community Action (NAVCA) and of the National Council for Voluntary Organisations (NCVO).

## CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

---

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Induction and training of new trustees**

All trustees receive an induction pack detailing their responsibilities, a Companies House 'AP01' form and copy of the Memorandum and Articles. Trustees are invited into the office (when this is possible) to meet staff and to have an opportunity to understand how CCVS works and details of current plans and projects.

##### **Trustee remuneration**

All Trustees give their time voluntarily and receive no benefits from the charity. Trustees are entitled to claim legitimate out of pocket expenses accrued through their role. Any expenses reclaimed from the charity are set out in the accounts. For this period the trustees claimed back £nil (2021: £nil).

##### **Related parties**

CCVS has close relationships with Cambridge City Council and South Cambridgeshire District Council. Both these local authorities provide essential funding. Cambridge City Council has a nominated observer who attends trustee boards, they are non-voting members and are not party to confidential discussions.

CCVS is a member of the Support Cambridgeshire partnership that delivers the county infrastructure contract. The other partners up to December 2021 were Hunts Forum (lead partner) and Cambridgeshire ACRE. After this Cambridgeshire ACRE left and the new contract was a partnership between CCVS and Hunts Forum (who remain the lead).

During this year CCVS have worked more closely with Cambridgeshire County Council and received funding to support the setup of the Cambridgeshire Digital Partnership.

CCVS continued to work with Cambridge Online to deliver a City Council funded digital skills project.

##### **Risk management**

The Charity commission guidelines on managing risk state "Charity trustees should regularly review and assess the risks faced by their charity in all areas of its work and plan for the management of those risks. Risk is an everyday part of charitable activity and managing it effectively is essential if the trustees are to achieve their key objectives and safeguard their charity's funds and assets."

The charity has a comprehensive risk policy and plan that includes emergency communications plans, a business continuity plan, and a detailed action plan. This document is updated annually and is a standing item on all trustee agendas. Over the year the plan has been updated to keep pace with changing Covid 19 regulations and to reflect the new ways that the team work. One trustee has been appointed to lead on this, for the period of this report this was K Singh.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

03731848 (England and Wales)

##### **Registered Charity number**

1074947

##### **Registered office**

16-18 Arbury Court  
CAMBRIDGE  
Cambridgeshire  
CB4 2QJ

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

---

**Trustees**

R D L Talbot  
M Sanders Chair until Jan 2022  
A T Cogan  
F Raffai Chair from Jan 2022  
E C Forbes  
K Singh  
N J Glen

**Company Secretary**

M R Freeman

**Independent Examiner**

Matthew Pettifer FCA  
Institute of Chartered Accountants in England & Wales  
Staffords  
Chartered Accountants  
Unit 1, Cambridge House  
Camboro Business Park  
Oakington Road, Girton  
CAMBRIDGE  
Cambridgeshire  
CB3 0QH

**Chief Executive**

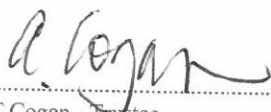
M R Freeman

**CHARITY NAME**

The charity is also known as Cambridge CVS and C CVS.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on .....16/1/22..... and signed on its behalf by:



.....  
A T Cogan - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

---

**Independent examiner's report to the trustees of Cambridge 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.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also 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 your charity's accounts as 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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England & Wales which is one of the listed bodies.

I have completed my examination. I 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.



Matthew Pettifer FCA  
Institute of Chartered Accountants in England & Wales  
Staffords  
Chartered Accountants  
Unit 1, Cambridge House  
Camboro Business Park  
Oakington Road, Girton  
CAMBRIDGE  
Cambridgeshire  
CB3 0QH

Date: 16/11/22

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Charitable activities					
CCVS		<u>146,368</u>	<u>116,385</u>	<u>262,753</u>	<u>207,075</u>
<b>EXPENDITURE ON</b>					
Charitable activities	4				
CCVS		<u>124,493</u>	<u>96,385</u>	<u>220,878</u>	<u>174,882</u>
NET INCOME		<u>21,875</u>	<u>20,000</u>	<u>41,875</u>	<u>32,193</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>77,058</u>	<u>-</u>	<u>77,058</u>	<u>44,865</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>98,933</u></u>	<u><u>20,000</u></u>	<u><u>118,933</u></u>	<u><u>77,058</u></u>

The notes form part of these financial statements

**BALANCE SHEET**  
**31 MARCH 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	9,750	-	9,750	3,808
<b>CURRENT ASSETS</b>					
Debtors	12	46,534	-	46,534	6,599
Cash at bank		64,839	20,000	84,839	114,702
		<u>111,373</u>	<u>20,000</u>	<u>131,373</u>	<u>121,301</u>
<b>CREDITORS</b>					
Amounts falling due within one year	13	(22,190)	-	(22,190)	(48,051)
<b>NET CURRENT ASSETS</b>		<u>89,183</u>	<u>20,000</u>	<u>109,183</u>	<u>73,250</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>98,933</u>	<u>20,000</u>	<u>118,933</u>	<u>77,058</u>
<b>NET ASSETS</b>		<u>98,933</u>	<u>20,000</u>	<u>118,933</u>	<u>77,058</u>
<b>FUNDS</b>	15				
Unrestricted funds				98,933	77,058
Restricted funds				20,000	-
<b>TOTAL FUNDS</b>				<u>118,933</u>	<u>77,058</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

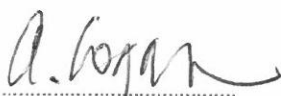
The notes form part of these financial statements

**BALANCE SHEET - continued**  
**31 MARCH 2022**

---

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on .....16/11/22..... and were signed on its behalf by:



.....  
A T Cogan - Trustee

The notes form part of these financial statements

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

---

**1. LEGAL FORM**

The charity is a registered charity registered in England and Wales number 1074947 and a company limited by guarantee, having no share capital, incorporated in England and Wales number 03731848.

Its registered office and principal place of business is at 16-18 Arbury Court, Cambridge, CB4 2QJ.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Financial reporting standard 102 - reduced disclosure exemptions**

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations are recognised on receipt. Gift Aid is recognised in the same period as the donation to which it relates.

Membership income is recognised in the period to which the membership fee relates.

Grant income is recognised in full on receipt unless there are unfulfilled performance conditions that do not allow the income to be recognised. In this case the grant is accounted for as a liability until the performance conditions have been met.

Grant income is only deferred if the grant is time-related and relates partly or wholly to a post year-end time period.

The charity is not VAT registered.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Allocation and apportionment of costs**

Staff costs and overheads are allocated to projects and funds on the basis of time spent. The trustees view the main activity of the charity as that of provision of CVS services.

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

---

**2. ACCOUNTING POLICIES - continued**

**Tangible fixed assets**

Tangible fixed assets are capitalised if the individual item cost exceeds £900. Items are depreciated over their estimated useful economic life:

Computer Equipment                      25% on Cost

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs**

The company contributes to some employee's personal pension plans on a defined contribution basis. Contributions payable to the plans are charged to the Statement of Financial Activities in the period to which they relate.

**Debtors**

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

**Cash and bank and in hand**

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

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be estimated or measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Financial instruments**

The charity 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.

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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

**3. INCOME FROM CHARITABLE ACTIVITIES**

		2022	2021
	Activity	£	£
Charges for services	CCVS	16,891	21,299
Rents received	CCVS	32,425	28,916
Grants	CCVS	213,437	156,860
		<u>262,753</u>	<u>207,075</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
Cambridge City Council (Support Projects)	40,000	40,000
South Cambs District Council	14,000	14,000
Other Grants	-	9,682
Cambs Police and Crime Commission Network (NAVCA)	1,500	-
Cambs County Council - Support Cambridge	26,948	20,678
Cambridge City Council - Volunteering	28,000	28,000
Cambridge City Council - Supported Volunteering	-	2,500
Cambridge City Council: Digital skills training programme	4,000	4,000
Cambridge City Council Winter Support Grant	-	5,000
South Cambs District Council Winter Support Grant	-	8,000
Cambridge City Council COVID19 Grant	13,604	25,000
Cambridge City Council Living Wage Project	5,000	-
Cambs County Council Digital Service Support Contract	24,385	-
Support cambridgeshire - Community Engagement	24,750	-
Lloyds Grant - Hurts Forum	11,250	-
Cambs Constabulary	20,000	-
	<u>213,437</u>	<u>156,860</u>

The charity has also benefitted from charitable rate relief on its premises.

**4. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 5)	Support costs (see note 6)	Totals
	£	£	£
CCVS	<u>219,042</u>	<u>1,836</u>	<u>220,878</u>

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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

**5. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2022	2021
	£	£
Staff costs	164,026	115,953
Rates and water	201	181
Insurance	1,389	1,378
Telephone	3,475	4,675
Post, printing, stationery & advertising	1,704	2,630
Other costs	171	161
Staff recruitment, travel & training	2,078	1,159
Events costs	48	701
Consultants & Trainers	1,516	664
IT Costs	8,495	3,667
Support for Groups	8,578	15,225
Rent	20,167	22,000
Premises Costs	3,806	2,774
Membership & subscriptions	363	476
Depreciation	2,686	1,190
Refurbishment costs	339	212
	<u>219,042</u>	<u>173,046</u>

**6. SUPPORT COSTS**

	Governance costs
CCVS	£
	<u>1,836</u>

Support costs, included in the above, are as follows:

	2022	2021
	CCVS	Total activities
	£	£
Accountancy and legal fees	<u>1,836</u>	<u>1,836</u>

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

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	2,685	1,190
Independent Examiner's fee	<u>1,896</u>	<u>1,860</u>

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**9. STAFF COSTS**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>147,112</b>	103,239
Social security costs	<b>7,552</b>	4,808
Other pension costs	<b>9,362</b>	7,906
	<b>164,026</b>	115,953

Key Management Personnel remuneration totalled £47,434 (2021: £43,858).

The average monthly number of employees during the year was as follows:

	<b>2022</b>	<b>2021</b>
Development workers	<b>3</b>	2
Administrative workers	<b>3</b>	2
Managerial	<b>2</b>	2
	<b>8</b>	6

No employees received emoluments in excess of £60,000.

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Charitable activities			
CCVS	122,075	85,000	207,075
<b>EXPENDITURE ON</b>			
Charitable activities			
CCVS	89,882	85,000	174,882
<b>NET INCOME</b>	32,193	-	32,193
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	44,865	-	44,865

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>77,058</u>	<u>-</u>	<u>77,058</u>

**11. TANGIBLE FIXED ASSETS**

	Short leasehold £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2021	129,440	5,797	135,237
Additions	8,627	-	8,627
At 31 March 2022	<u>138,067</u>	<u>5,797</u>	<u>143,864</u>
<b>DEPRECIATION</b>			
At 1 April 2021	125,881	5,548	131,429
Charge for year	2,436	249	2,685
At 31 March 2022	<u>128,317</u>	<u>5,797</u>	<u>134,114</u>
<b>NET BOOK VALUE</b>			
At 31 March 2022	<u>9,750</u>	<u>-</u>	<u>9,750</u>
At 31 March 2021	<u>3,559</u>	<u>249</u>	<u>3,808</u>

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade debtors	31,890	4,809
Prepayments and accrued income	14,644	1,790
	<u>46,534</u>	<u>6,599</u>

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022	2021
	£	£
Trade creditors	536	713
Social security and other taxes	2,092	2,092
Other creditors	5,736	6,449
Deferred income	-	29,385
Accrued expenses	13,826	9,412
	<u>22,190</u>	<u>48,051</u>

Trade creditors are paid within supplier terms, typically within 30 days. Social security and other taxes are paid by the 19th of the following month. Other creditors (accruals) are payable when the invoice relating to the accrual is due.

**14. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2022	2021
	£	£
Within one year	22,000	22,000
Between one and five years	73,333	88,000
In more than five years	-	7,333
	<u>95,333</u>	<u>117,333</u>

Lease payments totalling £20,167 were made in the year (2021: £22,869).

**15. MOVEMENT IN FUNDS**

	At 1/4/21	Net movement in funds	At 31/3/22
	£	£	£
<b>Unrestricted funds</b>			
General fund	77,058	21,875	98,933
<b>Restricted funds</b>			
County Volunteering Platform Fund	-	20,000	20,000
<b>TOTAL FUNDS</b>	<u>77,058</u>	<u>41,875</u>	<u>118,933</u>

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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

**15. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	146,368	(124,493)	21,875
<b>Restricted funds</b>			
Cambridge City Council Community Development	40,000	(40,000)	-
Cambridge City Council - Supported Volunteers	28,000	(28,000)	-
Cambridge City Council - Digital Access	4,000	(4,000)	-
Cambridge City and Cambridgeshire County Digital Partnership	24,385	(24,385)	-
County Volunteering Platform Fund	20,000	-	20,000
	<u>116,385</u>	<u>(96,385)</u>	<u>20,000</u>
<b>TOTAL FUNDS</b>	<u>262,753</u>	<u>(220,878)</u>	<u>41,875</u>

**Comparatives for movement in funds**

	At 1/4/20 £	Net movement in funds £	At 31/3/21 £
<b>Unrestricted funds</b>			
General fund	44,865	32,193	77,058
	<u>44,865</u>	<u>32,193</u>	<u>77,058</u>
<b>TOTAL FUNDS</b>	<u>44,865</u>	<u>32,193</u>	<u>77,058</u>

**CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE**

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

**15. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	122,075	(89,882)	32,193
<b>Restricted funds</b>			
Cambridge City Council Community Development	40,000	(40,000)	-
Cambridge City Council - Supported Volunteers	28,000	(28,000)	-
Cambridge City Council - Digital Access	4,000	(4,000)	-
Winter Support	13,000	(13,000)	-
	<u>85,000</u>	<u>(85,000)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u>207,075</u>	<u>(174,882)</u>	<u>32,193</u>

Restricted Fund information

Cambridge City Council Community Development Fund is funds restricted for the organisational development and support for Cambridge city voluntary and community groups.

Cambridge City Council Supported Volunteers Fund is funds restricted for developing skills and providing equipment to enable Cambridge city voluntary organisations to reach more beneficiaries.

Cambridge City Council Digital Access Fund is funds restricted for a digital skills training programme to Cambridge city voluntary and community groups.

Cambridge City Council and Cambridgeshire County Council Digital Partnership Fund is funds restricted to contribute to the costs of setting up and running Cambridgeshire Digital Partnership.

County Volunteering Platform Fund is funding received from the Cambridgeshire Constabulary towards a county volunteering platform.

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

---

**16. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2022.