COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

England & Wales · Charity number 1091423

Details

Other names	COMMUNITY AND VOLUNTARY SERVICE (MID AND NORTH BEDFORDSHIRE), COMMUNITY AND VOLUNTARY SERVICE, CVS MID AND NORTH BEDS
Status	Registered
Legal form	Charitable company
Company number	04312967
Registered	2002-03-26
Register	View on the Charity Commission register

Contact

Address	Cvs 43 Bromham Road Bedford MK40 2AA
Phone	01234354366
Email	info@cvsbeds.org.uk
Website	www.cvsbeds.org.uk

Activities

Objects: THE OBJECT OF THE COMPANY SHALL BE TO PROMOTE ANY CHARITABLE PURPOSE FOR THE BENEFIT OF THE PUBLIC IN BEDFORDSHIRE BY THE PROVISION OF ASSISTANCE AND TRAINING TO CHARITIES OR FOR THE FURTHERANCE OF EXCLUSIVELY CHARITABLE PURPOSES, IN: THE FORMULATION OF APPLICATIONS FOR FUNDING OR OTHER ASSISTANCE, THE IDENTIFICATION OF POTENTIAL FUNDERS OR PARTNERS, INFORMATION ABOUT SOURCES OF FUNDING OR COLLABORATORS AND BY SUCH OTHER MEANS AS THE TRUSTEES SHALL DECIDE.

Activities: Community Voluntary Service (CVS) is a voluntary and community sector support organisation, offering a range of services, enabling local organisations and communities to make a difference.

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Classification

- **How:** Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Economic/community Development/employment, Other Charitable Purposes
- **Who:** Other Charities Or Voluntary Bodies

Geography

- **Area of benefit:** BEDFORDSHIRE
- Bedford
- Central Bedfordshire
- Luton

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£418,194	£444,749	-	-
2024-03-31	£493,046	£509,919	-	-
2023-03-31	£444,208	£451,896	-	-
2022-03-31	£432,796	£430,690	-	-
2021-03-31	£335,891	£302,043	-	-

Trustees

Name	Role	Appointed
ANN NEVINSON		
Councillor Hilde Hendrickx		2024-01-08
Graham Robert Moore		2026-01-28
MR BIPIN SHAH		
MRS PAT OLNEY		
Matthew James Young		2014-09-04

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COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

England & Wales - Charity number 1091423

Accounts

REGISTERED COMPANY NUMBER: 04312967 (England and Wales)
REGISTERED CHARITY NUMBER: 1091423

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

FOR

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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FOR THE YEAR ENDED 31 March 2025

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 March 2025

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 2025. 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the organisation are:

"...to promote any charitable purpose for the benefit of the public in Bedfordshire by the provision of assistance and training to charities or for the furtherance of exclusively charitable purposes, in: the formulation of applications for funding or other assistance, the identification of potential funders or partners, information about sources of funding or collaborators and by such other means as the trustees shall decide."

The key activities for the year are set out in the strategic review, focusing on 6 areas of work:

- Funding and Financial Sustainability - ensuring the VCSE sector has access to appropriate funding, and is more resilient in the face of changing circumstances.
- People - supporting the people - whether they are volunteers, employees or trustees - across the VCSE sector.
- Communities - enabling local communities to effect social action, both individually and collectively.
- Partnerships - the VCSE sector working together effectively, and with statutory and private sector partners.
- Environment - catalyse the VCSE sector in delivering measurable progress to carbon neutrality.
- Impact - ensuring that the VCSE sector is able to demonstrate the difference it makes to local communities and the county.

Significant activities

The key activities carried out to achieve these objective included:

- funding and development support to local voluntary and community sector organisations, including charities and social enterprises;
- volunteering guidance and signposting for local people who are interested in volunteering, matching them with local volunteer-involving organisations;
- training courses and workshops aimed at trustees, staff and volunteers of voluntary and community sector organisations, providing them with the skills and knowledge required to become more effective and efficient;
- regular mailings, newsletters, social media posts and a website providing advice and information pertinent to the local voluntary and community sector;
- affordable meeting rooms, office space and equipment hire for the local voluntary and community sector.

The organisation is indebted to a number of volunteers who provide administrative and management support throughout the year. The cost of employing staff to undertake these duties would be in excess of £5,000.

Public benefit

In carrying out the activities, which are explained in more detail on the following pages of this annual report, the organisation provided public benefit by enabling the local voluntary sector to contribute to people and society through improved:

- governance and public trust; meeting high standards of conduct and behaviour
- participation in local communities and their ability to connect with, and establish links between local people
- expertise they provide in their area and in how to deliver for the public
- ability to speak out and provide a voice for the most vulnerable
- access to volunteers and funding which in turn improves the sustainability of the services they provide.

The trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance in setting the charity's objectives and planning its aims, objectives and future activities and when exercising any powers or duties to which the guidance is relevant.

ACHIEVEMENTS AND PERFORMANCE

Review of the Year

This report has been set out using the main themes of the new strategic plan, which was agreed by the trustees in the summer of 2023, following a series of meetings and discussions with beneficiaries, stakeholders and staff. Many of the actions are interdependent of each other.

Funding and Financial Sustainability

Ensuring the VCSE sector has access to appropriate funding, and is more resilient in the face of changing circumstances.

The Funding and Development Service responded to over 360 requests for advice and support from local Voluntary, Community and Social Enterprise (VCSE) organisations, on a range of issues including funding sources and strategies, charity and social enterprise registrations, legal structures, safeguarding, and volunteer management.

'Thank you very much indeed for suggesting that we apply to X for a grant and that we should increase from £5,000 the amount we were requesting. They have awarded us £20,000!! This will make such a big difference to us, our fundraising efforts and our need to dispel the feeling growing among members of the club that we would never raise enough funds for the project. ... we would not have even been applying to X without your advice so thank you again very much.'

'Thank you for your support and guidance as without your training and support we not have been so successful. We also would like to thank you for your amazing assistance in helping us to achieve our CIO charity status. It seemed like a mammoth task when we first started to compile our charity application but with your support and guidance we had only a minor adjustment requested from the Charity Commissioners'

'I just wanted to let you know we have been successful in our application to X, and they have awarded us a 3-year grant of £129,000. I am certain we would not have been successful without your help in finalising our outcomes and measures that they requested after our second stage interview.'

Staff organised numerous opportunities for organisations to meet potential funders. The Online Funding Fayre in March 2025 gave organisations access to 7 local funders. 10 'Meet the Funder' events were also organised or supported during the year, giving organisations the opportunity to discuss potential applications.

This year staff have also developed specific information on Full Cost recovery, including templates and examples, which are now available on the CVS website.

CVS operates 43 Bromham Road as a shared building, offering office space and meeting space for the local VCSE sector, thanks to the support of The Harpur Trust. 9 organisations have office space in the building, and the meeting rooms were used 538 times by 22 different organisations.

The building provides a practical solution to the issue of office and meeting space, but is also a facility that allows different VCSE organisations to network, share, develop better working partnerships, creating a sense of 'community' between organisations working for the benefit of local communities.

ACHIEVEMENTS AND PERFORMANCE

People

Supporting the people - whether they are volunteers, employees or trustees - across the VCSE sector.

Staff delivered a Volunteering Brokerage and Outreach Service during the year. A public list of volunteering opportunities is maintained, to provide potential volunteers with a broad range of volunteering opportunities (approximately 300).

Staff attended numerous events across the county, promoting volunteering and raising awareness of volunteering. Almost 700 people formally registered to volunteer, with many more being inspired to contact an organisation directly.

Staff also find some volunteers need more intensive support, often because of their lack of confidence. This support can often last a number of months, with staff working closely with organisations with the opportunities to ensure the volunteer is properly supported. 15 potential volunteers have been supported since April 2024 on a more intensive level.

'X is a young Autistic chap who came in with his mum - wanted to do admin volunteering - he has tried but hasn't had any luck with getting a volunteering position. I asked if he would like to come and volunteer with me at CVS - he is now with us and is proof reading newsletters and the website plus other office duties.'

'Y was a student with Youth Inspired, which is a community organisation enabling people with learning difficulties, disabilities, autism or mental health conditions to learn, grow and achieve through training and support. He comes in for a couple of hours each week and helps in reception. He undertakes a number of tasks including sorting the recycling, shredding, making posters, showing visitors to meeting rooms and sorting the post along with other administration tasks as they arise. He undertakes tasks both independently and with support from reception staff. The initial 6-week placement has now continued into a second year.'

A monthly volunteering newsletter is also produced, keeping potential volunteers in contact with the service, and highlighting other volunteering opportunities. Opportunities are also promoted online, and via other newsletters where possible.

A Volunteer Co-ordinators Network is now well established, with meetings across the county, providing a forum to discuss volunteering issues, including recruitment and ongoing management.

Volunteers Week (1-7 June) remains a key promotional opportunity, with a number of events and activities held during the week to promote volunteering opportunities and to thank existing volunteers. Staff launched a 'how to video' for potential volunteers to help with accessing the CVS online volunteering platform.

Staff also delivered 22 workshops to 157 delegates on Safeguarding Awareness, Fit for Funding Starting Right and Outcomes and Impact, and Board Development and Leadership. These courses provide an opportunity for trustees / directors, staff and volunteers to learn new skills, network with each other, and develop an effective working relationship with CVS staff. CVS has also partnered with a local company to offer affordable first aid at work courses.

ACHIEVEMENTS AND PERFORMANCE

Communities

Enabling local communities to effect social action, both individually and collectively.

Ensuring that local communities are more aware of the support that CVS can offer, should they wish to volunteer or start a local group, is a priority. Social media is playing a major part in promoting the work of CVS, and the work of the wider sector. Local newspapers and online sites have been used to promote the work of CVS, especially volunteering opportunities. Meeting with organisations face-to-face continues to be a very effective method of promoting our service, and enhancing our reputation.

The weekly Email Update is a major part of our plan to reach as many organisations and communities as possible. We continue to gradually increase the circulation list, with over 1,500 local organisations and contacts now receiving useful information on funding opportunities, local vacancies, networking opportunities, and other relevant news and updates. Work will continue to extend the reach of the newsletter, which receives great feedback from readers. A monthly volunteering newsletter also ensures that new and existing volunteers are aware of our services and the various opportunities available to them.

Steps have been undertaken during the year to refresh the data we hold on local VCSE organisations, in preparation for a significant upgrade to the online directory during 2025. One of the most frequent requests received by staff is for a list of VCSE organisations.

CVS also continued to host the Big Local initiative for the Cauldwell and Kingsbrook area of Bedford, supporting a partnership of local people to invest over £1 million in the local area over a 10-year period.

Partnerships

The VCSE sector working together effectively, and with statutory and private sector partners.

A key of role of CVS is to facilitate partnership working within the sector, and with other sectors.

A Comms Network brings together those organisations with a communications lead to share information and co-ordinate publicity about the work of the local VCS sector. A Volunteer Co-ordinators Network is now meeting regularly to share good practice on recruiting and managing volunteers.

A Food Providers Network in Bedford continues to meet, to improve partnership working and reduce duplication across the Foodbanks, community larders, social supermarkets and other agencies involved in food provision. Over 17 organisations are now working closer together to improve the impact they have.

A directory of partnerships is in place, to assist organisations to link up with relevant networks and meetings.

CVS has also continued to be involved in the relatively new health and social care structures that cover Bedfordshire and Milton Keynes, working to connect local VCSE organisations, with the Integrated Care Board and other parts of a complex health system.

Bedfordshire Advice Forum and the VOCypf network (for those working with children, young people and families), continue to be facilitated by CVS staff. CVS also continues to support Bedford Homeless Partnership and Luton Homeless Partnership.

Staff are involved in a number of other networks and partnerships, including the Luton Fairness Taskforce, Central Bedfordshire's Cost of Living Network, the Bedford Borough Community Network, the local ESOL providers network, the Bedford Borough Ukrainian Partnership, and a number of other opportunities where it is important for the VCSE voice and experience to be heard.

ACHIEVEMENTS AND PERFORMANCE

Environment

Catalyse the VCSE sector in delivering measurable progress to carbon neutral.

The past year has been spent understanding how CVS should best respond to the climate change agenda, developing better links with other agencies working in this field, and establishing how to best support the wider VCSE sector.

It is clear that that all VCSE organisations will not be able to achieve their objectives if they do not also act to respond to the climate crisis.

Details of 'green resources' for the sector have been compiled and promoted on the CVS website. Further environmental improvements to 43 Bromham Road were undertaken, following an external Energy Efficiency Assessment, and a grant from the VCSE Energy Efficiency fund to improve the heating system.

CVS staff have also been developing better links with other organisations offering support relating to climate change, so we better understand what is available, and what gaps might exist, with a view to developing a funding bid for additional capacity.

Impact

Ensuring that the VCSE sector is able to demonstrate the difference it makes to local communities and the county.

The trustees are determined to demonstrate the impact that the charity has, and support other VCSE organisations to do the same. The development of a new strategic plan, the progress of which is reported on at every board meeting, has provided a greater focus, and has assisted with the conversation on how best to evidence our impact.

Staff have improved the evidence collecting methods during the year, with an emphasis on capturing feedback from organisations and volunteers that have been supported. This has allowed for better quality reports to funders, improved case studies for promotion via social media, and greater reassurance to trustees.

In Luton, drop in sessions were held at the LETSHUB - three pilot sessions were hosted, and by the third session a range of organisations were attending, discussing issues with staff. It is hoped that a longer pilot can be delivered in 2025 to give organisations an opportunity to 'drop-in', rather than making an appointment.

A 'Stats of the Sector' document was produced in 2024, for the 2nd year running, which sets out the approximate size of the local VCSE sector in Bedfordshire, (almost 3,000 organisations), providing a starting point for any conversation about what the local VCSE sector looks like, and how diverse the sector is. The document will be updated every year.

Plans for Future Periods

The key activities for the future are set out in the strategic review, focusing on 6 areas of work:

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- Impact - ensuring that the VCSE sector is able to demonstrate the difference it makes to local communities and the county.

FINANCIAL REVIEW

Financial position

The organisation remains in a healthy financial position. Total incoming resources for the year were £418,194 (2024 - £493,046) and total resources expended were £444,749 (2024 - £509,919).

The organisation made a deficit for the year of £26,555 (2024 - £16,873).

The cost of staffing and utilities remain high due to the cost of living crisis affecting the country. Whilst income from meeting room and office space usage remained high, other sources of funding have not increased in line with the increase in costs, and this remains a concern for the trustees. The cost of repairs to 43 Bromham Road remains a challenge, with funds being released from reserves as required.

The organisation has a number of principal sources of funding, as outlined in the accounts. The trustees are keen to hold a portfolio of funders, rather than build dependency on one or two, in order to reduce the risk to the organisation's existence should a funder withdraw or fail to renew its support. The vast majority of the funding that the organisation receives is of a short-term nature, sometimes for projects lasting less than six months, providing little long-term security for the staff team.

Bedford Borough Council and Central Bedfordshire Council continued to provide essential support to allow the organisation to offer funding advice, development support and provide some representation for the sector at key meetings.

The Harpur Trust's on-going support in providing a full-repairing peppercorn lease for 43 Bromham Road is crucial to the organisation's financial position, and during the past year the Trust once again agreed to match-fund the award from Bedford Borough Council, providing significant additional resources for CVS.

Luton Rising (London Luton Airport Ltd) provide funding relating to CVS's work in Luton (via Bedfordshire and Luton Community Foundation).

CVS acts as the accountable body for a BIG Local partnership in the Kingsbrook and Cauldwell area of Bedford.
Funding relating to the BIG Local initiative has been received from the BIG Lottery Fund and subsequently BIG Local Trust and held under restricted funds.

CVS is also the accountable body for the Bedford Homeless Partnership. Funding raised by the Partnership and Soupfest is given to the Partnership to distribute in small grants. Both funds are treated as restricted funds.

CVS also acts as the accountable body for the Voluntary Organisations Consortium for Children, Young People and Families (VOCypf). Funds from the two local authorities are held on behalf of VOC under restricted funds.

Funding for Bedfordshire Advice Forum and Luton Homeless Partnership are also held as restricted funds.

FINANCIAL REVIEW

Reserves policy

The CVS reserves policy includes provision for holding a long-term, full-repairing lease for 43 Bromham Road, and is kept under review on an annual basis.

At the year end, unrestricted reserves amounted to £288,984 (2024 - £312,720). These reserves are designated as detailed below and in note 10 of the accounts.

General Purpose Reserves

The trustees have set a level equivalent to two months of full operating costs for the organisation as a desired level of reserve. This fund is a contingency in the event of a sudden reduction in income, in order to protect the future operation of the organisation from the effects of any unforeseen variation in its income and expenditure. It also provides a cash flow for grants and contracts that are paid in arrears.

Designated Reserves

The trustees have designated reserves where there are planned commitments that cannot be met by anticipated future income alone. These reserves are broken down into a number of funds that mainly relate to:

- The organisation's responsibilities as an employer to hold sufficient funds to provide proper notice and redundancy costs in the event of closure

- The organisation's responsibilities as a tenant. Whilst CVS pays a peppercorn rent for use of 43 Bromham Road until 2032, CVS also has full-repairing responsibilities until 2032, during which period the building will require major refurbishment and repair. It is the trustees' intention to build a capital improvement fund over the next few years to meet future repair and refurbishment commitments

- The organisation's responsibilities as a head landlord, leasing offices to other charities and voluntary organisations at 43 Bromham Road. In the event of closure or near closure, funds are held to keep the building running for twelve months until other arrangements can be made and the lease surrendered

The reserves policy and the levels of reserves required are reviewed yearly as part of the annual budgetary process.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Community Voluntary Service Bedfordshire was established under Memorandum and Articles of Association on 30th October 2001. The Memorandum and Articles of Association were amended on 15th June 2006 and 25th June 2016 due to name changes. The organisation is registered as a charity with the Charity Commission (registered charity number 1091423) and as a Company Limited by Guarantee with Companies House (registered company number 04312967).

Recruitment and appointment of new trustees

The trustees of the organisation are either connected with local voluntary organisations in a paid, voluntary or trustee capacity, and/or they provide the organisation with specialist knowledge and skills relating to accounting, legal issues, human resources, local government or similar.

The organisation actively seeks local people with an interest in and connection with the local voluntary and community sector to become a trustee throughout the year. The trustees have the power to co-opt new trustees throughout the year.

Bedford Borough Council and Central Bedfordshire Council are each entitled to nominate a non-voting representative to attend and participate in trustees' meetings.

Induction and training of new trustees

There is no formal trustee induction programme but each new trustee undergoes a half-day induction session to brief them on the structure and operation of the organisation, to provide them with and explain key documents and policies, to meet key staff and to discuss any training requirements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Wider network

The organisation works closely with a number of other charities in Bedfordshire. We continue to work closely with Community Action Milton Keynes, supporting the sector to engage with the Integrated Care System (ICS) that covers both our respective areas of benefit. Community Action Milton Keynes hosts a Partnership Officer on behalf of both organisations to improve the voluntary sector's voice within the ICS.

Risk management

The financial risks to the organisation are considered by the trustees and the Chief Officer on a regular basis through strenuous budgeting and regular management accounts. The trustees have considered the risks faced by the charity and have taken steps to mitigate those risks. A key component of this is the reserves policy which was extensively reviewed last year, and continues to provide a sensible platform for all financial planning for the organisation.

The Finance and Premises sub-committee, meeting at least quarterly, provides additional oversight and scrutiny to the finances of the organisation, especially regarding the lease of 43 Bromham Road and the associated costs of running a building.

With regards to the non-financial risks, a detailed health and safety policy is in place with a nominated lead, and a strong business continuity plan exists should it be necessary. Key staff also undertake relevant training relating to first aid and fire safety as required.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
04312967 (England and Wales)

Registered Charity number
1091423

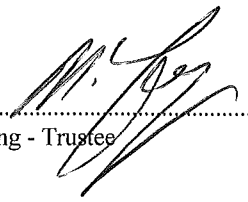
Registered office
43 Bromham Road
Bedford
Bedfordshire
MK40 2AA

Trustees
Mrs P Olney
Ms A Nevinson
B Shah
A Spurrell
M Young
Mrs H Hendrickx

Company Secretary
Ms A Nevinson

Independent Examiner
Gerald Bygraves
GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

Approved by order of the board of trustees on 24/9/2025 and signed on its behalf by:



.....
M Young - Trustee

Independent examiner's report to the trustees of Community Voluntary Service Bedfordshire ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

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 member of the Association of Accounting Technicians, 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.

Gerald Bygraves FMAAT

Gerald Bygraves

GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

Date: 24/09/2025

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	**31.3.25 Total funds £**	31.3.24 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and other income		**3,587**	**4,021**	**7,608**	31,577
Charitable activities					
VOC		**-**	**20,000**	**20,000**	20,000
Central Bedfordshire Council		**-**	**48,348**	**48,348**	43,665
Big Local		**-**	**89,843**	**89,843**	148,210
Bedford Charity		**33,750**	**-**	**33,750**	44,750
LLAL		**-**	**79,880**	**79,880**	56,650
Bedford Borough Council		**45,000**	**-**	**45,000**	45,000
Other activities	2	**83,579**	**-**	**83,579**	92,494
Investment income	3	**10,186**	**-**	**10,186**	10,700
Total		**176,102**	**242,092**	**418,194**	493,046
EXPENDITURE ON					
Raising funds		**5,285**	**-**	**5,285**	5,285
Charitable activities					
Support costs		**194,553**	**244,911**	**439,464**	504,634
Total		**199,838**	**244,911**	**444,749**	509,919
NET INCOME/(EXPENDITURE)		**(23,736)**	**(2,819)**	**(26,555)**	(16,873)
RECONCILIATION OF FUNDS					
Total funds brought forward		**312,720**	**55,684**	**368,404**	385,277
TOTAL FUNDS CARRIED FORWARD		**288,984**	**52,865**	**341,849**	368,404

The notes form part of these financial statements

BALANCE SHEET
31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	**31.3.25 Total funds £**	31.3.24 Total funds £
FIXED ASSETS					
Tangible assets	7	**1**	-	**1**	1
CURRENT ASSETS					
Debtors	8	**9,448**	-	**9,448**	14,142
Cash at bank and in hand		**289,013**	**52,865**	**341,878**	399,836
		298,461	**52,865**	**351,326**	413,978
CREDITORS					
Amounts falling due within one year	9	**(9,478)**	-	**(9,478)**	(45,575)
NET CURRENT ASSETS		**288,983**	**52,865**	**341,848**	368,403
TOTAL ASSETS LESS CURRENT LIABILITIES		**288,984**	**52,865**	**341,849**	368,404
NET ASSETS		**288,984**	**52,865**	**341,849**	368,404
FUNDS	10				
Unrestricted funds				**288,984**	312,720
Restricted funds				**52,865**	55,684
TOTAL FUNDS				**341,849**	368,404

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 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

continued...

BALANCE SHEET - continued
31 March 2025

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 24/9/2025 and were signed on its behalf by:

.....
M Young - Trustee

The notes form part of these financial statements

1. 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.

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.

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.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 20% 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.

2. OTHER ACTIVITIES

	Unrestricted funds	Restricted funds	**31.3.25 Total funds**	31.3.24 Total funds
	£	£	£	£
Office and meeting room hire	**83,579**	-	**83,579**	92,494

continued...

3. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	**31.3.25 Total funds £**	31.3.24 Total funds £
Deposit account interest	**10,186**	-	**10,186**	10,700

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

5. STAFF COSTS

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

	31.3.25	31.3.24
Administration	**2**	2
Support	7	7
	9	9

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and other income	23,266	8,311	31,577
Charitable activities			
VOC	-	20,000	20,000
Central Bedfordshire Council	-	43,665	43,665
Big Local	-	148,210	148,210
Bedford Charity	44,750	-	44,750
LLAL	-	56,650	56,650
Bedford Borough Council	45,000	-	45,000
Other activities	92,494	-	92,494
Investment income	10,700	-	10,700
Total	216,210	276,836	493,046
EXPENDITURE ON			
Raising funds	5,285	-	5,285

continued...

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities			
Support costs	229,632	275,002	504,634
Total	234,917	275,002	509,919
NET INCOME/(EXPENDITURE)	(18,707)	1,834	(16,873)
RECONCILIATION OF FUNDS			
Total funds brought forward	331,427	53,850	385,277
TOTAL FUNDS CARRIED FORWARD	312,720	55,684	368,404

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2024 and 31 March 2025	**7,485**
DEPRECIATION	
At 1 April 2024 and 31 March 2025	**7,484**
NET BOOK VALUE	
At 31 March 2025	**1**
At 31 March 2024	1

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25 £	31.3.24 £
Trade debtors	**8,482**	13,176
Prepayments	**966**	966
	9,448	14,142

continued...

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Trade creditors	6,538	42,735
Accrued expenses	2,940	2,840
	9,478	45,575

10. MOVEMENT IN FUNDS

	At 1/4/24	Net movement in funds	Transfers between funds	At 31/3/25
	£	£	£	£
Unrestricted funds				
General fund	69,690	(20,658)	4,221	53,253
Designated Funds	220,172	-	(4,221)	215,951
Big Change Luton	22,151	(3,078)	-	19,073
Coffee Pot	707	-	-	707
	312,720	(23,736)	-	288,984
Restricted funds				
Big Local	34,332	(9,992)	-	24,340
VOC	19,254	(2,359)	-	16,895
Bedfordshire Advice Forum	1,819	(906)	-	913
Central Bedfordshire Council	11	-	-	11
LLAL	(8,628)	10,382	-	1,754
Bedford Homeless	6,497	266	-	6,763
BBO Storage	2,399	(210)	-	2,189
	55,684	(2,819)	-	52,865
TOTAL FUNDS	368,404	(26,555)	-	341,849

continued...

10. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	**175,017**	**(195,675)**	**(20,658)**
Big Change Luton	**1,085**	**(4,163)**	**(3,078)**
	176,102	**(199,838)**	**(23,736)**
Restricted funds			
Big Local	**89,843**	**(99,835)**	**(9,992)**
VOC	**20,000**	**(22,359)**	**(2,359)**
Bedfordshire Advice Forum	**902**	**(1,808)**	**(906)**
Central Bedfordshire Council	**48,348**	**(48,348)**	**-**
LLAL	**79,880**	**(69,498)**	**10,382**
Bedford Homeless	**3,119**	**(2,853)**	**266**
BBO Storage	**-**	**(210)**	**(210)**
	242,092	**(244,911)**	**(2,819)**
TOTAL FUNDS	**418,194**	**(444,749)**	**(26,555)**

Comparatives for movement in funds

	At 1/4/23 £	Net movement in funds £	Transfers between funds £	At 31/3/24 £
Unrestricted funds				
General fund	80,307	(35,617)	25,000	69,690
Designated Funds	245,172	-	(25,000)	220,172
Big Change Luton	5,241	16,910	-	22,151
Coffee Pot	707	-	-	707
	331,427	(18,707)	-	312,720
Restricted funds				
Big Local	5,340	28,992	-	34,332
VOC	23,338	(4,084)	-	19,254
Bedfordshire Advice Forum	1,597	222	-	1,819
Central Bedfordshire Council	7,684	(7,673)	-	11
LLAL	-	(8,628)	-	(8,628)
Bedford Homeless	13,284	(6,787)	-	6,497
BBO Storage	2,607	(208)	-	2,399
	53,850	1,834	-	55,684
TOTAL FUNDS	385,277	(16,873)	-	368,404

continued...

10. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	193,540	(229,157)	(35,617)
Big Change Luton	22,670	(5,760)	16,910
	216,210	(234,917)	(18,707)
Restricted funds			
Big Local	148,210	(119,218)	28,992
VOC	20,000	(24,084)	(4,084)
Bedfordshire Advice Forum	1,256	(1,034)	222
Central Bedfordshire Council	43,665	(51,338)	(7,673)
LLAL	56,650	(65,278)	(8,628)
Bedford Homeless	7,055	(13,842)	(6,787)
BBO Storage	-	(208)	(208)
	276,836	(275,002)	1,834
TOTAL FUNDS	493,046	(509,919)	(16,873)

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/23 £	Net movement in funds £	Transfers between funds £	At 31/3/25 £
Unrestricted funds				
General fund	80,307	(56,275)	29,221	53,253
Designated Funds	245,172	-	(29,221)	215,951
Big Change Luton	5,241	13,832	-	19,073
Coffee Pot	707	-	-	707
	331,427	(42,443)	-	288,984
Restricted funds				
Big Local	5,340	19,000	-	24,340
VOC	23,338	(6,443)	-	16,895
Bedfordshire Advice Forum	1,597	(684)	-	913
Central Bedfordshire Council	7,684	(7,673)	-	11
LLAL	-	1,754	-	1,754
Bedford Homeless	13,284	(6,521)	-	6,763
BBO Storage	2,607	(418)	-	2,189
	53,850	(985)	-	52,865
TOTAL FUNDS	385,277	(43,428)	-	341,849

continued...

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	368,557	(424,832)	(56,275)
Big Change Luton	23,755	(9,923)	13,832
	392,312	(434,755)	(42,443)
Restricted funds			
Big Local	238,053	(219,053)	19,000
VOC	40,000	(46,443)	(6,443)
Bedfordshire Advice Forum	2,158	(2,842)	(684)
Central Bedfordshire Council	92,013	(99,686)	(7,673)
LLAL	136,530	(134,776)	1,754
Bedford Homeless	10,174	(16,695)	(6,521)
BBO Storage	-	(418)	(418)
	518,928	(519,913)	(985)
TOTAL FUNDS	911,240	(954,668)	(43,428)

Designated Funds	**Opening Balance**	**Additional Resources**	**Released Resources**	**Transfer between funds**	**Closing Balance**
Salaries Reserve	47,000		0	0	47,000
Redundancy Reserve	95,000		0	0	95,000
Premises Reserve - General	10,000		0	0	10,000
Premises Reserve - Capital Improvements	58,172		4,221	0	53,591
Asset Replacement	10,000		0	0	10,000
Total	**220,172**	**0**	**4,221**	**0**	**215,951**

General Purpose Fund: **Funds to provide cash flow and meet unforeseen expenses. Based on approximately three months of annual turnover.**

Designated Funds:

Salaries Reserve: **Two months salaries and employers NI contributions**

Redundancy Reserve: **Redundancy liabilities and required notice period based on statutory minimum payments for all staff**

Premises Reserve - General: **12 months running costs for 43 Bromham Road in the event of closure to provide security for existing users and fulfil lease obligations**

Premises Reserve - Capital: **Funds to maintain, repair and improve 43 Bromham Road as a result of holding a full-repairing lease**

Asset Replacement: **Provision to replace IT and furniture as required**

continued...

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2025

	31.3.25 £	31.3.24 £
INCOME AND ENDOWMENTS		
Donations and other income		
Subscriptions	**902**	1,256
Other income	**6,706**	30,321
	7,608	31,577
Other activities		
Office and meeting room hire	**83,579**	92,494
Investment income		
Deposit account interest	**10,186**	10,700
Charitable activities		
Grants	**316,821**	358,275
Total incoming resources	**418,194**	493,046
EXPENDITURE		
Raising donations and legacies		
Wages	**5,285**	5,285
Charitable activities		
Wages	**309,663**	309,525
Rent, rates and services	**15,821**	20,725
Insurance	**2,262**	1,423
Office costs	**23,346**	24,141
Advertising and promotions	**-**	1,669
Sundries	**384**	54
Specific projects	**67,356**	92,296
Travel	**4,578**	3,475
Training and events	**90**	1,252
Legal and professional fees	**1,363**	4,555
Reference materials and subscriptions	**356**	340
Repairs and renewals	**11,837**	38,284
Computer costs	**-**	4,484
	437,056	502,223
Support costs		
Finance		
Bank charges	**68**	71

This page does not form part of the statutory financial statements

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2025

	31.3.25 £	31.3.24 £
Finance		
Governance costs		
Accountancy and legal fees	**2,340**	2,340
Total resources expended	**444,749**	509,919
Net expenditure	**(26,555)**	(16,873)

This page does not form part of the statutory financial statements

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

England & Wales - Charity number 1091423

Accounts

REGISTERED COMPANY NUMBER: 04312967 (England and Wales)
REGISTERED CHARITY NUMBER: 1091423

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

FOR

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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FOR THE YEAR ENDED 31 March 2024

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Independent Examiner's Report	11
Statement of Financial Activities	12
Balance Sheet	13 to 14
Notes to the Financial Statements	15 to 22
Detailed Statement of Financial Activities	23 to 24

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 March 2024

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 2024. 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the organisation are:

"...to promote any charitable purpose for the benefit of the public in Bedfordshire by the provision of assistance and training to charities or for the furtherance of exclusively charitable purposes, in: the formulation of applications for funding or other assistance, the identification of potential funders or partners, information about sources of funding or collaborators and by such other means as the trustees shall decide."

The key activities for the year are set out in the strategic review, focusing on 6 areas of work:

- Funding and Financial Sustainability - ensuring the VCSE sector has access to appropriate funding, and is more resilient in the face of changing circumstances.
- People - supporting the people - whether they are volunteers, employees or trustees - across the VCSE sector.
- Communities - enabling local communities to effect social action, both individually and collectively.
- Partnerships - the VCSE sector working together effectively, and with statutory and private sector partners.
- Environment - catalyse the VCSE sector in delivering measurable progress to carbon neutrality.
- Impact - ensuring that the VCSE sector is able to demonstrate the difference it makes to local communities and the county.

Significant activities

The key activities carried out to achieve these objective included:

- funding and development support to local voluntary and community sector organisations, including charities and social enterprises;
- volunteering guidance and signposting for local people who are interested in volunteering, matching them with local volunteer-involving organisations;
- training courses and workshops aimed at trustees, staff and volunteers of voluntary and community sector organisations, providing them with the skills and knowledge required to become more effective and efficient;
- regular mailings, newsletters, social media posts and a website providing advice and information pertinent to the local voluntary and community sector;
- affordable meeting rooms, office space and equipment hire for the local voluntary and community sector.

The organisation is indebted to a number of volunteers who provide administrative and management support throughout the year. The cost of employing staff to undertake these duties would be in excess of £5,000.

Public benefit

In carrying out the activities, which are explained in more detail on the following pages of this annual report, the organisation provided public benefit by enabling the local voluntary sector to contribute to people and society through improved:

- governance and public trust; meeting high standards of conduct and behaviour
- participation in local communities and their ability to connect with, and establish links between local people
- expertise they provide in their area and in how to deliver for the public
- ability to speak out and provide a voice for the most vulnerable
- access to volunteers and funding which in turn improves the sustainability of the services they provide.

The trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance in setting the charity's objectives and planning its aims, objectives and future activities and when exercising any powers or duties to which the guidance is relevant.

ACHIEVEMENT AND PERFORMANCE

Review of the Year

This report has been set out using the main themes of the new strategic plan, which was agreed by the trustees in the summer of 2023, following a series of meetings and discussions with beneficiaries, stakeholders and staff. Many of the actions are interdependent of each other.

Funding and Financial Sustainability

Ensuring the VCSE sector has access to appropriate funding, and is more resilient in the face of changing circumstances.

The Funding and Development Service responded to over 300 requests for advice and support from local Voluntary, Community and Social Enterprise (VCSE) organisations, on a range of issues including funding sources and strategies, charity and social enterprise registrations, legal structures, safeguarding, and volunteer management.

'X has awarded £2,500 towards our toilets refurbishment project. Thank you again for your help and advice last month during development of the application.'

'a BIG thank you for the intensive support to get X over the line to win a £500k core funding grant over 5 years.

'a huge thank you from the trustees. The feedback on your training was very positive and trustees voted that they want to explore a new governance structure.'

'As a result of you being able to point us in the right direction, I am happy to report that we now have a bank account for our little social club set up and running! I have been able to deposit monies etc. so all is good.'

Staff organised numerous opportunities for organisations to meet potential funders. The Online Funding Fayre in March 2024 gave organisations access to 21 local and national funders. The local funders sessions saw between 17 and 53 local VCSE organisations attending each time. Four further 'Meet the Funder' events were organised during the year, giving organisations the opportunity to discuss potential applications.

Time was also invested in developing and maintaining a range of online resources on helpful topics such as full cost recovery, developing a reserves policy, and a list of local funders.

CVS operates 43 Bromham Road as a shared building, offering office space and meeting space for the local VCSE sector, thanks to the support of The Harpur Trust. The building has now returned to normality following COVID-19, with meeting rooms being used by over 25 organisations, and 8 tenant organisations plus CVS using all available office space. A detailed programme of external repairs, to keep the building in good condition, was undertaken in March 2024.

The building provides a practical solution to the issue of office and meeting space, but is also a facility that allows different VCSE organisations to network, share, develop better working partnerships, creating a sense of 'community' between organisations working for the benefit of local communities.

ACHIEVEMENT AND PERFORMANCE

People

Supporting the people - whether they are volunteers, employees or trustees - across the VCSE sector.

Staff delivered a Volunteering Brokerage and Outreach Service during the year. A public list of volunteering opportunities is maintained, to provide potential volunteers with a broad range of volunteering opportunities (approximately 300).

Staff attended numerous events across the county, promoting volunteering and raising awareness of volunteering. Almost 700 people formally registered to volunteer, with many more being inspired to contact an organisation directly. The service provides one-to-one support for those that need a little assistance with getting into volunteering. Over the year, over 50 people needed some additional support to help them move into volunteering (and sometimes employment), which can often involve a number of meetings and discussions, but can be life-changing.

"A" is Polish national who has been in the UK for about 10 years. She was a walk in who wanted to use her skills around mental health and particularly suicide (she is in her second year of a counselling course). She became quite noticeably upset as we were talking and it transpired that a friend of hers had just committed suicide. We talked through her feelings and how she might be able to help other people who were having similar thoughts.
Over the next few months "A" dropped into see me for advice and to discuss plans around volunteering to gain experience. I found a role with a local homeless charity that supports individuals who are struggling with mental health. She went on to do their inhouse training and volunteered with them. A part-time paid position came up and I am pleased to say that "A" got the job!

17 training workshops, attended by 128 staff and volunteers working in local VCSE organisations, were delivered throughout the year on a number of key topics, including Safeguarding Awareness, Outcomes and Impact, Fit for Funding, and Trustee Skills. During 2023/24 we extended our training offer by offering more courses across the county, and we responded where capacity allowed to deliver on a commissioned basis. The feedback from delegates is very positive, and often leads to ongoing support. We also partnered with a local company to offer 4 affordable First Aid at Work courses, which have proved very popular.

The Bedfordshire Trustees Network was established in November, to give those responsible for the governance of VCSE organisations a new opportunity to network and share experiences and knowledge. 51 people came together, with 5 detailed case studies used to focus discussions and build relationships. Specific events are planned for 2024 based on the feedback from network members.

ACHIEVEMENT AND PERFORMANCE

Communities

Enabling local communities to effect social action, both individually and collectively.

Ensuring that local communities are more aware of the support that CVS can offer, should they wish to volunteer or start a local group, is a priority. Social media is playing a major part in promoting the work of CVS, and the work of the wider sector. Local newspapers and online sites have been used to promote the work of CVS, especially volunteering opportunities. Meeting with organisations face-to-face continues to be a very effective method of promoting our service, and enhancing our reputation.

The weekly Email Update is a major part of our plan to reach as many organisations and communities as possible. Over the year we have gradually increase the circulation list, with over 1,500 local organisations and contacts now receiving useful information on funding opportunities, local vacancies, networking opportunities, and other relevant news and updates. Work will continue to extend the reach of the newsletter, which receives great feedback from readers. A monthly volunteering newsletter also ensures that new and existing volunteers are aware of our services and the various opportunities available to them.

Steps have been undertaken during the year to refresh the data we hold on local VCSE organisations, in preparation for a significant upgrade to the online directory during 2024. One of the most frequent requests received by staff is for a list of VCSE organisations.

CVS also continued to host the Big Local initiative for the Cauldwell and Kingsbrook area of Bedford, supporting a partnership of local people to invest over £1 million in the local area over a 10-year period.

ACHIEVEMENT AND PERFORMANCE

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Partnerships

The VCSE sector working together effectively, and with statutory and private sector partners.

A key of role of CVS is to facilitate partnership working within the sector, and with other sectors. Two new networks have been developed over the year, alongside supporting numerous existing partnerships.

A Comms Network brings together those organisations with a communications lead to share information and co-ordinate publicity about the work of the local VCS sector. A Volunteer Co-ordinators Network is now meeting regularly to share good practice on recruiting and managing volunteers.

A Food Providers Network in Bedford was established to improve partnership working and reduce duplication across the Foodbanks, community larders, social supermarkets and other agencies involved in food provision. Over 15 organisations are now working closer together to improve the impact they have.

A directory of partnerships was established, to assist organisations to link up with relevant networks and meetings. The directory will be promoted and developed over the next year.

CVS has also continued to be involved in the relatively new health and social care structures that cover Bedfordshire and Milton Keynes, working to connect local VCSE organisations, with the Integrated Care Board and other parts of a complex health system.

Bedfordshire Advice Forum and the VOCypf network (for those working with children, young people and families), continue to be facilitated by CVS staff. CVS also continues to support Bedford Homeless Partnership and Luton Homeless Partnership.

Staff are involved in a number of other networks and partnerships, including the Luton Fairness Taskforce, Central Bedfordshire's Cost of Living Network, the Bedford Borough Community Network, the local ESOL providers network, the Bedford Borough Ukrainian Partnership, and a number of other opportunities where it is important for the VCSE voice and experience to be heard.

ACHIEVEMENT AND PERFORMANCE

Environment

Catalyse the VCSE sector in delivering measurable progress to carbon neutral.

The past year has been spent understanding how CVS should best respond to the climate change agenda, developing better links with other agencies working in this field, and establishing how to best support the wider VCSE sector.

It is clear that that all VCSE organisations will not be able to achieve their objectives if they do not also act to respond to the climate crisis.

Staff have been developing resources for VCSE organisations to use, which will be rolled out in 2024. CVS is also developing a number of 'challenges' to encourage staff to change how the organisation operates and move towards net zero.

Impact

Ensuring that the VCSE sector is able to demonstrate the difference it makes to local communities and the county.

The trustees are determined to demonstrate the impact that the charity has, and support other VCSE organisations to do the same. The development of a new strategic plan, the progress of which is reported on at every board meeting, has provided a greater focus, and has assisted with the conversation on how best to evidence our impact.

Staff have improved the evidence collecting methods during the year, with an emphasis on capturing feedback from organisations and volunteers that have been supported. This has allowed for better quality reports to funders, improved case studies for promotion via social media, and greater reassurance to trustees.

"We've been getting on really well as an unincorporated association and wanted to say thank you for helping us set it up. Thanks so much for your guidance, it definitely made a difference."

"We found you very professional and knowledgeable in terms of the subject matter and process of registering a CIC, a credit to your organisation!"

"The public benefit table helped a lot, I believe because it was really clear how we work so they had no questions. Thank you so much for all of your support so far. Everyone agrees that your contribution has made a real difference"

A 'Stats of the Sector' document was produced in 2023, which sets out the approximate size of the local VCSE sector in Bedfordshire, (almost 3,000 organisations), providing a starting point for any conversation about what the local VCSE sector looks like, and how diverse the sector is. The document will be updated every year.

Plans for Future Periods

The key activities for the future are set out in the strategic review, focusing on 6 areas of work:

- Funding and Financial Sustainability - ensuring the VCSE sector has access to appropriate funding, and is more resilient in the face of changing circumstances.
- People - supporting the people - whether they are volunteers, employees or trustees - across the VCSE sector.
- Communities - enabling local communities to effect social action, both individually and collectively.
- Partnerships - the VCSE sector working together effectively, and with statutory and private sector partners.
- Environment - catalyse the VCSE sector in delivering measurable progress to carbon neutrality.
- Impact - ensuring that the VCSE sector is able to demonstrate the difference it makes to local communities and the county.

FINANCIAL REVIEW

Financial position

The organisation remains in a healthy financial position. Total incoming resources for the year were £493,046 (2023 - £444,208) and total resources expended were £509,919 (2023 - £451,896).

The organisation made a deficit for the year of £16,873) (2023 - £7,688).

The cost of staffing and utilities remain high due to the cost of living crisis affecting the country. Whilst income from meeting room and office space usage remained high, other sources of funding have not increased in line with the increase in costs, and this remains a concern for the trustees. A number of repairs were also undertaken on 43 Bromham Road, with funds being released from reserves as required.

The organisation has a number of principal sources of funding, as outlined in the accounts. The trustees are keen to hold a portfolio of funders, rather than build dependency on one or two, in order to reduce the risk to the organisation's existence should a funder withdraw or fail to renew its support. The vast majority of the funding that the organisation receives is of a short-term nature, sometimes for projects lasting less than six months, providing little long-term security for the staff team.

Bedford Borough Council and Central Bedfordshire Council continued to provide essential support to allow the organisation to offer funding advice, development support and provide some representation for the sector at key meetings.

The Harpur Trust's on-going support in providing a full-repairing peppercorn lease for 43 Bromham Road is crucial to the organisation's financial position, and during the past year the Trust once again agreed to match-fund the award from Bedford Borough Council, providing significant additional resources for CVS.

Luton Rising (London Luton Airport Ltd) funding relating to CVS's work in Luton (via Bedfordshire and Luton Community Foundation) has now become a significant element of the organisation's income.

CVS acts as the accountable body for a BIG Local partnership in the Kingsbrook and Cauldwell area of Bedford. Funding relating to the BIG Local initiative has been received from the BIG Lottery Fund and subsequently BIG Local Trust and held under restricted funds.

CVS is also the accountable body for the Bedford Homeless Partnership. Funding raised by the Partnership and Soupfest is given to the Partnership to distribute in small grants. Both funds are treated as restricted funds.

CVS also acts as the accountable body for the Voluntary Organisations Consortium for Children, Young People and Families (VOCypf). Funds from the two local authorities are held on behalf of VOC under restricted funds.

Funding for Bedfordshire Advice Forum and Luton Homeless Partnership are also held as restricted funds.

FINANCIAL REVIEW

Reserves policy

The CVS reserves policy includes provision for holding a long-term, full-repairing lease for 43 Bromham Road, and is kept under review on an annual basis.

At the year end, unrestricted reserves amounted to £312,720 (2023 - £331,427). These reserves are designated as detailed below and in note 10 of the accounts.

General Purpose Reserves

The trustees have set a level equivalent to two months of full operating costs for the organisation as a desired level of reserve. This fund is a contingency in the event of a sudden reduction in income, in order to protect the future operation of the organisation from the effects of any unforeseen variation in its income and expenditure. It also provides a cash flow for grants and contracts that are paid in arrears.

Designated Reserves

The trustees have designated reserves where there are planned commitments that cannot be met by anticipated future income alone. These reserves are broken down into a number of funds that mainly relate to:

- The organisation's responsibilities as an employer to hold sufficient funds to provide proper notice and redundancy costs in the event of closure

- The organisation's responsibilities as a tenant. Whilst CVS pays a peppercorn rent for use of 43 Bromham Road until 2032, CVS also has full-repairing responsibilities until 2032, during which period the building will require major refurbishment and repair. It is the trustees' intention to build a capital improvement fund over the next few years to meet future repair and refurbishment commitments

- The organisation's responsibilities as a head landlord, leasing offices to other charities and voluntary organisations at 43 Bromham Road. In the event of closure or near closure, funds are held to keep the building running for twelve months until other arrangements can be made and the lease surrendered

The reserves policy and the levels of reserves required are reviewed yearly as part of the annual budgetary process.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Community Voluntary Service Bedfordshire was established under Memorandum and Articles of Association on 30th October 2001. The Memorandum and Articles of Association were amended on 15th June 2006 and 25th June 2016 due to name changes. The organisation is registered as a charity with the Charity Commission (registered charity number 1091423) and as a Company Limited by Guarantee with Companies House (registered company number 04312967).

Recruitment and appointment of new trustees

The trustees of the organisation are either connected with local voluntary organisations in a paid, voluntary or trustee capacity, and/or they provide the organisation with specialist knowledge and skills relating to accounting, legal issues, human resources, local government or similar.

The organisation actively seeks local people with an interest in and connection with the local voluntary and community sector to become a trustee throughout the year. The trustees have the power to co-opt new trustees throughout the year.

Bedford Borough Council and Central Bedfordshire Council are each entitled to nominate a non-voting representative to attend and participate in trustees' meetings.

Induction and training of new trustees

There is no formal trustee induction programme but each new trustee undergoes a half-day induction session to brief them on the structure and operation of the organisation, to provide them with and explain key documents and policies, to meet key staff and to discuss any training requirements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Wider network

The organisation works closely with a number of other charities in Bedfordshire. We continue to work closely with Community Action Milton Keynes, supporting the sector to engage with the Integrated Care System (ICS) that covers both our respective areas of benefit. Community Action Milton Keynes hosts a Partnership Officer on behalf of both organisations to improve the voluntary sector's voice within the ICS.

Risk management

The financial risks to the organisation are considered by the trustees and the Chief Officer on a regular basis through strenuous budgeting and regular management accounts. The trustees have considered the risks faced by the charity and have taken steps to mitigate those risks. A key component of this is the reserves policy which was extensively reviewed last year, and continues to provide a sensible platform for all financial planning for the organisation.

The Finance and Premises sub-committee, meeting at least quarterly, provides additional oversight and scrutiny to the finances of the organisation, especially regarding the lease of 43 Bromham Road and the associated costs of running a building.

With regards to the non-financial risks, a detailed health and safety policy is in place with a nominated lead, and a strong business continuity plan exists should it be necessary. Key staff also undertake relevant training relating to first aid and fire safety as required.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
04312967 (England and Wales)

Registered Charity number
1091423

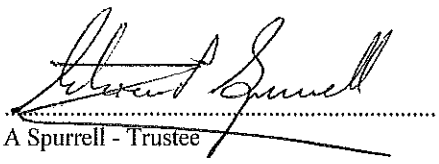
Registered office
43 Bromham Road
Bedford
Bedfordshire
MK40 2AA

Trustees
Mrs P Olney
Ms A Nevinson
B Shah
A Spurrell
M Young

Company Secretary
Ms A Nevinson

Independent Examiner
Gerald Bygraves
GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

Approved by order of the board of trustees on 25.09.24 and signed on its behalf by:



A Spurrell - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

Independent examiner's report to the trustees of Community Voluntary Service Bedfordshire ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

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 member of the Association of Accounting Technicians, 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.

Gerald Bygraves

GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

Date: 25/09/24

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and other income		23,266	8,311	31,577	12,070
Charitable activities					
VOC		-	20,000	20,000	20,000
Central Bedfordshire Council		-	43,665	43,665	53,665
Big Local		-	148,210	148,210	86,694
Bedford Charity		44,750	-	44,750	67,750
LLAL		-	56,650	56,650	66,600
Bedford Borough Council		45,000	-	45,000	45,000
Other activities	2	92,494	-	92,494	88,530
Investment income	3	10,700	-	10,700	3,899
Total		216,210	276,836	493,046	444,208
EXPENDITURE ON					
Raising funds		5,285	-	5,285	5,285
Charitable activities					
Support costs		229,632	275,002	504,634	446,611
Total		234,917	275,002	509,919	451,896
NET INCOME/(EXPENDITURE)		(18,707)	1,834	(16,873)	(7,688)
RECONCILIATION OF FUNDS					
Total funds brought forward		331,427	53,850	385,277	392,965
TOTAL FUNDS CARRIED FORWARD		312,720	55,684	368,404	385,277

The notes form part of these financial statements

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

BALANCE SHEET
31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
FIXED ASSETS					
Tangible assets	7	1	-	1	1
CURRENT ASSETS					
Debtors	8	14,142	-	14,142	26,187
Cash at bank and in hand		344,152	55,684	399,836	367,514
		358,294	55,684	413,978	393,701
CREDITORS					
Amounts falling due within one year	9	(45,575)	-	(45,575)	(8,425)
NET CURRENT ASSETS		312,719	55,684	368,403	385,276
TOTAL ASSETS LESS CURRENT LIABILITIES		312,720	55,684	368,404	385,277
NET ASSETS		312,720	55,684	368,404	385,277
FUNDS	10				
Unrestricted funds				312,720	331,427
Restricted funds				55,684	53,850
TOTAL FUNDS				368,404	385,277

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 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

continued...

BALANCE SHEET - continued
31 March 2024

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 25.09.24 and were signed on its behalf by:

A Spurrell - Trustee

The notes form part of these financial statements

1. 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.

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.

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.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 20% 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.

2. OTHER ACTIVITIES

	Unrestricted funds	Restricted funds	**31.3.24 Total funds**	31.3.23 Total funds
	£	£	£	£
Office and meeting room hire	**92,494**	-	**92,494**	88,530

continued...

3. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	**31.3.24 Total funds £**	31.3.23 Total funds £
Deposit account interest	**10,700**	-	**10,700**	3,899

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

5. STAFF COSTS

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

	31.3.24	31.3.23
Administration	**2**	2
Support	**7**	8
	9	10

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and other income	2,623	9,447	12,070
Charitable activities			
VOC	-	20,000	20,000
Central Bedfordshire Council	-	53,665	53,665
Big Local	-	86,694	86,694
Bedford Charity	67,750	-	67,750
LLAL	-	66,600	66,600
Bedford Borough Council	45,000	-	45,000
Other activities	88,530	-	88,530
Investment income	3,899	-	3,899
Total	207,802	236,406	444,208
EXPENDITURE ON			
Raising funds	5,285	-	5,285

continued...

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities			
Support costs	196,383	250,228	446,611
Total	201,668	250,228	451,896
NET INCOME/(EXPENDITURE)	6,134	(13,822)	(7,688)
RECONCILIATION OF FUNDS			
Total funds brought forward	325,293	67,672	392,965
TOTAL FUNDS CARRIED FORWARD	331,427	53,850	385,277

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2023 and 31 March 2024	**7,485**
DEPRECIATION	
At 1 April 2023 and 31 March 2024	**7,484**
NET BOOK VALUE	
At 31 March 2024	**1**
At 31 March 2023	1

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24 £	31.3.23 £
Trade debtors	**13,176**	25,221
Prepayments	**966**	966
	14,142	26,187

continued...

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade creditors	42,735	6,085
Accrued expenses	2,840	2,340
	45,575	8,425

10. MOVEMENT IN FUNDS

	At 1/4/23	Net movement in funds	Transfers between funds	At 31/3/24
	£	£	£	£
Unrestricted funds				
General fund	80,307	(35,617)	25,000	69,690
Designated Funds	245,172	-	(25,000)	220,172
Big Change Luton	5,241	16,910	-	22,151
Coffee Pot	707	-	-	707
	331,427	(18,707)	-	312,720
Restricted funds				
Big Local	5,340	28,992	-	34,332
VOC	23,338	(4,084)	-	19,254
Bedfordshire Advice Forum	1,597	222	-	1,819
Central Bedfordshire Council	7,684	(7,673)	-	11
LLAL	-	(8,628)	-	(8,628)
Bedford Homeless	13,284	(6,787)	-	6,497
BBO Storage	2,607	(208)	-	2,399
	53,850	1,834	-	55,684
TOTAL FUNDS	385,277	(16,873)	-	368,404

continued...

10. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	193,540	(229,157)	(35,617)
Big Change Luton	22,670	(5,760)	16,910
	216,210	(234,917)	(18,707)
Restricted funds			
Big Local	148,210	(119,218)	28,992
VOC	20,000	(24,084)	(4,084)
Bedfordshire Advice Forum	1,256	(1,034)	222
Central Bedfordshire Council	43,665	(51,338)	(7,673)
LLAL	56,650	(65,278)	(8,628)
Bedford Homeless	7,055	(13,842)	(6,787)
BBO Storage	-	(208)	(208)
	276,836	(275,002)	1,834
TOTAL FUNDS	493,046	(509,919)	(16,873)

Comparatives for movement in funds

	At 1/4/22 £	Net movement in funds £	At 31/3/23 £
Unrestricted funds			
General fund	72,294	8,013	80,307
Designated Funds	245,172	-	245,172
Big Change Luton	7,120	(1,879)	5,241
Coffee Pot	707	-	707
	325,293	6,134	331,427
Restricted funds			
Big Local	33,079	(27,739)	5,340
VOC	20,715	2,623	23,338
Bedfordshire Advice Forum	2,032	(435)	1,597
Central Bedfordshire Council	-	7,684	7,684
Homeless Partnership	857	(857)	-
Bedford Homeless	8,176	5,108	13,284
BBO Storage	2,813	(206)	2,607
	67,672	(13,822)	53,850
TOTAL FUNDS	392,965	(7,688)	385,277

continued...

10. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	205,603	(197,590)	8,013
Big Change Luton	2,199	(4,078)	(1,879)
	207,802	(201,668)	6,134
Restricted funds			
Big Local	86,694	(114,433)	(27,739)
VOC	20,000	(17,377)	2,623
Bedfordshire Advice Forum	1,370	(1,805)	(435)
Central Bedfordshire Council	53,665	(45,981)	7,684
LLAL	66,600	(66,600)	-
Homeless Partnership	-	(857)	(857)
Bedford Homeless	8,077	(2,969)	5,108
BBO Storage	-	(206)	(206)
	236,406	(250,228)	(13,822)
TOTAL FUNDS	444,208	(451,896)	(7,688)

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/22 £	Net movement in funds £	Transfers between funds £	At 31/3/24 £
Unrestricted funds				
General fund	72,294	(27,604)	25,000	69,690
Designated Funds	245,172	-	(25,000)	220,172
Big Change Luton	7,120	15,031	-	22,151
Coffee Pot	707	-	-	707
	325,293	(12,573)	-	312,720
Restricted funds				
Big Local	33,079	1,253	-	34,332
VOC	20,715	(1,461)	-	19,254
Bedfordshire Advice Forum	2,032	(213)	-	1,819
Central Bedfordshire Council	-	11	-	11
LLAL	-	(8,628)	-	(8,628)
Homeless Partnership	857	(857)	-	-
Bedford Homeless	8,176	(1,679)	-	6,497
BBO Storage	2,813	(414)	-	2,399
	67,672	(11,988)	-	55,684
TOTAL FUNDS	392,965	(24,561)	-	368,404

continued...

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	399,143	(426,747)	(27,604)
Big Change Luton	24,869	(9,838)	15,031
	424,012	(436,585)	(12,573)
Restricted funds			
Big Local	234,904	(233,651)	1,253
VOC	40,000	(41,461)	(1,461)
Bedfordshire Advice Forum	2,626	(2,839)	(213)
Central Bedfordshire Council	97,330	(97,319)	11
LLAL	123,250	(131,878)	(8,628)
Homeless Partnership	-	(857)	(857)
Bedford Homeless	15,132	(16,811)	(1,679)
BBO Storage	-	(414)	(414)
	513,242	(525,230)	(11,988)
TOTAL FUNDS	937,254	(961,815)	(24,561)

Designated Funds	**Opening Balance**	**Additional Resources**	**Released Resources**	**Transfer between funds**	**Closing Balance**
Salaries Reserve	47,000		0	0	47,000
Redundancy Reserve	95,000		0	0	95,000
Premises Reserve - General	10,000		0	0	10,000
Premises Reserve - Capital Improvements	83,172		25,000	0	58,172
Asset Replacement	10,000		0	0	10,000
Total	**245,172**	**0**	**25,000**	**0**	**220,172**

General Purpose Fund: **Funds to provide cash flow and meet unforeseen expenses. Based on approximately three months of annual turnover.**

Designated Funds:

Salaries Reserve: **Two months salaries and employers NI contributions**

Redundancy Reserve: **Redundancy liabilities and required notice period based on statutory minimum payments for all staff**

Premises Reserve - General: **12 months running costs for 43 Bromham Road in the event of closure to provide security for existing users and fulfil lease obligations**

Premises Reserve - Capital: **Funds to maintain, repair and improve 43 Bromham Road as a result of holding a full-repairing lease**

Asset Replacement: **Provision to replace IT and furniture as required**

continued...

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2024

	31.3.24 £	31.3.23 £
INCOME AND ENDOWMENTS		
Donations and other income		
Subscriptions	1,256	1,370
Other income	30,321	10,700
	31,577	12,070
Other activities		
Office and meeting room hire	92,494	88,530
Investment income		
Deposit account interest	10,700	3,899
Charitable activities		
Grants	358,275	339,709
Total incoming resources	493,046	444,208
EXPENDITURE		
Raising donations and legacies		
Wages	5,285	5,285
Charitable activities		
Wages	309,525	301,664
Rent, rates and services	20,725	12,571
Insurance	1,423	2,465
Office costs	24,141	29,573
Advertising and promotions	1,669	2,666
Sundries	54	118
Specific projects	92,296	68,318
Travel	3,475	1,279
Training and events	1,252	1,222
Legal and professional fees	4,555	1,800
Reference materials and subscriptions	340	285
Repairs and renewals	38,284	13,107
Computer costs	4,484	8,923
	502,223	443,991
Support costs		
Finance		
Bank charges	71	81

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2024

	31.3.24 £	31.3.23 £
Finance		
Governance costs		
Accountancy and legal fees	**2,340**	2,539
Total resources expended	**509,919**	451,896
Net expenditure	**(16,873)**	(7,688)

This page does not form part of the statutory financial statements

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

England & Wales - Charity number 1091423

Accounts

REGISTERED COMPANY NUMBER: 04312967 (England and Wales)
REGISTERED CHARITY NUMBER: 1091423

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

FOR

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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FOR THE YEAR ENDED 31 March 2023

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 March 2023

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 2023. 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the organisation are:

"...to promote any charitable purpose for the benefit of the public in Bedfordshire by the provision of assistance and training to charities or for the furtherance of exclusively charitable purposes, in: the formulation of applications for funding or other assistance, the identification of potential funders or partners, information about sources of funding or collaborators and by such other means as the trustees shall decide."

The main objectives for the year were to:

- Maintain and improve links with partner organisations, including public sector agencies, to ensure the voice of local voluntary organisations is heard and respected.
- Provide the advice and guidance that that the sector needs, as it still recovers from the coronavirus pandemic and responds to a cost of living crisis
- Support the recruitment, placement and management of volunteers, especially trustees, as organisations respond to a cost of living crisis.
- To undertake a strategic review of the organisation.

Significant activities

The key activities carried out to achieve these objective included:

- funding and development support to local voluntary and community sector organisations, including charities and social enterprises;
- volunteering guidance and signposting for local people who are interested in volunteering, matching them with local volunteer-involving organisations;
- training courses and workshops aimed at trustees, staff and volunteers of voluntary and community sector organisations, providing them with the skills and knowledge required to become more effective and efficient;
- regular mailings, newsletters, social media posts and a website providing advice and information pertinent to the local voluntary and community sector;
- affordable meeting rooms, office space and equipment hire for the local voluntary and community sector.

The organisation is indebted to a number of volunteers who provide administrative and management support throughout the year. The cost of employing staff to undertake these duties would be in excess of £5,000.

Public benefit

In carrying out the activities, which are explained in more detail on the following pages of this annual report, the organisation provided public benefit by enabling the local voluntary sector to contribute to people and society through improved:

- governance and public trust; meeting high standards of conduct and behaviour
- participation in local communities and their ability to connect with, and establish links between local people
- expertise they provide in their area and in how to deliver for the public
- ability to speak out and provide a voice for the most vulnerable
- access to volunteers and funding which in turn improves the sustainability of the services they provide

The trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance in setting the charity's objectives and planning its aims, objectives and future activities and when exercising any powers or duties to which the guidance is relevant.

ACHIEVEMENT AND PERFORMANCE

Review of the Year

Community Voluntary Service (CVS) continued to deliver high quality services and improve the impact of the organisation, in another year dominated by a cost of living crisis.

Many Voluntary, Community and Social Enterprise (VCSE) organisations saw the post pandemic period as a time to undertake a strategic review, but it became apparent to many that responding to the cost of living crisis became a more immediate challenge.

The high levels of inflation affected organisations own ability to keep within their budget, and their clients were also impacted. Even with Government support, some organisations struggled with huge energy bills.

Some organisations reported difficulty in retaining and recruiting staff, which impacted on the delivery of services. Other organisations struggled to offer a cost of living wage increase to staff in line with inflation.

Organisations reported that volunteer numbers and hours were affected by people having to work more hours, or provide additional childcare. One group reported that for some people 'volunteering is a luxury'.

These themes very much dominated the year, with staff working hard to support organisations to find the funding and the volunteers they needed to respond to a sudden increase in demand.

The trustees maintain the view that CVS should not be involved in frontline delivery of services, which would be competing with the organisations that CVS sets out to support and speak up for, and ultimately undermine the trust and authority that the organisation has built up over the years with the sector and funders.

This was a key theme in the development of a five-year strategic plan, which was developed after speaking with numerous local organisations and other key stakeholders. A two-year action plan, to start the delivery of the strategy in April 2023, was also developed, and is now being implemented and regularly reviewed.

The charity continued to focus on developing its reputation and impact as **the** local infrastructure organisation for Bedfordshire. The use of social media is now more imbedded in how the organisation does business, and the email updates and website are key tools for communicating to our stakeholders.

The main activities of the organisation are themed into three main areas, connecting, volunteering and supporting, and the remainder of this report broadly follows those themes.

ACHIEVEMENT AND PERFORMANCE

Connecting and Supporting

The year was dominated by the cost of living crisis, following almost three years that were overshadowed by Covid-19.

CVS is a trusted charity, acting with impartiality on behalf of the local voluntary sector, and best positioned to connect VCSE sector organisations with each other and with the public/private sectors. As such, we played a critical role during the cost of living crisis, supporting organisations both affected by, and responding to it.

305 organisations were supported on a one-to-one basis. This included:

- 118 requesting funding advice and information, enabling organisations to secure the resources they need to survive and thrive.
- 48 organisation wanting support with their governance arrangements, helping them to run their organisations properly.
- 50 new organisations wanted support with their charity registrations or other structure, giving them the legal framework to operate safely.
- 26 organisations received support with volunteer management, giving them the tools and knowledge to recruit and support volunteers.

47 email updates were edited, published and distributed to over 1,400 local groups and contacts, disseminating vital funding information, volunteering and other relevant information to the wider VCSE sector. Staff report that the email update receives very positive feedback whenever they are talking to organisations, both in the voluntary and statutory sector. The CVS website, and our Facebook and Twitter presence continue to actively promote our work to the wider community and have been especially useful in helping CVS to link with numerous online communities and networks.

18 free workshops, benefiting 130 delegates, were delivered during the year, covering topics including Safeguarding, Outcomes and Impact, Fit for Funding, and Trustee Skills, providing the vital knowledge and skills necessary to run an organisation in the sector.

125 delegates across 6 sessions benefited from the Funding Fair in March 2023 -. The feedback from the event was excellent, with comments such as: "an excellent opportunity to find out what funding is available to us in the local area, and the support CVS can offer."

CVS staff and trustees represented the wider sector at numerous events, meetings and partnerships, speaking up for the role and importance of the sector, and acting as a 'critical friend' when required. CVS plays a key role shaping the sector in Bedfordshire, developing and maintaining good links with local public agencies and the private sector, connecting organisations as appropriate.

CVS staff attend partnership meetings within each Local Authority area, with the NHS and with other sub regional bodies. Staff continue to play a leading role in the Bedford Community Network, working alongside Bedford Borough Council, bringing local community groups together three times over the year to network and share information about local needs and services. Staff continue to play an active role in partnerships in Luton, including the Luton Fairness Taskforce, and other networking events.

CVS continues to act as an independent and trusted host for projects and initiatives:

The Big Local Partnership has a part-time co-ordinator hosted at CVS, working with local residents and community groups in the Cauldwell and Kingsbrook area of Bedford to invest £1 million of funding. During the year Big Local undertook an extensive consultation process with the community and partners, as part of the process to develop a new business plan for the next four years.

Bedford Homeless Partnership brings organisations working in the homeless sector closer together to reduce duplication and encourage partnership working. Luton Homeless Partnership also brings the organisations working in the homeless sector in the Luton area closer together to reduce duplication and encourage partnership working. CVS has facilitated the installation of contactless donation points, with the funds raised being used by partnership members to meet practical needs to get rough sleepers into accommodation.

The Voluntary Organisations for Children, Young People and Families (VOCypf) is a key sub-sector network of

ACHIEVEMENT AND PERFORMANCE

organisations, with two CVS staff undertaking some communications and administration support for the network.

Bedfordshire Advice Forum continues to be supported, bringing together the advice agencies together for the benefit of local people.

For all these initiatives, having staff hosted by CVS reduces the cost and complications of employing staff, whilst providing access to the support, network, intelligence and reach that CVS offers. In turn CVS is a stronger organisation and well-respected for taking a leading role in partnership working.

The use of 43 Bromham Road as a resource to support the local sector remained relatively unaffected by the pandemic, with the exception of meeting room usage. During the past year meeting room usage has returned to near pre-pandemic levels. Office space usage remains over 90%. CVS has a peppercorn lease until 2032, providing security for the organisation and office users, and acting as a base from which to encourage and facilitate collaboration, with CVS maintaining the building for the benefit of all.

Volunteering

CVS plays a key role in encouraging volunteering and civic participation, promoting volunteering, supporting local people to get involved in their communities and do more for themselves.

By April 2022 the number of different formal volunteering opportunities available had almost returned to pre-pandemic levels, but during the next 12 months the number dropped from around 340 to 260 during the year. We believe that as the cost of living crisis impacted on organisations, they focused their volunteer recruitment on certain roles. Notwithstanding, staff spent considerable time making sure that the opportunities were relevant, and that we could offer a broad range of options across the county.

This year also saw a return to outreach activity, with volunteering promotion sessions being held in local shopping centres, and provided to groups of potential volunteers and organisations. We also continue to produce a monthly newsletter for volunteers, sharing details of volunteering opportunities, good news stories, and other items of interest to existing and potential volunteers. The extensive use of social media, and partnerships with local community newsletters also helped our reach into local communities.

Almost 300 potential volunteers registered with CVS during the year, with many of them needing one-to-one support to find the right opportunity. Many more volunteers browse the online opportunities, or spot opportunities that we have promoted in local newspapers or via social media, and go straight to the volunteer involving organisation.

Plans for Future Periods

The key activities for the future are set out in the strategic review, focusing on 6 areas of work:

- Funding and Financial Sustainability - Ensuring the VCSE sector has access to appropriate funding, and is more resilient in the face of changing circumstances.
- People -Supporting the people - whether they are volunteers, employees or trustees - across the VCSE sector.
- Communities -Enabling local communities to effect social action, both individually and collectively.
- Partnerships - The VCSE sector working together effectively, and with statutory and private sector partners.
- Environment - Catalyse the VCSE sector in delivering measurable progress to carbon neutrality.
- Impact - Ensuring that the VCSE sector is able to demonstrate the difference it makes to local communities and the county.

FINANCIAL REVIEW

Financial position

The organisation remains in a healthy financial position. Total incoming resources for the year were £444,208 (2022 - £432,796) and total resources expended were £451,896 (2022 - £430,690).

The organisation made a surplus/(deficit) for the year of £(7,688) (2022 - £2,106).

The cost of staffing and utilities increased during the year due to the cost of living crisis affecting the country. This was partially offset due to a return to pre-Covid19 levels of income from meeting room and office space usage, and one funder provide a cost of living increase on top of their core grant, Interest rates also generated a small, but improved level of income than in previous years, and staff worked hard to limit expenditure where possible. Some additional, unexpected repairs on 43 Bromham Road were required, and further work on the building will be necessary in the next 12 months.

The organisation has a number of principal sources of funding, as outlined in the accounts. The trustees are keen to hold a portfolio of funders, rather than build dependency on one or two, in order to reduce the risk to the organisation's existence should a funder withdraw or fail to renew its support. The vast majority of the funding that the organisation receives is of a short-term nature, sometimes for projects lasting less than six months, providing little long-term security for the staff team.

Bedford Borough Council and Central Bedfordshire Council continued to provide essential support to allow the organisation to offer funding advice, development support and provide some representation for the sector at key meetings.

The Harpur Trust's on-going support in providing a full-repairing peppercorn lease for 43 Bromham Road is crucial to the organisation's financial position, and during the past year the Trust once again agreed to match-fund the award from Bedford Borough Council, providing significant additional resources for CVS.

Luton Rising (London Luton Airport Ltd) funding relating to CVS's work in Luton (via Bedfordshire and Luton Community Foundation) has now become a significant element of the organisation's income.

CVS acts as the accountable body for a BIG Local partnership in the Kingsbrook and Cauldwell area of Bedford. Funding relating to the BIG Local initiative has been received from the BIG Lottery Fund and subsequently BIG Local Trust and held under restricted funds.

CVS is also the accountable body for the Bedford Homeless Partnership. Funding raised by the Partnership and Soupfest is given to the Partnership to distribute in small grants. Both funds are treated as restricted funds.

CVS also acts as the accountable body for the Voluntary Organisations Consortium for Children, Young People and Families (VOCypf). Funds from the two local authorities are held on behalf of VOC under restricted funds.

Funding for Bedfordshire Advice Forum and Luton Homeless Partnership are also held as restricted funds.

FINANCIAL REVIEW

Reserves policy

The CVS reserves policy includes provision for holding a long-term, full-repairing lease for 43 Bromham Road, and is kept under review on an annual basis.

At the year end, unrestricted reserves amounted to £331,427 (2022 - £325,293). These reserves are designated as detailed below and in note 10 of the accounts.

General Purpose Reserves

The trustees have set a level equivalent to two months of full operating costs for the organisation as a desired level of reserve. This fund is a contingency in the event of a sudden reduction in income, in order to protect the future operation of the organisation from the effects of any unforeseen variation in its income and expenditure. It also provides a cash flow for grants and contracts that are paid in arrears.

Designated Reserves

The trustees have designated reserves where there are planned commitments that cannot be met by anticipated future income alone. These reserves are broken down into a number of funds that mainly relate to:

- The organisation's responsibilities as an employer to hold sufficient funds to provide proper notice and redundancy costs in the event of closure

- The organisation's responsibilities as a tenant. Whilst CVS pays a peppercorn rent for use of 43 Bromham Road until 2032, CVS also has full-repairing responsibilities until 2032, during which period the building will require major refurbishment and repair. It is the trustees' intention to build a capital improvement fund over the next few years to meet future repair and refurbishment commitments

- The organisation's responsibilities as a head landlord, leasing offices to other charities and voluntary organisations at 43 Bromham Road. In the event of closure or near closure, funds are held to keep the building running for twelve months until other arrangements can be made and the lease surrendered

The reserves policy and the levels of reserves required are reviewed yearly as part of the annual budgetary process.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Community Voluntary Service Bedfordshire was established under Memorandum and Articles of Association on 30th October 2001. The Memorandum and Articles of Association were amended on 15th June 2006 and 25th June 2016 due to name changes. The organisation is registered as a charity with the Charity Commission (registered charity number 1091423) and as a Company Limited by Guarantee with Companies House (registered company number 04312967).

Recruitment and appointment of new trustees

The trustees of the organisation are either connected with local voluntary organisations in a paid, voluntary or trustee capacity, and/or they provide the organisation with specialist knowledge and skills relating to accounting, legal issues, human resources, local government or similar.

The organisation actively seeks local people with an interest in and connection with the local voluntary and community sector to become a trustee throughout the year. The trustees have the power to co-opt new trustees throughout the year.

Bedford Borough Council and Central Bedfordshire Council are each entitled to nominate a non-voting representative to attend and participate in trustees' meetings.

Induction and training of new trustees

There is no formal trustee induction programme but each new trustee undergoes a half-day induction session to brief them on the structure and operation of the organisation, to provide them with and explain key documents and policies, to meet key staff and to discuss any training requirements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Wider network

The organisation works closely with a number of other charities in Bedfordshire. We continue to work closely with Community Action Milton Keynes, supporting the sector to engage with the Integrated Care System (ICS) that covers both our respective areas of benefit. Community Action Milton Keynes hosts a Partnership Officer on behalf of both organisations to improve the voluntary sector's voice within the ICS.

Risk management

The financial risks to the organisation are considered by the trustees and the Chief Officer on a regular basis through strenuous budgeting and regular management accounts. The trustees have considered the risks faced by the charity and have taken steps to mitigate those risks. A key component of this is the reserves policy which was extensively reviewed last year, and continues to provide a sensible platform for all financial planning for the organisation.

The Finance and Premises sub-committee, meeting at least quarterly, provides additional oversight and scrutiny to the finances of the organisation, especially regarding the lease of 43 Bromham Road and the associated costs of running a building.

With regards to the non-financial risks, a detailed health and safety policy is in place with a nominated lead, and a strong business continuity plan exists should it be necessary. Key staff also undertake relevant training relating to first aid and fire safety as required.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
04312967 (England and Wales)

Registered Charity number
1091423

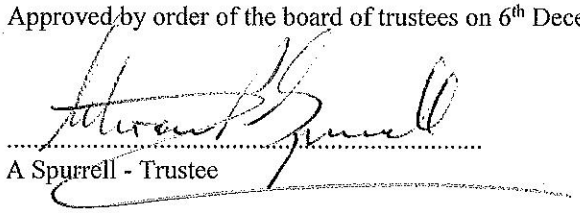
Registered office
43 Bromham Road
Bedford
Bedfordshire
MK40 2AA

Trustees
Mrs P Olney
Ms A Nevinson
B Shah
A Spurrell
M Young

Company Secretary
Ms A Nevinson

Independent Examiner
Gerald Bygraves
GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

Approved by order of the board of trustees on 6th December 2023 and signed on its behalf by:



A Spurrell - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

Independent examiner's report to the trustees of Community Voluntary Service Bedfordshire ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

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 member of the Association of Accounting Technicians, 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.

Gerald Bygraves

Gerald Bygraves

GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

Date: 6th December 2023

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and other income		**2,623**	**9,447**	**12,070**	31,025
Charitable activities					
Bedfordshire Advice Forum		-	-	-	1,000
VOC		-	**20,000**	**20,000**	20,000
Central Bedfordshire Council		-	**53,665**	**53,665**	51,000
Big Local		-	**86,694**	**86,694**	129,894
Bedford Charity		**67,750**	-	**67,750**	-
LLAL		-	**66,600**	**66,600**	69,982
Bedford Borough Council		**45,000**	-	**45,000**	57,500
Voluntary and Community Sector Emergency Partnership		-	-	-	4,750
Other activities	2	**88,530**	-	**88,530**	66,784
Investment income	3	**3,899**	-	**3,899**	861
Total		**207,802**	**236,406**	**444,208**	432,796
EXPENDITURE ON					
Raising funds		**5,285**	-	**5,285**	5,285
Charitable activities					
Support costs		**196,383**	**250,228**	**446,611**	425,405
Total		**201,668**	**250,228**	**451,896**	430,690
NET INCOME/(EXPENDITURE)		**6,134**	**(13,822)**	**(7,688)**	2,106
RECONCILIATION OF FUNDS					
Total funds brought forward		**325,293**	**67,672**	**392,965**	390,859
TOTAL FUNDS CARRIED FORWARD		**331,427**	**53,850**	**385,277**	392,965

The notes form part of these financial statements

BALANCE SHEET
31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	**31.3.23 Total funds £**	31.3.22 Total funds £
FIXED ASSETS					
Tangible assets	7	1	-	1	1
CURRENT ASSETS					
Debtors	8	**26,187**	-	**26,187**	31,972
Cash at bank and in hand		**313,664**	**53,850**	**367,514**	376,302
		339,851	**53,850**	**393,701**	408,274
CREDITORS					
Amounts falling due within one year	9	**(8,425)**	-	**(8,425)**	(15,310)
NET CURRENT ASSETS		**331,426**	**53,850**	**385,276**	392,964
TOTAL ASSETS LESS CURRENT LIABILITIES		**331,427**	**53,850**	**385,277**	392,965
NET ASSETS		**331,427**	**53,850**	**385,277**	392,965
FUNDS	10				
Unrestricted funds				**331,427**	325,293
Restricted funds				**53,850**	67,672
TOTAL FUNDS				**385,277**	392,965

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 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

continued...

BALANCE SHEET - continued
31 March 2023

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 6th December 2023 and were signed on its behalf by:

A Spurrell - Trustee

The notes form part of these financial statements

1. 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.

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.

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.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 20% 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.

2. OTHER ACTIVITIES

	Unrestricted funds	Restricted funds	**31.3.23 Total funds**	31.3.22 Total funds
	£	£	**£**	£
Office and meeting room hire	**88,530**	-	**88,530**	66,784

continued...

3. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	**31.3.23 Total funds £**	31.3.22 Total funds £
Deposit account interest	**3,899**	-	**3,899**	861

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

5. STAFF COSTS

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

	31.3.23	31.3.22
Administration	**2**	2
Support	**8**	6
	10	8

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and other income	9,950	21,075	31,025
Charitable activities			
Bedfordshire Advice Forum	-	1,000	1,000
VOC	-	20,000	20,000
Central Bedfordshire Council	10,000	41,000	51,000
Big Local	-	129,894	129,894
LLAL	-	69,982	69,982
Bedford Borough Council	57,500	-	57,500
Voluntary and Community Sector Emergency Partnership	-	4,750	4,750
Other activities	66,784	-	66,784
Investment income	861	-	861
Total	145,095	287,701	432,796
EXPENDITURE ON			
Raising funds	5,285	-	5,285

continued...

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities			
Support costs	124,585	300,820	425,405
Total	129,870	300,820	430,690
NET INCOME/(EXPENDITURE)	15,225	(13,119)	2,106
RECONCILIATION OF FUNDS			
Total funds brought forward	310,068	80,791	390,859
TOTAL FUNDS CARRIED FORWARD	325,293	67,672	392,965

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2022 and 31 March 2023	**7,485**
DEPRECIATION	
At 1 April 2022 and 31 March 2023	**7,484**
NET BOOK VALUE	
At 31 March 2023	**1**
At 31 March 2022	1

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23 £	31.3.22 £
Trade debtors	**25,221**	31,006
Prepayments	**966**	966
	26,187	31,972

continued...

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Trade creditors	6,085	6,382
Accruals and deferred income	-	6,588
Accrued expenses	2,340	2,340
	8,425	15,310

10. MOVEMENT IN FUNDS

	At 1/4/22	Net movement in funds	At 31/3/23
	£	£	£
Unrestricted funds			
General fund	72,294	8,013	80,307
Designated Funds	245,172	-	245,172
Big Change Luton	7,120	(1,879)	5,241
Coffee Pot	707	-	707
	325,293	6,134	331,427
Restricted funds			
Big Local	33,079	(27,739)	5,340
VOC	20,715	2,623	23,338
Bedfordshire Advice Forum	2,032	(435)	1,597
Central Bedfordshire Council	-	7,684	7,684
Homeless Partnership	857	(857)	-
Bedford Homeless	8,176	5,108	13,284
BBO Storage	2,813	(206)	2,607
	67,672	(13,822)	53,850
TOTAL FUNDS	392,965	(7,688)	385,277

continued...

10. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	**205,603**	**(197,590)**	**8,013**
Big Change Luton	**2,199**	**(4,078)**	**(1,879)**
	207,802	**(201,668)**	**6,134**
Restricted funds			
Big Local	**86,694**	**(114,433)**	**(27,739)**
VOC	**20,000**	**(17,377)**	**2,623**
Bedfordshire Advice Forum	**1,370**	**(1,805)**	**(435)**
Central Bedfordshire Council	**53,665**	**(45,981)**	**7,684**
LLAL	**66,600**	**(66,600)**	**-**
Homeless Partnership	**-**	**(857)**	**(857)**
Bedford Homeless	**8,077**	**(2,969)**	**5,108**
BBO Storage	**-**	**(206)**	**(206)**
	236,406	**(250,228)**	**(13,822)**
TOTAL FUNDS	**444,208**	**(451,896)**	**(7,688)**

Comparatives for movement in funds

	At 1/4/21 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
Unrestricted funds				
General fund	90,732	8,383	(26,821)	72,294
Designated Funds	218,351	-	26,821	245,172
Big Change Luton	178	6,942	-	7,120
Coffee Pot	807	(100)	-	707
	310,068	15,225	-	325,293
Restricted funds				
Big Local	43,416	(10,337)	-	33,079
VOC	25,458	(4,743)	-	20,715
Bedfordshire Advice Forum	2,297	(265)	-	2,032
Homeless Partnership	(565)	1,422	-	857
Soupfest	551	(551)	-	-
Bedford Homeless	6,617	1,559	-	8,176
BBO Storage	3,017	(204)	-	2,813
	80,791	(13,119)	-	67,672
TOTAL FUNDS	390,859	2,106	-	392,965

continued...

10. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	136,205	(127,822)	8,383
Big Change Luton	8,890	(1,948)	6,942
Coffee Pot	-	(100)	(100)
	145,095	(129,870)	15,225
Restricted funds			
Big Local	129,894	(140,231)	(10,337)
VOC	20,000	(24,743)	(4,743)
Bedfordshire Advice Forum	735	(1,000)	(265)
Central Bedfordshire Council	41,000	(41,000)	-
LLAL	69,982	(69,982)	-
Homeless Partnership	14,246	(12,824)	1,422
Soupfest	-	(551)	(551)
Bedford Homeless	7,094	(5,535)	1,559
BBO Storage	-	(204)	(204)
Voluntary and Community Sector Emergency Partnership	4,750	(4,750)	-
	287,701	(300,820)	(13,119)
TOTAL FUNDS	432,796	(430,690)	2,106

continued...

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/21	Net movement in funds	Transfers between funds	At 31/3/23
	£	£	£	£
Unrestricted funds				
General fund	90,732	16,396	(26,821)	80,307
Designated Funds	218,351	-	26,821	245,172
Big Change Luton	178	5,063	-	5,241
Coffee Pot	807	(100)	-	707
	310,068	21,359	-	331,427
Restricted funds				
Big Local	43,416	(38,076)	-	5,340
VOC	25,458	(2,120)	-	23,338
Bedfordshire Advice Forum	2,297	(700)	-	1,597
Central Bedfordshire Council	-	7,684	-	7,684
Homeless Partnership	(565)	565	-	-
Soupfest	551	(551)	-	-
Bedford Homeless	6,617	6,667	-	13,284
BBO Storage	3,017	(410)	-	2,607
	80,791	(26,941)	-	53,850
TOTAL FUNDS	390,859	(5,582)	-	385,277

continued...

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	341,808	(325,412)	16,396
Big Change Luton	11,089	(6,026)	5,063
Coffee Pot	-	(100)	(100)
	352,897	(331,538)	21,359
Restricted funds			
Big Local	216,588	(254,664)	(38,076)
VOC	40,000	(42,120)	(2,120)
Bedfordshire Advice Forum	2,105	(2,805)	(700)
Central Bedfordshire Council	94,665	(86,981)	7,684
LLAL	136,582	(136,582)	-
Homeless Partnership	14,246	(13,681)	565
Soupfest	-	(551)	(551)
Bedford Homeless	15,171	(8,504)	6,667
BBO Storage	-	(410)	(410)
Voluntary and Community Sector Emergency Partnership	4,750	(4,750)	-
	524,107	(551,048)	(26,941)
TOTAL FUNDS	877,004	(882,586)	(5,582)

continued...

10. MOVEMENT IN FUNDS - continued

Designated Funds	Opening Balance	Additional Resources	Released Resources	Transfer between funds	Closing Balance
Salaries Reserve	38,000		0	9,000	47,000
Redundancy Reserve	85,000		0	10,000	95,000
Premises Reserve - General	10,000		0	0	10,000
Premises Reserve - Capital Improvements	83,172		0	0	83,172
Asset Replacement	10,000		0	0	10,000
Total	**226,172**	**0**	**0**	**19,000**	**245,172**

General Purpose Fund:	**Funds to provide cash flow and meet unforeseen expenses. Based on approximately three months of annual turnover.**
Designated Funds:	
Salaries Reserve	**Two months salaries and employers NI contributions**
Redundancy Reserve	**Redundancy liabilities and required notice period based on statutory minimum payments for all staff**
Premises Reserve - General	**12 months running costs for 43 Bromham Road in the event of closure to provide security for existing users and fulfil lease obligations**
Premises Reserve - Capital	**Funds to maintain, repair and improve 43 Bromham Road as a result of holding a full-repairing lease**
Asset Replacement	**Provision to replace IT and furniture as required**

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2023

	31.3.23 £	31.3.22 £
INCOME AND ENDOWMENTS		
Donations and other income		
Subscriptions	**1,370**	435
Other income	**10,700**	30,590
	12,070	31,025
Other activities		
Office and meeting room hire	**88,530**	66,784
Investment income		
Deposit account interest	**3,899**	861
Charitable activities		
Grants	**339,709**	334,126
Total incoming resources	**444,208**	432,796
EXPENDITURE		
Raising donations and legacies		
Wages	**5,285**	5,285
Charitable activities		
Wages	**301,664**	239,348
Rent, rates and services	**12,571**	18,259
Insurance	**2,465**	2,387
Office costs	**29,573**	10,014
Advertising and promotions	**2,666**	6,414
Sundries	**118**	563
Specific projects	**68,318**	112,025
Travel	**1,279**	1,066
Training and events	**1,222**	12,493
Legal and professional fees	**1,800**	1,440
Reference materials and subscriptions	**285**	506
Repairs and renewals	**13,107**	11,438
Computer costs	**8,923**	3,080
	443,991	419,033
Support costs		
Finance		
Bank charges	**81**	100

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2023

	31.3.23 £	31.3.22 £
Finance		
Governance costs		
Accountancy and legal fees	**2,539**	6,272
Total resources expended	**451,896**	430,690
Net (expenditure)/income	**(7,688)**	2,106

This page does not form part of the statutory financial statements

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

England & Wales - Charity number 1091423

Accounts

REGISTERED COMPANY NUMBER: 04312967 (England and Wales)
REGISTERED CHARITY NUMBER: 1091423

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

FOR

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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FOR THE YEAR ENDED 31 March 2022

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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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the organisation are:

"...to promote any charitable purpose for the benefit of the public in Bedfordshire by the provision of assistance and training to charities or for the furtherance of exclusively charitable purposes, in: the formulation of applications for funding or other assistance, the identification of potential funders or partners, information about sources of funding or collaborators and by such other means as the trustees shall decide."

The main objectives for the year were to:

- **Connecting** - maintain and improve links with partner organisations, including public sector agencies, to ensure communities get the help they need as they recover from the coronavirus pandemic.
- **Supporting** - provide the advice and guidance that that the sector needs, as it recovers from the coronavirus pandemic, in the face of economic challenges, as they work with local communities to rebuild.
- **Volunteering** - support the recruitment, placement and management of volunteers as organisations seek to return to pre-pandemic a ctivities.

Significant activities

The key activities carried out to achieve these objective included:

- funding and development support to local voluntary and community sector organisations, including charities and social enterprises;
- volunteering guidance and signposting for local people who are interested in volunteering, matching them with local volunteer-involving organisations;
- training courses and workshops aimed at trustees, staff and volunteers of voluntary and community sector organisations, providing them with the skills and knowledge required to become more effective and efficient;
- regular mailings, newsletters, social media posts and a website providing advice and information pertinent to the local voluntary and community sector;
- affordable meeting rooms, office space and equipment hire for the local voluntary and community sector.

The organisation is indebted to a number of volunteers who provide administrative and management support throughout the year. The cost of employing staff to undertake these duties would be in excess of £5,000.

Public benefit

In carrying out the activities, which are explained in more detail on the following pages of this annual report, the organisation provided public benefit by enabling the local voluntary sector to contribute to people and society through improved:

- governance and public trust; meeting high standards of conduct and behaviour
- participation in local communities and their ability to connect with, and establish links between local people
- expertise they provide in their area and in how to deliver for the public
- ability to speak out and provide a voice for the most vulnerable
- access to volunteers and funding which in turn improves the sustainability of the services they provide

The trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance in setting the charity's objectives and planning its aims, objectives and future activities and when exercising any powers or duties to which the guidance is relevant.

ACHIEVEMENT AND PERFORMANCE

Review of the Year

Community Voluntary Service (CVS) continued to deliver high quality services and improve the impact of the organisation, in another year dominated by the COVID-19 pandemic.

The trustees maintain the view that CVS should not be involved in frontline delivery of services, which would be competing with the organisations that CVS sets out to support and speak up for, and ultimately undermine the trust and authority that the organisation has built up over the years with the sector and funders.

The charity continues to focus on developing its reputation and impact as **the** local infrastructure organisation for Bedfordshire. The use of social media is now more imbedded in how the organisation does business, and the email updates and website are our key tools for communicating to our stakeholders.

The pandemic continued to hamper our work. By April 2021, after 12 months dominated by the COVID-19 pandemic, society was hoping for a return to normal, following the rollout of the vaccine. However, some government restrictions remained until the summer of 2021, and the autumn saw an increase in infections. Most voluntary organisations did not return to normal operations throughout 2021-22.

Staff continued to work from home for large periods of time to meet COVID-19 guidelines, whilst continuing to support organisations who were working on the frontline.

Towards the end of the year, the growing cost of living crisis was beginning to impact on people and organisations.

The main activities of the organisation are themed into three main areas, connecting, volunteering and supporting, and the remainder of this report broadly follows those themes.

ACHIEVEMENT AND PERFORMANCE

Connecting and Supporting

The year was the second year dominated by the Covid-19 pandemic, and our response to it.

CVS is a trusted charity, acting with impartiality on behalf of the local voluntary sector, and best positioned to connect sector organisations with each other and with the public/private sectors. As such, we played a critical role during the pandemic, and supporting organisations both affected by, and responding to it.

Many of the support networks set up to tackle the pandemic to co-ordinate an effective response remained during 2021, supported by CVS, and were ready to act in the event of any resurgence. During the winter of 2021-22 there was some increase in demand. A number of the 'Mutual Aid' groups that were formed in 2020 as a local response, were also supported to become more formal and offer ongoing services to their communities.

CVS continued to ensure that local organisations were connected to the local authorities and other key partners, so that the work of the sector was linked into the overall effort. CVS staff attended local Resilience Forum meetings throughout the year to ensure the sector was able to respond as and when required.

Most organisations were still affected by the pandemic in some way during the year, with many of them seeking CVS' support. Whilst emergency funding schemes supported numerous organisations in the early days of the pandemic, the longer-term impact on funding streams was already being felt in 2021. Business plans that relied on large scale public events had to be revised. Services that primarily relied on face-to-face activities, including many community and village halls, were affected by the ongoing restrictions and the understandable reluctance of many people to socialise in confined spaces, resulting in reduced income and a need to have services available both online and in person. CVS staff supported organisations to reconsider their plans, seek alternative sources of funding, and for some, downsize their activities until conditions improved.

Organisations were also supported to help with risk assessments to help them return to 'normal', such as making premises 'COVID-19 secure'. Even after all government restrictions were removed in the summer of 2021, most organisations felt that they had to go the extra mile to make their clients feel safe. Support was given to a number of organisations to access Covid Recovery grants via the local authorities and other funders.

Keeping the sector informed was as important as ever. The email update moved from twice-monthly to weekly during 2020 as the pandemic information was changing so frequently, but the response to a weekly edition was so positive that in 2021 this became the norm, reaching over 1,500 contacts. Staff report that the email update receives very positive feedback whenever they are talking to organisations, both in the voluntary and statutory sector. The CVS website, and our Facebook and Twitter presence continue to actively promote our work to the wider community and have been especially useful in helping CVS to link with numerous online communities and networks.

Over 100 organisations were formally supported in some form on a one-to-one basis during 2021-22, with many more receiving informal support throughout the year.

CVS continues to act as an independent and trusted host for projects and initiatives:

The Big Local Partnership has a part-time co-ordinator hosted at CVS, working with local residents and community groups in the Cauldwell and Kingsbrook area of Bedford to invest £1 million of funding. During the year Big Local undertook an extensive consultation process with the community and partners, as part of the process to develop a new business plan for the next four years.

Bedford Homeless Partnership brings organisations working in the homeless sector closer together to reduce duplication and encourage partnership working. A part-time member of staff was employed during 2021 to improve the partnerships communications, and to help facilitate the future of the partnership, post pandemic.

Luton Homeless Partnership also brings the organisations working in the homeless sector in the Luton area closer together to reduce duplication and encourage partnership working. CVS has facilitated the installation of contactless donation points, with the funds raised being used by partnership members to meet practical needs to get rough sleepers into accommodation.

ACHIEVEMENT AND PERFORMANCE

The Voluntary Organisations for Children, Young People and Families (VOCypf) is a key sub-sector network of organisations, with two CVS staff undertaking some communications and administration support to the network.

Bedfordshire Advice Forum has been supported by CVS for a number of years, bringing together the advice agencies together for the benefit of local people.

For all these initiatives, having staff hosted by CVS reduces the cost and complications of employing staff, whilst providing access to the support, network, intelligence and reach that CVS offer. In turn CVS is a stronger organisation and well respected for taking a leading role in partnership working.

Despite the ongoing pandemic, CVS staff and trustees represented the wider sector at numerous events, meetings and partnerships, speaking up for the role and importance of the sector, and acting as a 'critical friend' when required. CVS plays a key role in developing and maintaining good links with local public agencies and the private sector, connecting organisations as appropriate.

CVS staff attend partnership meetings within each Local Authority area, with the NHS and with other sub regional bodies. Staff continue to play a leading role in the Bedford Community Network, bringing local community groups together three times over the year to network and share information about local needs and services.

Over the past year, additional funding was secured to increase the level of support that CVS was able to offer in Luton, and staff have been more active in the various partnerships and networks in the locality, including the Luton Fairness Taskforce.

The use of 43 Bromham Road as a resource to support the local sector remained relatively unaffected by the pandemic, with one organisation moving into the building in March 2022. Meeting room usage dropped significantly in 2020, and was slow to increase during 2021, but in early 2022 was showing signs of improvement going forward. The building remained open through 2021-22, allowing organisations to continue their vital work for the local community. CVS has a peppercorn lease until 2032, providing security for the organisation and office users, and acting as a base from which to encourage and facilitate collaboration.

ACHIEVEMENT AND PERFORMANCE

Volunteering

CVS plays a key role in encouraging volunteering and civic participation, promoting volunteering, supporting local people to get involved in their communities and do more for themselves.

Formal volunteering was severely disrupted during the pandemic, with 50% of volunteering opportunities closing in March 2020. During 2021-22 the number has gradually increased, and by April 2022 had almost returned to pre-pandemic levels.

By comparison, the explosion of local community volunteering in 2020, with thousands of people coming forward, dropped back as people returned to work and society reopened. A significant number of people continued to volunteer at vaccination centres, which CVS supported and promoted.

This year also saw CVS beginning to offer volunteering advice and brokerage in the Luton area. A significant amount of time was spent connecting with local organisations, registering volunteering opportunities, and starting to promote the service to local people. Restrictions relating to the pandemic meant that face-to-face promotion was challenging.

Over 550 potential volunteers registered with CVS during the year, with many of them needing one-to-one support to find the right opportunity. Many more volunteers browse the online opportunities, or spot opportunities that we have promoted in local newspapers or via social media, and go straight to the volunteer involving organisation.

In the past year, a monthly newsletter for volunteers has been launched, keeping past and present volunteers in touch with new opportunities and other potential routes for personal development.

Throughout the year, CVS staff continued to be actively involved in the Volunteer Cell, part of the Bedfordshire Local Resilience Forum, helping to better coordinate requests for volunteers relating to the pandemic, especially relating to vaccination centres.

Plans for Future Periods

The key activities for the future are to:

- Maintain and improve links with partner organisations, including public sector agencies, to ensure the voice of local voluntary organisations is heard and respected.
- Provide the advice and guidance that that the sector needs, as it still recovers from the coronavirus pandemic and responds to a cost of living crisis
- Support the recruitment, placement and management of volunteers, especially trustees, as organisations respond to a cost of living crisis.
- To undertake a strategic review of the organisation.

FINANCIAL REVIEW

Financial position

The organisation remains in a healthy financial position. Total incoming resources for the year were £432,796 (2021 - £335,891) and total resources expended were £430,690 (2021 - £302,043).

The organisation made a surplus for the year of £2,106 (2021 - £33,848).

Additional funding was secured to expand some services into Luton during the year, and some costs were still lower than anticipated due to the pandemic, including staff travel and training costs. The costs of running 43 Bromham Road were also lower than budgeted, but a significant number of refurbishments are expected in 2022, which will require the use of some reserves. Events and other face-to-face activities remained either scaled down, cancelled, or moved online.

The organisation has a number of principal sources of funding, as outlined in the accounts. The trustees are keen to hold a portfolio of funders, rather than build dependency on one or two, in order to reduce the risk to the organisation's existence should a funder withdraw or fail to renew its support. The vast majority of the funding that the organisation receives is of a short-term nature, sometimes for projects lasting less than six months, providing little long-term security for the staff team.

Bedford Borough Council and Central Bedfordshire Council continued to provide essential support to allow the organisation to offer funding advice, development support and provide some representation for the sector at key meetings.

The Harpur Trust's on-going support in providing a full-repairing peppercorn lease for 43 Bromham Road is crucial to the organisation's financial position, and during the past year the Trust once again agreed to match-fund the award from Bedford Borough Council, providing significant additional resources for CVS.

Luton Rising (London Luton Airport Ltd) funding relating to CVS's work in Luton (via Bedfordshire and Luton Community Foundation) has now become a significant element of the organisation's income.

CVS acts as the accountable body for a BIG Local partnership in the Kingsbrook and Cauldwell area of Bedford. Funding relating to the BIG Local initiative has been received from the BIG Lottery Fund and subsequently BIG Local Trust and held under restricted funds.

CVS is also the accountable body for the Bedford Homeless Partnership. Funding raised by the Partnership and Soupfest is given to the Partnership to distribute in small grants. Both funds are treated as restricted funds.

CVS also acts as the accountable body for the Voluntary Organisations Consortium for Children, Young People and Families (VOCypf). Funds from the two local authorities are held on behalf of VOC under restricted funds.

Funding for Bedfordshire Advice Forum and Luton Homeless Partnership are also held as restricted funds.

FINANCIAL REVIEW

Reserves policy

The CVS reserves policy includes provision for holding a long-term, full-repairing lease for 43 Bromham Road, and is kept under review on an annual basis.

General Purpose Reserves

The trustees have set a level equivalent to two months of full operating costs for the organisation as a desired level of reserve. This fund is a contingency in the event of a sudden reduction in income, in order to protect the future operation of the organisation from the effects of any unforeseen variation in its income and expenditure. It also provides a cash flow for grants and contracts that are paid in arrears. At the year end, free reserves amounted to £325,293 (2021 - £310,068).

Designated Reserves

The trustees have designated reserves where there are planned commitments that cannot be met by anticipated future income alone. These reserves are broken down into a number of funds that mainly relate to:

- The organisation's responsibilities as an employer to hold sufficient funds to provide proper notice and redundancy costs in the event of closure

- The organisation's responsibilities as a tenant. Whilst CVS pays a peppercorn rent for use of 43 Bromham Road until 2032, CVS also has full-repairing responsibilities until 2032, during which period the building will require major refurbishment and repair. It is the trustees' intention to build a capital improvement fund over the next few years to meet future repair and refurbishment commitments

- The organisation's responsibilities as a head landlord, leasing offices to other charities and voluntary organisations at 43 Bromham Road. In the event of closure or near closure, funds are held to keep the building running for twelve months until other arrangements can be made and the lease surrendered

The reserves policy and the levels of reserves required are reviewed yearly as part of the annual budgetary process.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Community Voluntary Service Bedfordshire was established under Memorandum and Articles of Association on 30th October 2001. The Memorandum and Articles of Association were amended on 15th June 2006 and 25th June 2016 due to name changes. The organisation is registered as a charity with the Charity Commission (registered charity number 1091423) and as a Company Limited by Guarantee with Companies House (registered company number 04312967).

Recruitment and appointment of new trustees

The trustees of the organisation are either connected with local voluntary organisations in a paid, voluntary or trustee capacity, and/or they provide the organisation with specialist knowledge and skills relating to accounting, legal issues, human resources, local government or similar.

The organisation actively seeks local people with an interest in and connection with the local voluntary and community sector to become a trustee throughout the year. The trustees have the power to co-opt new trustees throughout the year.

Bedford Borough Council and Central Bedfordshire Council are each entitled to nominate a non-voting representative to attend and participate in trustees' meetings.

Induction and training of new trustees

There is no formal trustee induction programme but each new trustee undergoes a half-day induction session to brief them on the structure and operation of the organisation, to provide them with and explain key documents and policies, to meet key staff and to discuss any training requirements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Wider network

The organisation works closely with a number of other charities in Bedfordshire, including Bedfordshire Rural Communities Charity. Over the past year, a closer working relationship has been formed with Community Action Milton Keynes, as the sector pivots to work with the new Integrated Care System (ICS) that covers both our respective areas of benefit. Community Action Milton Keynes hosts a Partnership Officer on behalf of both organisations to improve the voluntary sector's voice within the ICS.

Risk management

The financial risks to the organisation are considered by the trustees and the Chief Officer on a regular basis through strenuous budgeting and regular management accounts. The trustees have considered the risks faced by the charity and have taken steps to mitigate those risks. A key component of this is the reserves policy which was extensively reviewed last year, and continues to provide a sensible platform for all financial planning for the organisation.

The Finance and Premises sub-committee, meeting at least quarterly, provides additional oversight and scrutiny to the finances of the organisation, especially regarding the lease of 43 Bromham Road and the associated costs of running a building.

With regards to the non-financial risks, a detailed health and safety policy is in place with a nominated lead, and a strong business continuity plan exists should it be necessary. Key staff also undertake relevant training relating to first aid and fire safety as required.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
04312967 (England and Wales)

Registered Charity number
1091423

Registered office
43 Bromham Road
Bedford
Bedfordshire
MK40 2AA

Trustees
Mrs P Olney
Ms A Nevinson
B Shah
A Spurrell
M Young

Company Secretary
Ms A Nevinson

Independent Examiner
Gerald Bygraves
FMAAT
GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

Approved by order of the board of trustees on 7.12.22 and signed on its behalf by:

.....
Mrs P Olney - Trustee

Independent examiner's report to the trustees of Community Voluntary Service Bedfordshire ('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 FMAAT 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.

Gerald Bygraves

Gerald Bygraves
FMAAT
GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

Date: 7/12/2022

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	**31.3.22 Total funds £**	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and other income		**9,950**	**21,075**	**31,025**	41,982
Charitable activities					
Bedfordshire Advice Forum		**-**	**1,000**	**1,000**	-
VOC		**-**	**20,000**	**20,000**	20,000
Central Bedfordshire Council		**10,000**	**41,000**	**51,000**	23,000
Big Local		**-**	**129,894**	**129,894**	31,500
Bedford Charity		**-**	**-**	**-**	48,750
LLAL		**-**	**69,982**	**69,982**	39,112
Bedford Borough Council		**57,500**	**-**	**57,500**	61,400
Voluntary and Community Sector Emergency Partnership		**-**	**4,750**	**4,750**	9,500
Other activities	2	**66,784**	**-**	**66,784**	59,639
Investment income	3	**861**	**-**	**861**	1,008
Total		**145,095**	**287,701**	**432,796**	335,891
EXPENDITURE ON					
Raising funds		**5,285**	**-**	**5,285**	5,285
Charitable activities					
Support costs		**124,585**	**300,820**	**425,405**	287,258
Voluntary and Community Sector Emergency Partnership		**-**	**-**	**-**	9,500
Total		**129,870**	**300,820**	**430,690**	302,043
NET INCOME/(EXPENDITURE)		**15,225**	**(13,119)**	**2,106**	33,848
RECONCILIATION OF FUNDS					
Total funds brought forward		**310,068**	**80,791**	**390,859**	357,011
TOTAL FUNDS CARRIED FORWARD		**325,293**	**67,672**	**392,965**	390,859

The notes form part of these financial statements

BALANCE SHEET
31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
FIXED ASSETS					
Tangible assets	7	**1**	-	**1**	1
CURRENT ASSETS					
Debtors	8	**31,972**	-	**31,972**	18,078
Cash at bank and in hand		**308,630**	**67,672**	**376,302**	383,692
		340,602	**67,672**	**408,274**	401,770
CREDITORS					
Amounts falling due within one year	9	**(15,310)**	-	**(15,310)**	(10,912)
NET CURRENT ASSETS		**325,292**	**67,672**	**392,964**	390,858
TOTAL ASSETS LESS CURRENT LIABILITIES		**325,293**	**67,672**	**392,965**	390,859
NET ASSETS		**325,293**	**67,672**	**392,965**	390,859
FUNDS	10				
Unrestricted funds				**325,293**	310,068
Restricted funds				**67,672**	80,791
TOTAL FUNDS				**392,965**	390,859

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

continued...

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 7.12.22 and were signed on its behalf by:

P Olney - Trustee

The notes form part of these financial statements

1. 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.

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.

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.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 20% 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.

2. OTHER ACTIVITIES

	Unrestricted funds	Restricted funds	**31.3.22 Total funds**	31.3.21 Total funds
	£	£	£	£
Office and meeting room hire	**66,784**	-	**66,784**	59,639

continued...

3. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	**31.3.22 Total funds £**	31.3.21 Total funds £
Deposit account interest	**861**	-	**861**	1,008

4. 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.

5. STAFF COSTS

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

	31.3.22	31.3.21
Administration	**2**	2
Support	**6**	9
	8	11

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and other income	12,343	29,639	41,982
Charitable activities			
VOC	-	20,000	20,000
Central Bedfordshire Council	-	23,000	23,000
Big Local	-	31,500	31,500
Bedford Charity	48,750	-	48,750
LLAL	-	39,112	39,112
Bedford Borough Council	61,400	-	61,400
Voluntary and Community Sector Emergency Partnership	-	9,500	9,500
Other activities	59,639	-	59,639
Investment income	1,008	-	1,008
Total	183,140	152,751	335,891
EXPENDITURE ON			
Raising funds	5,285	-	5,285

continued...

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities			
Support costs	156,910	130,348	287,258
Voluntary and Community Sector Emergency Partnership	-	9,500	9,500
Total	162,195	139,848	302,043
NET INCOME	20,945	12,903	33,848
RECONCILIATION OF FUNDS			
Total funds brought forward	289,123	67,888	357,011
TOTAL FUNDS CARRIED FORWARD	310,068	80,791	390,859

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2021 and 31 March 2022	**7,485**
DEPRECIATION	
At 1 April 2021 and 31 March 2022	**7,484**
NET BOOK VALUE	
At 31 March 2022	**1**
At 31 March 2021	1

continued...

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	31,006	17,112
Prepayments	966	966
	31,972	18,078

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade creditors	6,382	3,351
Accruals and deferred income	6,588	5,221
Accrued expenses	2,340	2,340
	15,310	10,912

10. MOVEMENT IN FUNDS

	At 1/4/21	Net movement in funds	Transfers between funds	At 31/3/22
	£	£	£	£
Unrestricted funds				
General fund	90,732	8,383	(26,821)	72,294
Designated Funds	218,351	-	26,821	245,172
Big Change Luton	178	6,942	-	7,120
Coffee Pot	807	(100)	-	707
	310,068	15,225	-	325,293
Restricted funds				
Big Local	43,416	(10,337)	-	33,079
VOC	25,458	(4,743)	-	20,715
Bedfordshire Advice Forum	2,297	(265)	-	2,032
Homeless Partnership	(565)	1,422	-	857
Soupfest	551	(551)	-	-
Bedford Homeless	6,617	1,559	-	8,176
BBO Storage	3,017	(204)	-	2,813
	80,791	(13,119)	-	67,672
TOTAL FUNDS	390,859	2,106	-	392,965

continued...

10. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	**136,205**	**(127,822)**	**8,383**
Big Change Luton	**8,890**	**(1,948)**	**6,942**
Coffee Pot	**-**	**(100)**	**(100)**
	145,095	**(129,870)**	**15,225**
Restricted funds			
Big Local	**129,894**	**(140,231)**	**(10,337)**
VOC	**20,000**	**(24,743)**	**(4,743)**
Bedfordshire Advice Forum	**735**	**(1,000)**	**(265)**
Central Bedfordshire Council	**41,000**	**(41,000)**	**-**
LLAL	**69,982**	**(69,982)**	**-**
Homeless Partnership	**14,246**	**(12,824)**	**1,422**
Soupfest	**-**	**(551)**	**(551)**
Bedford Homeless	**7,094**	**(5,535)**	**1,559**
BBO Storage	**-**	**(204)**	**(204)**
Voluntary and Community Sector Emergency Partnership	**4,750**	**(4,750)**	**-**
	287,701	**(300,820)**	**(13,119)**
TOTAL FUNDS	**432,796**	**(430,690)**	**2,106**

continued...

10. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/20 £	Net movement in funds £	At 31/3/21 £
Unrestricted funds			
General fund	67,839	22,893	90,732
Designated Funds	218,351	-	218,351
Big Change Luton	2,126	(1,948)	178
Coffee Pot	807	-	807
	289,123	20,945	310,068
Restricted funds			
Big Local	47,414	(3,998)	43,416
VOC	27,991	(2,533)	25,458
Bedfordshire Advice Forum	1,897	400	2,297
Homeless Partnership	(20,388)	19,823	(565)
Soupfest	4,551	(4,000)	551
Bedford Homeless	3,204	3,413	6,617
BBO Storage	3,219	(202)	3,017
	67,888	12,903	80,791
TOTAL FUNDS	357,011	33,848	390,859

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	182,482	(159,589)	22,893
Big Change Luton	658	(2,606)	(1,948)
	183,140	(162,195)	20,945
Restricted funds			
Big Local	31,500	(35,498)	(3,998)
VOC	20,000	(22,533)	(2,533)
Bedfordshire Advice Forum	2,100	(1,700)	400
Central Bedfordshire Council	23,000	(23,000)	-
LLAL	39,112	(39,112)	-
Homeless Partnership	20,246	(423)	19,823
Soupfest	-	(4,000)	(4,000)
Bedford Homeless	7,293	(3,880)	3,413
BBO Storage	-	(202)	(202)
Voluntary and Community Sector Emergency Partnership	9,500	(9,500)	-
	152,751	(139,848)	12,903
TOTAL FUNDS	335,891	(302,043)	33,848

continued...

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
Unrestricted funds				
General fund	67,839	31,276	(26,821)	72,294
Designated Funds	218,351	-	26,821	245,172
Big Change Luton	2,126	4,994	-	7,120
Coffee Pot	807	(100)	-	707
	289,123	36,170	-	325,293
Restricted funds				
Big Local	47,414	(14,335)	-	33,079
VOC	27,991	(7,276)	-	20,715
Bedfordshire Advice Forum	1,897	135	-	2,032
Homeless Partnership	(20,388)	21,245	-	857
Soupfest	4,551	(4,551)	-	-
Bedford Homeless	3,204	4,972	-	8,176
BBO Storage	3,219	(406)	-	2,813
	67,888	(216)	-	67,672
TOTAL FUNDS	357,011	35,954	-	392,965

continued...

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	318,687	(287,411)	31,276
Big Change Luton	9,548	(4,554)	4,994
Coffee Pot	-	(100)	(100)
	328,235	(292,065)	36,170
Restricted funds			
Big Local	161,394	(175,729)	(14,335)
VOC	40,000	(47,276)	(7,276)
Bedfordshire Advice Forum	2,835	(2,700)	135
Central Bedfordshire Council	64,000	(64,000)	-
LLAL	109,094	(109,094)	-
Homeless Partnership	34,492	(13,247)	21,245
Soupfest	-	(4,551)	(4,551)
Bedford Homeless	14,387	(9,415)	4,972
BBO Storage	-	(406)	(406)
Voluntary and Community Sector Emergency Partnership	14,250	(14,250)	-
	440,452	(440,668)	(216)
TOTAL FUNDS	768,687	(732,733)	35,954

continued...

10. MOVEMENT IN FUNDS - continued

Designated Funds	Opening Balance	Additional Resources	Released Resources	Transfer between funds	Closing Balance
Salaries Reserve	38,000		0	9,000	47,000
Redundancy Reserve	85,000		0	10,000	95,000
Premises Reserve - General	10,000		0	0	10,000
Premises Reserve - Capital Improvements	83,172		0	0	83,172
Asset Replacement	10,000		0	0	10,000
Total	**226,172**	**0**	**0**	**19,000**	**245,172**

General Purpose Fund: **Funds to provide cash flow and meet unforeseen expenses. Based on approximately three months of annual turnover.**

Designated Funds:

Salaries Reserve: **Two months salaries and employers NI contributions**

Redundancy Reserve: **Redundancy liabilities and required notice period based on statutory minimum payments for all staff**

Premises Reserve - General: **12 months running costs for 43 Bromham Road in the event of closure to provide security for existing users and fulfil lease obligations**

Premises Reserve - Capital: **Funds to maintain, repair and improve 43 Bromham Road as a result of holding a full-repairing lease**

Asset Replacement: **Provision to replace IT and furniture as required**

11. RELATED PARTY DISCLOSURES

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

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2022

	31.3.22 £	31.3.21 £
INCOME AND ENDOWMENTS		
Donations and other income		
Subscriptions	**435**	795
Other income	**30,590**	41,187
	31,025	41,982
Other activities		
Office and meeting room hire	**66,784**	59,639
Investment income		
Deposit account interest	**861**	1,008
Charitable activities		
Grants	**334,126**	233,262
Total incoming resources	**432,796**	335,891
EXPENDITURE		
Raising donations and legacies		
Wages	**5,285**	5,285
Charitable activities		
Wages	**239,348**	217,462
Rent, rates and services	**18,259**	16,832
Insurance	**2,387**	2,328
Office costs	**10,014**	11,642
Advertising and promotions	**6,414**	1,151
Sundries	**563**	40
Specific projects	**112,025**	16,979
Staff training	**-**	74
Allocation of funds to Partners	**-**	4,000
Travel	**1,066**	42
Training and events	**12,493**	12,386
Legal and professional fees	**1,440**	633
Reference materials and subscriptions	**506**	941
Repairs and renewals	**11,438**	3,557
Computer costs	**3,080**	2,792
	419,033	290,859
Support costs		
Finance		
Bank charges	**100**	139

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2022

	31.3.22 £	31.3.21 £
Finance		
Governance costs		
Wages	-	3,170
Accountancy and legal fees	**6,272**	2,590
	6,272	5,760
Total resources expended	**430,690**	302,043
Net income	**2,106**	33,848

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

England & Wales - Charity number 1091423

Accounts

REGISTERED COMPANY NUMBER: 04312967 (England and Wales)
REGISTERED CHARITY NUMBER: 1091423

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

FOR

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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FOR THE YEAR ENDED 31 March 2021

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 March 2021

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 2021. 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the organisation are:

"...to promote any charitable purpose for the benefit of the public in Bedfordshire by the provision of assistance and training to charities or for the furtherance of exclusively charitable purposes, in: the formulation of applications for funding or other assistance, the identification of potential funders or partners, information about sources of funding or collaborators and by such other means as the trustees shall decide."

The main objectives for the year were to:

- **Connecting** - maintain and improve links with partner organisations, including public sector agencies, to ensure communities get the help they need during the coronavirus pandemic, and beyond.
- **Supporting** - provide the advice and guidance that that the sector needs, as it responds to the coronavirus pandemic, in the face of economic challenges, as they work with local communities to rebuild.
- **Volunteering** - support the recruitment, placement and management of volunteers to assist with the coronavirus pandemic.

Significant activities

The key activities carried out to achieve these objective included:

- funding and development support to local voluntary and community sector organisations;
- volunteering support to local people who are interested in volunteering, brokering them with local volunteer-involving organisations;
- training courses and workshops aimed at trustees, staff and volunteers of voluntary and community sector organisations, providing them with the skills and knowledge required to become more effective and efficient;
- regular mailings, a newsletter and website providing advice and information pertinent to the local voluntary and community sector;
- affordable meeting rooms, office space and equipment hire for the local voluntary and community sector.

The organisation is indebted to a number of volunteers who provide administrative and management support throughout the year. The cost of employing staff to undertake these duties would be in excess of £10,000.

Public benefit

In carrying out the activities, which are explained in more detail on the following pages of this annual report, the organisation provided public benefit by enabling the local voluntary sector to contribute to people and society through improved:

- governance and public trust; meeting high standards of conduct and behaviour
- participation in local communities and their ability to connect with, and establish links between local people
- expertise they provide in their area and in how to deliver for the public
- ability to speak out and provide a voice for the most vulnerable
- access to volunteers and funding which in turn improves the sustainability of the services they provide

The trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance in setting the charity's objectives and planning its aims, objectives and future activities and when exercising any powers or duties to which the guidance is relevant.

ACHIEVEMENT AND PERFORMANCE

Review of the Year

Community Voluntary Service (CVS) continued to deliver high quality services and improve the reach of the organisation, in a year dominated by the COVID-19 pandemic.

The trustees maintain the view that CVS should avoid, if at all possible, the temptation of diversifying into frontline delivery of services, which would be to compete with the very organisations that CVS sets out to support and speak up for, and ultimately undermine the trust and authority that the organisation has built up over the years.

The charity has continued to focus on developing its profile and reach, reinforcing the role of CVS as the local infrastructure organisation. The use of social media is now more imbedded in how the organisation does business, and the email updates are our key tool for communicating to our stakeholders.

Whilst 2019-20 was a year of relative stability, 2020-21 was a year of disruption, challenges, and uncertainty, with staff working flat out to support local communities.

March 2020 saw the arrival of the Coronavirus pandemic, and the first of three national lockdowns, resulting in staff working from home for large periods of time, whilst continuing to support organisations who were working on the frontline to ensure that people received food and prescriptions.

During 2020-21, the staff team has remained mostly unchanged, and due to the nature of our work, no staff had to be placed on the government's furlough scheme.

The main activities of the organisation are themed into three main areas, and the remainder of this report broadly follows those themes.

ACHIEVEMENT AND PERFORMANCE

Connecting and Supporting

The year has been dominated by the organisation's response to the Covid-19 pandemic.

CVS is a trusted charity, acting with impartiality on behalf of the local voluntary sector, and best positioned to connect sector organisations with each other and with the public/private sectors. As such, our role has been critical during the pandemic.

Hundreds of organisations proactively responded to the crisis, by providing a range of services such as food and prescription collections, telephone and online social contact, and other forms of support to those shielding or isolated at home.

CVS developed and maintained lists of those organisations providing emergency support throughout the year. The lists were vital in working with the local authorities and other key partners, to ensure that the work of the sector was linked into the overall effort, supporting the 'care hubs' and the other networks and systems quickly established to support people in need.

CVS staff also reached out to the 'Mutual Aid' groups that formed across the area, guiding them on issues such as safeguarding, handling money, GDPR, etc, and linked them with each other and other organisations, including the local authorities. As the pandemic progressed, we also linked them with more established charities so that residents in need were signposted to longer term sources of support where those are needed, and also to enable more effective collection and distribution of donations and offers of support.

Funding advice was provided to organisations that were seeking to quickly transform their services to support to their existing clients remotely, using various means but mainly by phone and video conferencing. Some of the emergency funding schemes were critical to facilitate this. Many more organisations required support and information on how best to 'weather the storm', furloughing staff, etc.

CVS also continued to act as a 'connector' of services, but with added intensity, particularly in the first lockdown. Issues included matching offers of help from businesses (such as offers of food from restaurants, and promoting food delivery services from shops), and reducing duplication (linking new mutual aid groups working in the same area with each other and other local organisations). Regular meetings with key agencies at both a local and regional level were established, allowing for the sharing of key information, and for practical issues to be resolved (such as the volunteers for small, informal organisations not being able to evidence to the Police the reason for leaving home).

Organisations have also been supported to help with risk assessments to help them return to 'normal', such as making premises Covid-secure. This work continued throughout the year, reacting to the numerous changes in guidance, and organisations redesigning their services.

Keeping the sector informed was even more important over the past 12 months. The email update became (and remains) a weekly fixture, ensuring that timely information is distributed to over 1,500 contacts. Our Facebook and Twitter presence has been especially useful, linking with numerous online communities and networks.

Additional Covid related pages on the CVS website were quickly created and subsequently evolved over the past 12 months, and now offer good practice guides, mainly aimed at Mutual Aid groups, links to other sources of information, and an extensive list of local and national Covid-related funding opportunities. This was updated regularly as guidance changed and new frequently asked questions emerged.

Over 450 organisations were supported in some form on a one-to-one basis during 2020-21. A significant number of organisations were contacted in the April - June 2020 period, as we triaged organisations to assess what support was needed, and many received support throughout the year.

CVS continues to act as an independent and trusted host for projects and initiatives.

ACHIEVEMENT AND PERFORMANCE

Bedford Homeless Partnership brings organisations working in the homeless sector closer together to reduce duplication and encourage partnership working. A part-time member of staff was appointed in early 2021 to improve the partnerships communications, and to help facilitate the future of he partnership, post pandemic.

Luton Homeless Partnership also brings the organisations working in the homeless sector in the Luton area closer together to reduce duplication and encourage partnership working. CVS has facilitated the installation of contactless donation points, with the funds raised being used by partnership members to meet practical needs to get rough sleepers into accommodation.

The Voluntary Organisations for Children, Young People and Families (VOCypf) is a key sub-sector network of organisations, with two CVS undertaking some communications and administration support to the network.

The Big Local Partnership has a part-time co-ordinator hosted at CVS, working with local residents and community groups in the Cauldwell and Kingsbrook area of Bedford to invest £1 million of funding.

Bedfordshire Advice Forum has been supported by CVS for a number of years, bringing together the advice agencies together.

For all these initiatives, staff being hosted by CVS reduces the cost and complications of employing staff, whilst providing access to the support, network, intelligence and reach that CVS offer. In turn CVS is a stronger organisation and well respected for taking a leading role in partnership working.

Despite the Covid-19 pandemic, CVS staff and trustees have represented the wider sector at a number of events, meetings and partnerships, speaking up for the role and importance of the sector, and acting as a 'critical friend' when required. CVS plays a key role in developing and maintaining good links with local public and private agencies, connecting organisations as appropriate.

CVS staff attend partnership meetings within each Local Authority area, and further meetings with the NHS and other sub regional bodies. Staff continue to play a leading role in the Bedford Community Network, bringing local community groups together three times over the year to network and share information about local needs and services.

The use of 43 Bromham Road as a resource to support the local sector has been relatively unaffected by the pandemic, with only one of the seven organisations sharing office space departing during this period. Meeting room usage however, dropped significantly. A staff rota has allowed the building to remain open through most of the pandemic. CVS has a peppercorn lease until 2032, providing security for the organisation and office users, and acting as a base from which to encourage and facilitate collaboration.

ACHIEVEMENT AND PERFORMANCE

Volunteering

CVS plays a key role in encouraging volunteering and civic participation, promoting volunteering, supporting local people to get involved in their communities and do more for themselves.

As the county entered lockdown in March 2020, many organisations were suddenly unable, to function as normal, with services having to close or go online. A large number of volunteers were effectively furloughed, and many of these services have struggled to fully restart. We saw an initial 50% reduction in the formal opportunities available, which has only started to slowly recover since April 2021.

At the same time, we saw an explosion of local community volunteering, with thousands of people coming forward, forming their own networks, to offer support to their neighbours, alongside existing organisations. Over 300 people registered with the Volunteer Centre, keen to support pandemic related activities. Various volunteering opportunities were promoted to this group. Volunteers were also signposted to registered with the local authorities and with their local mutual aid/kindness networks.

For many organisations, the number of volunteers coming forward in the initial phase of the pandemic far exceeded the number they could quickly and safely train and subsequently manage. For others, social distancing requirements meant that volunteer numbers were effectively capped. Specific requests for volunteers were actively promoted, using existing lists and social media. CVS staff were actively involved in the campaign to recruit volunteers for the vaccination campaign as early as December 2020, and this work continues into 2021.

CVS staff have also been actively involved in the Volunteer Cell, part of the Bedfordshire Local Resilience Forum, helping to better coordinate requests for volunteers.

Plans for Future Periods

The key activities for the future are to:

- **Connecting** - maintain and improve links with partner organisations, including public sector agencies, to ensure communities get the help they need as they recover from the coronavirus pandemic.

- **Supporting** - provide the advice and guidance that the sector needs, as it recovers from the coronavirus pandemic, in the face of economic challenges, as they work with local communities to rebuild.

- **Volunteering** - support the recruitment, placement and management of volunteers as organisations seek to return to pre-pandemic activities.

FINANCIAL REVIEW

Financial position

The organisation remains in a healthy financial position. Total incoming resources for the year were £335,891 (2020 - £346,378) and total resources expended were £302,043 (2020 - £396,865).

The organisation made a surplus for the year of £33,848 (2020 - deficit £50,487).

The surplus, which is a mix of restricted and unrestricted income, reflects how unusual the year has been. Some additional funding was secured to assist with the organisation's response to the pandemic, but the main factor is the reduction in expenditure, which was also pandemic-related. Staff travel and training costs were lower than anticipated. The costs of running 43 Bromham Road were lower than budgeted, and the energy efficient lighting replaced the year before has also significantly reduced utility costs. Events and other face-to-face activities were either scaled down, cancelled, or moved online.

The organisation has a number of principal sources of funding, as outlined in the accounts. The trustees are keen to hold a portfolio of funders, rather than build dependency on one or two, in order to reduce the risk to the organisation's existence should a funder withdraw or fail to renew its support. The vast majority of the funding that the organisation receives is of a short-term nature, sometimes for projects lasting less than six months, providing little long-term security for the staff team.

Bedford Borough Council and Central Bedfordshire Council continued to provide essential support to allow the organisation to offer funding advice, development support and provide some representation for the sector at key meetings, as well as playing an active role in Compact and other local initiatives.

The Harpur Trust's on-going support in providing a full-repairing peppercorn lease for 43 Bromham Road is crucial to the organisation's financial position, and during the past year the Trust agreed to match-fund the award from Bedford Borough Council, providing significant additional resources for CVS.

London Luton Airport Ltd funding relating to CVS's work in Luton (via Bedfordshire and Luton Community Foundation) has now become a significant element of the organisation's income.

CVS acts as the accountable body for a BIG Local partnership in the Kingsbrook and Cauldwell area of Bedford. Funding relating to the BIG Local initiative has been received from the BIG Lottery Fund and subsequently BIG Local Trust and held under restricted funds.

CVS is also the accountable body for the Bedford Homeless Partnership. Funding from Soupfest is given to the Partnership to distribute in small grants. Both funds are treated as restricted funds.

CVS also acts as the accountable body for the Voluntary Organisations Consortium for Children, Young People and Families (VOCypf). Funds from the two local authorities are held on behalf of VOC under restricted funds.

Funding for Bedfordshire Advice Forum and Luton Homeless Partnership are also held as restricted funds.

FINANCIAL REVIEW

Reserves policy

The CVS reserves policy was fundamentally rewritten during 2011, following the agreement of a long-term, full-repairing lease for 43 Bromham Road, and is kept under review on an annual basis.

General Purpose Reserves

The trustees have set a level equivalent to three months of full operating costs for the organisation as a desired level of reserve. This fund is a contingency in the event of a sudden reduction in income, in order to protect the future operation of the organisation from the effects of any unforeseen variation in its income and expenditure. It also provides a cash flow for grants and contracts that are paid in arrears. At the year end, free reserves amounted to £310,068 (2020 - £289,123).

Designated Reserves

The trustees have designated reserves where there are planned commitments that cannot be met by anticipated future income alone. These reserves are broken down into a number of funds that mainly relate to:

- The organisation's responsibilities as an employer to hold sufficient funds to provide proper notice and redundancy costs in the event of closure

- The organisation's responsibilities as a tenant. Whilst CVS pays a peppercorn rent for use of 43 Bromham Road until 2032, CVS also has full-repairing responsibilities until 2032, during which period the building will require major refurbishment and repair. It is the trustees' intention to build a capital improvement fund over the next few years to meet future repair and refurbishment commitments

- The organisation's responsibilities as a head landlord, leasing offices to other charities and voluntary organisations at 43 Bromham Road. In the event of closure or near closure, funds are held to keep the building running for twelve months until other arrangements can be made and the lease surrendered

The reserves policy and the levels of reserves required are reviewed yearly as part of the annual budgetary process.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Community Voluntary Service Bedfordshire was established under Memorandum and Articles of Association on 30th October 2001. The Memorandum and Articles of Association were amended on 15th June 2006 and 25th June 2016 due to name changes. The organisation is registered as a charity with the Charity Commission (registered charity number 1091423) and as a Company Limited by Guarantee with Companies House (registered company number 04312967).

Recruitment and appointment of new trustees

The trustees of the organisation are either connected with local voluntary organisations in a paid, voluntary or trustee capacity, and/or they provide the organisation with specialist knowledge and skills relating to accounting, legal issues, human resources, local government or similar.

The organisation actively seeks local people with an interest in and connection with the local voluntary and community sector to become a trustee throughout the year. The trustees have the power to co-opt new trustees throughout the year.

Bedford Borough Council and Central Bedfordshire Council are each entitled to nominate a non-voting representative to attend and participate in trustees' meetings.

Induction and training of new trustees

There is no formal trustee induction programme but each new trustee undergoes a half-day induction session to brief them on the structure and operation of the organisation, to provide them with and explain key documents and policies, to meet key staff and to discuss any training requirements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Wider network

The organisation works closely with a number of other charities in Bedfordshire, including Bedfordshire Rural Communities Charity and Voluntary and Community Action South Bedfordshire. A representative of CVS, together with representatives from each of the above organisations are directors of Voluntaryworks Ltd, a trading vehicle that was used to hold contracts on behalf of wider partnerships, until February 2021, and the organisation has been subsequently closed.

Risk management

The financial risks to the organisation are considered by the trustees and the Chief Officer on a regular basis through strenuous budgeting and regular management accounts. The trustees have considered the risks faced by the charity and have taken steps to mitigate those risks. A key component of this is the reserves policy which was extensively reviewed last year, and continues to provide a sensible platform for all financial planning for the organisation.

In September 2012 the trustees formed a Finance and Premises sub-committee to provide more oversight and scrutiny to the finances of the organisation, as they felt that insufficient time was spent a trustees' meetings considering the budgeting and management accounts. With the acquisition of 43 Bromham Road and the associated costs of running a building, the case for a separate committee to focus on finance and premise issues was strong.

With regards to the non-financial risks, a detailed health and safety policy is in place with a nominated lead, and a strong business continuity plan exists should it be necessary. Key staff also undertake relevant training relating to first aid and fire safety as required.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
04312967 (England and Wales)

Registered Charity number
1091423

Registered office
43 Bromham Road
Bedford
Bedfordshire
MK40 2AA

Trustees
Mrs P Olney
Ms A Nevinson
B Shah
A Spurrell
M Young

Company Secretary
Ms A Nevinson

Independent Examiner
Gerald Bygraves
FMAAT
GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

Approved by order of the board of trustees on 8.12.21 and signed on its behalf by:

.....
Mrs P Olney - Trustee

Independent examiner's report to the trustees of Community Voluntary Service Bedfordshire ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

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 FMAAT 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.

Gerald Bygraves

Gerald Bygraves
FMAAT
GB Accounting Solutions Limited
Building 115
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

Date: 8.12.21

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	**31.3.21 Total funds £**	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and other income		**12,343**	**29,639**	**41,982**	12,105
Charitable activities					
VOC		-	**20,000**	**20,000**	19,000
Central Bedfordshire Council		-	**23,000**	**23,000**	23,000
Big Local		-	**31,500**	**31,500**	51,048
Bedford Charity		**48,750**	-	**48,750**	31,250
LLAL		-	**39,112**	**39,112**	72,000
Bedford Borough Council		**61,400**	-	**61,400**	45,000
Soupfest Funding		-	-	-	7,500
Luton Borough Council		-	-	-	2,210
Voluntary and Community Sector Emergency Partnership		-	**9,500**	**9,500**	-
Other activities	2	**59,639**	-	**59,639**	81,474
Investment income	3	**1,008**	-	**1,008**	1,791
Total		**183,140**	**152,751**	**335,891**	346,378
EXPENDITURE ON					
Raising funds		**5,285**	-	**5,285**	5,285
Charitable activities					
LLAL		-	-	-	30,000
Support costs		**156,910**	**130,348**	**287,258**	361,580
Voluntary and Community Sector Emergency Partnership		-	**9,500**	**9,500**	-
Total		**162,195**	**139,848**	**302,043**	396,865
NET INCOME/(EXPENDITURE)		**20,945**	**12,903**	**33,848**	(50,487)
RECONCILIATION OF FUNDS					
Total funds brought forward		**289,123**	**67,888**	**357,011**	407,498
TOTAL FUNDS CARRIED FORWARD		**310,068**	**80,791**	**390,859**	357,011

The notes form part of these financial statements

BALANCE SHEET
31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	**31.3.21 Total funds £**	31.3.20 Total funds £
FIXED ASSETS					
Tangible assets	7	**1**	**-**	**1**	1
CURRENT ASSETS					
Debtors	8	**18,078**	**-**	**18,078**	5,017
Cash at bank and in hand		**302,901**	**80,791**	**383,692**	368,787
		320,979	**80,791**	**401,770**	373,804
CREDITORS					
Amounts falling due within one year	9	**(10,912)**	**-**	**(10,912)**	(16,794)
NET CURRENT ASSETS		**310,067**	**80,791**	**390,858**	357,010
TOTAL ASSETS LESS CURRENT LIABILITIES		**310,068**	**80,791**	**390,859**	357,011
NET ASSETS		**310,068**	**80,791**	**390,859**	357,011
FUNDS	10				
Unrestricted funds				**310,068**	289,123
Restricted funds				**80,791**	67,888
TOTAL FUNDS				**390,859**	357,011

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 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

continued...

BALANCE SHEET - continued
31 March 2021

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 ..... and were signed on its behalf by:

.....
P Olney - Trustee

The notes form part of these financial statements

1. 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.

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.

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.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 20% 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.

2. OTHER ACTIVITIES

	Unrestricted funds	Restricted funds	**31.3.21 Total funds**	31.3.20 Total funds
	£	£	£	£
Office and meeting room hire	**59,639**	-	**59,639**	81,474

continued...

3. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	**31.3.21 Total funds £**	31.3.20 Total funds £
Deposit account interest	**1,008**	-	**1,008**	1,791

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

5. STAFF COSTS

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

	31.3.21	31.3.20
Administration	**2**	2
Support	**9**	9
	11	11

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and other income	6,616	5,489	12,105
Charitable activities			
VOC	-	19,000	19,000
Central Bedfordshire Council	-	23,000	23,000
Big Local	-	51,048	51,048
Bedford Charity	31,250	-	31,250
LLAL	-	72,000	72,000
Bedford Borough Council	45,000	-	45,000
Soupfest Funding	-	7,500	7,500
Luton Borough Council	2,210	-	2,210
Other activities	81,474	-	81,474
Investment income	1,791	-	1,791
Total	168,341	178,037	346,378
EXPENDITURE ON			
Raising funds	5,285	-	5,285

continued...

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities			
LLAL	-	30,000	30,000
Support costs	174,003	187,577	361,580
Total	179,288	217,577	396,865
NET INCOME/(EXPENDITURE)	(10,947)	(39,540)	(50,487)
RECONCILIATION OF FUNDS			
Total funds brought forward	300,070	107,428	407,498
TOTAL FUNDS CARRIED FORWARD	289,123	67,888	357,011

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2020 and 31 March 2021	**7,485**
DEPRECIATION	
At 1 April 2020 and 31 March 2021	**7,484**
NET BOOK VALUE	
At 31 March 2021	**1**
At 31 March 2020	1

continued...

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade debtors	17,112	4,051
Prepayments	966	966
	18,078	5,017

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade creditors	3,351	10,733
Accruals and deferred income	5,221	3,721
Accrued expenses	2,340	2,340
	10,912	16,794

10. MOVEMENT IN FUNDS

	At 1/4/20	Net movement in funds	At 31/3/21
	£	£	£
Unrestricted funds			
General fund	67,839	22,893	90,732
Designated Funds	218,351	-	218,351
Big Change Luton	2,126	(1,948)	178
Coffee Pot	807	-	807
	289,123	20,945	310,068
Restricted funds			
Big Local	47,414	(3,998)	43,416
VOC	27,991	(2,533)	25,458
Bedfordshire Advice Forum	1,897	400	2,297
Homeless Partnership	(20,388)	19,823	(565)
Soupfest	4,551	(4,000)	551
Bedford Homeless	3,204	3,413	6,617
BBO Storage	3,219	(202)	3,017
	67,888	12,903	80,791
TOTAL FUNDS	357,011	33,848	390,859

continued...

10. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	**182,482**	**(159,589)**	**22,893**
Big Change Luton	**658**	**(2,606)**	**(1,948)**
	183,140	**(162,195)**	**20,945**
Restricted funds			
Big Local	**31,500**	**(35,498)**	**(3,998)**
VOC	**20,000**	**(22,533)**	**(2,533)**
Bedfordshire Advice Forum	**2,100**	**(1,700)**	**400**
Central Bedfordshire Council	**23,000**	**(23,000)**	**-**
LLAL	**39,112**	**(39,112)**	**-**
Homeless Partnership	**20,246**	**(423)**	**19,823**
Soupfest	**-**	**(4,000)**	**(4,000)**
Bedford Homeless	**7,293**	**(3,880)**	**3,413**
BBO Storage	**-**	**(202)**	**(202)**
Voluntary and Community Sector Emergency Partnership	**9,500**	**(9,500)**	**-**
	152,751	**(139,848)**	**12,903**
TOTAL FUNDS	**335,891**	**(302,043)**	**33,848**

continued...

10. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/19 £	Net movement in funds £	Transfers between funds £	At 31/3/20 £
Unrestricted funds				
General fund	68,570	(13,880)	13,149	67,839
Designated Funds	231,500	-	(13,149)	218,351
Big Change Luton	-	2,126	-	2,126
Coffee Pot	-	807	-	807
	300,070	(10,947)	-	289,123
Restricted funds				
Big Local	59,101	(11,687)	-	47,414
VOC	28,418	(427)	-	27,991
Bedfordshire Advice Forum	3,234	(1,337)	-	1,897
Homeless Partnership	12,044	(32,432)	-	(20,388)
Soupfest	-	4,551	-	4,551
Bedford Homeless	1,212	1,992	-	3,204
BBO Storage	3,419	(200)	-	3,219
	107,428	(39,540)	-	67,888
TOTAL FUNDS	407,498	(50,487)	-	357,011

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	165,228	(179,108)	(13,880)
Big Change Luton	2,138	(12)	2,126
Coffee Pot	975	(168)	807
	168,341	(179,288)	(10,947)
Restricted funds			
Big Local	51,048	(62,735)	(11,687)
VOC	19,000	(19,427)	(427)
Bedfordshire Advice Forum	968	(2,305)	(1,337)
Central Bedfordshire Council	23,000	(23,000)	-
LLAL	72,000	(72,000)	-
Homeless Partnership	105	(32,537)	(32,432)
Soupfest	7,500	(2,949)	4,551
Bedford Homeless	4,416	(2,424)	1,992
BBO Storage	-	(200)	(200)
	178,037	(217,577)	(39,540)
TOTAL FUNDS	346,378	(396,865)	(50,487)

continued...

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/19 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
General fund	68,570	9,013	13,149	90,732
Designated Funds	231,500	-	(13,149)	218,351
Big Change Luton	-	178	-	178
Coffee Pot	-	807	-	807
	300,070	9,998	-	310,068
Restricted funds				
Big Local	59,101	(15,685)	-	43,416
VOC	28,418	(2,960)	-	25,458
Bedfordshire Advice Forum	3,234	(937)	-	2,297
Homeless Partnership	12,044	(12,609)	-	(565)
Soupfest	-	551	-	551
Bedford Homeless	1,212	5,405	-	6,617
BBO Storage	3,419	(402)	-	3,017
	107,428	(26,637)	-	80,791
TOTAL FUNDS	407,498	(16,639)	-	390,859

continued...

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	347,710	(338,697)	9,013
Big Change Luton	2,796	(2,618)	178
Coffee Pot	975	(168)	807
	351,481	(341,483)	9,998
Restricted funds			
Big Local	82,548	(98,233)	(15,685)
VOC	39,000	(41,960)	(2,960)
Bedfordshire Advice Forum	3,068	(4,005)	(937)
Central Bedfordshire Council	46,000	(46,000)	-
LLAL	111,112	(111,112)	-
Homeless Partnership	20,351	(32,960)	(12,609)
Soupfest	7,500	(6,949)	551
Bedford Homeless	11,709	(6,304)	5,405
BBO Storage	-	(402)	(402)
Voluntary and Community Sector Emergency Partnership	9,500	(9,500)	-
	330,788	(357,425)	(26,637)
TOTAL FUNDS	682,269	(698,908)	(16,639)

continued...

10. MOVEMENT IN FUNDS - continued

Designated Funds	Opening Balance	Additional Resources	Released Resources	Transfer between funds	Closing Balance
Salaries Reserve	36,000		0	2,000	38,000
Redundancy Reserve	79,000		0	6,000	85,000
Premises Reserve - General	10,000		0	0	10,000
Premises Reserve - Capital Improvements	85,032		1,860	0	83,172
Asset Replacement	8,319		0	1,681	10,000
Total	**218,351**	**0**	**1,860**	**9,681**	**226,172**

General Purpose Fund: **Funds to provide cash flow and meet unforeseen expenses. Based on approximately three months of annual turnover.**

Designated Funds:

Salaries Reserve: **Two months salaries and employers NI contributions**

Redundancy Reserve: **Redundancy liabilities and required notice period based on statutory minimum payments for all staff**

Premises Reserve - General: **12 months running costs for 43 Bromham Road in the event of closure to provide security for existing users and fulfil lease obligations**

Premises Reserve - Capital: **Funds to maintain, repair and improve 43 Bromham Road as a result of holding a full-repairing lease**

Asset Replacement: **Provision to replace IT and furniture as required**

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2021

	31.3.21 £	31.3.20 £
INCOME AND ENDOWMENTS		
Donations and other income		
Subscriptions	**795**	560
Other income	**41,187**	11,545
	41,982	12,105
Other activities		
Office and meeting room hire	**59,639**	81,474
Investment income		
Deposit account interest	**1,008**	1,791
Charitable activities		
Grants	**233,262**	251,008
Total incoming resources	**335,891**	346,378
EXPENDITURE		
Raising donations and legacies		
Wages	**5,285**	5,285
Charitable activities		
Wages	**217,462**	231,275
Rent, rates and services	**16,832**	15,350
Insurance	**2,328**	2,367
Office costs	**11,642**	16,659
Advertising and promotions	**1,151**	2,704
Sundries	**40**	107
Specific projects	**16,979**	49,535
Staff training	**74**	746
Allocation of funds to Partners	**4,000**	30,000
Travel	**42**	2,672
Training and events	**12,386**	10,605
Legal and professional fees	**633**	1,122
Reference materials and subscriptions	**941**	1,782
Repairs and renewals	**3,557**	14,480
Premises costs and refurbishments	**-**	4,876
Computer costs	**2,792**	1,682
	290,859	385,962
Support costs		

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2021

	31.3.21 £	31.3.20 £
Support costs		
Finance		
Bank charges	**139**	108
Governance costs		
Wages	**3,170**	3,170
Accountancy and legal fees	**2,590**	2,340
	5,760	5,510
Total resources expended	**302,043**	396,865
Net income/(expenditure)	**33,848**	(50,487)