

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
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MK44 2YA

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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FOR THE YEAR ENDED 31 March 2021**

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COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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 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 objectives 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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2021

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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2021

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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2021

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 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.

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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2021

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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2021

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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2021

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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2021

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 at 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

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 March 2021**

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**

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
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

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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
		<u>320,979</u>	<u>80,791</u>	<u>401,770</u>	<u>373,804</u>
CREDITORS					
Amounts falling due within one year	9	(10,912)	-	(10,912)	(16,794)
NET CURRENT ASSETS		<u>310,067</u>	<u>80,791</u>	<u>390,858</u>	<u>357,010</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>310,068</u>	<u>80,791</u>	<u>390,859</u>	<u>357,011</u>
NET ASSETS		<u>310,068</u>	<u>80,791</u>	<u>390,859</u>	<u>357,011</u>
FUNDS	10				
Unrestricted funds				310,068	289,123
Restricted funds				80,791	67,888
TOTAL FUNDS				<u>390,859</u>	<u>357,011</u>

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

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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

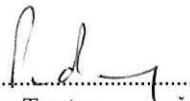
COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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 ~~8.12.21~~ and were signed on its behalf by:


.....
P Olney - Trustee

The notes form part of these financial statements

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 March 2021

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	<u>59,639</u>	<u>-</u>	<u>59,639</u>	<u>81,474</u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 March 2021**

3. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
Deposit account interest	<u>1,008</u>	<u>-</u>	<u>1,008</u>	<u>1,791</u>

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
	<u>11</u>	<u>11</u>

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	<u>168,341</u>	<u>178,037</u>	<u>346,378</u>
EXPENDITURE ON			
Raising funds	5,285	-	5,285

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 March 2021

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	<u>179,288</u>	<u>217,577</u>	<u>396,865</u>
NET INCOME/(EXPENDITURE)	<u>(10,947)</u>	<u>(39,540)</u>	<u>(50,487)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	300,070	107,428	407,498
TOTAL FUNDS CARRIED FORWARD	<u><u>289,123</u></u>	<u><u>67,888</u></u>	<u><u>357,011</u></u>

7. TANGIBLE FIXED ASSETS

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

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 March 2021

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

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

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
	<u>10,912</u>	<u>16,794</u>

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
	<u>289,123</u>	<u>20,945</u>	<u>310,068</u>
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
	<u>67,888</u>	<u>12,903</u>	<u>80,791</u>
TOTAL FUNDS	<u>357,011</u>	<u>33,848</u>	<u>390,859</u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 March 2021

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)
	<u>183,140</u>	<u>(162,195)</u>	<u>20,945</u>
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	<u>9,500</u>	<u>(9,500)</u>	<u>-</u>
	<u>152,751</u>	<u>(139,848)</u>	<u>12,903</u>
TOTAL FUNDS	<u><u>335,891</u></u>	<u><u>(302,043)</u></u>	<u><u>33,848</u></u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 March 2021

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
	<u>300,070</u>	<u>(10,947)</u>	<u>-</u>	<u>289,123</u>
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
	<u>107,428</u>	<u>(39,540)</u>	<u>-</u>	<u>67,888</u>
TOTAL FUNDS	<u>407,498</u>	<u>(50,487)</u>	<u>-</u>	<u>357,011</u>

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
	<u>168,341</u>	<u>(179,288)</u>	<u>(10,947)</u>
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)
	<u>178,037</u>	<u>(217,577)</u>	<u>(39,540)</u>
TOTAL FUNDS	<u>346,378</u>	<u>(396,865)</u>	<u>(50,487)</u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 March 2021

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
	<u>300,070</u>	<u>9,998</u>	<u>-</u>	<u>310,068</u>
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
	<u>107,428</u>	<u>(26,637)</u>	<u>-</u>	<u>80,791</u>
TOTAL FUNDS	<u>407,498</u>	<u>(16,639)</u>	<u>-</u>	<u>390,859</u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 March 2021

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
	<u>351,481</u>	<u>(341,483)</u>	<u>9,998</u>
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)	-
	<u>330,788</u>	<u>(357,425)</u>	<u>(26,637)</u>
TOTAL FUNDS	<u><u>682,269</u></u>	<u><u>(698,908)</u></u>	<u><u>(16,639)</u></u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 March 2021

10. MOVEMENT IN FUNDS - continued

	Opening Balance	Additional Resources	Released Resources	Transfer between funds	Closing Balance
Designated Funds					
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
	<u>41,982</u>	<u>12,105</u>
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	<u>335,891</u>	<u>346,378</u>
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
	<u>290,859</u>	<u>385,962</u>
Support costs		

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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
	<u>5,760</u>	<u>5,510</u>
Total resources expended	<u>302,043</u>	<u>396,865</u>
Net income/(expenditure)	<u>33,848</u>	<u>(50,487)</u>

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