

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
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COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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

	Page
Report of the Trustees	1 to 9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12 to 13
Notes to the Financial Statements	14 to 22
Detailed Statement of Financial Activities	23 to 24

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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 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.

Significant activities

The key activities carried out to achieve these objectives 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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2022

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.

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

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.

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

ACHIEVEMENT AND PERFORMANCE

The Voluntary Organisations for Children, Young People and Families (VOCyfp) 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.

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

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 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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2022

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 (VOCyfp). 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 2022

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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2022

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

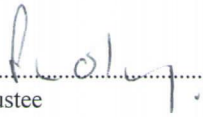
Independent Examiner

Gerald Bygraves
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Building 115
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COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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

Approved by order of the board of trustees on7.12.22..... 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 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.

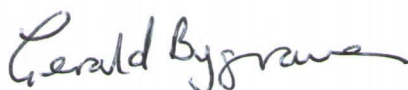
Independent examiner's statement

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
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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

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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
		<u>340,602</u>	<u>67,672</u>	<u>408,274</u>	<u>401,770</u>
CREDITORS					
Amounts falling due within one year	9	(15,310)	-	(15,310)	(10,912)
NET CURRENT ASSETS		<u>325,292</u>	<u>67,672</u>	<u>392,964</u>	<u>390,858</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>325,293</u>	<u>67,672</u>	<u>392,965</u>	<u>390,859</u>
NET ASSETS		<u>325,293</u>	<u>67,672</u>	<u>392,965</u>	<u>390,859</u>
FUNDS	10				
Unrestricted funds				325,293	310,068
Restricted funds				67,672	80,791
TOTAL FUNDS				<u>392,965</u>	<u>390,859</u>

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

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

The trustees acknowledge their responsibilities for

- 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

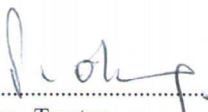
COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

BALANCE SHEET - continued

31 March 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~~1.12.22~~ and were signed on its behalf by:


.....
P Olney - Trustee

The notes form part of these financial statements

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

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	<u>66,784</u>	<u>-</u>	<u>66,784</u>	<u>59,639</u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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

3. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
Deposit account interest	<u>861</u>	<u>-</u>	<u>861</u>	<u>1,008</u>

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
	<u>8</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	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	<u>183,140</u>	<u>152,751</u>	<u>335,891</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 2022

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	<u>162,195</u>	<u>139,848</u>	<u>302,043</u>
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	<u>310,068</u>	<u>80,791</u>	<u>390,859</u>
7. TANGIBLE FIXED ASSETS			
COST			Fixtures and fittings £
At 1 April 2021 and 31 March 2022			<u>7,485</u>
DEPRECIATION			
At 1 April 2021 and 31 March 2022			<u>7,484</u>
NET BOOK VALUE			
At 31 March 2022			<u>1</u>
At 31 March 2021			<u>1</u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	31,006	17,112
Prepayments	966	966
	<u>31,972</u>	<u>18,078</u>

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
	<u>15,310</u>	<u>10,912</u>

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
	<u>310,068</u>	<u>15,225</u>	<u>-</u>	<u>325,293</u>
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
	<u>80,791</u>	<u>(13,119)</u>	<u>-</u>	<u>67,672</u>
TOTAL FUNDS	<u>390,859</u>	<u>2,106</u>	<u>-</u>	<u>392,965</u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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

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)
	<u>145,095</u>	<u>(129,870)</u>	<u>15,225</u>
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	<u>4,750</u>	<u>(4,750)</u>	<u>-</u>
	<u>287,701</u>	<u>(300,820)</u>	<u>(13,119)</u>
TOTAL FUNDS	<u><u>432,796</u></u>	<u><u>(430,690)</u></u>	<u><u>2,106</u></u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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

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
	<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>

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)
	<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	9,500	(9,500)	-
	<u>152,751</u>	<u>(139,848)</u>	<u>12,903</u>
TOTAL FUNDS	<u>335,891</u>	<u>(302,043)</u>	<u>33,848</u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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

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
	<u>289,123</u>	<u>36,170</u>	<u>-</u>	<u>325,293</u>
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
	<u>67,888</u>	<u>(216)</u>	<u>-</u>	<u>67,672</u>
TOTAL FUNDS	<u>357,011</u>	<u>35,954</u>	<u>-</u>	<u>392,965</u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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

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)
	<u>328,235</u>	<u>(292,065)</u>	<u>36,170</u>
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)	-
	<u>440,452</u>	<u>(440,668)</u>	<u>(216)</u>
TOTAL FUNDS	<u><u>768,687</u></u>	<u><u>(732,733)</u></u>	<u><u>35,954</u></u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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

10. MOVEMENT IN FUNDS - continued

	Opening Balance	Additional Resources	Released Resources	Transfer between funds	Closing Balance
Designated Funds					
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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

**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
	<u>31,025</u>	<u>41,982</u>
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	<u>432,796</u>	<u>335,891</u>
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
	<u>419,033</u>	<u>290,859</u>
Support costs		
Finance		
Bank charges	100	139

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COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

**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
	<u>6,272</u>	<u>5,760</u>
Total resources expended	<u>430,690</u>	<u>302,043</u>
Net income	<u><u>2,106</u></u>	<u><u>33,848</u></u>

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