

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
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Bedfordshire
MK44 2YA

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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FOR THE YEAR ENDED 31 March 2023**

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COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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 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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2023

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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2023

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

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2023

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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2023

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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2023

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.

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2023

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

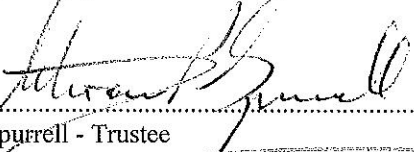
Independent Examiner

Gerald Bygraves
GB Accounting Solutions Limited
Building 115
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COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 March 2023**

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

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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

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

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
		<u>339,851</u>	<u>53,850</u>	<u>393,701</u>	<u>408,274</u>
CREDITORS					
Amounts falling due within one year	9	(8,425)	-	(8,425)	(15,310)
NET CURRENT ASSETS		<u>331,426</u>	<u>53,850</u>	<u>385,276</u>	<u>392,964</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>331,427</u>	<u>53,850</u>	<u>385,277</u>	<u>392,965</u>
NET ASSETS		<u>331,427</u>	<u>53,850</u>	<u>385,277</u>	<u>392,965</u>
FUNDS	10				
Unrestricted funds				331,427	325,293
Restricted funds				53,850	67,672
TOTAL FUNDS				<u>385,277</u>	<u>392,965</u>

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

- 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.

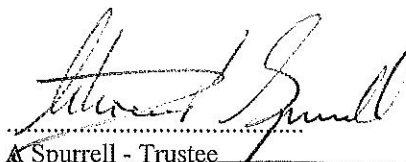
The notes form part of these financial statements

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

BALANCE SHEET - continued
31 March 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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 March 2023

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

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 March 2023**

3. INVESTMENT INCOME

	Unrestricted funds	Restricted funds	31.3.23 Total funds	31.3.22 Total funds
	£	£	£	£
Deposit account interest	<u>3,899</u>	<u>-</u>	<u>3,899</u>	<u>861</u>

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
	<u>10</u>	<u>8</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	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	<u>861</u>	<u>-</u>	<u>861</u>
Total	<u>145,095</u>	<u>287,701</u>	<u>432,796</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 2023

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

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 March 2023

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
	<u>8,425</u>	<u>15,310</u>

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
	<u>325,293</u>	<u>6,134</u>	<u>331,427</u>
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
	<u>67,672</u>	<u>(13,822)</u>	<u>53,850</u>
TOTAL FUNDS	<u>392,965</u>	<u>(7,688)</u>	<u>385,277</u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 March 2023

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)
	<u>207,802</u>	<u>(201,668)</u>	<u>6,134</u>
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)
	<u>236,406</u>	<u>(250,228)</u>	<u>(13,822)</u>
TOTAL FUNDS	<u>444,208</u>	<u>(451,896)</u>	<u>(7,688)</u>

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
	<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 2023

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

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 March 2023

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
	<u>310,068</u>	<u>21,359</u>	<u>-</u>	<u>331,427</u>
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
	<u>80,791</u>	<u>(26,941)</u>	<u>-</u>	<u>53,850</u>
TOTAL FUNDS	<u>390,859</u>	<u>(5,582)</u>	<u>-</u>	<u>385,277</u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 March 2023

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)
	<u>352,897</u>	<u>(331,538)</u>	<u>21,359</u>
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)	-
	<u>524,107</u>	<u>(551,048)</u>	<u>(26,941)</u>
TOTAL FUNDS	<u>877,004</u>	<u>(882,586)</u>	<u>(5,582)</u>

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 March 2023

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 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
	<u>12,070</u>	<u>31,025</u>
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
	<u>444,208</u>	<u>432,796</u>
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
	<u>443,991</u>	<u>419,033</u>
Support costs		
Finance		
Bank charges	81	100

This page does not form part of the statutory financial statements

COMMUNITY VOLUNTARY SERVICE BEDFORDSHIRE

**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	<u>2,539</u>	<u>6,272</u>
Total resources expended	<u>451,896</u>	<u>430,690</u>
Net (expenditure)/income	<u>(7,688)</u>	<u>2,106</u>

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