

Charity registration number 1097796

Company registration number 04693569 (England and Wales)

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Adrienne Arthurs (Co-Chair) Rosie Waters (Co-Chair) Alexander Jarosy Tony Kuczys Tina Bhartwas Justine Hobbs Madeleine Forster
Chief Executive	Hannah Morgan-Gray
Charity number	1097796
Company number	04693569
Principal address & Registered office	2 Walsworth Road Hitchin Hertfordshire SG4 9SP
Independent examiner	Gary Howard FCA Howard Wilson Chartered Accountants 36 Crown Rise Watford Hertfordshire WD25 0NE
Bankers	HSBC plc Town Centre Danestrete Stevenage Hertfordshire SG1 1BY

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

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NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

STATEMENTS FROM CHAIR OF BOARD OF TRUSTEES AND CHIEF EXECUTIVE FOR THE YEAR ENDED 31 MARCH 2023

STATEMENT FROM OUR CO-CHAIRS OF THE BOARD OF TRUSTEES

What does a CVS do? That is one of the questions we often get asked by people unfamiliar with the Voluntary, Community, Faith, and Social Enterprise (VCFSE) sector. It is also a question we have been considering both as new Co-Chairs of the Charity and as a board as we drafted our new strategic plan last year. After an organisation-wide consultation we have defined our mission as being:

To enable the VCFSE sector, local people and our communities to thrive and reach their potential

and

To make life easier for people to thrive and connect.

At North Herts and Stevenage Centre for Voluntary Service (NH&SCVS), we believe in the value of local VCFSE organisations to make life better for others. Every day we see the impactful work that groups and volunteers carry out in their local communities.

Our core purpose is to help any group in North Herts and Stevenage which needs some support to make it stronger and even more effective. That help may be with governance issues, finding funding, developing skills, facilitating introductions and networking, or advocating on behalf of the sector as a whole.

This behind-the-scenes work is valuable and crucial, particularly at the moment when we are all operating in what seems to be a state of permanent change and crisis. The rise in the cost of living affects organisations as well as their beneficiaries. Our costs go up, public sector and other funding is scarcer, there is a decrease in the number of people able to volunteer their time, and demand for many of our members increases to challenging, if not overwhelming, levels. We are here to support the sector, share the burden, and make sure that our members have the information and advice they need to be resilient and sustainable.

That theme of connection runs through the district and county-wide successful projects that we run. Our Community Transport, GoVolHerts, Reach Out, Staying Connected, Breakaway and Moving Forwards Together teams have all delivered life changing services over the past year.

Of course, NH&SCVS is not immune to these external pressures so alongside developing our new strategy, last year the trustee board reviewed our governance structure and focussed on our own financial sustainability. We have also been looking at staff and volunteer welfare to guard against burnout and ensure we do all we can to support our people.

We believe that we are all better able to overcome challenges when we work together and the Trustee Board would like to thank Hannah Morgan-Gray and the NH&SCVS team for their dedication and hard work, and our partners and funders for their continued support.



Adrienne Arthurs
Co-Chair



Rosie Waters
Co-Chair

Dated: 29 September 2023

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

STATEMENTS FROM CHAIR OF BOARD OF TRUSTEES AND CHIEF EXECUTIVE FOR THE YEAR ENDED 31 MARCH 2023

STATEMENT FROM OUR CHIEF EXECUTIVE

This year we have seen our CVS core service go from strength to strength. With Andy Nazer joining the team as our new Community Capacity Builder alongside a new partnership with Letchworth Garden City Heritage Foundation and North Herts Council, we have been able to dedicate more time and resources to listen to, develop, champion, and support the Voluntary, Community, Faith and Social Enterprise (VCFSE) sector in which we serve.

Our 'All About Us' survey provided an opportunity to find out the key issues facing VCFSE organisations in North Herts and Stevenage as the key challenges faced in the future. This led to our first Community Conference in March 23 with over 100 delegates and the first time since the pandemic to all be in a room together: talking, learning, networking and listening.

Our digital platform 'GoVolHerts' has also gone from strength to strength with over 300 organisations in Hertfordshire now using the site with over 1,000 volunteering opportunities to choose from. As a partner of Community Help Hertfordshire (network of CVS's and CDA Herts), we lead on developing volunteering in the County alongside Volunteer Centres and have developed successful campaigns to support urgent volunteer recruitment for Citizens Advice Hertfordshire and Community Transport Schemes across the County. With volunteers needed more than ever, GoVolHerts has been an integral part of encouraging and supporting volunteering and volunteers in Hertfordshire.

Our sector faces even greater pressures on the demand for our services with inflation, the cost of living, funding cuts, attracting new volunteers and health inequalities being just a few of the key challenges that we face in the coming months and years. We, however, remain committed to maintaining resilience and strength through adversity so that we can be here to support those who need it most. As a representative for the VCFSE sector on the Herts and West Essex Alliance, I am committed to championing the incredible work that the voluntary sector undertakes to improve lives and support our communities as well as develop new opportunities for funding and support to ensure growth and sustainability.

Once again, our dedicated staff team, army of volunteers and trustees have worked tirelessly to support our members and the local people in which we serve through our projects. My gratitude and thanks go to everyone involved with growing and developing our charity and its many services this last year. The passion and dedication from our staff and volunteers is second to none.



Hannah Morgan-Gray
Chief Executive

Dated: 29 September 2023

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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

The charity is established to:

- Promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government areas of North Herts (NH) and Stevenage and their environs (hereinafter called the "area of benefit") and build the capacity of voluntary and community sector organisations, providing them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- Promote, organise and facilitate co-operation and partnership working between voluntary and community sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

Our Vision and Purpose

Vision: For connected, resilient and compassionate communities where people work together to improve lives.

Mission: To enable the VCFSE sector, local people and our communities to thrive and reach their potential;
and
To make life easier for people to thrive and connect

Aim: To provide a strategic leadership role in representing and building the capacity of VCFSE organisations in North Herts and Stevenage.

Individuals and communities are more connected, supported & independent and have enhanced health and wellbeing via our project delivery.

To be the Countywide Leader for Volunteering in Hertfordshire; supporting, promoting, and enabling volunteering for all.

Values: CARING, CREATIVE, RESPONSIVE, TRUSTED

Our Public Benefit

North Hertfordshire Centre for Voluntary Service Limited (NHCVS) is committed to the promotion of equal opportunities and actively works to eliminate all forms of discrimination.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging. We rely on grants and the income from fees and charges to cover our operating costs. In setting the level of fees, charges and concessions, the trustees consider access to our facilities by those on low incomes.

NHCVS's public benefit is delivered through providing information, support, services, and advice to the voluntary and community sector in North Herts and Stevenage as well as by providing direct services to local people through our projects.

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

What we deliver

North Herts and Stevenage CVS Member Services

- Provision of information, support, training and development to the North Herts and Stevenage voluntary and community sector to enable them to develop, sustain and strengthen their own organisations.
- Facilitating liaison, and collaboration within the voluntary and community sector and between the voluntary, public, and private sectors through networking and information sharing.
- Identifying the needs of local communities and developing appropriate responses by sharing research, reports and supporting new groups.
- Identify future funding for the organisation including our projects and to deliver other activities where there are gaps in community activity.

To carry out these core functions, North Herts and Stevenage CVS also manage local projects as appropriate:

Community Transport

Breakaway Respite Playschemes

GoVolHerts

Reach Out Hertfordshire

Staying Connected

Achievements and performance

Member services

Member support continues to be provided to groups and charities in North Herts and Stevenage. Support has predominantly focused on funding advice, governance and volunteer recruitment and management. We have also provided DBS services, support with writing adverts/role descriptions for volunteers and social media support. We have processed an incredible 413 DBS checks, supported over 72 member organisations and held over 41 one to one advice sessions. Our support has enabled our members to build capacity and sustainability within their organisation.

All About Us Survey and Conference

In 2022, we launched our 'All About Us' campaign in partnership with North Herts Council and Letchworth Garden City Heritage Foundation. The campaign began by launching a survey to better understand the needs of community and voluntary groups throughout North Herts. The results from this survey were presented at a sold-out 'All About Us' Community Conference which welcomed over 100 voluntary and community groups from around the area to discuss their immediate and long-term needs. Several presentations and lively workshop sessions looked at what the need was, how it could currently be met by NH&SCVS and partners, and what the future might look like. We are following this up by the delivery of a series of workshops based on the needs identified by our attendees: funding, volunteering, and working collaboratively. Here are some of the comments received from delegates:

"Uplifting to see so many enthusiastic/committed folk/groups who care for their community. Next step - help to collaborate (facilitate)."

"Given me faith in attending events like this again. Thank you so much!"

"Excellent collaborative event."

"Thank you! More of the same please and some mini sessions."

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Information services and website

Members and friends are kept up to date with our monthly e-bulletins which continue to provide up to date information to our member groups with links to further in-depth information. Our newsletter goes to 844 contacts each month. We also run monthly networking sessions on a wide range of topics and our website also contains useful information and resources to support the voluntary and community sector.

Networking and partnerships

Our partnership activity has resulted in:

- Continuing activity through the Herts Community Leaders Forum, Herts CVS network and the Community Help Hertfordshire partnership. We also represent the sector at the East and North Herts Health Inequalities Partnership and the Community Assembly.
- We continue to attend and participate in local partnership activities including the North Herts Integrated Neighbourhoods Care Board.
- We attended eleven local voluntary and community organisations' trustee meetings and helped with strategic planning and governance advice.
- CEO representation on the VCFSE Alliance. Our CEO, Hannah is leading on a project working jointly with the University of Hertfordshire and the Herts and West Essex Integrated Care System. They are looking at ways to support the VCFSE sector through training and development and with a tool to support with impact monitoring. We are also looking at: how we can encourage NHS staff to volunteer, developing an employee volunteering initiative within the University and County Council as well as creating a student led campaign to promote volunteering to young people.
- CEO is Co-Chair of the Stevenage Inclusion Partnership.

Training events and seminars

We ran 9 virtual training courses on a variety of topics including social media, Marketing, Volunteer Management and Volunteering and the Law.

Strategic report

The description under the headings "Achievements and performance" and "Financial review" meet the company law requirements for the trustees to present a strategic report.

Financial review

For the 2022/23 financial year, the charity had income of £772,048 (2022: £758,813). The reserves requirement is between £210,000 - £260,000 which equates to three months turnover which is set by the trustees. Currently our reserves fund is £235,000.

Grants for core activities amounted to £21,216 (2022: £20,800) from North Hertfordshire District Council. Income from other unrestricted sources was £155,712 (2022: £144,211). A surplus on unrestricted funds of £4,727 (2022: £116,348) resulted for the year.

The Board continue to be aware of the pressure to continue to enhance services and to provide a framework of development for the local voluntary sector. Additional sources of income are continuously being sought to be able to develop our service and support the local community.

We are operating in a challenging environment. With ever more people turning to voluntary and community organisations for support and the services, the need for the support and services we provide to local voluntary and community groups will grow. It is therefore essential that we both maintain a careful control of our budgets and seek additional sources of income wherever possible.

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Reserves policy

The trustees have agreed that it is prudent to set aside reserves to meet three months' expenditure.

The designated development fund (development of core services) stands at £55,000 as of 31st March 2023. As stated earlier in the finance review our reserves fund stands at £235,000.

Risk management

The trustees review their assessment of the risks to which the charity is exposed annually. The trustees have recognised as a prime risk, the lack of long-term financial stability and seeks to address this risk by delivering projects and diversifying income streams in partnership with other like-minded organisations. Risks are assessed and highlighted to the board by the CEO at each board meeting.

Plans for the future

- New Membership Model.
- New training programme to support sustainability and innovation for the VCFSE.
- New website with enhanced digital capabilities and applications to support the VCFSE.
- Representation for the sector at the VCFSE Alliance.
- Identify gaps in community provision and seek to address those gaps by working with the sector and finding solutions.
- Support the VCFSE to access new opportunities and partnerships to increase sustainability.

Structure, governance and management

NHCVS is a company limited by guarantee, incorporated on 11 March 2003 and registered as a charity on 3 June 2003. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed by its Articles of Association. NHCVS changed its name from Council to Centre in November 2008. NHCVS also revised its Memorandum and Articles of Association in October 2014 to update its objects and to cover the borough of Stevenage following approval from the membership in September 2014 at the Annual General Meeting.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Ms A Arthurs	(Co-Chair appointed 21 November 2022)
Ms R Waters	(Co-Chair appointed 21 November 2022)
Mr A Jarosy	(Chair stepped down 21 November 2022)
Mr A Kuczys	
Ms J Hobbs	
Ms T Bhartwas	
Ms M Forster	(Appointed 21 November 2022)
Ms K Lake	(Resigned 30 September 2022)
Mr B McVeigh	(Resigned 30 September 2022)

Recruitment of new trustees is by communication with our member organisations and appointment is by election at the Annual General Meeting (AGM) in September of each year. All trustees must be members of North Herts and Stevenage CVS and the member groups are invited to nominate people to serve.

Prior to inviting nominations, the board of trustees review their skills to try to attract people with the relevant skills and experience to the committee.

On appointment, each trustee signs a code of conduct and confidentiality statement. They are invited to attend an initial welcome meeting and are given a welcome pack which includes the constitution, selected policies and procedures, and other guidance and information about the governance of the charity. Their responsibilities include the overall management of the business of NHCVS, regular review of the finances and monitoring of any projects. New trustees also have an induction session with the Chair, Chief Executive, meet other trustees and staff and visit our projects.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2023**

NHCVS is signatory to a Memorandum of Understanding with North Hertfordshire District Council, under which NHDC is entitled to have two ex officio nominees on the Board of Trustees.

The trustees meet a minimum of four times a year. At meetings board members accept reports relevant to the business and performance of the organisation. Other committees and working groups are set up as needed. Three Committees are in place to support the information flow and deep dive into each area of the business 1. FRC – Finance and Risk Committee, 2. PCC – People and Culture Committee, 3 ET Executive Team (Co-Chairs and CEO).

Day to day financial transactions are recorded and the financial status of the company reviewed at each trustees meeting.

Day to day running of the business is delegated to the Chief Executive Officer.

Compliance With the Charity Governance Code

The aim of the Charity Governance Code is to help charities and their trustees develop high standards of governance. As a sector, we owe it to our beneficiaries, stakeholders, and supporters to demonstrate exemplary leadership and governance. At NH&SCVS we introduced the code as a guide in 2022, looking at areas we can improve our Board of Trustees practice and how it is supported by the leadership Team.

Related Parties

None of the trustees receives remuneration or other benefit from their work with the charity.

None of the trustees has any beneficial interest in the company.

Trustees are invited to declare any relevant conflicts of interest at each board meeting, and formally requested to submit an annual register of interests' form. Board members reported no relevant interests or transactions.

Our Thanks

- Our amazing volunteers
- Hertfordshire County Council
- North Hertfordshire District Council
- Hertfordshire Community Foundation
- Lloyds Bank Foundation

The trustees' report was approved by the Board of Trustees.



Ms R Waters

Trustee (Co-Chair)



Ms A Arthurs

Trustee (Co-Chair)

Dated: 29 September 2023

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

The trustees, who are also the directors of North Hertfordshire Centre for Voluntary Service Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

I report to the trustees on my examination of the financial statements of North Hertfordshire Centre for Voluntary Service Limited (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



Gary Howard FCA

Howard Wilson Chartered Accountants
36 Crown Rise
Watford
Hertfordshire
WD25 0NE

Dated: 29 September 2023

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Current financial year

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
	Notes				
<u>Income and endowments from:</u>					
Donations and other voluntary income	3	21,249	7,033	28,282	25,433
Promotion of charitable activities in North Hertfordshire and Stevenage	4	99,466	551,102	650,568	677,312
Investments	5	488	-	488	14
Other income	6	55,725	36,985	92,710	56,054
Total income		176,928	595,120	772,048	758,813
<u>Expenditure on:</u>					
Promotion of charitable activities in North Hertfordshire and Stevenage	7	172,201	517,991	690,192	567,832
Net income/(expenditure) before transfers		4,727	77,129	81,856	190,981
Gross transfers between funds		290,000	(290,000)	-	-
Net income/(expenditure) for the year/ Net movement in funds		294,727	(212,871)	81,856	190,981
Fund balances at 1 April 2022		248,208	269,627	517,835	326,853
Fund balances at 31 March 2023		542,935	56,756	599,691	517,834

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Prior financial year

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes			
<u>Income and endowments from:</u>				
Donations and other voluntary income	3	20,939	4,494	25,433
Promotion of charitable activities in North Hertfordshire and Stevenage	4	112,379	564,933	677,312
Investments	5	14	-	14
Other income	6	31,679	24,375	56,054
Total income		165,011	593,802	758,813
<u>Expenditure on:</u>				
Promotion of charitable activities in North Hertfordshire and Stevenage	7	64,413	503,419	567,832
Net income/(expenditure) before transfers		100,598	90,383	190,981
Gross transfers between funds		15,750	(15,750)	-
Net income/(expenditure) for the year/ Net movement in funds		116,348	74,633	190,981
Fund balances at 1 April 2021		131,859	194,994	326,853
Fund balances at 31 March 2022		248,207	269,627	517,834

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Current assets					
Debtors	11	79,110		65,882	
Cash at bank and in hand		552,473		538,127	
		<u>631,583</u>		<u>604,009</u>	
Creditors: amounts falling due within one year	12	(31,892)		(86,175)	
Net current assets			599,691		517,834
Income funds					
Restricted funds	14		56,756		269,627
<u>Unrestricted funds</u>					
Designated funds	15	290,000		40,000	
General unrestricted funds		<u>252,935</u>		<u>208,207</u>	
			542,935		248,207
			<u>599,691</u>		<u>517,834</u>

The Balance Sheet continues on the following page

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2023

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 29 September 2023



Ms A Arthurs
Trustee



Ms R Waters
Trustee

Company Registration No. 04693569

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash generated from operations	18		6,358		102,590
Investing activities					
Proceeds on disposal of tangible fixed assets		7,500		-	
Investment income received		488		14	
Net cash generated from investing activities			7,988		14
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			14,346		102,604
Cash and cash equivalents at beginning of year			538,127		435,523
Cash and cash equivalents at end of year			552,473		538,127

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

North Hertfordshire Centre for Voluntary Service Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 2 Walsworth Road, Hitchin, Hertfordshire, SG4 9SP.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Expenditure

Expenditure on operational programmes is recognised in the period in which it is incurred.

The majority of costs are directly attributable to specific activities. Certain shared costs are apportioned to activities in furtherance of the objects of the charity. Office costs and property related costs are apportioned on the proportion of floor area occupied by each activity. Staff costs and office costs are allocated in the same proportion as directly attributable staff costs.

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	over 5 years
Office equipment	over 3 years
Motor vehicles	over 4 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies (Continued)

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.11 Creditors and provisions

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

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and other voluntary income

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Donations and gifts	33	7,033	7,066	139	4,494	4,633
Grants receivable for core activities	21,216	-	21,216	20,800	-	20,800
	<u>21,249</u>	<u>7,033</u>	<u>28,282</u>	<u>20,939</u>	<u>4,494</u>	<u>25,433</u>
Grants receivable for core activities						
North Hertfordshire District Council	21,216	-	21,216	20,800	-	20,800
	<u>21,216</u>	<u>-</u>	<u>21,216</u>	<u>20,800</u>	<u>-</u>	<u>20,800</u>

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

4 Promotion of charitable activities in North Hertfordshire and Stevenage

	2023 £	2022 £
Grants received	650,568	677,312
Analysis by fund		
Unrestricted funds	99,466	112,379
Restricted funds	551,102	564,933
	650,568	677,312
Grants received		
Hertfordshire County Council	511,724	529,372
North Hertfordshire District Council	21,500	-
Lloyds Bank Foundation	19,975	12,275
Stevenage Borough Council	7,250	-
Communities 1st	80,778	95,369
Community Action Dacorum	5,841	8,762
Community Development Action Hertfordshire	-	15,750
Hertfordshire Community NHS Trust	-	1,000
Citizens Advice Stevenage	3,500	-
ING Charitable Trust	-	8,000
Other grants	-	6,784
	650,568	677,312

5 Investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	488	14

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

6 Other income

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Net gain on disposal of tangible fixed assets	7,500	-	7,500	-	-	-
Other income	36,020	12,714	48,734	547	12,513	13,060
Fees for work for others	10,435	11,701	22,136	28,382	-	28,382
Affiliation fees	1,770	12,570	14,340	2,750	11,862	14,612
	<u>55,725</u>	<u>36,985</u>	<u>92,710</u>	<u>31,679</u>	<u>24,375</u>	<u>56,054</u>

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

7 Promotion of charitable activities in North Hertfordshire and Stevenage

	2023 £	2022 £
Staff costs	552,414	469,623
Other staff costs	10,739	2,463
Project costs	29,754	19,059
Equipment & toys	3,623	5,041
Premises costs	10,206	11,286
Insurance	4,272	3,699
Repairs & maintenance	2,094	6,238
Office costs	8,380	8,650
Computer costs	24,016	17,324
Motor expenses	1,368	2,256
Travel and subsistence	8,073	5,421
General expenses	11,328	10,402
Legal & professional	5,904	4,040
Governance costs	1,920	1,920
Finance costs	572	410
Relocation costs	15,529	-
	<u>690,192</u>	<u>567,832</u>
Analysis by fund		
Unrestricted funds	172,201	64,413
Restricted funds	<u>517,991</u>	<u>503,419</u>
	<u>690,192</u>	<u>567,832</u>

Governance costs include independent examiner's fees of £1,920 (2022 - £1,920).

8 Trustees

None of the trustees received any remuneration or were reimbursed any expenses during the year.

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Executive & Deputy Officer: Advice & Administration	1	1
Respite Schemes	1	1
Other Schemes	9	9
Administration and Support	2	2
	<u>13</u>	<u>13</u>

Employment costs

	2023 £	2022 £
Wages and salaries	509,263	434,640
Social security costs	35,656	27,838
Other pension costs	7,495	7,145
	<u>552,414</u>	<u>469,623</u>

In addition to the above there were 22 (2022: 22) members of staff that were employed by the Playscheme on a casual basis with varying hours that do not readily convert to a full time equivalent.

There were no employees whose annual remuneration was £60,000 or more.

10 Tangible fixed assets

	Fixtures and Fittings £	Office Equipment £	Motor Vehicles £	Total £
At 1 April 2022	24,065	20,480	42,290	86,835
Disposals	(24,065)	(20,480)	(42,290)	(86,835)
At 31 March 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 1 April 2022	24,065	20,480	42,290	86,835
Eliminated in respect of disposals	(24,065)	(20,480)	(42,290)	(86,835)
At 31 March 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Carrying amount				
At 31 March 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2022	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

11 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	19,483	60,184
Other debtors	2,225	3,269
Prepayments and accrued income	57,402	2,429
	<u>79,110</u>	<u>65,882</u>

12 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Other taxation and social security		9,656	9,202
Deferred income	13	15,778	64,757
Trade creditors		1,506	5,488
Other creditors		2,442	2,130
Accruals and deferred income		2,510	4,598
		<u>31,892</u>	<u>86,175</u>

13 Deferred income

	2023 £	2022 £
Other deferred income	<u>15,778</u>	<u>64,757</u>

Deferred income is included in the financial statements as follows:

	2023 £	2022 £
Deferred income is included within:		
Current liabilities	<u>15,778</u>	<u>64,757</u>
Movements in the year:		
Deferred income at 1 April 2022	64,757	134,552
Released from previous periods	(64,757)	(134,552)
Resources deferred in the year	<u>15,778</u>	<u>64,757</u>
Deferred income at 31 March 2023	<u>15,778</u>	<u>64,757</u>

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds					Movement in funds				
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	Balance at 31 March 2023	
	£	£	£	£	£	£	£	£	£	
Breakaway Playschemes	30,522	148,960	(105,409)	-	74,073	114,374	(100,260)	(80,000)	8,187	
Transport Scheme	52,592	84,299	(77,274)	-	59,617	72,794	(69,748)	(50,000)	12,663	
Reach Out Projects	34,615	217,236	(187,802)	-	64,049	220,671	(184,875)	(90,000)	9,845	
NHS Volunteering Project	15,750	-	-	(15,750)	-	-	-	-	-	
Lloyds Bank Foundation	-	12,275	(10,164)	-	2,111	19,975	(22,086)	-	-	
Staying Connected	-	14,974	(10,851)	-	4,123	15,553	(13,827)	-	5,849	
GoVolHerts Volunteering	61,515	116,058	(111,919)	-	65,654	145,753	(122,707)	(70,000)	18,700	
Sustainability	-	-	-	-	-	6,000	(4,488)	-	1,512	
	<u>194,994</u>	<u>593,802</u>	<u>(503,419)</u>	<u>(15,750)</u>	<u>269,627</u>	<u>595,120</u>	<u>(517,991)</u>	<u>(290,000)</u>	<u>56,756</u>	

Breakaway Playschemes funding is restricted to the funding of playschemes during holiday periods and for Saturday clubs, which are run for children and young people with disabilities aged 5-19 within the North Herts and Stevenage area.

The Transport Scheme is funding towards the cost of the transport scheme co-ordinator.

Reach Out is a project that provides companionship and practical support to older people who are medically vulnerable and at risk of hospital admission, or have recently been discharged from hospital. Reach Out assists people by linking them up with a volunteer in their neighbourhood who can offer support to them in their own home – helping them to adjust to and recover from illness, whilst also reducing social isolation and loneliness.

NHS Volunteering project is funding from the Central NHS via NHS West Essex CCG to deliver research and make recommendations concerning how local volunteering can be better integrated alongside the National NHS Community Responders programme. North Herts was chosen as an area of focus for this study due to the very low take up of the NHS Community Responders Scheme compared to other areas of the UK. When the project finished the charity was given permission to transfer the unspent funds for use on general charitable purposes.

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

14 Restricted funds

(Continued)

Lloyds Bank Foundation was funding towards a consultant to support the development of a Financial and Business strategy for the charity moving forward.

Staying Connected is a project to provide start up Wi-Fi to connect to the internet, recycled and refurbished old laptops, tablets and mobile phones donated by members of the public and redistribute them to people in need in Hertfordshire.

GoVolHerts is funding from Hertfordshire County Council for GoVolHerts Volunteering which aims to raise the profile of volunteering, encourage citizens to volunteer in their local communities and increase volunteer engagement across Hertfordshire using new media.

Sustainability is funding from Stevenage Borough Council towards Voluntary Community and Social Enterprise workshops and grants for decarbonisation and sustainability.

The transfers from funds represent accumulated administration costs relating to restricted fund projects that have been transferred to newly created designated funds to support new initiatives.

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021	Movement in funds Incoming resources	Balance at 1 April 2022	Transfers	Balance at 31 March 2023
	£	£	£	£	£
Reserves Fund	40,000	-	40,000	195,000	235,000
Development Fund	-	-	-	55,000	55,000
	<u>40,000</u>	<u>-</u>	<u>40,000</u>	<u>250,000</u>	<u>290,000</u>

The reserves fund is funds set aside to cover three months running costs plus closure costs in the event that the Charity had to cease activities.

The development fund is funding set aside to develop core services.

16 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:					
Current assets/(liabilities)	542,935	56,756	599,691	248,207	517,834
	<u>542,935</u>	<u>56,756</u>	<u>599,691</u>	<u>248,207</u>	<u>517,834</u>

17 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

NORTH HERTFORDSHIRE CENTRE FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

18	Cash generated from operations	2023 £	2022 £
	Surplus for the year	81,856	190,981
	Adjustments for:		
	Investment income recognised in statement of financial activities	(488)	(14)
	Gain on disposal of tangible fixed assets	(7,500)	-
	Movements in working capital:		
	(Increase) in debtors	(13,227)	(10,224)
	(Decrease) in creditors	(5,304)	(8,359)
	(Decrease) in deferred income	(48,979)	(69,795)
	Cash generated from operations	6,358	102,589
19	Analysis of changes in net funds		
	The charity had no debt during the year.		