

# **CVS SOUTH GLOUCESTERSHIRE**

## **FINANCIAL STATEMENTS**

**31 MARCH 2021**

**Company Registration Number: 04831569**  
**Charity Number: 1099702**

# **CVS SOUTH GLOUCESTERSHIRE**

## **REPORT OF THE TRUSTEES**

**YEAR ENDED 31 MARCH 2021**

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## REPORT OF THE TRUSTEES

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### Report of the Trustees

#### Objects, vision and mission

The **Objects** of the Charity are:

- a) To promote any charitable purposes for the benefit of the community in the local government district of South Gloucestershire and its neighbourhood and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness.
- b) To promote and organise co-operation in the achievement of the above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

**Our Vision** is of an independent, thriving, diverse, innovative and resilient, local voluntary, community and social enterprise sector providing high quality services in communities across the area and making a positive difference to peoples' lives.

Our **Mission** is to support, develop and represent voluntary, community, social enterprise (VCSE) and social action in South Gloucestershire.

Our Values drive and influence our work. They are:

|                        |   |
|------------------------|---|
| <b>Social justice</b>  | We embed and champion the role and value of the VCSE in making a difference and promoting lasting social, environmental and economic change.  |
| <b>Trust</b>           | We develop and deliver our services with partners in a way that supports the development of trust across and between sectors.   |
| <b>Responsive</b>      | We ensure that our services and those of our partners meet the needs of our service users and are delivered at times and in locations which are suitable.   |
| <b>Open</b>            | We actively seek feedback on the delivery of our services to help us to improve both our services and those provided by partners.   |
| <b>Networking</b>      | We will use the strength of the VCSE, to develop networks that promote equality and diversity, ensuring that our services meet the needs of, and are accessed by, the most diverse range of groups. |
| <b>Good Governance</b> | We ensure that our organisation models good governance in all that we deliver, and we continue to support good governance across the VCSE.  |

#### Ensuring our work delivers our aims

CVS South Gloucestershire's Trustees review the organisation's activities every year to consider how planned activities will contribute to the organisation's objects, vision, mission and public benefit as a charity.

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*In 2020–21 we experienced the first pandemic in over 100 years and the following areas of work were our focus in achieving public benefit:*

- 1 The survival and continuity of CVS South Gloucestershire and the VCSE sector, working with our funders and partners to facilitate effective working across public and VCSE sectors in response to the crisis.
- 2 Responding to the health and economic situations, adapting and collaborating and extending CVS support to the emerging Mutual Aid/neighbourhood response groups.
- 3 Developing the skills and capacity of the VCSE to adapt to a rapidly changing world.
- 4 Maintaining momentum in key work: Keep It Local/Future Funding of the sector, delivery of our Service Level Agreements, gathering data and information to generate intelligence on the sector and enabling identification of risks, gaps and trends, putting support in place, where possible.
- 5 Positioning CVS South Gloucestershire as an essential and independent, advice, support and representation body, able to deliver its mission and help sustain a thriving voluntary, community and social enterprise sector.

#### **The CVS Team**

**Staff** - five staff were employed during 2020-21:

|                          |  |
|--------------------------|--|
| Chief Executive Officer  | (0.6) FTE from 20 <sup>th</sup> January 2020         |
| Finance Officer          | (0.2) FTE  |
| Business Support Officer | (0.6) FTE  |
| SGDEN                    | (0.4) FTE (seconded) Maternity leave until Sept 2020 |
| Development Officer      | (0.4) FTE from September 2020                        |
| SGREN                    | Associate support contract                           |

#### **Board Members**

Peter Steel, Deborah Gee, Mark Crutchley, Jamie Gill, Berkeley Wilde, Julie Close (until December 2020), Janice Suffolk, Rhiannon Holder, Amanda Robbins, Sue Parsons.

#### **CVS Associates**

CVS South Gloucestershire has used an Associates Model to accompany our delivery of support services since May 2015. CVS uses Associates to deliver services that are paid-for beyond our Service Level Agreement with South Gloucestershire Council (SGC) and also services to the sector beyond the capacity or skillset of our staff team. During the year we adapted our approach and lost some Associates as a result, however we continue to seek to

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understand the needs of the sector, its ability to pay and to attract funding for projects and services that whilst not competing with our members, enables us to broaden and enhance our support offer for VCSE organisations across the area, and to generate some extra income.

#### **1 Survival and continuity of CVS South Gloucestershire and the VCSE sector, working with our funders and partners to facilitate effective working across public and VCSE sectors in response to the crisis.**

As the umbrella body for the local voluntary, community and social enterprise sector (VCSE), CVS plays a strategic leadership role supporting the development of the local VCSE in South Gloucestershire, including ensuring that productive relationships with the public and private sectors are maintained and working in partnership to achieve this.

Our new Chief Executive Officer started in the role in January 2020, after the previous incumbent, Helen Black left, working a few days as induction/handover in January and February 2020 before starting his regular three-days per week role in March. During March a national lockdown was imposed by UK Government and this had a profound effect on the work of CVS and much of everyday life in the UK, throughout the year.

The work of CVS continued to be funded through a Service Level Agreement with South Gloucestershire Council, and this was given some flexibility in terms of responding to the needs of the sector, including the representation roles CVS plays. The number of key partnerships that CVS participates in expanded to include:

- South Gloucestershire Local Strategic Partnership (LSP) - the new CEO is now Vice Chair of this partnership.
- South Gloucestershire Chief Officers Group (a sub-group of the LSP)
- Safer and Stronger Partnership (the new CEO is now Vice-Chair of this group)
- Safer and Stronger Senior Officers Group (a sub-group of the above)
- Safeguarding Board (new member from September 2020)
- Local Outbreak Management Plan ('Member-Led', LOMP) since April 2020
- SGC Community Hub (since its inauguration in April 2020)
- South Gloucestershire 'Keep it Local' Steering Group (since the group was started in March 2020)
- Sustainable Communities Strategy (LSP) group, since inception in 2021.
- SGC Inequalities Strategy group from its first meeting in 2021.
- West of England Civil Society Partnership (Director since July 2020)
- South Gloucestershire VCSE Leaders Board
- The Compact Implementation Group for South Gloucestershire

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#### **1.1 Voluntary Community and Social Enterprise Sector Leaders' Board**

Established in July 2011, the Leaders Board brings together VCSE Leaders from organisations that operate at a South Gloucestershire level.

Chaired and facilitated by CVS, the Leaders' Board also works strategically with South Gloucestershire Council and the Clinical Commissioning Group for Bristol, North Somerset and South Gloucestershire (BNSSG). During the year of 2020-21 members of the Board met at regular intervals attempting to share information, ideas and insights into the state of the sector and what the current situation was, what the future might bring after the pandemic had abated, and how to respond and help each other in a unique situation.

The Leaders' Board reported that its members had attracted £1,969,721 of non-council funding to support their service provision in the area. In addition, Leaders' Board member the Circadian Trust has generated a cumulative investment of over £11million since taking over the leisure centres in South Gloucestershire. It is now possible to evidence and quantify the social impact of Circadian Trust through its improvement in its users' health and wellbeing by using a Social Value Calculator developed by DataHub and partners. The Social Value generated by Circadian in 2018-19 was estimated to be nearly £15m across all activities and facilities - an increase on the previous year.

The Leaders' Board collaborative meetings aim to nurture partnership working between the significant VCSE organisations operating in South Glos. and to demonstrate the value that working together brings, both to the sector and with our public sector colleagues. The Leaders' Board has selected representatives for key strategic groups, such as Keep It Local, and is now looking into how the NHS restructure from a CCG into ICS, (Integrated Care System) and then several Integrated Care Partnerships (ICP's) across the BNSSG area. The influence that Leaders' Board can exert on the shaping of the new ICP for South Gloucestershire will be an important element of its work in the coming year.

As resources have become constrained over recent years, working together in a way that helps to ensure the provision of services for the people and communities across South Gloucestershire, continues and meets demand and aspirations, is crucial.

#### **Four priorities for Leaders' Board for 2020 – 2021 were agreed:**

- Responding to the Climate Emergency
- Supporting Early Help for Children and Families across South Gloucestershire
- Commissioning and Collaboration – SGC's Keep It Local/Future VCSE Funding group
- Systems Change across SGC, the CCG and the VCSE

These aims remained relevant throughout the period although the focus was very much on understanding and surviving during the Covid crisis.

#### **1.2 West of England Civil Society Partnership (WoE-CSP) CIC**

CVS South Gloucestershire is one of the seven founding members (Voscur, WERN, Wesport, The Care Forum, 3SG and VANS) of the Community Interest Company (CIC)

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registered in January 2019. CVS's new Chief Executive has become a Director of the WoE-CSP CIC, formerly since July 2020.

Our Chief Officer continued to work with CIC partners throughout the Covid pandemic and a focus of this was the volunteer response. With some national charities setting up new volunteer platforms, WoE-CSP partners pressed for a role for the existing volunteer centres that we facilitate, for local groups who had already reacted successfully as well as the existing infrastructure bodies who had all been supporting this largely local effort. As of March 2021 and led by VANS, which hosts the volunteer centres in North Somerset, the WoE-CSP is still negotiating with the NHS to develop a vaccine volunteers programme to support the GPs, pharmacies and the large sites that had been charged by UK Government with delivering vaccinations, once they were approved. The CSP considered that these people might then usefully become engaged with other types of local volunteering, if they were made more aware of the ways in which they could be supported to do this.

#### **1.3 South Gloucestershire Compact**

During the year we continued to support the work of the South Gloucestershire Compact Implementation Group. Our Chief Executive works with the independent Chair of the group to set the agendas and recruit new members.

During lockdowns the group was suspended and the meeting planned for June 2020 was cancelled, however the intention was to keep the momentum of the group, in order to refresh the Compact in South Gloucestershire, as outlined in the new South Gloucestershire Council Plan for 2020-24, so a Zoom meeting on 17<sup>th</sup> November gave us the opportunity to take stock of Compact matters in the light of the events of our recent past and our responses to them. We invited Councillors Franklin Owusu-Antwi and Ben Stokes to join us as newly-appointed Cabinet members in South Gloucestershire with responsibility for relationships with the VCSE sector and Compact members gave the group a brief account of the work they have been doing with the community as part of the COVID-19 response and any lessons learned from this work.

The Compact has new members including the Town and Parish Councils once again joining us after a gap and we are keen to make the forum a place for partnership and collaboration rather than for dispute and confrontation, as has been the previous experience of some members.

The group has since met regularly and undertook an exercise to map partnerships and networks using online tools. The results, as well as the exercise, is helping the new group to form into a working unit that understands its own and each other's roles in working with the VCSE in the area.

The new South Gloucestershire Council Plan 2020-24 identified a review or 'refresh' of the Compact agreement as an action under the Action Plan for Commitment 10 and a deadline for completion of that refresh is set as July 2022, giving the group time to re-form and renew its purpose.

#### **1.4 South Gloucestershire Equalities Voice Partnership**

This year was one where the issues of equalities and inequality were highlighted by the clear exacerbation of inequalities by the pandemic, and also the death of George Floyd in the USA

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triggering the Black Lives Matter movement, and a wider awareness of the continuing and systemic inequalities that persist in society. It was also a year where funding from South Gloucestershire Council where CVS receives funding on behalf of the Equalities Voice Partnership and convenes and supports the network in advancing the issues that partners have a focus on. The Partnership has evolved over the past few years and some growth in the work of the partner organisations has been a success, but also a recognition of the distance we still have to travel ten years on from the Equalities Act coming into law. There is a clear need to enhance the work of the partners over the coming years and we are delighted that SGC has made tackling inequalities a central part of its latest Council Plan. The delivery partners for Equalities Voice are South Gloucestershire Race Equality Network (SGREN), South Gloucestershire Disability Equality Network (SGDEN), The Diversity Trust, Southern Brooks Community Partnerships, Over 50's Forum and Age UK South Gloucestershire. We also work closely with SARI who deliver the Hate Crime service for the Council. SGC has appointed a dedicated Equalities Officer who has developed strong links with Equalities Voice and we have developed some ideas for how the partnership can assist Heads of Service within the Council to tackle some of the inequalities challenges they face. This could take the partnership towards a more co-productive relationship and also present a model for how the VCSE and public sector might seek to work even more co-operatively in the future.

#### **1.5 Volunteer Centres**

CVS continues to manage the core funding for the four South Gloucestershire Volunteer Centres, which enables them to support good practice in volunteering and help people to access volunteering opportunities, whatever their motivation for doing so. The four centres are: Yate, Filton Patchway and the Stokes, and Kingswood, which are run by Southern Brooks Community Partnerships and, Thornbury, which is an independent Volunteer Centre. The work of the partnership this year was affected by the pandemic, however the use of mutual aid, linking into to existing VCSE groups and the rise in volunteers needed for the vaccination programme since December 2020, has meant that the centres were still active and, that volunteering was much needed. The use of websites and social media dominated the response to Covid, due to the physical distancing rules in place. This has led the partnership to explore ways that it might develop its websites and IT systems and even link them together. The West of England CSP of which CVS-SG is a part, has also developed an arrangement with the NHS to attract and register volunteers for the vaccination sites and allow them to identify and take-up shifts at any site by using an app. This will also link to Volunteer Centres, encouraging them to place the relevant people into this programme, and for the programme to feed volunteers future opportunities from the volunteer centres. We are working together to promote the concept of volunteering being a primarily local activity where people who volunteer do so close to home. Additionally, the idea of 'passporting' experienced and registered volunteers between organisations and opportunities, obviating the need for multiple reference checks, DBS checks and associated delays, is an obvious step-forward, if we can get the resources in place to deliver the systems that will support it.

In the meantime, the pandemic has given rise to a new and positive focus on volunteering as a thing for younger people, for more people and as a way for people to re-connect or gain employability skills after the pandemic.



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## **2 Responding to the pandemic, adapting and collaborating, including support for emerging mutual aid response groups.**

### **2.1 The Covid-19 Pandemic and Mutual Aid**

This year was dominated by the health crisis caused by the SARS-CoV-2 virus, which led to lockdowns and restrictions, with individuals more vulnerable to serious negative outcomes from the virus being asked to shelter and others required to isolate if in close contact with those infected or displaying symptoms themselves. This drove the requirement for collection of shopping and prescriptions for those housebound and not able to obtain deliveries themselves. A wave of community action supported by social media platforms such as Facebook and WhatsApp allowed new groups to form, for people to request support and flag-up needs for others which members could respond to. The unofficial response by unregistered groups was a cause for some concern. However, CVS and Southern Brooks become involved in both offering support to these new groups and also linking across to public sector colleagues. This worked well with CVS organising a weekly Zoom session with an Associate and CEO hosting the session and developing resources for the groups on issues such as GDPR.

CVS began talks with the Quartet Foundation on the response by the sector and joined their weekly Covid grants panel throughout the first stage of grant making. CVS also attracted Quartet funding for extra work, for Southern Brooks call line for weekends and administered a small grant pot for mutual aid groups.

Southern Brooks also took on two mutual aid workers and they provided direct support to the mutual aid groups with regular calls and surveys on the work being done. This fed into the weekly Community Hub meetings convened by South Glos. Council, bringing CVS and SBCP into a forum with public health, CCG and a number of senior staff from departments at SGC. WERN were given a regional role on the BNSSG Silver Cell forum, through the WoE-CSP's link into the Voluntary Sector Emergencies Partnership, which was itself established to bring West of England's Local Resilience Forum (and other area's LRF's) together with the local VCSE response.

At the end March 2021, the pandemic is ongoing and there are still unmet needs being met by mutual aid which has evolved to focus on support around food and sometimes welfare and medical issues not being met or identified. Vaccines have been developed and are being rolled-out through GP's, pharmacies and mass vaccination sites, and as mentioned elsewhere, CVS has been involved with the WoE-CSP in developing a strong proposal for the NHS to buy-into existing infrastructure in managing the significant volunteering effort needed in the vaccination programme.

CVS has helped one central group develop its role and a website, using the Quartet grant pot. This group aims to provide a resource for information being shared with mutual aid groups by public bodies and also for the groups to help each other and possibly benefit from CVS support in formalising their group and developing their activities and governance structure, should they wish.

LOMP or Local Outbreak Management Plan was mandated by UK Government. CVS was invited to take part in developing the group where members lead the development of communication and intelligence on the local area's response. CVS suggested that a role for some Equalities Voice members was vital in tackling the pandemic locally as certain groups would respond better to communication targeted at their needs and messaging from trusted voices. This has proven to be a successful approach and part of the learning and

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development for CVS has been the importance of social media and websites and, at this time, re-posting vital public health messages.

#### **2.2 Further Developments**

Some other collaborative involvements for CVS-SG have spun out of the current situation. Two examples of this have been the Holidays and Food programme, extra UK Government funding to support re-engagement with learning and being active. This funding also helps to meet some of the increased demand for free school meals that has resulted from the loss of jobs and a reduction in income for many families. Designing and devising the procurement of the programme was something that CVS was invited to take part in.

Similarly, a new Inequalities Strategy is being developed by SGC due to the spotlight that Covid has shone on this area and the heightened inequality that has been experienced by some groups. CVS has been invited to take part in the development of this strategy, and has done so, seeking to bring the sector and our organisation to the forefront in addressing the key challenges that are identified as priorities in the Council's new Plan.

### **3 Developing the skills and capacity of the VCSE to adapt to a rapidly changing world**

#### **3.1 CVS Membership**

CVS South Gloucestershire is a membership organisation. Voluntary, community and social enterprise organisations based in and/or delivering services to communities in South Gloucestershire, are eligible to be full members; individuals and statutory organisations (such as town and parish councils) are eligible to join as associate members.

##### **Membership Fees and Membership Standards**

Membership fees are now in place for and are graduated according to income of the organisation. New membership standards, which have now been adapted to suit home working for the organisations, are being rolled out for organisations without an external quality award and this form of recognition may grow in popularity, now that Trusted Charity (formerly PQASSO) is defunct.

Once a membership assessment is completed, groups and organisations receive a report and those meeting the standards at various levels are eligible to have an entry on the VCSE Directory (now known as the Membership Showcase), which is available on the CVS-SG Website.

The Directory was developed to show-case the work of CVS members across South Gloucestershire and is an important tool to maintain the recognition of the value of our local sector. CVS has targets set in our Service Level Agreement with South Gloucestershire Council and one of these is to increase membership and the number of local groups and organisations on the VCSE Directory.

CVS has also been a member of South Gloucestershire Council (SGC) Social Value Board, as the VCSE Directory is linked to their procurement portal. This means that

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companies bidding to deliver contracts from SGC can use the VCSE Directory to identify local group(s) organisation(s) to support as part of their commitment to social value in the area. Further development of the South Gloucestershire Council social value approach now forms part of the Keep It Local working group and our CEO is a member of the Commissioning and Procurement subgroup alongside SGC Head of Procurement and others.

#### **3.2 Annual VCSE Conference 2020**

The annual VCSE Conference 'A Climate of Change' was to be held on 20<sup>th</sup> March 2020 but unfortunately had to be postponed due to the Covid-19 pandemic. The conference was being planned with partners South Gloucestershire Council and The Care Forum, with a focus on solutions to help local VCSE groups and organisations explore their role in mitigating the impacts of climate change and the biodiversity crisis, helping local people to deal with, and also try to reduce its effects. By the year end, the conference had not been able to take place as the pandemic is ongoing. The long-term and serious disruption to the sector now extends beyond the conference, and amongst many other activities and services, CVS will need to consider how conferences and meetings are to be organised. At the time of writing, the current online-only default for this type of event is the only permitted option for large events but is not the ideal solution for conferences, as much is lost by not gathering and interacting in-person. The current thinking is that any 2021 conference that may be possible (and wise) will likely be a hybrid event with some attendees present and some virtual. We continue to consider this as a Board.

#### **3.3 Supporting SGDEN via CVS-SG Seconding Staff**

As part of our continued commitment to help develop equalities groups and networks in South Gloucestershire, we have continued to work with Disability Equality Network (DEN), including the provision of a part-time member of staff to support their work. The person is employed by CVS-SG and seconded to SGDEN. CVS provide advice and support regarding staff management and work planning. As with all these support/develop/nurture roles, our long-term goal is for the group to employ staff directly or through a network member. The SDEN officer returned from maternity leave this year and talks between SDEN Chair, a network member, CVS and the employee agreed that the transfer of employment to the network member organisation could go ahead this year, subject to due diligence and final agreement on the terms of the TUPE transfer.

#### **3.4 Supporting SGREN**

The South Gloucestershire Race Equality Network (SGREN) has been supported by CVS for a number of years through management of their annual grant, the employment of part-time staff members and over the past two years, a CVS Associate taking a role in developing the profile and the membership of SGREN, developing a website, using social media and organising events. The SGC funding has not proved sufficient to attract someone who can embrace the task of supporting and developing the network and, SGREN has been clear that it is now ready to take on its first employee, with the assistance of CVS. To that aim, we have been seeking a funding source suitable and have also held talks with regional officers at the Lottery

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in terms of a Reaching Communities bid to create a post and employ a 0.6-plus FTE worker for two-to-three years. This application is now being finalised by SGREN and CVS.

#### **3.5 Information Services**

We have continued to develop our communications and reach on social media, and website and we currently have 347 people signed up to our e-alert service. Our e-alert service during the year had 109 events listed, 124 funding opportunities advertised, and 31 consultations promoted.

Our job advertising service has seen a quieter year throughout the pandemic, generating 93 job advertisements during the year, generating £4,000 income. Working in partnership with the Volunteer Centres and the new Mutual Aid Groups, we also advertised 72 volunteering vacancies.

#### **3.6 Governance Training for groups**

We were commissioned by Quartet through a grant to provide two training sessions on governance and financial policies and procedures, of which one was delivered face-to-face and one online to local organisations, as was the change imposed on us by Covid. Both sessions were not as well attended as hoped and the requirement for the topics and delivery methods CVS offers for its training are subject to ongoing review by the team, in light of the situation and its knock-on effect to the status-quo of training and support provision for the VCSE sector. The feedback that we are getting tells us that more bespoke support is what is being sought by members and non-members alike, with referrals from SGC reinforcing that perspective.

#### **3.7 CVS Associates**

CVS-SG has a number of preferred consultants on which we can draw to provide high quality support services over and above that which our SLA supports and can enable VCSE organisations to progress, develop and grow. This year their work has included:

- *Connecting Kingswood* – this piece of engagement work was designed to generate detailed responses from across this community in order to inform the exciting Kingswood developments that are planned over the next few years and the Connecting Kingswood partnership is the overseeing body for much of this work. CVS was required to alter its original plan but to progress the project via online and a few physical surveys and one-to-one calls to businesses etc. The surveys were a real success but with the significant weakness of not being able to obtain feedback from young people due to the closure of youth work projects and services.
- *Whitfield Tabernacle* - during the year an Associate continued their work to support the Trustees of this charity which CVS-SG helped to establish in 2017. The transfer of ownership of the Tabernacle to the charity and work with SGC on an application to the WECA-managed Love Your Streets fund is part of this work.

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- Turnberries - A CVS Associate has worked with the remaining Trustees of a local group to support them to develop a strategic plan to make the best use of this important asset to the community of Thornbury and link it to other projects that are reliant on a stable venue to host services and projects.

#### **4 Maintaining momentum in key strategic work: Keep It Local/ Future Funding of the sector; gathering information and generating intelligence on the VCSE sector, identifying gaps and putting relevant support in place, where possible.**

##### **4.1 Keep IT Local**

South Gloucestershire Council won Locality's Keep it Local Award in 2019 and this has led to the development of a new approach to the VCSE sector. The Future Funding Group has become part of the Keep It Local steering group with the Independent Chair of the Compact and the CVS Chief Executive, along with two representatives put forward by the VCSE Leaders Board, the BNSSG CCG/ICS as well as officers from across the Council. There is also a small 'core' group consisting of two SGC champions, CEO of CVS and the Compact Chair. The aim is to expand the larger steering group and maintain the oversight of the core group.

This work has accounted for much time of the CEO in the past year. However, cementing CVS' role in the co-design/co-production of this work is essential to maintain our role in support, development and representation of the sector.

Local funders and other public bodies are to be invited to join some of the workstreams of Keep It Local, including the securing of long-term investment for the VCSE in South Gloucestershire, looking at a pan-SGC commissioning and procurement approach and considering the outcomes sought from a set of policies around public sector asset transfer.

##### **4.2 VCSE Survey**

In previous years CVS would undertake a large and comprehensive annual survey of the VCSE sector in South Gloucestershire. However, due to the unique situation we found ourselves in, the vast array of surveys being generated by organisations at national and regional level and the volatile environment that the sector was struggling with, we considered that a survey of this kind would not be an attractive proposition for members nor as useful to us as it has been in past years. We decided that short, snapshot surveys though the year, would be easier to engage-with, and also provide a more up-to-date picture of the state of the sector at any point.

With the health and economic crises very much uncertain, a more agile way of working and responding to the needs of the sector is required from CVS. The strategic work with the Council, the Clinical Commissioning Group and bringing VCSE Leaders Board and others in the sector into these key areas, which will exert a major influence on the opportunities for the sector, is a vital role. CVS will continue to work closely alongside local funders, such as Quartet and the Lottery, who themselves undertake and value local intelligence and information to inform their future resourcing of the VCSE and funding programmes.

Working closely with key figures in the Council through Keep It Local and with other public sector bodies through the Compact, will allow CVS to develop awareness and foresight on

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the requirements for information on the VCSE these organisations have so that we can respond and develop ways to assess and meet these requirements.

#### **4.3 Climate Action**

Through our work with the Council and other members of the Local Strategic Partnership, we agreed that focus on Climate Change and the Biodiversity or 'nature' crises was a priority. We continue to work with the Council's Senior Environmental Policy & Climate Change Officer to support Climate Action Groups and develop the role of the sector across the area, holding regular meetings, and providing support to develop new groups and projects. The funding that we originally sourced from Lottery's Awards for All in respect of support on training for fundraising did not attract great interest amongst climate groups so, we have proposed to Lottery that we re-direct this support towards a wider range of support including for the development of new groups, particularly in disadvantaged areas, where these issues do not result in the formation of action groups so readily. We have targeted the housing associations in our area as potential partners to identify groups, neighbourhoods, people and places where projects may be developed.

This is subject to confirmation of virement from the National Lottery Community Fund being granted.

CVS has developed with our SGC partner, a new Climate Action Membership Standard, with three elements for VCSE organisations to work towards: (i) reducing organisational impact (ii) readiness to mitigate the impact of climate change on the organisation's operations (iii) playing a role to support the local community in the extreme weather events that will occur more frequently and intensely as a result of climate change (e.g. flooding or heatwaves).

It remains our intention to hold a joint conference with SGC Climate team with a theme of the Climate and Nature crises, and although this has not been possible due to Covid, we are hopeful that a 2021 event can take place and keep put attention on this fundamental and long-term priority.

#### **5 Position CVS South Gloucestershire as an essential advice, support and representation body, able to deliver its mission and sustaining a thriving VCSE.**

From the start of the pandemic and the associated restrictions, thoughts about how the VCSE and the public sector work can together have been influenced by the strong community (mutual aid) response and support from CVS and Southern Brooks among others, to provide mutual aid and other community efforts. Partnership working has become even more important, and the future shape of the VCSE, protecting key organisations and their services, further encouraging community responses to emergencies and issues, and sustaining the unprecedented volunteering effort into something longer-term, if possible, are seen as important elements.

CVS is working with the Volunteer Centres and the Volunteer Partnership in South Gloucestershire to progress the concept of volunteering and its recognition as largely a local activity that can benefit individual wellbeing, services to communities, organisations and businesses alike. The WoE-CSP has also been a vehicle for this message and the CSP continues to seek to work with funders and public bodies in bringing resources into place to promote and deliver first class volunteering services across the region.

# CVS SOUTH GLOUCESTERSHIRE

## REPORT OF THE TRUSTEES

### YEAR ENDED 31 MARCH 2021

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The Local Strategic Partnership continues to offer an opportunity for public sector, VCSE, and private sectors to work together to achieve common aims in advancing quality of life in the area. CVS-SG Vice Chairs the partnership and takes a role in agenda-setting and planning for the meetings. However, engagement in collaborative and co-productive work has been sparse, and therefore a refresh of the Sustainable Communities Strategy which sits above and guides the LSP is being planned. CVS will be part of a small group to lead the new strategy.

Central to the Council's new plan is their declaration of climate and nature emergencies. CVS-SG has also declared this emergency and is working to adapt its operations, as well as support the sector to adapt and where possible, mitigate these situations. This includes developing a climate and nature standard as part of our Membership process.

The Covid pandemic was of course a health crisis and changes to the health system in the NHS England plan to change the current structure of the Clinical Commissioning Groups (CCG's) into Integrated Care Systems (ICS) under which a number of ICP (care partnerships) operate, has moved ahead. This significant change has not been well promoted and as well as opportunity, there is some concern about how these new structures will operate and how they will involve the VCSE. Linking the sector into this reorganisation will be a key area of work for CVS-SG in 2021-22.

Keep It Local and the Future Funding of the VCSE will also play a fundamental role in shaping the future of the sector and its relationship with the local authority. Moreover, this project and its aims could be a suitable vehicle to unify the partners of the LSP, certainly the public sector partners and influence how Avon and Somerset Police, the Police and Crime Commissioner, the Fire & Rescue Service and other partners work with the VCSE and the LSP over the next few years. CVS will advocate for this direction of travel for the partnership and the essential role the sector has to play, both as an ecosystem of independent civil society organisations and as partners which complement and support the delivery of statutory services.

CVS-SG will enhance its case as an essential element of support for a thriving VCSE sector, which improves quality of life for people and communities in our area.

## **6 Financial Review of 2020-21**

### **Funding**

This financial year, CVS delivered on the three-year (2018 – 2021) Service Level Agreement with South Gloucestershire Council, which funds some of our work and we continued to manage funding on behalf of the four Volunteer Centres and South Gloucestershire Equalities Voice partnership. The SLA also included a £30,000 uplift to recognise the need for support work to the sector to be funded alongside our strategic work.

Equalities Voice enables organisations to work together across the area, in identifying and helping to tackle inequality. CVS will continue to host and develop the network, its influence and the information on 'equalities' pages of our website, and encouraging good practice across the sector. Our CEO recorded a public piece for the Council this year celebrating ten years of the Equalities Act as part of our role in promoting this agenda. The partners of Equalities Voice are: Age UK South Gloucestershire, the Over 50's Forum, SGREN, SGDEN Southern Brooks Community Partnerships (SBCP) and The Diversity Trust. Through this

# CVS SOUTH GLOUCESTERSHIRE

## REPORT OF THE TRUSTEES

### YEAR ENDED 31 MARCH 2021

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programme we will also be supporting partners to join up work more closely with SARI (Stand Against Race Inequality) who are continuing to deliver Hate Crime services in our area.

We continued to develop our charged-for services offer and build our Associates structure, whilst retaining quality in what we offer and communicating clearly how this fits with CVS's paid-for support to the sector, and its membership offer. We continued to work in partnership with Thornbury Volunteer Centre, and Southern Brooks Community Partnerships, SGREN, SDEN, West of England Rural Network (WERN) and The Care Forum (TCF).

We were successful in a number of bids to deliver consultancy projects and to provide support for local organisations, and see this as a potential area of growth in the future, whilst our core service must be recognised and paid-for by a combination of the sector and the public services that the VCSE supports.

We were successful in funding bids to Quartet Community Foundation to provide targeted support for the South Gloucestershire area mutual aid/ community response effort, and also in a bid to The National Lottery Community Fund for support to the climate groups in our area.

Total income for 2021 was £272,697, an increase of almost £20,000 on income of £252,741 in 2020, most of which was a result of additional grants received for responding to Covid-19 needs and mutual aid. This additional funding meant that we could increase grant funding, enabling us to make grants to mutual aid groups of £12,478. Despite this increase, home working enabled us to make savings in support costs of almost £20,000, meaning total expenditure for the year reduced from £246,683 in 2020 to £236,706 in the current year. This resulted in a surplus for the year of £35,991 (2020: £5,878). Total funds carried forward at the end of the year are £102,089 (2020: £66,098).

#### **Reserves Policy**

In line with guidance issued by the Charity Commission, the trustees have reviewed the charity's need for reserves. The charity requires unrestricted reserves approximately equal to around three months running costs, equating to around £23,300. The Trustees believe that this represents a minimum level of reserves necessary to ensure the effective and efficient operation of the charity for the benefit of its clients. The charity has unrestricted funds of £86,314 of which £40,310 has been designated to ensure that the charity has the funds to cover redundancy and wind up costs. The excess of unrestricted funds of £22,704 have been allocated to safeguard against future income generating shortfalls and towards the exploration of new future business opportunities.

#### **Structure, Governance and Management**

##### **Governing document**

CVS South Gloucestershire incorporated on 14<sup>th</sup> July 2003 as a private company limited by guarantee. The company became a registered charity on 26<sup>th</sup> September 2003.



# CVS SOUTH GLOUCESTERSHIRE

## REPORT OF THE TRUSTEES

### YEAR ENDED 31 MARCH 2021

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The company is governed by the Memorandum and Articles of Association dated 13 May 2003, updated on 19<sup>th</sup> November 2008 and amended on 15<sup>th</sup> September 2010 and 6<sup>th</sup> July 2011. In accordance with section 28 of the Companies Act 2006, the Memorandum of Association is deemed part of the Articles of Association with from 15<sup>th</sup> September 2010.

In the event of the company being wound up, members are required to contribute an amount not exceeding £1 towards the cost of dissolution and the liabilities incurred by the charity when the contributor was a member.

#### **Recruitment & appointment of the Board of Trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles, are known as members of the Board of Trustees. Under the requirements of the Articles of Association, one third of the members of the Management Committee must resign at each AGM, the longest in office retiring first. A retiring trustee may be re-elected at the same Annual General Meeting.

CVS South Gloucestershire works to provide development, support and representation to the voluntary, community and social enterprise sector (VCSE) in South Gloucestershire and its membership is drawn from these groups who are either based in or providing services to communities in South Gloucestershire.

CVS South Gloucestershire is governed by a Board of Trustees who are elected by the members of the organisation. We look for members with business acumen and experience of management, alongside knowledge of our work with voluntary organisations, community groups and social enterprises and strategic work with public and private sector partners. Individuals, with appropriate skills to enhance the Board of Trustees and development of the charitable company may also be approached or offer themselves for election or co-option to the Board of Trustees.

The full Board of Trustees meets at least four times a year, one meeting to review strategic plan and agree future priorities with some business undertaken by electronic means.

#### **Trustee induction & training**

Trustee induction consists of an introduction to the organisation and its activities and projects and includes details of their duties and responsibilities as Trustees. All Trustees are encouraged to attend appropriate training to facilitate their undertaking of the role.

#### **Risk Management**

Trustees regularly log major strategic, business, financial and operational risks which the charity faces and have established procedures to manage organisational risks to ensure compliance with best practice and legislation, and to cover the delivery of projects.

# CVS SOUTH GLOUCESTERSHIRE

## REPORT OF THE TRUSTEES

### YEAR ENDED 31 MARCH 2021

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A new approach to risk management for 2021 has been discussed and a sub-group of the Chair, CEO and a Trustee experienced in risk management was established to take this forward.

#### **Public Benefit Statement**

In preparing this report the Board of Trustees has complied with the duty under Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission in relation to meeting the public benefit requirement.

#### **Structure, Governance and Management**

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# CVS SOUTH GLOUCESTERSHIRE

## REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2021

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# CVS SOUTH GLOUCESTERSHIRE

## REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2021

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### **Statement of Trustees' responsibilities**

The trustees (who are also directors of CVS South Gloucestershire for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom 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 charitable company and of the income and expenditure, of the charitable company for that period. 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 judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on 27 July 2021

P Steel  
Chair of Trustees

# CVS SOUTH GLOUCESTERSHIRE

## REFERENCE AND ADMIN INFORMATION

YEAR ENDED 31 MARCH 2021

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Charity Name CVS South Gloucestershire  
Charity Registration No: 1099702  
Company Registration No: 04831569

### The Board of Trustees

| Name            | Nominating Member Organisation         | Position                    | Status   |
|-----------------|--|-----------------------------|--|
| Peter Steel     | Age UK                                 | Chair<br>From December 2015 | Re-elected September 2019                        |
| Deborah Gee     | Creative Youth Network                 | Trustee<br>Treasurer        | Re-elected September 2019                        |
| Mark Crutchley  | Circadian Trust                        | Trustee                     | Re-elected September 2020                        |
| Jamie Gill      | 1625 Independent People                | Trustee                     | Re-elected September 2020                        |
| Berkeley Wilde  | The Diversity Trust                    | Trustee                     | Elected September 2017                           |
| Julie Close     | Southern Brooks Community Partnerships | Trustee                     | Elected September 2017<br>Resigned December 2020 |
| Janice Suffolk  | Juice CIC                              | Trustee                     | Elected September 2020                           |
| Rhiannon Holder | Developing Health and Independence     | Trustee                     | Elected September 2019                           |
| Amanda Robbins  | Bromford Housing                       | Trustee                     | Elected 2019                                     |
| Sue Parsons     | Winterbourne Medieval Barn             | Trustee                     | Elected 2019                                     |

**Chief Executive Officer**

**Steve Curry**

**Registered office**

Poole Court  
Poole Court Drive  
Yate  
BS37 5PP

**Independent Examiner**

Joshua Kingston, FCA  
Burton Sweet Limited  
Chartered Accountants  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol. BS48 1UR

# CVS SOUTH GLOUCESTERSHIRE

## REFERENCE AND ADMIN INFORMATION

YEAR ENDED 31 MARCH 2021

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### Bankers

Lloyds TSB plc  
Westbury-On-Trym branch  
15 High Street  
Bristol.

# CVS SOUTH GLOUCESTERSHIRE

## REPORT OF THE INDEPENDENT EXAMINER

### YEAR ENDED 31 MARCH 2021

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I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

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

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company'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:

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.

Joshua Kingston, BSc., ACA  
Burton Sweet Chartered Accountants  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol BS48 1UR

Date: 27 July 2021

# CVS SOUTH GLOUCESTERSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES (Including Income & Expenditure Account)

YEAR ENDED 31 MARCH 2021

|   |      | Unrestricted<br>Funds | Restricted<br>Funds | Total funds<br>2021 | Total funds<br>2020 |
|---|------|-----------------------|---------------------|---------------------|---------------------|
|   | Note | £                     | £                   | £                   | £                   |
| <b>Income from:</b>                                   |      |                       |                     |                     |                     |
| Donations and legacies                                | 2    | 3,614                 | 698                 | 4,312               | 3,506               |
| Charitable activities                                 | 3    | 106,948               | 161,408             | 268,356             | 249,019             |
| Investment income                                     |      | 29                    | -                   | 29                  | 216                 |
| <b>Total income</b>                                   |      | <b>110,591</b>        | <b>162,106</b>      | <b>272,697</b>      | <b>252,741</b>      |
| <b>Expenditure on:</b>                                |      |                       |                     |                     |                     |
| Charitable activities                                 | 4    | 79,274                | 157,432             | 236,706             | 246,863             |
| <b>Total expenditure</b>                              | 7    | <b>79,274</b>         | <b>157,432</b>      | <b>236,706</b>      | <b>246,863</b>      |
| <b>Net income/(expenditure) and movement in funds</b> | 7    | <b>31,317</b>         | <b>4,674</b>        | <b>35,991</b>       | <b>5,878</b>        |
| Gross transfers between funds                         | 15   | 1,534                 | (1,534)             | -                   | -                   |
| <b>Net movement in funds</b>                          |      | <b>32,851</b>         | <b>3,140</b>        | <b>35,991</b>       | <b>5,878</b>        |
| <b>Total funds at 1 April</b>                         |      | <b>53,463</b>         | <b>12,635</b>       | <b>66,098</b>       | <b>60,220</b>       |
| <b>Total funds at 31 March</b>                        | 15   | <b>86,314</b>         | <b>15,775</b>       | <b>102,089</b>      | <b>66,098</b>       |

The Charity has no recognised gains or losses other than the results for the year as set out above.  
All of the activities of the Charity are classed as continuing.

See note 10 for fund comparatives

The notes on pages 23 to 33 form part of these financial statements



**CVS SOUTH GLOUCESTERSHIRE****BALANCE SHEET****AT 31 MARCH 2021**

Company number: 04831569

|   |             | <b>2021</b>           | <b>2020</b>          |
|---|-------------|-----------------------|----------------------|
|   | <b>Note</b> | <b>£</b>              | <b>£</b>             |
| <b>Current assets</b>                                 |             |                       |                      |
| Debtors   | <b>12</b>   | 7,671                 | 19,976               |
| Cash at bank  |             | <u>105,662</u>        | <u>63,398</u>        |
|   |             | 113,333               | 83,374               |
| <b>Creditors: Amounts falling due within one year</b> | <b>13</b>   | <u>(11,244)</u>       | <u>(17,276)</u>      |
| <b>Net assets</b>                                     |             | <u><u>102,089</u></u> | <u><u>66,098</u></u> |
| <b>Funds</b>  |             |                       |                      |
| Restricted funds                                      | <b>16</b>   | 15,775                | 12,635               |
| Unrestricted funds                                    | <b>16</b>   |                       |                      |
| <i>Designated funds</i>                               |             | 40,310                | 30,000               |
| <i>General funds</i>                                  |             | <u>46,004</u>         | <u>23,463</u>        |
|   |             | <u><u>102,089</u></u> | <u><u>66,098</u></u> |

For the year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

These accounts were approved by the Board on 27 July 2021 and signed on their behalf by:

.....  
P Steel  
**Chair of Trustees**

**The notes on pages 23 to 33 form part of these financial statements**

**CVS SOUTH GLOUCESTERSHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

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**1 Accounting policies**

**1.1 Basis of preparation**

The financial statements have been prepared under the historical cost convention, in accordance with the Companies Act 2006 and the Statement of Recommended Practice in accordance with Financial Reporting Standard 102. The Charity is a public benefit entity.

The trustees know of no reason why the charity might not continue as a going concern, therefore the accounts have been prepared on this basis.

**1.2 Income**

All income becoming available to the Charity in the year is recognised in the Statement of Financial Activities (SOFA) when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income is deferred only when the Charity has to fulfil conditions before becoming entitled to it and where the donor has specified that the income is to be expended in a future period.

Donations and legacies includes income generated from gifts, donations, legacies and grants and is included in full in the SOFA when receivable. Grants where entitlement is not conditional on the delivery of specific performance by the Charity are recognised when the Charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Grants receivable are accounted for on a receivable basis and allocated to the appropriate fund.

**1.3 Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. The charity is not registered for VAT. Expenditure includes all VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.

Expenditure on charitable activities comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. CVS South Gloucestershire advocates on behalf of the sector through our strategic work. We provide free information and charge (at low cost) for services primarily provided to the voluntary community and social enterprise (ICSE) organisations. Where possible we grant fundraise for the provision of support to groups in crisis. It includes both costs that can be allocated directly to this activity and those costs of an indirect nature necessary to support them.

Support costs include the costs of staff for the general support activity of the office. They have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. staff costs by time spent.

Governance costs are included within charitable activities and include all those costs associated with meeting the constitutional and statutory requirements of the Charity and include the independent examination fees and costs linked to the strategic management of the Charity.

**1.4 Tangible fixed assets and depreciation**

Tangible fixed assets costing more than....other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

|                    |                   |
|--------------------|-------------------|
| Computer equipment | 33% straight line |
|--------------------|-------------------|

**1.5** The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity and are independently administered. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

**1.6 Funds**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with the specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**CVS SOUTH GLOUCESTERSHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**2 Donations and legacies**

|            | <b>Unrestricted funds</b> | <b>Restricted funds</b> | <b>Total funds 2021</b> | <b>Total funds 2020</b> |
|------------|---------------------------|-------------------------|-------------------------|-------------------------|
|            | <b>£</b>                  | <b>£</b>                | <b>£</b>                | <b>£</b>                |
| Donations  | 4                         | 698                     | 702                     | 8                       |
| Membership | 3,610                     | -                       | 3,610                   | 3,498                   |
|            | <b>3,614</b>              | <b>698</b>              | <b>4,312</b>            | <b>3,506</b>            |

All memberships and donations received in 2020 were unrestricted.

**3 Income from Charitable activities**

|  | <b>Unrestricted funds</b> | <b>Restricted funds</b> | <b>Total funds 2021</b> |
|--|---------------------------|-------------------------|-------------------------|
|  | <b>£</b>                  | <b>£</b>                | <b>£</b>                |
| Representation and strategic development | 75,743                    | 6,300                   | 82,043                  |
| Developing skills and capacity           |                           |                         |                         |
| SG Race Equality Network                 | -                         | 12,000                  | 12,000                  |
| SG Disability Equality Network           | -                         | 6,075                   | 6,075                   |
| Information Services                     | 2,874                     | -                       | 2,874                   |
| Partners' funding - Government grants    |                           |                         |                         |
| Equalities SLA                           | -                         | 48,000                  | 48,000                  |
| Volunteer centres funding                | -                         | 29,600                  | 29,600                  |
| Consulting                               | 28,331                    | 24,055                  | 52,386                  |
| Mutual Aid Groups                        | -                         | 18,530                  | 18,530                  |
| COVID Assistance                         | -                         | 16,848                  | 16,848                  |
|  | <b>106,948</b>            | <b>161,408</b>          | <b>268,356</b>          |

**Prior year**

|  | <b>Unrestricted funds</b> | <b>Restricted funds</b> | <b>Total funds 2020</b> |
|--|---------------------------|-------------------------|-------------------------|
|  | <b>£</b>                  | <b>£</b>                | <b>£</b>                |
| Representation and strategic development | 67,739                    | 3,569                   | 71,308                  |
| Developing skills and capacity           |                           |                         |                         |
| Social Enterprise & Innovation Programme | -                         | 24,061                  | 24,061                  |
| SG Race Equality Network                 | -                         | 14,000                  | 14,000                  |
| SG Disability Equality Network           | -                         | 8,305                   | 8,305                   |
| Conference                               | 124                       | -                       | 124                     |
| Information Services                     | 2,920                     | -                       | 2,920                   |
| Other projects                           | -                         | 2,000                   | 2,000                   |
| Partners' funding - Government grants    |                           |                         |                         |
| Equalities SLA                           | -                         | 48,000                  | 48,000                  |
| Volunteer centres funding                | -                         | 32,800                  | 32,800                  |
| Consulting                               | 24,319                    | 21,182                  | 45,501                  |
|  | <b>95,102</b>             | <b>153,917</b>          | <b>249,019</b>          |

**CVS SOUTH GLOUCESTERSHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**4 Expenditure on Charitable activities**

|  | <b>Grants payable<br/>(note 5)</b> | <b>Direct costs</b> | <b>Support costs<br/>(note 6)</b> | <b>Total 2021</b> |
|--|------------------------------------|---------------------|-----------------------------------|-------------------|
|  | <b>£</b>                           | <b>£</b>            | <b>£</b>                          | <b>£</b>          |
| Representation and strategic development | -                                  | 7,828               | 53,056                            | 60,884            |
| Developing skills and capacity           |                                    |                     |                                   |                   |
| SG Race Equality Network                 | -                                  | 7,757               | 2,353                             | 10,110            |
| SG Disability Equality Network           | -                                  | 155                 | 5,920                             | 6,075             |
| Membership                               | -                                  | 400                 | 900                               | 1,300             |
| Information Services                     | -                                  | 87                  | -                                 | 87                |
| Governance training                      | -                                  | 499                 | 2,074                             | 2,573             |
| Partners' funding                        |                                    |                     |                                   |                   |
| Equalities SLA                           | 48,000                             | -                   | -                                 | 48,000            |
| Volunteer centres funding                | 29,600                             | -                   | -                                 | 29,600            |
| Consulting                               | -                                  | 46,605              | 1,186                             | 47,791            |
| Mutual Aid Groups                        | 12,478                             | 5,978               | 11,830                            | 30,286            |
|  | <b>90,078</b>                      | <b>69,309</b>       | <b>77,319</b>                     | <b>236,706</b>    |

|  | <b>Grants payable<br/>(note 5)</b> | <b>Direct costs</b> | <b>Support costs<br/>(note 6)</b> | <b>Total 2020</b> |
|--|------------------------------------|---------------------|-----------------------------------|-------------------|
|  | <b>£</b>                           | <b>£</b>            | <b>£</b>                          | <b>£</b>          |
| Prior year                               |                                    |                     |                                   |                   |
| Representation and strategic development | -                                  | 11,782              | 64,061                            | 75,843            |
| Developing skills and capacity           |                                    |                     |                                   |                   |
| Social Enterprise & Innovation Programme | -                                  | 17,223              | 17,494                            | 34,717            |
| SG Race Equality Network                 | -                                  | 12,169              | 1,655                             | 13,824            |
| SG Disability Equality Network           | -                                  | 1,236               | 7,320                             | 8,556             |
| Membership                               | -                                  | 14                  | 900                               | 914               |
| Conference                               | -                                  | 432                 | -                                 | 432               |
| Information Services                     | -                                  | 196                 | 600                               | 796               |
| Other projects                           | -                                  | 849                 | -                                 | 849               |
| Governance training                      |                                    | 26                  |                                   | 26                |
| Partners' funding                        |                                    |                     |                                   |                   |
| Equalities SLA                           | 48,000                             | -                   | -                                 | 48,000            |
| Volunteer centres funding                | 32,800                             | -                   | -                                 | 32,800            |
| Consulting                               | -                                  | 26,661              | 3,445                             | 30,106            |
|  | <b>80,800</b>                      | <b>70,588</b>       | <b>95,475</b>                     | <b>246,863</b>    |

**CVS SOUTH GLOUCESTERSHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**5 Grants payable**

|   | <b>2021</b>   | 2020          |
|---|---------------|---------------|
|   | £             | £             |
| Volunteer Centres   |               |               |
| Southern Brooks Community Partnerships:   |               |               |
| Patchway, Yate Volunteering, Kingswood Volunteering, Filton & Stokes Volunteer Centre | 22,200        | 24,600        |
| Volunteer Centre Thornbury - SGC 3 year grant   | 7,400         | 8,200         |
|   | <u>29,600</u> | <u>32,800</u> |
| Equalities Partnership  |               |               |
| Southern Brooks Community Partnerships for Community Cohesion                         | 12,000        | 12,000        |
| AGE UK South Gloucestershire  | 3,633         | 3,633         |
| South Gloucestershire Disability Equality Network                                     | 12,000        | 12,000        |
| The Diversity Trust   | 12,000        | 12,000        |
| Over 50's Forum   | 8,367         | 8,367         |
| Mutual Aid Groups   | 12,478        | -             |
|   | <u>60,478</u> | <u>48,000</u> |
| Total grants payable to organisations   | <u>90,078</u> | <u>80,800</u> |

**6 Support costs**

|  | <b>Office costs</b> | <b>Premises costs</b> | <b>Payroll &amp; staff costs</b> | <b>Total 2021</b> |
|--|---------------------|-----------------------|----------------------------------|-------------------|
|  | £                   | £                     | £                                | £                 |
| Representation and strategic development | 10,010              | 13,302                | 29,744                           | 53,056            |
| Developing skills and capacity           |                     |                       |                                  |                   |
| SG Race Equality Network                 | -                   | -                     | 2,353                            | 2,353             |
| SG Disability Equality Network           | -                   | -                     | 5,920                            | 5,920             |
| Membership                               | 69                  | 150                   | 681                              | 900               |
| Information Services                     | -                   | -                     | -                                | -                 |
| Governance training                      | -                   | -                     | 2,074                            | 2,074             |
| Partners' funding                        |                     |                       |                                  |                   |
| Consulting                               | -                   | -                     | 1,186                            | 1,186             |
| Mutual Aid Groups                        | 69                  | 150                   | 11,611                           | 11,830            |
|  | <u>10,148</u>       | <u>13,602</u>         | <u>53,569</u>                    | <u>77,319</u>     |

Support costs are allocated to activities based on usage of individual resources.

**Prior year**

|  | <b>Office costs</b> | <b>Premises costs</b> | <b>Payroll &amp; staff costs</b> | <b>Total 2020</b> |
|--|---------------------|-----------------------|----------------------------------|-------------------|
|  | £                   | £                     | £                                | £                 |
| Representation and strategic development | 7,396               | 19,883                | 36,782                           | 64,061            |
| Developing skills and capacity           |                     |                       |                                  |                   |
| Social Enterprise & Innovation Programme | 1,105               | 2,402                 | 13,987                           | 17,494            |
| SG Race Equality Network                 | 104                 | 225                   | 1,326                            | 1,655             |
| SG Disability Equality Network           | 77                  | 167                   | 7,076                            | 7,320             |
| Membership                               | 69                  | 150                   | 681                              | 900               |
| Information Services                     | 46                  | 100                   | 454                              | 600               |
| Partners' funding                        |                     |                       |                                  |                   |
| Consulting                               | -                   | -                     | 3,445                            | 3,445             |
|  | <u>8,797</u>        | <u>22,927</u>         | <u>63,751</u>                    | <u>95,475</u>     |

**CVS SOUTH GLOUCESTERSHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**7 Net income for the year**

**This is stated after charging:**

|                             | <b>2021</b> | 2020  |
|-----------------------------|-------------|-------|
|                             | £           | £     |
| Independent examiner's fees | 900         | 850   |
| Independent examination     | 1,620       | 1,550 |
| Accountancy                 |             |       |

None of the Trustees (or any persons connected with them) received any remuneration, benefits or expenses from the Charity for their work as Trustees (2020- £nil).

**8 Staff costs and numbers**

The aggregate payroll costs were:

|                       | <b>2021</b>   | 2020          |
|-----------------------|---------------|---------------|
|                       | £             | £             |
| Wages and salaries    | 57,503        | 58,448        |
| Social security costs | 3,028         | 4,786         |
| Pension contributions | 2,683         | 3,476         |
|                       | <b>63,214</b> | <b>66,710</b> |

The number of employees whose emoluments as defined for taxation purposes amounted to over £60,000 in the year was nil (2020 - nil).

The senior management team includes the posts of Chief Officer and Finance Officer.

The aggregate payroll costs for the senior management team were:

|                       | <b>2021</b>   | 2020          |
|-----------------------|---------------|---------------|
|                       | £             | £             |
| Wages and salaries    | 28,875        | 47,214        |
| Social security costs | 1,795         | 4,332         |
| Pension contributions | 1,613         | 2,386         |
|                       | <b>32,283</b> | <b>53,932</b> |

The average weekly number of employees during the year, calculated on the basis of head count:

|  | <b>2021</b> | 2020     |
|--|-------------|----------|
|  | No.         | No.      |
| Management, administration and support | 6           | 6        |
|  | <b>6</b>    | <b>6</b> |

**CVS SOUTH GLOUCESTERSHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**9 Taxation**

The Charity is exempt from corporation tax on its charitable activities.

**10 Fund Comparatives for the Statement of Financial Activities**

|   | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Total funds<br/>2020<br/>£</b> |
|---|-------------------------------------|-----------------------------------|-----------------------------------|
| <b>Income from:</b>                                       |                                     |                                   |                                   |
| Donations and legacies                                    | 3,506                               | -                                 | 3,506                             |
| Charitable activities                                     | 95,102                              | 153,917                           | 249,019                           |
| Investment income   | 216                                 | -                                 | 216                               |
| <b>Total income</b>                                       | <b>98,824</b>                       | <b>153,917</b>                    | <b>252,741</b>                    |
| <b>Expenditure on:</b>                                    |                                     |                                   |                                   |
| Charitable activities:                                    | 93,209                              | 153,654                           | 246,863                           |
| <b>Total expenditure</b>                                  | <b>93,209</b>                       | <b>153,654</b>                    | <b>246,863</b>                    |
| <b>Net income/(expenditure) and net movement in funds</b> | <b>5,615</b>                        | <b>263</b>                        | <b>5,878</b>                      |
| <b>Total funds at 1 April 2019</b>                        | <b>47,848</b>                       | <b>12,372</b>                     | <b>60,220</b>                     |
| <b>Total funds at 31 March 2020</b>                       | <b>53,463</b>                       | <b>12,635</b>                     | <b>66,098</b>                     |

**CVS SOUTH GLOUCESTERSHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**11 Tangible fixed assets**

|                                    | <b>Computer<br/>equipment<br/>£</b> | <b>Total<br/>£</b> |
|------------------------------------|-------------------------------------|--------------------|
| <b>Cost</b>                        |                                     |                    |
| At 1 April 2020 and 31 March 2021  | 3,218                               | 3,218              |
| <b>Depreciation</b>                |                                     |                    |
| At 1 April 2020 and 31 March 2021  | 3,218                               | 3,218              |
| <b>Net book value</b>              |                                     |                    |
| At 31 March 2020 and 31 March 2021 | -                                   | -                  |

**12 Debtors**

|                                 | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|---------------------------------|-------------------|-------------------|
| Trade Debtors                   | 7,671             | 3,110             |
| Taxes and social security costs | -                 | 246               |
| Prepayments                     | -                 | 16,620            |
|                                 | <u>7,671</u>      | <u>19,976</u>     |

**13 Creditors: amounts falling due within one year**

|                                 | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|---------------------------------|-------------------|-------------------|
| Trade creditors                 | 2,211             | 4,950             |
| Taxes and social security costs | 652               | -                 |
| Accruals                        | 8,381             | 12,326            |
|                                 | <u>11,244</u>     | <u>17,276</u>     |

**14 Operating Leases**

At 31 March 2021 the organisation had total minimum commitments under non-cancellable operating leases payable as set out below:

|   | <b>Equipment<br/>2021<br/>£</b> | <b>2020<br/>£</b> |
|---|---------------------------------|-------------------|
| <b>Operating lease commitments payable:</b> |                                 |                   |
| Within 1 year                               | -                               | 525               |
| Between 2 to 5 years                        | -                               | -                 |



**CVS SOUTH GLOUCESTERSHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**15 Movement in funds**

|                                   | At<br>1 April<br>2020<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>£ | At<br>31 March<br>2021<br>£ |
|-----------------------------------|----------------------------|----------------|------------------|----------------|-----------------------------|
| <b>Restricted funds</b>           |                            |                |                  |                |                             |
| AWG Management                    | 1,500                      | -              | (1,500)          | -              | -                           |
| Community Accountancy Service     | -                          | 4,056          | (3,521)          | -              | 535                         |
| CIG Compact Chair                 | 295                        | 150            | (445)            | -              | -                           |
| Climate Action Fund (Big Lottery) | 5,700                      | -              | -                | -              | 5,700                       |
| Community Development and Support | 1,016                      | 15,000         | (10,195)         | -              | 5,821                       |
| Connecting Kingswood              | 1,170                      | 6,150          | (7,321)          | 1              | -                           |
| Digital Leaders                   | (216)                      | -              | -                | 216            | -                           |
| Equalities SLA                    | -                          | 48,000         | (48,000)         | -              | -                           |
| Governance support (Quartet)      | 1,974                      | -              | (2,573)          | 599            | -                           |
| Quartet Grant re Covid            | -                          | 16,848         | (16,561)         | -              | 287                         |
| SGC Mutual Aid funding            | -                          | 3,530          | (3,530)          | -              | -                           |
| SG Disability Equality Network    | 670                        | 6,075          | (6,075)          | -              | 670                         |
| SG Race Equality Network          | 176                        | 12,000         | (10,111)         | -              | 2,065                       |
| Social Value                      | -                          | 697            | -                | -              | 697                         |
| Volunteer Centres                 | -                          | 29,600         | (29,600)         | -              | -                           |
| Whitfield Tabernacle              | 350                        | 20,000         | (18,000)         | (2,350)        | -                           |
|                                   | <u>12,635</u>              | <u>162,106</u> | <u>(157,432)</u> | <u>(1,534)</u> | <u>15,775</u>               |
| <b>Unrestricted funds</b>         |                            |                |                  |                |                             |
| Designated - closedown fund       | 30,000                     | -              | -                | -              | 30,000                      |
| Designated activity funds         | -                          | -              | -                | 10,310         | 10,310                      |
| General funds                     | 23,463                     | 110,591        | (79,274)         | (8,776)        | 46,004                      |
|                                   | <u>53,463</u>              | <u>110,591</u> | <u>(79,274)</u>  | <u>1,534</u>   | <u>86,314</u>               |
| <b>Total funds</b>                | <u>66,098</u>              | <u>272,697</u> | <u>(236,706)</u> | <u>-</u>       | <u>102,089</u>              |

Transfers have been made to the Connecting Kingswood, Digital leaders and Governance Support funds from General funds, to account for costs incurred over and above the funds remaining in the restricted fund.

**AWG Management Committee**

Funding time for us to provide more in-depth support for Management Committees in South Gloucestershire.

**CIG Compact Chair**

Funding for the honorarium of the Independent Compact Implementation Group Chair.

**Digital leaders**

A project led by Voscur and funded by the Department of Culture, Media and Sport to support local VCSE leaders develop their organisation's digital approaches.

**Equalities SLA**

A new three year Service Level Agreement from SGC which CVS manages on behalf of the SG Equalities Partnership.

**SG Disability Equality Network**

Providing support to the Network by employing their first member of staff, and seconding them to the Network.

**South Gloucestershire Race Equality Network**

Funding from South Gloucestershire Council for CVS to employ the Network's first part time Development Officer and to work with them to build their capacity to apply for future funding to support their work.

**Strategic volunteering**

Funding from John Lewis to support the development of Involve South Gloucestershire.

**South Gloucestershire Council 3 year grant**

Investment from SGC which funds some of CVS Strategic Work, Information Services and work to support the Compact. The agreement includes core funding for the Volunteer Centres and delivery partners are: Thornbury Volunteer Centre, Yate Volunteer Centre, Southern Brooks Community Partnerships (Patchway, Filton and the Stokes Volunteer Centre) and Community Ignite (Volunteering Kingswood).

**CVS SOUTH GLOUCESTERSHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

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**15 Movement in funds (continued)**

**Whitfield Tabernacle**

Funding from South Gloucestershire Council for CVS South Gloucestershire to support the development of a Trust to preserve the heritage of the site and support an initial business plan and to fundraise for future development work. At the end of the project, the remaining funds were transferred to General funds in recognition of costs borne by the charity, as permitted by the agreement.

**Climate Action fund**

This is an Awards for All grant for 2020-21 to support the engagement with Climate Action Groups across the area, to deliver a series of training sessions for this emerging community action network.

**Connecting Kingswood**

This is a Southern Brooks project through which CVS and Associates will provide engagement and project management services.

**Governance Support – Quartet**

Funding from Quartet Community Foundation to support groups with submitting their statutory returns & ensuring they have the correct Governance structures in place.

**Develop skills & capacity**

Funding to maintain up to date data and intelligence about the VCSE enabling the early identification of gaps and trends enabling CVS to develop the Skills capacity of the sector.

**SGC Mutual Aid funding**

CVS South Gloucestershire received funding from South Gloucestershire Council on behalf of Mutual Aid Groups, vulnerable citizens, community organisations and volunteers.

**Quartet Covid 19 Grant**

Coronavirus Response Fund - funding to deliver support in partnership with Southern Brooks, to South Gloucestershire Mutual Aid Groups, vulnerable citizens, community organisations and volunteers.

**NAVCA**

VCS Emergencies Partnership - Contribution to weekly surveys and engagement meeting re support during Covid-19. attendance at webinars to represent the local sector.

**Social Value fund**

Funding initiated through the south Gloucestershire Council procurement process, by which local businesses donate funds to support local VCSE groups.

**Designated activity funds**

The trustees transferred funds for ongoing activities into a separate designated fund to ensure they were available for completing the projects in question.

**Designated close down fund**

Funds set aside to cover costs in the event that the charity must close down.

# CVS SOUTH GLOUCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

### 15 Movement in funds - prior year

|  | At<br>1 April<br>2019<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | At<br>31 March<br>2020<br>£ |
|--|----------------------------|-------------|------------------|----------------|-----------------------------|
| Restricted funds                         |                            |             |                  |                |                             |
| AWG Management                           | -                          | 3,500       | (2,000)          | -              | 1,500                       |
| Community Accountancy Service            | (638)                      | 2,082       | (1,444)          | -              | -                           |
| CIG Compact Chair                        | 585                        | 494         | (784)            | -              | 295                         |
| Climate Action Fund (Big Lottery)        | -                          | 5,700       | -                | -              | 5,700                       |
| Community Development and Support        | -                          | 7,500       | (6,484)          | -              | 1,016                       |
| Connecting Kingswood                     | -                          | 3,075       | (1,905)          | -              | 1,170                       |
| Digital Leaders                          | -                          | -           | (216)            | -              | (216)                       |
| Equalities SLA                           | -                          | 48,000      | (48,000)         | -              | -                           |
| Governance support (Quartet)             | -                          | 2,000       | (26)             | -              | 1,974                       |
| SG Disability Equality Network           | 920                        | 8,305       | (8,555)          | -              | 670                         |
| SG Race Equality Network                 | -                          | 14,000      | (13,824)         | -              | 176                         |
| Social Enterprise & Innovation Programme | 10,655                     | 24,061      | (34,716)         | -              | -                           |
| South Gloucestershire Challenge          | 49                         | -           | (49)             | -              | -                           |
| Strategic volunteering                   | 801                        | -           | (801)            | -              | -                           |
| Volunteer Centres                        | -                          | 32,800      | (32,800)         | -              | -                           |
| Whitfield Tabernacle                     | -                          | 2,400       | (2,050)          | -              | 350                         |
|  | 12,372                     | 153,917     | (153,654)        | -              | 12,635                      |
| Unrestricted funds                       |                            |             |                  |                |                             |
| Designated - closedown fund              | 30,000                     | -           | -                | -              | 30,000                      |
| General funds                            | 17,848                     | 98,824      | (93,209)         | -              | 23,463                      |
|  | 47,848                     | 98,824      | (93,209)         | -              | 53,463                      |
| Total funds                              | 60,220                     | 252,741     | (246,863)        | -              | 66,098                      |

### 16 Analysis of net assets between funds

|                             | Cash at Bank<br>£ | Other<br>Net assets<br>£ | Total<br>£ |
|-----------------------------|-------------------|--------------------------|------------|
| <b>Restricted funds</b>     | 15,775            | -                        | 15,775     |
| <b>Unrestricted funds</b>   |                   |                          |            |
| Designated - closedown fund | 30,000            | -                        | 30,000     |
| Designated activity funds   | 10,310            | -                        | 10,310     |
| General fund                | 49,577            | (3,573)                  | 46,004     |
|                             | 105,662           | (3,573)                  | 102,089    |

### Analysis of net assets between funds - prior year

|                             | Cash at Bank<br>£ | Other<br>Net assets<br>£ | Total<br>£ |
|-----------------------------|-------------------|--------------------------|------------|
| <b>Restricted funds</b>     | 12,635            | -                        | 12,635     |
| <b>Unrestricted funds</b>   |                   |                          |            |
| Designated - closedown fund | 30,000            | -                        | 30,000     |
| General fund                | 20,763            | 2,700                    | 23,463     |
|                             | 63,398            | 2,700                    | 66,098     |

## **CVS SOUTH GLOUCESTERSHIRE**

### **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

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**17      Related party transactions**

There were no transactions with related parties either during 2021 or 2020.

**18      Company limited by guarantee**

CVS South Gloucestershire is a company limited by guarantee and as such has no share capital. In the event of the company being wound up, the liability of the members is limited to £1 each.