

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

England & Wales · Charity number 1102160

Details

Other names	NORTH WEST KENT COUNCIL FOR VOLUNTARY SERVICE
Status	Registered
Legal form	Charitable company
Company number	05020016
Registered	2004-02-18
Register	View on the Charity Commission register

Contact

Address	Northfleet Veterans Club The Hill Northfleet DA11 9EU
Phone	01474 354479
Email	sarah@cvsnwk.org
Website	www.cvsnwk.org

Activities

Objects: TO PROMOTE, OR ASSIST THE PROVISION OF, AND THE DEVELOPMENT OF FACILITIES IN THE INTEREST OF SOCIAL WELFARE, INCLUDING SOCIAL ACTIVITIES, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE LOCAL COMMUNITY;A. TO PROVIDE, OR ASSIST IN THE PROVISION OF, AND THE DEVELOPMENT OF FACILITIES IN THE INTEREST OF SOCIAL WELFARE, INCLUDING SOCIAL ACTIVITIES, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE LOCAL COMMUNITY;B. TO PROVIDE FOR THE PROTECTION OF HEALTH AND THE RELIEF OF POVERTY, DISTRESS AND SICKNESS;C. TO ADVANCE EDUCATION AND LEARNING.D. TO PROMOTE AND ORGANISE CO-OPERATION IN THE ACHIEVEMENT OF THE ABOVE OBJECTS AND TO THAT END TO BRING TOGETHER, THROUGH PARTNERSHIP WORKING, STATUTORY AND PRIVATE SECTOR ORGANISATIONS ENGAGED IN THE FURTHERANCE OF THE ABOVE OBJECTS.E. TO DEVELOP THE CAPACITY AND SKILLS OF THE MEMBERS OF THE DISADVANTAGED COMMUNITY OF THE DARTFORD, GRAVESHAM & SWANLEY AREA IN SUCH A WAY THAT THEY ARE BETTER ABLE TO IDENTIFY, AND HELP MEET THEIR NEEDS AND TO PARTICIPATE MORE FULLY IN SOCIETY

Activities: ADVANCING LOCAL COMMUNITY ACTION IN DARTFORD, GRAVESHAM AND SWANLEY. CVSNWK EXISTS TO PROVIDE SUPPORT AND INFRASTRUCTURE SERVICES AND A REPRESENTATIVE VOICE TO THE THIRD SECTOR WITHIN NORTH WEST KENT BRINGING GROUPS TOGETHER AND PROMOTING COMMUNITY COHESION.

Classification

- **How:** Provides Other Finance, Provides Human Resources, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** NORTH WEST KENT
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£209,292	£188,919	-	-
2024-03-31	£123,696	£153,286	-	-
2023-03-31	£139,722	£162,077	-	-
2022-03-31	£189,597	£165,600	-	-
2021-03-31	£191,577	£198,853	-	-

Trustees

Name	Role	Appointed
ANDREW UPSTILL	Chair	2006-02-19
Genevieve Jones		2023-02-08
Sarah Catherine Maybourne		2023-02-08

Accounts

COMPANY NUMBER: 05020016
CHARITY NUMBER: 1102160

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

(a company limited by guarantee)

TRUSTEES' REPORT and FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2025

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2025

Charity number: 1102160

Company number: 05020016

Registered Office: Northfleet Veterans Club The Hill, Northfleet, Gravesend, Kent, DA11 9EU

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The directors serving during the year and since the year-end were as follows:

<u>Director</u>	<u>Other positions held</u>
S Maybourne	Healthy Living Centre Dartford – Director Stickler Syndrome UK - Trustee
G Jones	Genny Jones Trading Limited - Director
P Scollard	No-Walls Gardens CIC – Director Northfleet Veterans Club Limited - Director
A Upstill - Chair	North Kent MIND – Director

Bankers	CAF Bank 25 Kings Hill Avenue West Malling, ME19 4TA
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Independent Examiner	J P Healey FCA Lindeyer Francis Ferguson Limited North House 198 High Street Tonbridge, Kent TN9 1BE
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Solicitors	Ross Green & Crowe Solicitors 23-25 Copperfields, Dartford, Kent DA1 2DE
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COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

STRATEGIC REPORT

FOR THE YEAR ENDED 31 MARCH 2025

This year has been one of reflection, resilience, and renewal for CVSNEWK. Like many in the voluntary sector, we've faced significant challenges—particularly around funding and capacity—but we've responded with determination and a clear focus on our core purpose.

We began the year by reviewing our structure, funding streams, and service delivery. Our goal was simple: to ensure that every service we offer is underpinned by strong, sustainable grants. The IMPAKT grant has been instrumental in enabling us to provide infrastructure support to local voluntary and community organisations, while other funding has helped secure the stability we need to plan confidently for the future.

This financial foundation has allowed us to refocus on what CVSNEWK was originally created to do: strengthen the infrastructure of the voluntary sector in North West Kent. While we have a proud history of delivering grant-funded projects, our strategic shift this year has been toward empowering others—supporting organisations to grow, collaborate, and thrive.

Partnership working remains central to our approach. Our collaboration with North Kent Mind through the Health Care Alliance is a powerful example of how voluntary sector integration can enhance health outcomes and build stronger community connections.

Due to ongoing financial pressures, our trustees have taken on more operational responsibilities than ever before. Tasks traditionally carried out by the CEO have been absorbed by the Chair and fellow trustees, reflecting their deep commitment to CVSNEWK and the communities we serve. This hands-on leadership has ensured continuity and accountability during a time of transition.

We continue to monitor our finances closely, making sure every pound is spent wisely and that we maintain adequate reserves. While funding for infrastructure remains a challenge, we've ended the year with a positive balance—thanks to careful stewardship and a shared commitment to our mission.

CVSNEWK exists to empower, support, and unite. We believe in the strength of community, the power of collaboration, and the importance of inclusion. By bringing people and organisations together, we help create a society that supports everyone—especially those who need it most.

On behalf of the Board of Trustees, I'd like to thank our staff, volunteers, partners, and funders for their continued support. Together, we are building a stronger, more resilient voluntary sector for North West Kent.



Andrew Upstill - Chair of Trustees

Date: 9.12.25

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

The Directors are pleased to present their report together with financial statements of the charity for the year ending 31 March 2025.

Structure, Governance and Management

Governing document

Council for Voluntary Service North West Kent (CVSNWK) is a company limited by guarantee governed by its Memorandum and Articles of Association dated 12 January 2004 and amended to allow for current governance arrangement on 29 June 2005, 6 September 2006, and the 7 August 2009. It is registered as a charity with the Charity Commission.

Appointment of Trustees

As set out in the Articles of Association, the Chair of the trustees is elected by the Board, following the Annual General Meeting (AGM) The Board is comprised of between 5 and 15 trustees.

All members are circulated with invitations to nominate trustees prior to the AGM, advising them of the number of vacancies and requesting nominations.

Nominees appointed by the Borough and District Councils are subject to the appointment processes of those bodies and the guidelines on appointment to public office as they apply to Local Government nominees.

Expectations of Trustees

The Trustees are expected to attend Board meetings regularly; understand and be committed to CVSNWK policies on values and equal opportunities; share in the governance of the organisation, by agreeing to work in sub-committees and working groups; support all decisions once the majority of the Board has reached them; and be willing to participate in training and strategy meetings.

Trustee induction and training

New trustees undergo an orientation half day to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the Board and decision-making processes, the business plan, and recent financial performance of the charity. During their induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The Board administers the charity and meets bi-monthly during the year. Working groups are created as and when required. In prior years a Chief Officer has been appointed by the trustees to manage day-to-day operations of the charity. To facilitate operations, the Chief Officer has delegated authority, within terms of delegation approved by the trustees for operational matters including finance, employment, and other performance related activity. Currently the charity does not have a CEO.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Risk Management

The trustees have a risk management strategy, which comprises:

- An annual review of the risks the charity may face.
- The establishment of systems and procedures to mitigate those risks identified in the plan.
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.
- Dependency on grants continues to be one of the main risks associated with the charity. However, steps are being taken to build up unrestricted reserves for the charity.

Objectives and activities

The charity's objects and its principal activity for the year continues to be that of promoting any charitable object for the benefit of the community such as development of facilities, protection of health, relief of poverty, promotion of education and learning, primarily, but not exclusively, within the Dartford, Gravesham and Swanley area. The strategies employed to assist the charity to meet these objectives included the following:

- Develop and enhance the provision of information services to meet the needs of the voluntary and community sector;
- Increase the provision and take-up of volunteering opportunities;
- Build capacity of the Charity voluntary organisations and community groups to enable them to secure funds for their activities and services;
- Provide a comprehensive training programme; and
- Promote and participate in local partnerships.

Public Benefit

The Trustees have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's objectives and planning for the future.

Achievements and performance

Key Achievements

1. Organisational Transformation
 - Re-established CVSNWK as a core infrastructure body.
 - Upgraded the charity's website into a resource hub aligned to Four Pillars: leadership, advocacy, capacity building, and collaboration.
 - Increased sector engagement and representation in strategic forums.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

2. Community Involvement

- Improved social media and e-bulletins for outreach.
- Hosted VCSE (Voluntary and Community Sector) Alliance events and community forums.
- Launched the **Community Research Engagement Network** (12 local champions).
- Delivered **CORE20PLUS5** health inequality projects and UKSPF-funded programmes for employability.

3. Partnerships

- Active collaborations with Kent Infrastructure Support Programme, Age UK, Kent Rivers, Active Kent & Medway, and local health alliances.
- Secured additional funding for communications and volunteer brokerage roles.

4. Capacity Building

- Supported **129 organisations** with 1:1 sessions and networking.
- Delivered tailored training (8 courses, 60 participants).
- Provided back-office support, governance advice, and fundraising guidance.
- Monthly payroll service for 8 organisations (30 staff).

5. Volunteering

- 19 new volunteers recruited: 20 organisations offering roles.
- 64 live vacancies promoted online.
- Volunteer stories highlight confidence-building and mental health benefits.
- Challenges: cost-of-living pressures, unrealistic role expectations, and recruitment gaps.

Impact

- **Small Wins:** Practical support for policies, compliance, and volunteer recruitment.
- **Big Picture:** Amplified VCSE voice in strategic decision-making in the region; improved resilience and sustainability.
- **Funding Leverage:** Core funding has enabled additional grants and partnerships (e.g., UKSPF, Active Kent initiatives).

Learning & Future Direction

- The charity has shifted from providing isolated support to being a **strategic enabler and connector**.
- Emphasis on co-design, collaboration, and impact measurement.
- Plans for volunteer recruitment events and stronger feedback loops.
- Continued advocacy for equitable funding and recognition of sector challenges.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Kent Infrastructure Support Programme

CVSNWK has played a key role in this programme, with measurable outcomes to date:

- 301 unique organisations are involved,
- 296 organisations benefit from 1:1 support,
- 39 physical events have been held,
- £72,000 has been secured between 4 organisations under the UK Shared Prosperity Fund,
- Additional funding that has been secured by members of the programme include: two successful lottery bids of £300,289 and £289,230; Core20plus5 funds of £10,000; Colyer Fergusson amounts of £37,000, Awards for All funding of £10,000 and Postcode Lottery funding of £25,000. In total this secured funding amounts to £743,000.

A 2 Way Street - The goal is to **leverage resources into the voluntary sector** by creating partnerships that benefit both sides.

Core Principles

1. **Shared Responsibility**
 - Sectors work together to identify priorities and pool resources—financial, human, and technical.
2. **Influence and Negotiation**
 - VCSE organisations gain a stronger voice in shaping local strategies and funding decisions.
 - Public sector benefits from VCSE's grassroots knowledge and community reach.
3. **Resource Leveraging**
 - Funding streams are aligned so that every pound invested attracts additional support (e.g., match funding, joint bids).
 - Expertise and infrastructure are shared to avoid duplication and maximise impact.
4. **Mutual Benefit**
 - VCSE gets sustainable funding and capacity-building.
 - Public sector achieves better outcomes for communities through trusted local partners.

Why It Matters

- **Improved Visibility:** VCSE organisations become recognised as equal partners.
- **Professional Respect:** Builds trust and credibility between sectors.
- **Supportive Climate:** Encourages collaborative decision-making and long-term planning.
- **Better Outcomes:** Communities benefit from coordinated services and stronger networks.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Support programmes

Kent Infrastructure Partnership

Borne out of the Kent Infrastructure Support Programme, the partnership delivers a diverse and comprehensive programme of specialist support services, however the partners' work is unified by economic, environmental and social outcomes.

A proposal was created and funding secured which would enabled partners to:

- Maintain and extend our existing VCSE support programme,
- Identify and engage with the more hard-to-reach and marginalised VCSEs,
- Undertake a comprehensive consultation on what VCSEs in Kent need going forward, and,
- Thoroughly investigate a range of income streams that could help to sustain the partnership and the VCSE programme.

The importance of VCSE collaborations is widely recognised:

'It has never been more important for charities to consider collaborating with others to achieve their mission and multiply the impact they have across the sector. By working with other charities they can complement their work, minimise duplication - leading to more efficient deployment of resources - and create more coherent pathways for users of multiple services. Great examples of collaboration include signposting, strategic alliances, partnerships and networks formed around a common cause.' [Charities Aid Foundation website]

'Potential benefits of collaborative working:

- *New or improved services*
- *Wider geographical reach or access to new beneficiary groups*
- *More integrated or co-ordinated approach to beneficiary needs*
- *Financial savings and better use of existing resources*
- *Knowledge, good practice and information sharing*
- *Sharing the risk in new and untested projects*
- *Capacity to replicate success*
- *Stronger, united voice*
- *Better co-ordination of organisations' activities*
- *Competitive advantage*
- *Mutual support between organisations*

Ultimately collaborative working should enable you better to meet your beneficiaries' needs.' [NCVO website]

'A solution to the current social and economic issues facing the third sector is charity collaboration. As well as reducing costs, it can help to increase awareness, fundraising, growth and innovation for the collaborating organisations. Furthermore, collaborating charities can grow through interaction with and learning from one another, which can generate improvements in the practices of each party.' [People Know How: Research Briefings, June 2020]

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FOR THE YEAR ENDED 31 MARCH 2025

Since **May 2023**, nine VCSEs have been working together to provide an infrastructure support programme to other VCSEs within KCC's twelve districts. This work is funded by grants from KCC's Infrastructure Support Fund [ISF] and is administrated and overseen by Kent Community Foundation [KCF]. In alphabetical order, the nine organisations in our partnership are:

1. CAP Enterprise Kent [**CAP**]
2. Charity Mentors Kent & Medway [**CMKM**]
3. Council for Voluntary Service North West Kent [**CVSNWK**]
4. Funding for All [**FFA**]
5. Imago Community [**IC**]
6. Safer Communities Alliance [**SCA**]
7. Social Enterprise Kent [**SEK**]
8. Stronger Kent Communities [**SKC**]
9. West Kent Mind [**WKM**]

The aim of the ISF-funded programme is to help VCSEs implement existing or new strategic and organisational initiatives i.e., the important yet unseen elements in the background, without which it would be impossible to deliver services that provide positive change for people and places.

Community Research Engagement Network

The Community Research Engagement Network (CREN) Development Programme, is about looking at improving engagement and participation in research from underserved communities.

Kent and Medway have one of the lowest numbers in the country for people getting involved in health research. Health research also happens less in coastal communities, which means there is less information about the needs of people, and the current support provided may not be right for you and your community. We want to change this. The Community Research Engagement Network (CREN) aims to:

- Be a space for community research advocates representing underserved communities in health and care research across Kent and Medway to engage with academics and researchers.
- Identify opportunities to be engaged in research.
- Hold discussions on the barriers preventing wider participation in research and ask community members the issues that are important to them.
- Support active engagement and participation in surveys and other research tools including clinical trials.

Kent and Medway Voluntary Sector (Health Alliance)

CVSNWK continues to be an integral partner of the Kent and Medway Voluntary Sector Alliance, a county wide partnership encompassing all 4 VCSE Health Alliances which enables the partners to work together.

The local **North Kent Voluntary Sector Alliance** meets four times per year and its role is:

- To become an effective strategic partnership by establishing comprehensive joint working between community and voluntary sector, the NHS and statutory agencies;
- To support a strong health and care system in Kent, and working for the benefit of local people;

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

- To be a group to feed into the NHS Place-based Partnerships and the Kent and Medway Integrated Care System (ICS);
- To identify and raise awareness of gaps in service provision and meet these needs where possible;
- To be a key influencing consortium working collaboratively to support and improve the lives of people in our communities; and,
- To help smaller VCSE organisations engage with the NHS and statutory services.

Reserves policy & Financial Review

Any funds donated to Council for Voluntary Service North West Kent for a specific purpose will be classed as a restricted reserve.

It is the policy of CVSNWK to maintain unrestricted funds, which are the free reserves of the Charity, at a level, which enables the charitable company to have sufficient funds to cover management, administration and support costs and to respond to emergency applications of grants, which arise from time to time.

At the year end the charity had unrestricted reserves of £51,471 (2024: £28,098), of which £4,820 is designated for future redundancy costs and £530 relates to fixed assets. This leaves unrestricted free reserves of £46,151, which are deemed sufficient to cover four months of ongoing running costs prior to the allocation of any support costs to restricted funds. As per note 2.2, we are now one year into our 3 year National Lottery Community Fund project which runs to March 2027, and all is going well. As such, the Trustees have assessed that there are no significant doubts over the charity's ability to continue as a going concern.

A positive way forward

We believe that having financial stability is far more important than just securing the finances of the organisation and supporting the community. It enables us to not only support the organisation for the purposes of providing projects and services, but it also enables the community it supports to feel safer and far more secure within itself. Financial stability also builds growth and opportunities and creates happier people living amongst us.

At this period of writing, our society is undergoing quite a turbulent time currently with marches on the streets scapegoating minorities and people seen by some as being "different". At CVSNWK we believe our work brings everyone together and creates a much better social structure helping people feel safer, more secure and engaged within their communities whoever they are, and we believe that communities are happier and more secure when working together.

We have always been very frugal with the money we have and carefully look at what we spend. We carefully and regularly monitor our reserves to make sure we are secure in the event of any difficulties. We feel really pleased that we have endured the lean and challenging times and coped with the difficulties in the past to now be able to enjoy a brighter future.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Trustees' responsibilities statement

The Trustees (who are also directors of Council For Voluntary Service North West Kent for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

This report was approved by the Trustees, on 9/12/25 and signed on their behalf by:



Andrew Upstill – Chair of Trustees

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

I report to the trustees on my examination of the accounts of Council For Voluntary Service North West Kent ('the charity') for the year ended 31 March 2025.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material 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 130 of the 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 Companies Act 2006 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.



Date: 22 December 2025

Jonathan Healey FCA
Lindeyer Francis Ferguson Limited
North House
198 High Street
Tonbridge
Kent TN9 1BE

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025

		<i>Unrestricted funds 2025 £</i>	<i>Restricted funds 2025 £</i>	<i>Total funds 2025 £</i>	<i>Total funds 2024 £</i>
	Note				
Income from:					
Grants and donations		188	985	1,173	5,010
Charitable activities	3	16,650	183,844	200,494	112,190
Other trading activities	5	6,276	90	6,366	5,898
Investments		1,259	-	1,259	598
		<u>24,373</u>	<u>184,919</u>	<u>209,292</u>	<u>123,696</u>
Expenditure on:					
Raising funds	7	521	1,181	1,702	184
Charitable activities	4	833	186,384	187,217	153,102
		<u>1,354</u>	<u>187,565</u>	<u>188,919</u>	<u>153,286</u>
Net income/(expenditure)	10	23,019	(2,646)	20,373	(29,590)
Transfers between funds		354	(354)	-	-
Net movement in funds		<u>23,373</u>	<u>(3,000)</u>	<u>20,373</u>	<u>(29,590)</u>
Reconciliation of funds:					
Total funds brought forward		28,098	29,086	57,184	86,774
Total funds carried forward	15	<u>51,471</u>	<u>26,086</u>	<u>77,557</u>	<u>57,184</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

BALANCE SHEET AS AT 31 MARCH 2025

		2025	2025	2024	2024
		£	£	£	£
	Note				
Fixed assets					
Tangible assets	12		530		442
Current assets					
Debtors	13	198		2,084	
Cash at bank and in hand		105,548		79,442	
		<u>105,746</u>		<u>81,526</u>	
Liabilities					
Creditors: amounts falling due within one year	14	(28,719)		(24,784)	
Net current assets			77,027		56,742
Total net assets			<u>77,557</u>		<u>57,184</u>
The funds of the charity					
Unrestricted funds			51,471		28,098
Restricted funds			26,086		29,086
Total funds	15		<u>77,557</u>		<u>57,184</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have 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 responsibility for complying with the requirements of the Companies Act 2006 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.

Approved by the board of trustees on 9/12/25 and signed on its behalf by:



A Upstill
Trustee

Company number: 05020016

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1 STATUS

Council for Voluntary Service North West Kent is a charitable company limited by guarantee incorporated in England and Wales. In the event of a winding up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is Northfleet Veterans Club, The Hill, Northfleet, Gravesend, Kent, DA11 9EU.

2 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2.1 Basis of preparation

The financial statements have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Council for Voluntary Service North West Kent meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are presented in pounds sterling and rounded to the nearest pound.

2.2 Going Concern

The Trustees have assessed that there are no significant doubts over the charity's ability to continue as a going concern. This is on the basis that the charity has funding from the National Lottery Community Fund (IMPAKT) until March 2027, to deliver a programme of support and development for the voluntary and community sector across Dartford, Gravesham and Swanley. As a result, the financial statements have been prepared on a going concern basis.

2.3 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants (including government grants), this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Where grants are received in response to a proposal including a budgeted timescale, such that the timescale for the expenditure is implicit in the grant agreement, the income is recognised in accordance with that timescale.

Investment income is recognised when receivable. Interest is accounted for as accrued income where it is due but has not yet been credited.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

2.3 Income *continued*

Incoming resources from charitable activities are recognised to the extent that the charity has provided the contracted services and has been analysed between the activities undertaken by the charitable company.

2.4 Expenditure

Expenditure and related liabilities are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be measured or estimated reliably.

Expenditure is stated gross of irrecoverable VAT and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds includes the costs associated with attracting donations and grants and the costs of fundraising trading activities.

Expenditure on charitable activities includes the cost of projects funded directly and projects funded by way of grants to organisations, related staff costs, and an allocation of support costs. Support costs are those functions that assist the work of the charity but do not directly relate to delivery of the charitable activities.

2.5 Taxation

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

2.6 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation on transition less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated realisable value of each asset over its expected useful life, as follows:

Computer equipment	33.3% reducing balance
Furniture, fixtures and equipment	33.3% reducing balance

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

2.8 Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Short term basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2.9 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term. The only operating lease relates to the charity's premises.

2.10 Pensions

The charitable company makes pension contributions into employees' private pension schemes. Contributions are recognised in the statement of financial activities when payable.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

3 Income from charitable activities														
	Big Local £	Base Camp		Colyer		Community Cupboard	Kent Infrastructure Support fund		IMPAKT £	Let's Reconnect		Other	Total 2025 £	Total 2024 £
		GBC £		Fergusson	Our Place £		£			£				
Grants receivable	-	6,100		-	654	14,640	28,197		62,999	71,254		150	183,994	108,244
Project work	-	-		-	-	-	-		-	-		16,500	16,500	3,946
	-	6,100		-	654	14,640	28,197		62,999	71,254		16,650	200,494	112,190
4 Expenditure on charitable activities														
	Big Local £	Base Camp		Colyer		Community Cupboard	Kent Infrastructure Support fund		IMPAKT £	Let's Reconnect		Other	Total 2025 £	Total 2024 £
		GBC £		Fergusson	Our Place £		£			£				
Direct activity costs	13,775	85		-	510	1,598	13,755		826	63,260		217	94,026	31,951
Direct staff costs	-	423		5,000	-	4,713	5,018		57,592	-		616	73,362	85,885
Support costs	3,428	577		-	111	5,932	3,218		3,400	3,163		-	19,829	35,266
	17,203	1,085		5,000	621	12,243	21,991		61,818	66,423		833	187,217	153,102

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

5 Income from other trading activities

	2025 £	2024 £
Recovered costs:		
Other recovered costs	330	385
Administration fees charged	4,348	3,678
Training	1,688	1,835
	<u>6,366</u>	<u>5,898</u>

6 Restricted income

In the comparative period, restricted income was received as follows:

	2024 £
Charitable activities	112,190
Grants and donations	5,000
Investments	76
	<u>117,266</u>

7 Expenditure on raising funds

	2025 £	2024 £
Training - other costs	1,702	184
	<u>1,702</u>	<u>184</u>

8 Support costs

	2025 £	2024 £
Staff Costs support	4,360	20,155
Rent and rates	6,000	6,000
Insurance	785	786
Printing, postage and stationery	2,382	1,024
Telephone	185	93
Computer expenses	1,456	2,217
Subscriptions and membership	402	112
Payroll services	494	1,404
Miscellaneous expenses	54	236
Advertising	96	-
Bank charges	60	60
Depreciation of fixed assets	265	221
Governance costs:		
Independent Examiner's fee	995	963
Accountancy fees	2,245	1,995
AGM / Board expenses	50	-
	<u>19,829</u>	<u>35,266</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

9 Restricted expenditure

In the comparative period, expenditure from restricted funds was as follows:

	2024 £
Charitable activities	151,717

10 Net expenditure

	2025 £	2024 £
This is stated after charging:		
Depreciation	265	221
Operating lease payments	6,000	6,000

11 Staff costs

	2025 £	2024 £
Wages and salaries	46,606	81,511
Employer's National Insurance	-	796
Employer's pension contributions	402	1,517
Subcontractor costs	30,714	22,216
	77,722	106,040

The average number of employees on a headcount basis was:

	2025 No	2024 No
Council for Voluntary Service	4	2
Big Local	-	2
	4	4

No employee received remuneration (excluding employer pension contributions) amounting to more than £60,000 during either year.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

12 Tangible fixed assets

	Furniture, fixtures, equipment £	Computer Equipment £	Total £
Cost			
At 1 April 2024	13,687	3,786	17,473
Additions	354	-	354
At 31 March 2025	14,041	3,786	17,827
Depreciation			
At 1 April 2024	13,661	3,370	17,031
Charge for the year	127	139	266
At 31 March 2025	13,788	3,509	17,297
Net book value			
At 31 March 2025	253	277	530
At 31 March 2024	26	416	442

13 Debtors

	2025 £	2024 £
Fees and grants receivable	198	2,084
	198	2,084

14 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	4,011	-
Accruals and deferred income	10,770	2,748
Funds held for other organisations	13,938	22,036
	28,719	24,784

Funds held as agent:

The following income was received, and expenditure met, on behalf of the organisations which have their funds held by Council for Voluntary Service North West Kent:

Northfleet Veterans Club - income of £20,130 was received, payments of £18,052 were incurred and agent's fees of £3,531 were charged on behalf of the Club. £13,938 was held at the year-end (2024: £15,391). Peter Scollard, a trustee of the charity, is also a director of Northfleet Veterans Club Limited.

Circus of Life - payments of £6,645 were made on behalf of the club and nothing is held at the year-end (2024: £6,645).

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

15 Movement on funds

Current period:	At 1 April 2024 £	Income £	Expenditure £	Transfers £	At 31 March 2025 £
Unrestricted funds:					
General fund	23,278	24,373	(1,354)	354	46,651
Designated fund:					
Redundancy costs	4,820	-	-	-	4,820
	<u>28,098</u>	<u>24,373</u>	<u>(1,354)</u>	<u>354</u>	<u>51,471</u>
Restricted funds:					
Northfleet Big Local	17,203	-	(17,203)	-	-
Base Camp GBC	-	6,100	(1,085)	-	5,015
Our Place	6,883	654	(621)	-	6,916
Community Cupboard	-	15,715	(12,243)	(354)	3,118
Kent infrastructure Support Fund	-	28,197	(21,991)	-	6,206
IMPAKT	-	62,999	(62,999)	-	-
Let's Reconnect	-	71,254	(66,423)	-	4,831
Colyer Fergusson	5,000	-	(5,000)	-	-
	<u>29,086</u>	<u>184,919</u>	<u>(187,565)</u>	<u>(354)</u>	<u>26,086</u>
Total funds	<u>57,184</u>	<u>209,292</u>	<u>(188,919)</u>	<u>-</u>	<u>77,557</u>
Prior period:	At 1 April 2023 £	Income £	Expenditure £	Transfers £	At 31 March 2024 £
Unrestricted funds:					
General fund	17,340	6,429	(1,568)	1,077	23,278
Designated fund:					
Redundancy costs	5,897	-	-	(1,077)	4,820
	<u>23,237</u>	<u>6,429</u>	<u>(1,568)</u>	<u>-</u>	<u>28,098</u>
Restricted funds:					
Northfleet Big Local	43,625	56,619	(83,041)	-	17,203
Big Local - Non Lottery	8,139	2,455	(10,594)	-	-
Gravesham Place IAG	6,578	-	(6,578)	-	-
Our Place	5,195	17,686	(15,998)	-	6,883
Voluntary and Community Sector Alliance	-	8,500	(8,500)	-	-
Involve	-	3,750	(3,750)	-	-
Communiy Research Engagement Network (CREN)	-	5,750	(5,750)	-	-
Kent infrastructure Support Fund	-	17,507	(17,507)	-	-
Colyer Fergusson	-	5,000	-	-	5,000
	<u>63,537</u>	<u>117,267</u>	<u>(151,718)</u>	<u>-</u>	<u>29,086</u>
Total funds	<u>86,774</u>	<u>123,696</u>	<u>(153,286)</u>	<u>-</u>	<u>57,184</u>

15 Movement on funds *continued*

Designated funds

Redundancy costs

The trustees designated funds to cover redundancy costs that arose when one of the projects ceased in March 2024 and in the event that the organisation did not receive further funding in the year to 31 March 2025.

Restricted Funds

Northfleet Big Local

CVSNWK is the Local Trusted Organisation for the Northfleet Big Local and is responsible for the grant given to the Northfleet North Community. CVSNWK holds the responsibility to ensure the grant is spent in line with the grant agreement and is also responsible for the quarterly and end of year returns. All monies coming into the Big Local pot are included within the CVSNWK accounts, in line with the agreement with Northfleet Big Local.

Big Local- Non Lottery

This is the hub that the Big Local Trust now operate from and is funded by the Big Local Trust with funds generated being utilised on the Big Local project.

Gravesham Place IAG Service

CVSNWK works in partnership with KCC Adult Services and employs part time members of staff who are seconded over to work in the Day Centre reception and other reception areas around the hospital.

Our Place

Our place is the community shop which takes place on a Tuesday, working alongside Giving World. Our Place work with anyone in need at the time and receive free goods which are subsequently donated. These goods are difficult to quantify in terms of value, as they consist of clothes and small household items.

Involve

This grant was used to support CVSNWK in running the Community Cupboard project.

Voluntary and Community Sector Alliance

The Alliance has been established to create a partnership between the community and voluntary sector, the NHS and statutory agencies. The funding helps set up and facilitate alliance meetings (at least 4 a year), run local events and workshops which engage with smaller VCSE (Voluntary, Community and Social Enterprise) groups in the area (at least 2 a year) and help the NHS and statutory bodies to engage and communicate with the wider VCSE sector.

Kent infrastructure support fund

This grant was received in 2023/24 to support CVS NWK to provide building support to the voluntary sector in Kent.

Community Research Engagement Network

This funding was received to help the charity engage with under-represented communities in research to understand barriers to engagement and participation. This will focus on going to those local communities and holding listening events.

Colyer Fergusson

A stabilising grant towards core salary costs to provide voluntary and community sector infrastructure support.

Base Camp Gravesham Borough Council

This funding was received to help run a breakfast Club with a focus on supporting the local armed forces community.

Community Cupboard

The Community Cupboard works with anyone in need at the time and offers free goods which have been previously donated. These goods typically consist of food, clothes and small household items.

IMPAKT

This lottery funding was received to help the charity cover its core costs in order that it can continue to provide voluntary and community sector infrastructure support.

Let's Reconnect

The charity has been commissioned by Gravesham Borough Council as the lead delivery partner for several projects under the Council's investment plan which in turn is funded by the UK Shared Prosperity Fund.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

16 Analysis of net assets between funds

Current period:	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Tangible fixed assets	530	-	530
Net current assets	50,941	26,086	77,027
	<u>51,471</u>	<u>26,086</u>	<u>77,557</u>
Prior period:	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	442	-	442
Net current assets	27,656	29,086	56,742
	<u>28,098</u>	<u>29,086</u>	<u>57,184</u>

17 Related party transactions

The Board of Trustees are considered to be the charity's key management personnel.

Sarah Maybourne, a trustee, has been engaged on a self-employed basis under a service level agreement to provide services for the charity's various projects. The total fees paid in the year to 31 March 2025 were £29,544 (2024: £22,215). Sarah Maybourne also received reimbursed travel expenses of £391 (2024: £Nil).

During the year, Peter Scollard, a trustee, was engaged to provide services for the Base Camp project. The total fees paid in the year to 31 March 2025 were £240 (2024: £Nil).

No other trustees received reimbursed expenses during the year.

No trustee received any remuneration during the year in their role as trustee of the charity.

Accounts

COMPANY NUMBER: 05020016
CHARITY NUMBER: 1102160

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

(a company limited by guarantee)

TRUSTEES' REPORT and FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2024

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2024

<u>Charity number:</u>	1102160
<u>Company number:</u>	05020016
<u>Registered Office:</u>	Northfleet Veterans Club The Hill, Northfleet, Gravesend, Kent, DA11 9EU

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The directors serving during the year and since the year-end were as follows:

<u>Director</u>	<u>Other positions held</u>
S Maybourne	Healthy Living Centre Dartford - Director
G Jones	Independent
P Scollard (appointed 10/5/2023)	No-Walls Gardens CIC - Director
A Upstill - Chair	North Kent MIND – Director
J Thornton (resigned 10/5/2023)	CAS Community Solutions CIC
Cllr A Sandhu MB (resigned 5/6/2023)	Dartford Borough Council Rep
 Bankers	 CAF Bank 25 Kings Hill Avenue West Malling, ME19 4TA
 Independent Examiner	 J P Healey FCA Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge, Kent TN9 1BE
 Solicitors	 Ross Green & Crowe Solicitors 23-25 Copperfields, Dartford, Kent DA1 2DE

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

STRATEGIC REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Welcome to our 23/24 fiscal year Impact Report. Once again it has been a challenging year however, with the efforts of the Board and our senior management team we have established a strong foundation for CVS NWK to move forward.

However, we are delighted to present our report where we have continued to act as a recognised local infrastructure organisation across Gravesham and Dartford & Swanley to offer support and development to voluntary and community sector organisations to help them be effective, efficient and to thrive in the face of diversity.

There are still many challenges for the future, and this we recognise. Local infrastructure contributes to thriving communities. We are calling on our strategic partners to recognise the value of local infrastructure, and to work with us to achieve positive outcomes. We provide direct support for communities and the VCSE sector through being an embedded presence in a local area. All communities need an active and engaged voluntary sector, supported by high-quality local infrastructure. However, systemic change is essential to address issues caused by austerity, fragmented commissioning, and short-term funding. The voluntary sector, with its diverse assets and approach, are needed including adequate funding, which will allow the voluntary sector to focus on building thriving communities.

About Council for Voluntary Service Northwest Kent (CVS NWK)

CVS NWK has been supporting VCO's across DGS (Dartford, Gravesham and Swanley) since 1987; it has stood the test of time, proving that sustainability can be achieved even in the most austere circumstances.

CVS NWK works across four strategic themes. We deliver support and development services in the following categories:

- Leadership and Representation/advocacy
- Partnerships and Collaboration
- Capacity building
- Volunteering

And, in partnership with local communities we deliver services that they identify and need, including:

- Community Cupboard
- Warm Hub
- Training (in partnership with Kent Adult Education)
- Over 50's Forum.

Leadership and advocacy/representation

Our role here is to stimulate conversation and debate regarding all issues that may affect the voluntary sector e.g., budget cuts, new alliances, UK (United Kingdom) Shared Prosperity and Levelling up. We have campaigned throughout the year to ensure that VCSE (Voluntary, Community and Social Enterprise) voices are heard and that the value and importance of the sector and its services and activities are recognised in supporting local priorities.

We have been involved in and facilitated the following:

Kent and Medway Voluntary Sector Alliance – This is a county wide partnership encompassing all 4 VCSE Health Alliances which enables the partners to work together to promote equality, improve health inequalities and to help families and communities to achieve and maintain wellbeing.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

STRATEGIC REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Community Research Engagement Network – Gain trust and build relationships with underrepresented communities in matters of research through local events and tailored training. Its aims are to:

- Support and fund co-ordination of the VCSE, local communities and researchers,
- Formalise community engagement by acting on what communities are telling us matters to them,
- Be transparent, sharing insights from research back with local communities, and,
- Be effective and build sustainability for the continued growth of the Community Research Engagement Network (CREN).

Partnerships and collaboration

The Kent Infrastructure Support Programme:

It exists to support charities, community groups and CICs with existing, dormant or new infrastructure projects, and has been made possible thanks to funding from Kent County Council. Nine organisations were awarded grants through Kent Community Foundation to enable them to offer services to others within the voluntary sector. Awarded organisations are working as a group to identify and tackle challenges within the sector to best support charitable organisations.

We are working in partnership with Swale Community and Voluntary Services to deliver this programme. The deliverables in the first year are covered in more detail within the Trustees' report.

We are also working closely with the three district councils, Dartford, Gravesham, and Sevenoaks, to act as representatives from the voluntary and community sector.

We are delighted to announce that we have, in January 2024, been advised of our successful funding bid to the National Lottery Community Fund to deliver infrastructure support services across Dartford, Gravesham and Swanley for the next 3 years.

 (S. Maybourne)
Sarah Maybourne – Trustee

Date:

18.9.24

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

The Directors are pleased to present their report together with financial statements of the charity for the year ending 31 March 2024.

Structure, Governance and Management

Governing document

Council for Voluntary Service North West Kent (CVSNWK) is a company limited by guarantee governed by its Memorandum and Articles of Association dated 12 January 2004 and amended to allow for current governance arrangement on 29 June 2005, 6 September 2006, and the 7 August 2009. It is registered as a charity with the Charity Commission.

Appointment of Trustees

As set out in the Articles of Association, the Chair of the trustees is elected by the Board, following the Annual General Meeting (AGM) The Board is comprised of between 5 and 15 trustees.

All members are circulated with invitations to nominate trustees prior to the AGM, advising them of the number of vacancies and requesting nominations.

Nominees appointed by the Borough and District Councils are subject to the appointment processes of those bodies and the guidelines on appointment to public office as they apply to Local Government nominees.

Expectations of Trustees

The Trustees are expected to attend Board meetings regularly; understand and be committed to CVSNWK policies on values and equal opportunities; share in the governance of the organisation, by agreeing to work in sub-committees and working groups; support all decisions once the majority of the Board has reached them; and be willing to participate in training and strategy meetings.

Trustee induction and training

New trustees undergo an orientation half day to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the Board and decision-making processes, the business plan, and recent financial performance of the charity. During their induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The Board administers the charity and meets bi-monthly during the year. Working groups are created as and when required. In prior years a Chief Officer is appointed by the trustees to manage day-to-day operations of the charity. To facilitate operations, the Chief Officer has delegated authority, within terms of delegation approved by the trustees for operational matters including finance, employment, and other performance related activity.

This year, the CEO role has been split between an Operations Manager and a Strategic Lead which has worked well and the role will continue in this format.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Risk Management

The trustees have a risk management strategy, which comprises:

- An annual review of the risks the charity may face.
- The establishment of systems and procedures to mitigate those risks identified in the plan.
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.
- Dependency on grants continues to be one of the main risks associated with the charity. However, steps are being taken to build up designated reserves for the charity.

Objectives and activities

The charity's objects and its principal activity for the year continues to be that of promoting any charitable object for the benefit of the community such as development of facilities, protection of health, relief of poverty, promotion of education and learning, primarily, but not exclusively, within the Dartford, Gravesham and Swanley area. The strategies employed to assist the charity to meet these objectives included the following:

- Develop and enhance the provision of information services to meet the needs of the voluntary and community sector;
- Increase the provision and take-up of volunteering opportunities;
- Build capacity of the Charity voluntary organisations and community groups to enable them to secure funds for their activities and services;
- Provide a comprehensive training programme; and
- Promote and participate in local partnerships.

Public Benefit

The Trustees have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's objectives and planning for the future.

Achievements and performance

Information services

We provide regular information on our Facebook page of recent events and opportunities for access by our local community, this includes employment, volunteer opportunities, local activities, training events, promotion of other voluntary organisations and any other relevant news for the Sector.

Volunteering opportunities

We use volunteers within our organisation to help deliver projects and events.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Support programmes

The Infrastructure Support Fund has been made possible thanks to funding from Kent County Council.

It exists to support charities, community groups and CICs with existing, dormant or new infrastructure projects. Nine organisations were awarded grants through Kent Community Foundation to enable them to offer services to others within the voluntary sector.

Cabinet Member for Community and Regulatory Services Mike Hill said: ***"We are used to seeing the extraordinary front-end work of our Kent charities, community groups and CICs, however this fund supports the important but unseen elements without which it would not be possible to sustain those transformational outcomes."***

This support will allow organisations to evolve and adapt, enabling them to develop fundraising skills and strategy and financial resilience. They can also, access training on governance and policy, mentoring schemes, leadership programmes and vital peer support networks. They will be able to tackle recruitment and retention, serving to strengthen the impact of the voluntary sector in the county."

Awarded organisations are working as a group to identify and tackle challenges within the sector to best support charitable organisations.

We are working in partnership with Swale Community and Voluntary Services to deliver this programme. In its first year we delivered:

194 unique organisations have been supported.

192 1:1 sessions have been delivered

100 organisations have taken advantage of networking and collaboration opportunities

34 group sessions have been delivered

30 events (a combination of virtual and in person).

25 individuals who are looking to set up organisations but have not yet chosen a structure.

24 organisations have accessed back-office support

15 organisations have asked for fundraising and income generation support

12 organisations have spoken to us about staff management including volunteers

7 organisations have asked for marketing support

4 organisations have accessed board, trustees, and leadership support

2 organisations have asked about information relating to mergers and closures

1 organisation has asked for support with strategic planning, including impact measurement.

Local Partnerships

CVSNWK continues to be a leading partner of the Kent and Medway Voluntary Sector Alliance, a county wide partnership encompassing all 4 VCSE Health Alliances which enables the partners to work together.

The local North Kent Voluntary Sector Alliance meets four times per year and its role is:

- To become an effective strategic partnership by establishing comprehensive joint working between community and voluntary sector, the NHS and statutory agencies;
- To support a strong health and care system in Kent, and working for the benefit of local people;

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

- To be a group to feed into the NHS Place-based Partnerships and the Kent and Medway Integrated Care System (ICS);
- To identify and raise awareness of gaps in service provision and meet these needs where possible;
- To be a key influencing consortium working collaboratively to support and improve the lives of people in our communities; and,
- To help smaller VCSE organisations engage with the NHS and statutory services.

Community Cupboard

The Community Cupboard (formally known as Our Place Project) offers a weekly place for local people to meet, socialise, access local support, information and access a range of essential items donated by Giving World.

Reserves policy & Financial Review

Any funds donated to Council for Voluntary Service North West Kent for a specific purpose will be classed as a restricted reserve.

It is the policy of CVS NWK to maintain unrestricted funds, which are the free reserves of the Charity, at a level, which enables the charitable company to have sufficient funds to cover management, administration and support costs and to respond to emergency applications of grants, which arise from time to time.

At the year end the charity had unrestricted reserves of £27,656 (2023: £22,574), of which £4,820 is designated for future redundancy costs. This leaves unrestricted free reserves of £22,836, which are deemed sufficient to cover three months of ongoing running costs prior to the allocation of any support costs to restricted funds. As per note 2.2, we are delighted to announce that in January 2024, we were advised of our successful funding bid to the National Lottery Community Fund to deliver infrastructure support services across Dartford, Gravesham and Swanley for the next 3 years. As such, the Trustees have assessed that there are no significant doubts over the charity's ability to continue as a going concern.

A positive way forward

I am happy to report that The Council for Voluntary Service North West Kent is in a much stronger position both strategically in practical terms and financially than it was last year.

There are parts of every annual trustee report that echoes last years and in many cases the years preceding it. This report is no exception to that and indeed acts as a timeline for the activities of the charity and its ups and downs over the years. We are in a wonderful position now of being on one of the ups of this cycle.

We have previously struggled to obtain funding for supporting the infrastructure of our community which is what CVS's main function is. We have managed to obtain three years funding through our IMPAKT grant alongside our other smaller grants to put us in a secure position. This gives us greater stability and security within our organisation enabling CVS to empower the local community to function better and support it by deliver volunteering activities, community cohesion and engagement in a much better and more comprehensive way.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

We believe that having financial stability is far more important than just securing the finances of the organization and supporting the community. It enables us to not only support it for the purposes of providing projects and services, it enables that community to feel safer, far more secure within itself, builds growth and opportunities and creates happier people living amongst us.

At this period of writing, our society is undergoing quite a turbulent time currently with marches on the streets scapegoating minorities and people seen by some as being different from ourselves. At CVS we believe our work brings everyone together and creates a much better social structure helping people feel safer, more secure and engaged within their communities whoever they are, and we believe that communities are happier and more secure when we work as a community together.

We have always been very frugal with the money we have and carefully look at what we spend. We carefully monitor our reserves regularly to make sure we are secure in the event of any difficulties. As chair writing this and a trustee of 20 years within CVS I feel really pleased that we have endured the lean and challenging times and coped with the difficulties in the past to now be able to enjoy a brighter future.

Trustees' responsibilities statement

The Trustees (who are also directors of Council For Voluntary Service North West Kent for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

This report was approved by the Trustees, on 17/9/24 and signed on their behalf by:



Andrew Upstill - Chair

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

I report to the trustees on my examination of the accounts of Council For Voluntary Service North West Kent ('the charity') for the year ended 31 March 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material 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 130 of the 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 Companies Act 2006 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.



.....

Jonathan Healey FCA
Lindeyer Francis Ferguson Limited
North House
198 High Street
Tonbridge
Kent TN9 1BE

Date: 19 September 2024

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024**

		<i>Unrestricted funds 2024 £</i>	<i>Restricted funds 2024 £</i>	<i>Total funds 2024 £</i>	<i>Total funds 2023 £</i>
	Note				
Income from:					
Grants and donations		10	5,000	5,010	1,897
Charitable activities	3	-	112,190	112,190	129,863
Other trading activities	5	5,898	-	5,898	7,677
Investments		522	76	598	285
		<u>6,430</u>	<u>117,266</u>	<u>123,696</u>	<u>139,722</u>
Expenditure on:					
Raising funds	7	184	-	184	973
Charitable activities	4	1,385	151,717	153,102	161,104
		<u>1,569</u>	<u>151,717</u>	<u>153,286</u>	<u>162,077</u>
Net income/(expenditure)	10	4,861	(34,451)	(29,590)	(22,355)
Transfers between funds		-	-	-	-
Net movement in funds		4,861	(34,451)	(29,590)	(22,355)
Reconciliation of funds:					
Total funds brought forward		23,237	63,537	86,774	109,129
Total funds carried forward	15	<u>28,098</u>	<u>29,086</u>	<u>57,184</u>	<u>86,774</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

BALANCE SHEET AS AT 31 MARCH 2024

		2024 £	2024 £	2023 £	2023 £
	Note				
Fixed assets					
Tangible assets	12		442		663
Current assets					
Debtors	13	2,084		6,975	
Cash at bank and in hand		79,442		83,169	
		<u>81,526</u>		<u>90,144</u>	
Liabilities					
Creditors: amounts falling due within one year	14	(24,784)		(4,033)	
Net current assets			56,742		86,111
Total net assets			<u>57,184</u>		<u>86,774</u>
The funds of the charity					
Unrestricted funds			28,098		23,237
Restricted funds			29,086		63,537
Total funds	15		<u>57,184</u>		<u>86,774</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have 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 responsibility for complying with the requirements of the Companies Act 2006 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.

Approved by the board of trustees on 18/19/24 and signed on its behalf by:



A Upstill

Trustee (CHAIR).

Company number: 05020016

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1 STATUS

Council for Voluntary Service North West Kent is a charitable company limited by guarantee incorporated in England and Wales. In the event of a winding up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is Northfleet Veterans Club, The Hill, Northfleet, Gravesend, Kent, DA11 9EU.

2 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2.1 Basis of preparation

The financial statements have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Council for Voluntary Service North West Kent meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are presented in pounds sterling and rounded to the nearest pound.

2.2 Going Concern

The Trustees have assessed that there are no significant doubts over the charity's ability to continue as a going concern. We are delighted to say that we have been successful in our 3 year National Lottery Community Fund Application and that we will be delivering a programme of support and development for the voluntary and community sector across Dartford, Gravesham and Swanley until March 2027. As a result, the financial statements have been prepared on a going concern basis.

2.3 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants (including government grants), this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Where grants are received in response to a proposal including a budgeted timescale, such that the timescale for the expenditure is implicit in the grant agreement, the income is recognised in accordance with that timescale.

Investment income is recognised when receivable. Interest is accounted for as accrued income where it is due but has not yet been credited.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

2.3 Income *continued*

Incoming resources from charitable activities are recognised to the extent that the charity has provided the contracted services and has been analysed between the activities undertaken by the charitable company.

2.4 Expenditure

Expenditure and related liabilities are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be measured or estimated reliably.

Expenditure is stated gross of irrecoverable VAT and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds includes the costs associated with attracting donations and grants and the costs of fundraising trading activities.

Expenditure on charitable activities includes the cost of projects funded directly and projects funded by way of grants to organisations, related staff costs, and an allocation of support costs. Support costs are those functions that assist the work of the charity but do not directly relate to delivery of the charitable activities.

2.5 Taxation

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

2.6 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation on transition less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated realisable value of each asset over its expected useful life, as follows:

Computer equipment	33.3% reducing balance
Furniture, fixtures and equipment	33.3% reducing balance

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

2.8 Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Short term basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2.9 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term. The only operating lease relates to the charity's premises.

2.10 Pensions

The charitable company makes pension contributions into employees' private pension schemes. Contributions are recognised in the statement of financial activities when payable.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

4 Expenditure on charitable activities

15

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

5 Income from other trading activities

	2024	2023
	£	£
Recovered costs:		
DBS checks	-	712
Other recovered costs	385	670
Administration fees charged	3,678	720
Training	1,835	5,575
	<u>5,898</u>	<u>7,677</u>

6 Restricted income

In the comparative period, restricted income was received as follows:

	2023
	£
Charitable activities	129,863
	<u>129,863</u>

7 Expenditure on raising funds

	2024	2023
	£	£
DBS checks recoverable	-	872
Training - other costs	184	101
	<u>184</u>	<u>973</u>

8 Support costs

	2024	2023
	£	£
Staff costs	20,155	35,898
Rent and rates	6,000	7,560
Insurance	786	1,193
Printing, postage and stationery	1,024	1,242
Telephone	93	393
Computer expenses	2,217	4,113
Subscriptions and membership	112	205
Payroll services	1,404	477
Volunteer expenses	-	30
Miscellaneous expenses	236	221
Advertising	-	48
Bank charges	60	54
Travel	-	72
Depreciation of fixed assets	221	331
Governance costs:		
Independent Examiner's fee	963	682
Accountancy fees	1,995	2,048
	<u>35,266</u>	<u>54,567</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024****9 Restricted expenditure**

In the comparative period, expenditure from restricted funds was as follows:

	2023
	£
Charitable activities	154,045

10 Net expenditure

	2024	2023
	£	£
This is stated after charging:		
Depreciation	221	331
Operating lease payments	6,000	7,560

11 Staff costs

	2024	2023
	£	£
Wages and salaries	81,511	98,249
Employer's National Insurance	796	2,141
Employer's pension contributions	1,517	1,477
Subcontractor costs	22,216	21,140
	106,040	123,007

The average number of employees on a headcount basis was:

	2024	2023
	No	No
Council for Voluntary Service	2	4
Big Local	2	2
	4	6

No employee received remuneration (excluding employer pension contributions) amounting to more than £60,000 during either year.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

12 Tangible fixed assets

	Furniture, fixtures, equipment £	Computer Equipment £	Total £
Cost			
At 1 April 2023	13,687	3,786	17,473
At 31 March 2024	13,687	3,786	17,473
Depreciation			
At 1 April 2023	13,648	3,162	16,810
Charge for the year	13	208	221
At 31 March 2024	13,661	3,370	17,031
Net book value			
At 31 March 2024	26	416	442
At 31 March 2023	39	624	663

13 Debtors

	2024 £	2023 £
Fees and grants receivable	2,084	6,975
	<u>2,084</u>	<u>6,975</u>

14 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	-	748
Accruals and deferred income	2,748	2,640
Funds held for other organisations	22,036	299
Other creditors	-	346
	<u>24,784</u>	<u>4,033</u>

Funds held as agent:

The following income was received, and expenditure met, on behalf of the organisations which have their funds held by Council for Voluntary Service North West Kent:

Northfleet Veterans Club - income of £28,686 was received, payments of £10,426 and the agent's fees of £2,869 were made on behalf of the Club.

Hive Alive - payments of £284 and the agent's fee for the year of £15 was met on their behalf.

Circus of Life - income of £6,645 was received and is held at the year-end.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

15 Movement on funds

Current period:	At 1 April 2023 £	Income £	Expenditure £	Transfers £	At 31 March 2024 £
Unrestricted funds:					
General fund	17,340	6,429	(1,568)	1,077	23,278
Designated fund:					
Redundancy costs	5,897	-	-	(1,077)	4,820
	<u>23,237</u>	<u>6,429</u>	<u>(1,568)</u>	<u>-</u>	<u>28,098</u>
Restricted funds:					
Northfleet Big Local	43,625	56,619	(83,041)	-	17,203
Big Local - Non Lottery	8,139	2,455	(10,594)	-	-
Gravesham Place IAG	6,578	-	(6,578)	-	-
Our Place	5,195	17,686	(15,998)	-	6,883
Voluntary and Community Sector Alliance	-	8,500	(8,500)	-	-
Involve	-	3,750	(3,750)	-	-
North Kent MIND Community Research Network	-	5,750	(5,750)	-	-
Kent infrastructure Support Fund	-	17,507	(17,507)	-	-
Colyer Fergusson	-	5,000	-	-	5,000
	<u>63,537</u>	<u>117,267</u>	<u>(151,718)</u>	<u>-</u>	<u>29,086</u>
Total funds	<u>86,774</u>	<u>123,696</u>	<u>(153,286)</u>	<u>-</u>	<u>57,184</u>
Prior period:	At 1 April 2022 £	Income £	Expenditure £	Transfers £	At 31 March 2023 £
Unrestricted funds:					
General fund	21,450	9,819	(8,032)	(5,897)	17,340
Designated fund:					
Redundancy costs	-	-	-	5,897	5,897
	<u>21,450</u>	<u>9,819</u>	<u>(8,032)</u>	<u>-</u>	<u>23,237</u>
Restricted funds:					
Northfleet Big Local	24,429	78,084	(58,888)	-	43,625
Big Local - Non Lottery	25,003	10,246	(27,110)	-	8,139
Gravesham Place IAG	12,061	13,261	(18,744)	-	6,578
Our Place	1,941	7,312	(4,058)	-	5,195
Involve	-	5,000	(5,000)	-	-
Winter Hub	-	4,000	(4,000)	-	-
Kent Community Foundation	7,350	-	(7,350)	-	-
Lottery community fund	9,990	-	(9,990)	-	-
GBC Development worker	6,905	12,000	(18,905)	-	-
	<u>87,679</u>	<u>129,903</u>	<u>(154,045)</u>	<u>-</u>	<u>63,537</u>
Total funds	<u>109,129</u>	<u>139,722</u>	<u>(162,077)</u>	<u>-</u>	<u>86,774</u>

15 Movement on funds *continued*

Designated funds

Redundancy costs

The trustees designated funds to cover redundancy costs that arose when one of the projects ceased in March 2024 and in the event that the organisation did not receive further funding in the year to 31 March 2024.

Restricted Funds

Northfleet Big Local

CVSNWK is the Local Trusted Organisation for the Northfleet Big Local and is responsible for the grant given to the Northfleet North Community. CVSNWK holds the responsibility to ensure the grant is spent in line with the grant agreement and is also responsible for the quarterly and end of year returns. All monies coming into the Big Local pot are included within the CVSNWK accounts, in line with the agreement with Northfleet Big Local.

Big Local- Non Lottery

This is the hub that the Big Local Trust now operate from and is funded by the Big Local Trust with funds generated being utilised on the Big Local project.

Gravesham Place IAG Service

CVSNWK works in partnership with KCC Adult Services and employs part time members of staff who are seconded over to work in the Day Centre reception and other reception areas around the hospital.

Our Place

Our place is the community shop in hall which takes place on a Tuesday, working alongside Giving World. Our Place work with anyone in need at the time and receive free goods which are subsequently donated. These goods are difficult to quantify in terms of value, as they consist of clothes and small household items. In the year six pallets worth of goods were received from Giving World and then subsequently donated.

Involve

This grant was used to support CVSNWK towards the cost of offering capacity building support.

Winter Hub

This grant was received in 2022, and was used to support CVSNWK towards to the costs of operating a Warm Hub.

Kent Community Foundation

The grant received in 2022 was to support CVSNWK to overhaul its core service offering and look to develop sustainable income.

Lottery community fund

Funding was received during the year to rebuild community networks, links, referrals and signposting processes following the pandemic.

GBC Development worker

Funding was received to organise and deliver a networking event and training sessions for the voluntary and community sector in Gravesham. This ended on 31 March 2023.

Voluntary and Community Sector Alliance

The Alliance has been established to create a partnership between the community and voluntary sector, the NHS and statutory agencies. The funding helps set up and facilitate alliance meetings (at least 4 a year), run local events and workshops which engage with smaller VCSE (Voluntary, Community and Social Enterprise) groups in the area (at least 2 a year) and help the NHS and statutory bodies to engage and communicate with the wider VCSE sector.

Kent Infrastructure support fund

This grant was received in 2023/24 to support CVS NWK to provide building support to the voluntary sector in Kent.

North Kent MIND Community Research Engagement Network

This funding was received to help the charity engage with under-represented communities in research to understand barriers to engagement and participation. This will focus on going to those local communities and holding listening events.

Colyer Fergusson

A stabilising grant towards core salary costs to provide voluntary and community sector infrastructure support.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

16 Analysis of net assets between funds

Current period:	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	442	-	442
Net current assets	27,656	29,086	56,742
	28,098	29,086	57,184
Prior period:	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	663	-	663
Net current assets	22,574	63,537	86,111
	23,237	63,537	86,774

17 Related party transactions

The Board of Trustees are considered to be the charity's key management personnel. In the prior year, key management personnel also included the CEO, however, this position was vacant during the year.

Sarah Maybourne, one of the trustees, has been engaged on a self-employed basis under a service level agreement to provide services in relation to Gravesham development since 2020/21. The total fees paid in the year to 31 March 2024 were £22,215 (2023: £16,915).

Trustees were reimbursed expenses of £Nil (2023: £Nil) and key management were reimbursed £Nil (2023: £Nil).

The employee benefits (including employer's pension contributions and National Insurance) relating to key management personnel during the year was £Nil (2023: £16,155).

Accounts

COMPANY NUMBER: 05020016
CHARITY NUMBER: 1102160

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

(a company limited by guarantee)

TRUSTEES' REPORT and FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2023

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2023

<u>Charity number:</u>	1102160
<u>Company number:</u>	05020016
<u>Registered Office:</u>	Northfleet Veterans Club The Hill, Northfleet, Gravesend, Kent, DA11 9EU

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The directors serving during the year and since the year-end were as follows:

S Hart – Interim CEO and Company Secretary (resigned 29/09/2022)	CAS Community Solutions CIC
S Maybourne (appointed 8/2/2023)	Healthy Living Centre Dartford – Charity Consultant
G Jones (appointed 8/2/2023)	Independent
P Scollard (appointed 10/5/2023)	No-Walls Gardens CIC - Director
A Upstill	North Kent MIND – Chair
J Thornton (resigned 10/5/2023)	CAS Community Solutions CIC
Cllr A Ridgers (resigned 31/3/2023)	Independent
Cllr A Sandhu MB (resigned 5/6/2023)	Dartford Borough Council Rep
Cllr D Morton (resigned 7/3/2023)	Independent
C Stone (appointed 29/9/2022, resigned 31/3/2023)	Mildmay Trust Limited and Riverside Community Resource Trust
M Keating (resigned 29/9/2022)	Chief Executive Officer and Company Secretary

Bankers	CAF Bank 25 Kings Hill Avenue West Malling, ME19 4TA
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Independent Examiner	J P Healey FCA Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge, Kent TN9 1BE
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Solicitors	Ross Green & Crowe Solicitors 23-25 Copperfields, Dartford, Kent DA1 2DE
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COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

STRATEGIC REPORT FOR THE YEAR ENDED 31 MARCH 2023

Welcome to our 22/23 fiscal year Impact Report. Undoubtedly, beyond the pandemic, the cost of living crisis and the loss of our long standing and respected Chief Officer Marilyn Keating, this past year has been one of the most difficult operationally and strategically for many years.

However, we are delighted to present our impact report where we have continued to act as the recognised local infrastructure organisation across Gravesham and Dartford & Swanley to offer support and development to voluntary and community sector organisations to help them be effective, efficient and to thrive in the face of diversity.

There are many challenges for the future, this we recognise.

About Council for Voluntary Service Northwest Kent (CVS NWK)

CVS NWK has been supporting VCO's across DGS (Dartford, Gravesham and Swanley) since 1987; it has stood the test of time, proving that sustainability can be achieved even in the most austere circumstances.

CVS NWK works across four strategic themes. We deliver support and development services in the following categories:

- Leadership and Representation/advocacy
- Partnerships and Collaboration
- Capacity building
- Volunteering
- And, in partnership with local communities we deliver services that they identify and need e.g.
- Community Cupboard
- Warm Hub
- Training (in partnership with Kent Adult Education)
- Over 50's Forum.

Leadership and advocacy/representation

Our role here is to stimulate conversation and debate regarding all issues that may affect the voluntary sector e.g., budget cuts, new alliances, UK (United Kingdom) Shared Prosperity and Levelling up. We have campaigned throughout the year to ensure that VCSE (Voluntary, Community and Social Enterprise) voices are heard and that the value and importance of the sector and its services and activities are recognised in supporting local priorities.

We have been involved in and facilitated the following:

Gravesham VCS Network – we started with a small handful of organisations; we now have a database of 127 organisations supporting residents across Gravesham.

Let's Reconnect Conference – an opportunity to reconnect, the voluntary sectors first conference post pandemic. 86 organisations were present with overwhelming feedback to do it again.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

STRATEGIC REPORT FOR THE YEAR ENDED 31 MARCH 2023

VCSE Steering group review/VCS Recovery Cell – The Steering Group in its current form was formed in January 2021 and since then it has been meeting monthly to discuss key issues affecting the sector as well as topics that need to be addressed by statutory bodies. The scope of the work was to inform the work going forward. This independent review sought the views of organisations involved in the VCSE and statutory sectors on the role and structure of the Steering Group. The review was conducted over 10 weeks, during March, April, and early May 2022.

VCSE organisations have reported feeling under unprecedented pressure, dealing with challenges, such as lack of funding and staffing levels, that put their ability to serve their beneficiaries at risk. One of their key concerns is the lack of infrastructure support for the sector in Kent, which has added to the challenges facing smaller organisations who reported feeling isolated and unable to 'have a voice' - we are pleased that across Gravesham we receive support from Gravesham Borough Council to offer infrastructure support to the sector.

There is a call for mechanisms to be put in place to address the perceived lack of influence for smaller organisations. Participants explained that, in part, this has been reflected in the fact that statutory bodies, specifically Kent County Council, have favoured contractual relationships (in its move to become a commissioning authority) as opposed to fostering 'real engagement with the sector.'

Organisations have added that commissioning policies have adversely impacted the ability of the sector to work collaboratively, instead creating an environment of competition which allows larger organisations to use unfair commissioning practices when working with smaller partners.

The VCSE Steering Group aims to: "Develop a relationship of mutual respect and understanding between the VCS and public sector bodies that will cut through red tape and enable VCS groups whether grassroots or larger to be mutually respected and their services procured in an efficient time sensitive manner."

KCF (Kent Community Foundation) Strategic Fund - A key activity has been the ability to write funding bids; this has supported the further sustainability of our organisation, leading us to be able to better support the sector i.e., increased capacity. We have been able to apply for funding to deliver the following:

- Community development activity thanks to Awards for All
- Capacity building support to 29 organisations delivering KCC's Universal Wellbeing Services
- Community Cupboard – supported 43 people with essentials to help them live a better life.
- Warm Hub – 16 people to keep warm in a safe place and eat.
- DGS VCS Health Alliance – supporting Dartford, Gravesham and Swanley involvement in the Integrated Care agenda.

HLC (Healthy Living Centres) evaluations – we have taken part in public health's process to evaluate the effectiveness of their services; we have yet to hear the outcome of this evaluation.

Partnerships and collaboration

Creating opportunities and driving effective joint working by building networks of local organisations and strategic partnerships.

Stronger Kent Communities – we have developed a strong relationship with SKC (Stronger Kent Communities) to ensure that service delivery is accessed across DGS. SKC is a member organisation of the Gravesham VCS Network and took part in the Let's Reconnect Conference.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

STRATEGIC REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Funding For All – we have successfully engaged with Funding for all as above and more activity is being generated across DGS because of our work; a funding seminar is being held on 17th March in Gravesend.

Involve – We have been commissioned by Involve delivering the ‘community cupboard’ helping to achieve outcomes supporting people living well in their communities.

Strengthened relationships with TNLCF, KCF, Colyer Fergusson and other funders.

Dartford, Gravesham, and Swanley Emergency food supplies network – we are a partner in this network encouraging collaboration across organisations helping with the cost-of-living crisis.

50 plus forum - we continue to act as secretariat for this forum.

Our Community Gravesham – We are a member of this forum supporting people with learning disabilities to have a voice in their community.

Capacity building

We provide practical support and information for local people and their organisations, nurturing skills and building resilience.

Funds held account – We offer this service to particularly small organisations who are not yet established. Organisations often open up bank accounts with our help once they have a constitution and enough trustees.

Charitable legal structures – There has been a significant increase in organisations and their trustees looking to change their structure to the latest legal structure for charitable organisations ie the charitable incorporated organisation (CIO).


.....
Sarah Maybourne – Trustee

Date:

18/12/2023.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

The Directors are pleased to present their report together with financial statements of the charity for the year ending 31 March 2023.

Structure, Governance and Management

Governing document

Council for Voluntary Service North West Kent (CVSNWK) is a company limited by guarantee governed by its Memorandum and Articles of Association dated 12 January 2004 and amended to allow for current governance arrangement on 29 June 2005, 6 September 2006, and the 7 August 2009. It is registered as a charity with the Charity Commission.

Appointment of Trustees

As set out in the Articles of Association, the Chair of the trustees is elected by the Board, following the Annual General Meeting (AGM) The Board is comprised of between 5 and 15 trustees.

All members are circulated with invitations to nominate trustees prior to the AGM, advising them of the number of vacancies and requesting nominations.

Nominees appointed by the Borough and District Councils are subject to the appointment processes of those bodies and the guidelines on appointment to public office as they apply to Local Government nominees.

Expectations of Trustees

The Trustees are expected to attend Board meetings regularly; understand and be committed to CVSNWK policies on values and equal opportunities; share in the governance of the organisation, by agreeing to work in sub-committees and working groups; support all decisions once the majority of the Board has reached them; and be willing to participate in training and strategy meetings.

Trustee induction and training

New trustees undergo an orientation half day to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the Board and decision-making processes, the business plan, and recent financial performance of the charity. During their induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The Board administers the charity and meets bi-monthly during the year. Working groups are created as and when required. In prior years a Chief Officer is appointed by the trustees to manage day-to-day operations of the charity. To facilitate operations, the Chief Officer has delegated authority, within terms of delegation approved by the trustees for operational matters including finance, employment, and other performance related activity.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

This last year saw the Organisation doing this slightly different with the CEO role being split between an Operations Manager and a Strategic Lead for its last quarter delivery. This has worked well and will continue in this format for the coming year.

Risk Management

The trustees have a risk management strategy, which comprises:

- An annual review of the risks the charity may face.
- The establishment of systems and procedures to mitigate those risks identified in the plan.
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.
- Dependency on grants continues to be one of the main risks associated with the charity. However, steps are being taken to build up designated reserves for the charity.

Objectives and activities

The charity's objects and its principal activity for the year continues to be that of promoting any charitable object for the benefit of the community such as development of facilities, protection of health, relief of poverty, promotion of education and learning, primarily, but not exclusively, within the Dartford, Gravesham and Swanley area. The strategies employed to assist the charity to meet these objectives included the following:

- Develop and enhance the provision of information services to meet the needs of the voluntary and community sector;
- Increase the provision and take-up of volunteering opportunities;
- Build capacity of the Charity voluntary organisations and community groups to enable them to secure funds for their activities and services;
- Provide a comprehensive training programme; and
- Promote and participate in local partnerships.

Public Benefit

The Trustees have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's objectives and planning for the future.

Achievements and performance

Information services

We provide regular information on our Facebook page of recent events and opportunities for access by our local community, this includes employment, volunteer opportunities, local activities, training events, promotion of other voluntary organisations and any other relevant news for the Sector.

Due to the changes in our funding, we are only able to offer free infrastructure support to organisations in Gravesham and to those who are delivering projects as part of the KCC Universal Wellbeing contract. We signpost other enquiries to relevant local and regional organisations.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

Volunteering opportunities

We use volunteers within our organisation to help deliver projects and events.

Training programmes

CVSNWK continues to work with the Response Training Programme in partnership with Kent Adult Education delivering weekly courses through the year. These courses are specifically aimed at people who are unemployed, volunteer, in low skilled/low paid jobs, particularly lone parents, disabled and anyone deemed to be disadvantaged in being able to gain paid employment. The courses are free to learners who fall into the above criteria. Courses include accredited courses which included Level 1 in Food Safety, Health & Safety Level 2, and First Aid at Work, whilst the non-accredited courses included Crafts, Wellbeing, BSL, etc.

Local Partnerships

CVSNWK continues to work with the Northfleet North Big Local, as its Local Trusted Organisation (LTO) to hold and maintain the funding of £1 million as and when it is drawn down from the Big Lottery. CVSNWK also employs and seconds two development workers.

This was the final year for CVSNWK hosting the Gravesham Day Centre project, employing, and seconding the worker placed there due to the contract coming to an end.

Community Cupboard

The Community Cupboard (formally known as Our Place Project) was able to continue after the People's Health Trust funding ended in February 2019, as a result of funding from National Lottery Community Fund, Ebbsfleet Development Corporation and Involve.

The Community Cupboards offers a weekly place for local people to meet, socialise, access local support, information and access a range of essential items donated by Giving World.

Reserves policy & Financial Review

Any funds donated to Council for Voluntary Service North West Kent for a specific purpose will be classed as a restricted reserve.

It is the policy of CVSNWK to maintain unrestricted funds, which are the free reserves of the Charity, at a level, which enables the charitable company to have sufficient funds to cover management, administration and support costs and to respond to emergency applications of grants, which arise from time to time.

At the year end the charity had unrestricted free reserves of £22,574 (2022: £20,456) representing approximately 3 months of unrestricted expenditure in 2023. As per note 2.1, sufficient reserves are required to ensure the charitable company continues for the foreseeable future, until such point as alternative sources of funding is obtained to cover infrastructure services. The Trustees are closely monitoring the situation, with plans in place to ensure the charitable company can continue for the foreseeable future.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

The Trustees believe that the charity's reserves as at 31 March 2023 are adequate for the existing activity of the charity but this is under review based on future developments on funding streams .

Looking to the future

CVS has had quite a lot of change within this year. The previous interim CEO had resigned and we have had to look at the way we work, the changing of staff roles and how best to use our funding to its fullest extent. There has been more board involvement with board members taking a more active role in the operational aspects of the charity.

It was reported in last year's report that we were going to have to quit our premises at the Northfleet Vets club and that we were likely going to go into a period of inactivity. With hard work and careful planning with our existing funds by Sarah and Gemma we have funding available to March 2024 and hopefully beyond that period. This is incredibly good news and thanks to Sarah who has secured 2 years of funding from the Kent Infrastructure Support fund, we are looking at employing a part time support worker in the future to be based at the offices within the Vets club. We provide the organisation and admin support for the 50+ Forum, this is for four forums a year which we have done for many years. We employ staff for Northfleet Big Local and our Community Cupboard is doing incredibly well delivering over 35 meals a session and has 12 hardworking volunteers. It has become a real community hub, a great place for local people to meet. Thanks to the hard work of Gemma, Joyce (Session Supervisor) and the many volunteers involved for organising and delivering these projects.

CVS and North Kent Mind are working in partnership on the Health Care Alliance delivering a series of community events through 2023 designed to bring health care providers and the voluntary sector together to enable more cohesive working opportunities and better collaboration. These are being organised and delivered by Sarah of NWKCVS and Richard of North Kent Mind. Thank you to Sarah for her hard work and organisational skills in delivering these events, they are incredibly popular.

We have been very frugal with our finances and we make sure that every penny is spent wisely. Even though we have been delivering some wonderful events and supporting our community in many ways, money is tight and we have to plan carefully for the future. We want to be able to offer the important services much needed by our community, especially at this time of hardship within the current cost of living crisis. I think now more than ever, it's so important to have an independent voice to support the voluntary sector at a very local level.

As covered in Note 2.1 of the accounts, based on conversations with existing funders and ongoing grant applications, the trustees are hopeful they will acquire funding to stabilise the organisation for a further three years, having secured sufficient funds to deliver infrastructure services due to the support of the Kent Infrastructure Support Fund (KISF) which is in place until March 2025.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

Trustees' responsibilities statement

The Trustees (who are also directors of Council For Voluntary Service North West Kent for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

This report was approved by the Trustees, on 14/12/23 and signed on their behalf by:



Andrew Upstill - Chair

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

I report to the trustees on my examination of the accounts of Council For Voluntary Service North West Kent ('the charity') for the year ended 31 March 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material 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 130 of the 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 Companies Act 2006 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.



J P Healey FCA

Date: 19 DECEMBER 2023

Lindeyer Francis Ferguson Limited
North House
198 High Street
Tonbridge
Kent TN9 1BE

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023**

		<i>Unrestricted funds 2023 £</i>	<i>Restricted funds 2023 £</i>	<i>Total funds 2023 £</i>	<i>Total funds 2022 £</i>
	Note				
Income from:					
Grants and donations		1,897	-	1,897	6,379
Charitable activities	3	-	129,863	129,863	174,826
Other trading activities	5	7,677	-	7,677	8,387
Investments		245	40	285	5
		<u>9,819</u>	<u>129,903</u>	<u>139,722</u>	<u>189,597</u>
Expenditure on:					
Raising funds	7	973	-	973	2,724
Charitable activities	4	7,059	154,045	161,104	162,876
		<u>8,032</u>	<u>154,045</u>	<u>162,077</u>	<u>165,600</u>
Net income/(expenditure)	10	1,787	(24,142)	(22,355)	23,997
Transfers between funds		-	-	-	-
Net movement in funds		<u>1,787</u>	<u>(24,142)</u>	<u>(22,355)</u>	<u>23,997</u>
Reconciliation of funds:					
Total funds brought forward		21,450	87,679	109,129	85,132
Total funds carried forward	15	<u>23,237</u>	<u>63,537</u>	<u>86,774</u>	<u>109,129</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

BALANCE SHEET AS AT 31 MARCH 2023

		2023 £	2023 £	2022 £	2022 £
	Note				
Fixed assets					
Tangible assets	12		663		994
Current assets					
Debtors	13	6,975		7,698	
Cash at bank and in hand		83,169		117,697	
		<u>90,144</u>		<u>125,395</u>	
Liabilities					
Creditors: amounts falling due within one year	14	<u>(4,033)</u>		<u>(17,260)</u>	
Net current assets			86,111		108,135
Total net assets			<u>86,774</u>		<u>109,129</u>
The funds of the charity					
Unrestricted funds			23,237		21,450
Restricted funds			63,537		87,679
Total funds	15		<u>86,774</u>		<u>109,129</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have 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 responsibility for complying with the requirements of the Companies Act 2006 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.

Approved by the board of trustees on 14/12/23 and signed on its behalf by:



A Upstill
Chair

Company number: 05020016

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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

1 STATUS

Council for Voluntary Service North West Kent is a charitable company limited by guarantee incorporated in England and Wales. In the event of a winding up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is Northfleet Veterans Club, The Hill, Northfleet, Gravesend, Kent, DA11 9EU.

2 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2.1 Basis of preparation

The financial statements have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Council for Voluntary Service North West Kent meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are presented in pounds sterling and rounded to the nearest pound.

Following the loss of the Kent County Council funding for infrastructure services, the charity has been successful in obtaining funding from the Kent Infrastructure Support Fund to March 2025.

Based on this and on conversations with existing funders and ongoing grant applications, the trustees are hopeful they will acquire funding to stabilise the organisation for a further 3 years.

There are sufficient reserves to settle existing liabilities and enable a period of inactivity, and therefore the Trustees are confident that their continued actions will secure the future of the charity. On this basis the charity is a going concern.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

2.2 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants (including government grants), this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Where grants are received in response to a proposal including a budgeted timescale, such that the timescale for the expenditure is implicit in the grant agreement, the income is recognised in accordance with that timescale.

Investment income is recognised when receivable. Interest is accounted for as accrued income where it is due but has not yet been credited.

Incoming resources from charitable activities are recognised to the extent that the charity has provided the contracted services and has been analysed between the activities undertaken by the charitable company.

2.3 Expenditure

Expenditure and related liabilities are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be measured or estimated reliably.

Expenditure is stated gross of irrecoverable VAT and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds includes the costs associated with attracting donations and grants and the costs of fundraising trading activities.

Expenditure on charitable activities includes the cost of projects funded directly and projects funded by way of grants to organisations, related staff costs, and an allocation of support costs. Support costs are those functions that assist the work of the charity but do not directly relate to delivery of the charitable activities.

2.4 Taxation

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

2.5 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation on transition less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated realisable value of each asset over its expected useful life, as follows:

Computer equipment	33.3% reducing balance
Furniture, fixtures and equipment	33.3% reducing balance

2.7 Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Short term basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2.8 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term. The only operating lease relates to the charity's premises.

2.9 Pensions

The charitable company makes pension contributions into employees' private pension schemes. Contributions are recognised in the statement of financial activities when payable.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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

3 Income from charitable activities

	Big Local £	Northfleet Central £	Gravesham Place £	Our Place £	Kent Community Foundation £	Lottery Community Fund £	Involve £	Winter Hub £	GBC Development worker	Infrastructure Services	Total 2023 £	Total 2022 £
Grants receivable	74,366	10,206	13,261	7,312	-	-	5,000	4,000	12,000	-	126,145	169,629
Administration fees	3,718	-	-	-	-	-	-	-	-	-	3,718	5,197
	78,084	10,206	13,261	7,312	-	-	5,000	4,000	12,000	-	129,863	174,826

4 Expenditure on charitable activities

	Big Local £	Northfleet Central £	Gravesham Place £	Our Place £	Kent Community Foundation £	Lottery Community Fund £	Involve £	Winter Hub £	GBC Development worker	Infrastructure Services	Total 2023 £	Total 2022 £
Direct activity costs	6,431	8,490	-	1,063	2,450	-	40	796	159	-	19,429	28,828
Direct staff costs	35,486	17,820	12,279	2,756	3,150	5,907	1,917	739	7,054	-	87,108	82,602
Support costs	16,971	800	6,465	239	1,750	4,083	3,043	2,465	11,692	7,059	54,567	51,446
	58,888	27,110	18,744	4,058	7,350	9,990	5,000	4,000	18,905	7,059	161,104	162,876

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

5 Income from other trading activities

	2023	2022
	£	£
Recovered costs:		
CRB checks	712	2,463
Other recovered costs	670	452
Administration fees charged	720	3,942
Training	5,575	1,530
	<u>7,677</u>	<u>8,387</u>

6 Restricted income

In the comparative period, restricted income was received as follows:

	2022
	£
Charitable activities	174,826
	<u>174,826</u>

7 Expenditure on raising funds

	2023	2022
	£	£
CRB checks recoverable	872	2,440
Training - other costs	101	284
	<u>973</u>	<u>2,724</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

8 Support costs

	2023	2022
	£	£
Staff costs	35,898	31,497
Rent and rates	7,560	8,000
Insurance	1,193	1,197
Printing, postage and stationery	1,242	1,415
Telephone	393	143
Computer expenses	4,113	4,270
Subscriptions and membership	205	316
Payroll services	477	675
Volunteer expenses	30	170
Miscellaneous expenses	221	306
Advertising	48	-
Bank charges	54	96
Travel	72	-
Cleaning	-	122
Depreciation of fixed assets	331	497
Governance costs:		
Independent Examiner's fee	682	830
Accountancy fees	2,048	1,912
	<u>54,567</u>	<u>51,446</u>

9 Restricted expenditure

In the comparative period, expenditure from restricted funds was as follows:

	2022
	£
Charitable activities	<u>143,065</u>

10 Net expenditure

	2023	2022
	£	£
This is stated after charging:		
Depreciation	331	497
Operating lease payments	7,560	8,000

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

11 Staff costs

	2023	2022
	£	£
Wages and salaries	98,249	102,567
Employer's National Insurance	2,141	2,295
Employer's pension contributions	1,477	1,450
Subcontractor costs	21,140	7,787
	<u>123,007</u>	<u>114,099</u>

The average number of employees on a headcount basis was:

	2023	2022
	No	No
Council for Voluntary Service	4	6
Big Local	2	2
	<u>6</u>	<u>8</u>

No employee received remuneration (excluding employer pension contributions) amounting to more than £60,000 during either year.

12 Tangible fixed assets

	Furniture, fixtures, equipment £	Computer Equipment £	Total £
Cost			
At 1 April 2022	13,687	3,786	17,473
At 31 March 2023	<u>13,687</u>	<u>3,786</u>	<u>17,473</u>
Depreciation			
At 1 April 2022	13,628	2,851	16,479
Charge for the year	20	311	331
At 31 March 2023	<u>13,648</u>	<u>3,162</u>	<u>16,810</u>
Net book value			
At 31 March 2023	<u>39</u>	<u>624</u>	<u>663</u>
At 31 March 2022	<u>59</u>	<u>935</u>	<u>994</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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

13 Debtors

	2023	2022
	£	£
Fees and grants receivable	6,975	7,179
Other debtors	-	519
	<u>6,975</u>	<u>7,698</u>

14 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	748	2,620
Tax and social security	-	3,799
Accruals and deferred income	2,640	2,544
Funds held for other organisations	299	8,015
Other creditors	346	282
	<u>4,033</u>	<u>17,260</u>

Funds held as agent:

The following income was received, and expenditure met, on behalf of the organisations which have their funds held by Council for Voluntary Service North West Kent:

Hive Alive (used to be known as BeHive) - Income of £770 received, payments of £1,250 made, and the agent's fee for the year of £92 met on their behalf.

Little Gems Children's Centre - £464 was released as a donation to the charity.

Wallis Park Youth Club - £222 was released as a donation to the charity.

Wallis Park Film Club - £1,920 was released as a donation to the charity.

Gravesham Place Redundancy - £2,964 was released to settle redundancy fees, £140 was an agency fee and £1,000 was recognised as a donation to the charity.

Karen - Bikes - £433 was released as a donation to the charity.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

15 Movement on funds

Current period:	At 1 April 2022 £	Income £	Expenditure £	Transfers £	At 31 March 2023 £
Unrestricted funds:					
General fund	21,450	9,819	(8,032)	(5,897)	17,340
Designated fund:					
Redundancy costs	-	-	-	5,897	5,897
	<u>21,450</u>	<u>9,819</u>	<u>(8,032)</u>	<u>-</u>	<u>23,237</u>
Restricted funds:					
Big Local Trust	24,429	78,084	(58,888)	-	43,625
Northfleet Central	25,003	10,246	(27,110)	-	8,139
Gravesham Place IAG	12,061	13,261	(18,744)	-	6,578
Our Place	1,941	7,312	(4,058)	-	5,195
Involve	-	5,000	(5,000)	-	-
Winter Hub	-	4,000	(4,000)	-	-
Kent Community Foundation	7,350	-	(7,350)	-	-
Lottery community fund	9,990	-	(9,990)	-	-
GBC Development worker	6,905	12,000	(18,905)	-	-
	<u>87,679</u>	<u>129,903</u>	<u>(154,045)</u>	<u>-</u>	<u>63,537</u>
Total funds	<u>109,129</u>	<u>139,722</u>	<u>(162,077)</u>	<u>-</u>	<u>86,774</u>
Prior period:	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
Unrestricted funds:					
General fund	29,214	14,771	(22,535)	-	21,450
Restricted funds:					
Big Local Trust	20,010	109,137	(104,718)	-	24,429
Northfleet Central	26,449	7,394	(8,840)	-	25,003
Gravesham Place IAG	3,782	26,523	(18,244)	-	12,061
Our Place	5,677	132	(3,868)	-	1,941
Sevenoaks District Council Grant	-	900	(900)	-	-
Kent Community Foundation	-	8,750	(1,400)	-	7,350
Lottery community fund	-	9,990	-	-	9,990
GBC Development worker	-	12,000	(5,095)	-	6,905
	<u>55,918</u>	<u>174,826</u>	<u>(143,065)</u>	<u>-</u>	<u>87,679</u>
Total funds	<u>85,132</u>	<u>189,597</u>	<u>(165,600)</u>	<u>-</u>	<u>109,129</u>

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

15 Movement on funds *continued*

Designated funds

Redundancy costs

The trustees have designated funds to cover redundancy costs that will arise when one of the projects ceases in March 2024 and also in the event that the organisation will not receive further funding in the year to 31 March 2024.

Restricted Funds

Big Local Trust

CVSNWK is the Local Trusted Organisation for the Northfleet Big Local and is responsible for the grant given to the Northfleet North Community. CVSNWK holds the responsibility to ensure the grant is spent in line with the grant agreement and is also responsible for the quarterly and end of year returns. All monies coming into the Big Local pot are included within the CVSNWK accounts, in line with the agreement with Northfleet Big Local.

Northfleet Central

Northfleet Central is the hub that the Big Local Trust now operate from and is funded by the Big Local Trust with funds generated being utilised on the Big Local project.

Gravesham Place IAG Service

CVSNWK works in partnership with KCC Adult Services and employs part time members of staff who are seconded over to work in the Day Centre reception and other reception areas around the hospital.

Our Place

Our place is the community shop in hall which takes place on a Tuesday, working alongside Giving World. Our Place work with anyone in need at the time and receive free goods which are subsequently donated. These goods are difficult to quantify in terms of value, as they consist of clothes and small household items. In the year seven pallets worth of goods were received from Giving World and then subsequently donated.

Kent Community Foundation

The grant received in 2022 was to support CVS NWK to overhaul its core service offering and look to develop sustainable income.

Sevenoaks District Council Grant

Funding was received during the year to be used for the benefit of Sevenoaks District Residents.

Involve

This grant was received in 2022, and was used to support CVS NKW towards the cost of offering capacity building support.

Winter Hub

This grant was received in 2022, and was used to support CVS NWK towards to the costs of operating a Warm Hub.

Lottery community fund

Funding was received during the year to rebuild community networks, links, referrals and signposting processes following the pandemic.

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

15 Movement on funds continued**GBC Development worker**

Funding was received during the year to organise and deliver a networking event and training sessions for the voluntary and community sector in Gravesham.

16 Analysis of net assets between funds

Current period:	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	663	-	663
Net current assets	22,574	63,537	86,111
	<u>23,237</u>	<u>63,537</u>	<u>86,774</u>
Prior period:	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	994	-	994
Net current assets	20,456	87,679	108,135
	<u>21,450</u>	<u>87,679</u>	<u>109,129</u>

17 Related party transactions

The Board of Trustees and the Chief Executive Officer are considered to be the charity's key management personnel.

Sarah Maybourne, one of the trustees, has been engaged on a self-employed basis under a service level agreement to provide services in relation to the Gravesham Development since 2020/21. The total fees paid in the year to 31 March 2023 were £16,915 (of which £3,505 was paid during the period that Sarah was a trustee). There was no trustees remuneration in the year to 31 March 2022.

During the year, the charity incurred training costs of £3,381 from CAS Community Solutions CIC, an entity of which two trustees that served during the year were directors.

Trustees were reimbursed expenses of £Nil (2022: £Nil) and key management were reimbursed £Nil (2022: £Nil).

The employee benefits (including employer's pension contributions and National Insurance) relating to key management personnel during the year was £16,155 (2022: £16,532).

Accounts

COMPANY NUMBER: 05020016
CHARITY NUMBER: 1102160

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

(a company limited by guarantee)

TRUSTEES' REPORT and FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2022

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2022

Charity number: 1102160

Company number: 05020016

Registered Office: Northfleet Veterans Club The Hill, Northfleet, Gravesend, Kent, DA11 9EU

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The directors serving during the year and since the year-end were as follows:

S Hart – Interim CEO and Company Secretary	CAS Community Solutions CIC
A Upstill	North Kent MIND – Chair
J Thornton	CAS Community Solutions CIC
Cllr A Ridgers	Independent
Cllr A Sandhu MB	Dartford Borough Council Rep
Cllr D Morton (appointed 29/9/2022)	Independent
C Stone (appointed 29/9/2022)	Mildmay Trust Limited and Riverside Community Resource Trust
M Keating (resigned 1/5/2022)	Chief Executive Officer and Company Secretary

Bankers	CAF Bank 25 Kings Hill Avenue West Malling, ME19 4TA
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Independent Examiner	J P Healey FCA Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge, Kent TN9 1BE
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Solicitors	Ross Green & Crowe Solicitors 23-25 Copperfields, Dartford, Kent DA1 2DE
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COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

I'm writing this report with two hats, that of the previous Chair of CVSNEWK, a post I held for the last four years and now as the Interim CEO of CVSNEWK.

The last 12 months have been a trying time for many businesses in our sector, but for CVSNEWK the unexpected loss of our much-respected CEO Marilyn Keating, who passed away unexpectedly in May, hit the organisation, its team, board of directors, partners and clients especially hard. Marilyn was the heart of CVSNEWK, having worked for the organisation for over 30 years. To say Marilyn's death took the wind from our sails would be an understatement, but it made the team and board of directors determined to continue Marilyn's work and take the organisation forward.

So, to ensure continuity of service, and with direction from the board of directors, I stood down as Chair of CVSNEWK, and was appointed the Interim CEO. The board of directors and the CVSNEWK team have all pulled together to keep services running and we are pleased to announce new projects and opportunities have started to spring up with many more in the pipeline.

Gemma Howard, our Finance Manager played a key role in maintaining our financial obligations, working with the bank and our funders ensuring a clean transition to the new staffing arrangements and making sure the team and our creditors got paid on time.

Although she had retired from CVSNEWK last year, Jaki Farrugia offered to work with me, passing on her knowledge of some of the key admin functions of the organisation.

Funding from Gravesham Borough Council to support a Community Development post has seen a return to some of the traditional CVSNEWK functions that we do so well. The post holder, Sarah Maybourne, has been integral in bringing new grant funding into the organisation. Her knowledge of the sector, particularly her connections with organisations across the county, and her forward thinking has helped pave the way for a more certain future for CVSNEWK. Sarah has been supporting organisations from the VCSO, leading on a new sector network and planned an annual event (Lets Reconnect) which was held on 20th September 2022 at the Woodville Halls in Gravesend.

We continue to support Northfleet Big Local, albeit in a reduced capacity and provide the HR function for Gravesham Place.

We support the very popular 50+ Forum with administration, managing the invites and responses. Our regular Community Shop, held every Tuesday morning, is a great opportunity for local people to come together, find out about local services and opportunities and access a range of free items donated by Giving World, including school uniform, toiletries, books etc.

We also continue to host a range of vocational and wellbeing courses in partnership with Kent Adult Education and have an exciting new programme starting in September 2022.

The board is also growing, welcoming two new members in 2022, and others expressing an interest. It's comforting to know CVSNEWK is an attractive organisation to those looking for board positions. The board has ambitious plans for CVSNEWK, to rebuild community support and development services for and with the voluntary and community sector across northwest Kent to ensure effective high-quality support. We want to focus on partnerships and collaborations, leadership and advocacy, community development, practical support, volunteer brokerage, recruitment and retention.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

We want to pay tribute to Marilyn Keating and continue her work for years to come.

And finally, I must thank our amazing volunteers who help to support our work with enthusiasm and commitment, always going that extra mile.

Susan Hart

.....
Susan Hart – Interim CEO and former Chair

Date: 14/12/2022

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

The Directors are pleased to present their report together with financial statements of the charity for the year ending 31 March 2022.

Structure, Governance and Management

Governing document

Council for Voluntary Service North West Kent (CVSNWK) is a company limited by guarantee governed by its Memorandum and Articles of Association dated 12 January 2004 and amended to allow for current governance arrangement on 29 June 2005, 6 September 2006, and the 7 August 2009. It is registered as a charity with the Charity Commission.

Appointment of Trustees

As set out in the Articles of Association, the Chair of the trustees is elected by the Board, following the Annual General Meeting (AGM) The Board is comprised of between 5 and 15 trustees.

All members are circulated with invitations to nominate trustees prior to the AGM, advising them of the number of vacancies and requesting nominations.

Nominees appointed by the Borough and District Councils are subject to the appointment processes of those bodies and the guidelines on appointment to public office as they apply to Local Government nominees.

Expectations of Trustees

The Trustees are expected to attend Board meetings regularly; understand and be committed to CVSNWK policies on values and equal opportunities; share in the governance of the organisation, by agreeing to work in sub-committees and working groups; support all decisions once the majority of the Board has reached them; and be willing to participate in training and strategy meetings.

Trustee induction and training

New trustees undergo an orientation half day to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the Board and decision-making processes, the business plan, and recent financial performance of the charity. During their induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The Board administers the charity and meets bi-monthly during the year. Working groups are created as and when required. A Chief Executive Officer is appointed by the trustees to manage day-to-day operations of the charity. To facilitate operations, the Chief Executive Officer has delegated authority, within terms of delegation approved by the trustees for operational matters including finance, employment and other performance related activity.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

Risk Management

The trustees have a risk management strategy, which comprises:

- An annual review of the risks the charity may face.
- The establishment of systems and procedures to mitigate those risks identified in the plan.
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.
- Dependency on grants continues to be one of the main risks associated with the charity. However, steps are being taken to build up designated reserves for the charity.

Objectives and activities

The charity's objects and its principal activity for the year continues to be that of promoting any charitable object for the benefit of the community such as development of facilities, protection of health, relief of poverty, promotion of education and learning, primarily, but not exclusively, within the Dartford, Gravesham and Swanley area. The strategies employed to assist the charity to meet these objectives included the following:

- Develop and enhance the provision of information services to meet the needs of the voluntary and community sector;
- Increase the provision and take-up of volunteering opportunities;
- Build capacity of the Charity voluntary organisations and community groups to enable them to secure funds for their activities and services;
- Provide a comprehensive training programme; and
- Promote and participate in local partnerships.

Public Benefit

The Trustees have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's objectives and planning for the future.

Achievements and performance

Information services

Bi-weekly e-bulletins are received by our members containing information on funding sources, employment, volunteer opportunities, local activities, training events, promotion of other voluntary organisations, legal updates and any other relevant news for the Sector.

Due to the changes in our funding CVS NWK are only able to offer free infrastructure support to organisations in Gravesham and to those who are delivering projects as part of the KCC Universal Wellbeing contract. We signpost other enquiries to relevant local and regional organisations

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

Volunteering opportunities

We use volunteers within our organisation to help deliver projects and events.

Training programmes

CVSNWK continues to work with the Response Training Programme in partnership with Kent Adult Education, delivering fortnightly courses through the year. These courses are specifically aimed at people who are unemployed or in low skilled/low paid jobs, particularly: lone parents, disabled individuals and anyone deemed to be disadvantaged in being able to gain paid employment. The courses are free to learners who fall into the above criteria. Courses include accredited courses in Food Safety Level 1, Health & Safety Level 2 and First Aid at Work, whilst the non-accredited courses include Crafts, Hand Massages and Chair based exercises, amongst others.

Local Partnerships

CVSNWK continues to work with the Northfleet North Big Local, as its Local Trusted Organisation (LTO) to hold and maintain the funding of £1 million as and when it is drawn down from the Big Lottery. CVSNWK also employs and second two development workers.

CVSNWK hosts the Gravesham Day Centre project, employing and seconding the 2 workers who are placed there.

Community Cupboard

The Community Cupboard (formally known as Our Place Project) was able to continue after the People's Health Trust funding ended in February 2019, as a result of funding from National Lottery Community Fund, Ebbsfleet Development Corporation and Involve.

The Community Cupboard offers a place for local people to meet and access a range of essential items donated by Giving World.

Reserves policy & Financial Review

Any funds donated to Council for Voluntary Service North West Kent for a specific purpose will be classed as a restricted reserve.

It is the policy of CVSNWK to maintain unrestricted funds, which are the free reserves of the Charity, at a level, which enables the charitable company to have sufficient funds to cover management, administration and support costs and to respond to emergency applications of grants, which arise from time to time.

At the year end the charity had unrestricted free reserves of £20,456 (2021: £27,723) representing approximately 10 months of unrestricted expenditure in 2022. As per note 2.1, sufficient reserves are required to ensure the charitable company continues for the foreseeable future, until such point as alternative sources of funding is obtained to cover infrastructure services. The Trustees are closely monitoring the situation and ensuring plans are in place to ensure the charitable company can continue for the foreseeable future.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The Trustees believe that the charity's reserves as at 31 March 2022 are adequate for the existing activity of the charity but this is under review based on future developments on funding streams, and covered in more detail in Note 2.1 of the accounts.

Plans for the future

CVSNWK continue to look at ways of diversifying its income and also to continue to apply for grants, mostly for Core funding, which proves difficult. The Board of Trustees and Staff continue to look at different ways of achieving this. We are working more in partnership and increasingly looking for other ways to develop income generation. This continues to be done in part by offering our CVSNWK training service along with the facilitation of events and Funds Held account and the Disclosure and Barring Service. We signpost to an external payroll service.

We continue to strengthen our services to support our members, which have seen good use of the Disclosure and Barring Service we offer, which is an important resource for the sector. We continue to undertake the administrative duties for the Gravesham 50+ Forum, managing and updating their database of over 200+ members, sending out invites and collating attendee's confirmations to the events and producing signing in sheets for the Event. Our Funds Held service for small grass roots groups or newly formed unincorporated organisations continues to prove to be a very useful and much needed service.

As covered in Note 2.1 of the accounts, based on conversations with existing funders and ongoing grant applications, the trustees are hopeful they will acquire a three-year grant to cover core costs for three employees. If this application is successful, then the charity will be able to expand its operations. The result of the application will not be known until 2023, after these accounts are due to be filed.

Until this funding is absolute, the Trustees have made the difficult decision to give notice on its premises, and it is expected that the charity will enter a period of inactivity from March 2023. The charity has sufficient bank reserves to return any unspent funds to donors at that point in time and will remain inactive until future funding is received. The charity is likely to enter a period of inactivity from March 2023.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

Trustees' responsibilities statement

The Trustees (who are also directors of Council For Voluntary Service North West Kent for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

This report was approved by the Trustees, on 14/12/2022 and signed on their behalf by:



.....
Andrew Upstill - Chair

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

I report to the trustees on my examination of the accounts of Council For Voluntary Service North West Kent ('the charity') for the year ended 31 March 2022.

Responsibilities and basis of report

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

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

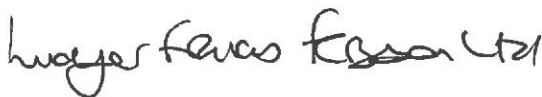
Independent examiner's statement - matter of concern identified

I have completed my examination. I confirm that no material 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 130 of the 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 Companies Act 2006 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).

In carrying out my examination it has been identified that there is a material uncertainty in relation to the charity's going concern status, as set out in Note 2.1. The contents of the note state that the charity will enter a period of inactivity from March 2023 until future funding is obtained. As stated in Note 2.1, these conditions indicate that a material uncertainty exists that may cast significant doubt on the charity's ability to continue as a going concern.

I confirm that there are 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.



J P Healey FCA

Date: 15 December 2022

Lindeyer Francis Ferguson Limited
North House
198 High Street
Tonbridge
Kent TN9 1BE

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022

		<i>Unrestricted funds 2022 £</i>	<i>Restricted funds 2022 £</i>	<i>Total funds 2022 £</i>	<i>Total funds 2021 £</i>
	Note				
Income from:					
Grants and donations		6,379	-	6,379	25,166
Charitable activities	3	-	174,826	174,826	149,848
Other trading activities	5	8,387	-	8,387	16,525
Investments		5	-	5	38
		<u>14,771</u>	<u>174,826</u>	<u>189,597</u>	<u>191,577</u>
Expenditure on:					
Raising funds	7	2,724	-	2,724	2,612
Charitable activities	4	19,811	143,065	162,876	196,241
		<u>22,535</u>	<u>143,065</u>	<u>165,600</u>	<u>198,853</u>
Net income/(expenditure)	10	(7,764)	31,761	23,997	(7,276)
Transfers between funds		-	-	-	-
Net movement in funds		<u>(7,764)</u>	<u>31,761</u>	<u>23,997</u>	<u>(7,276)</u>
Reconciliation of funds:					
Total funds brought forward		29,214	55,918	85,132	92,408
Total funds carried forward	15	<u>21,450</u>	<u>87,679</u>	<u>109,129</u>	<u>85,132</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

**BALANCE SHEET
AS AT 31 MARCH 2022**

		2022	2022	2021	2021
		£	£	£	£
	Note				
Fixed assets					
Tangible assets	12		994		1,491
Current assets					
Debtors	13	7,698		694	
Cash at bank and in hand		117,697		127,752	
		<u>125,395</u>		<u>128,446</u>	
Liabilities					
Creditors: amounts falling due within one year	14	(17,260)		(44,805)	
Net current assets			108,135		83,641
Total net assets			<u>109,129</u>		<u>85,132</u>
The funds of the charity					
Unrestricted funds			21,450		29,214
Restricted funds			87,679		55,918
Total funds	15		<u>109,129</u>		<u>85,132</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have 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 responsibility for complying with the requirements of the Companies Act 2006 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.

Approved by the board of trustees on 14/12/2022 and signed on its behalf by:



A Upstill
Chair

Company number: 05020016

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 STATUS

Council for Voluntary Service North West Kent is a charitable company limited by guarantee incorporated in England and Wales. In the event of a winding up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is Northfleet Veterans Club, The Hill, Northfleet, Gravesend, Kent, DA11 9EU.

2 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2.1 Basis of preparation

The financial statements have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Council for Voluntary Service North West Kent meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are presented in pounds sterling and rounded to the nearest pound.

Following the loss of the Kent County Council funding for infrastructure services, the charity has not been successful in obtaining further funding from alternative sources for these services. The services provided have therefore been further reviewed by the trustees and changes have been made to scale down operations in response.

Based on conversations with existing funders and ongoing grant applications, the trustees are hopeful they will acquire a three-year grant to cover core costs for three employees. If this application is successful, then the charity will be able to expand its operations. The result of the application will not be known until 2023, after these accounts are due to be filed.

Until this funding is absolute, the Trustees have made the difficult decision to give notice on its premises, and it is expected that the charity will enter a period of inactivity from March 2023. The charity has sufficient bank reserves to return any unspent funds to donors at that point in time and will remain inactive until future funding is received.

There are sufficient reserves to settle existing liabilities and enable a period of inactivity, and therefore the Trustees are confident that their continued actions will secure the future of the charity. On this basis the charity is a going concern, however, the trustees acknowledge that at the date of approving the accounts a material uncertainty exists over the charity's going concern status.

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

2.2 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants (including government grants), this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Where grants are received in response to a proposal including a budgeted timescale, such that the timescale for the expenditure is implicit in the grant agreement, the income is recognised in accordance with that timescale.

Investment income is recognised when receivable. Interest is accounted for as accrued income where it is due but has not yet been credited.

Incoming resources from charitable activities are recognised to the extent that the charity has provided the contracted services and has been analysed between the activities undertaken by the charitable company.

2.3 Expenditure

Expenditure and related liabilities are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be measured or estimated reliably.

Expenditure is stated gross of irrecoverable VAT and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds includes the costs associated with attracting donations and grants and the costs of fundraising trading activities.

Expenditure on charitable activities includes the cost of projects funded directly and projects funded by way of grants to organisations, related staff costs, and an allocation of support costs. Support costs are those functions that assist the work of the charity but do not directly relate to delivery of the charitable activities.

2.4 Taxation

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

2.5 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation on transition less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated realisable value of each asset over its expected useful life, as follows:

Computer equipment	33.3% reducing balance
Furniture, fixtures and equipment	33.3% reducing balance

2.7 Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Short term basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2.8 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term. The only operating lease relates to the charity's premises.

2.9 Pensions

The charitable company makes pension contributions into employees' private pension schemes. Contributions are recognised in the statement of financial activities when payable.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

3 Income from charitable activities

	Big Local	Northfleet Central	Gravesham Place	Our Place	Sevenoaks District Council	Kent Community Foundation	Lottery Community Fund	Development worker	Infrastructure Services	Total 2022	Total 2021
	£	£	£	£	£	£	£			£	£
Grants receivable	103,940	7,394	26,523	132	900	8,750	9,990	12,000	-	169,629	149,700
Rental income	-	-	-	-	-	-	-	-	-	-	148
Administration fees	5,197	-	-	-	-	-	-	-	-	5,197	-
	109,137	7,394	26,523	132	900	8,750	9,990	12,000	-	174,826	149,848

4 Expenditure on charitable activities

	Big Local	Northfleet Central	Gravesham Place	Our Place	Sevenoaks District Council	Kent Community Foundation	Lottery Community Fund	Development worker	Infrastructure Services	Total 2022	Total 2021
	£	£	£	£	£	£	£			£	£
Direct activity costs	19,878	6,948	292	310	-	1,400	-	-	-	28,828	58,911
Direct staff costs	58,649	-	15,300	3,558	-	-	-	5,095	-	82,602	92,702
Support costs	26,191	1,892	2,652	-	900	-	-	-	19,811	51,446	44,628
	104,718	8,840	18,244	3,868	900	1,400	-	5,095	19,811	162,876	196,241

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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

5 Income from other trading activities

	2022	2021
	£	£
Recovered costs:		
CRB checks	2,463	2,452
Other recovered costs	452	953
Administration fees charged	3,942	8,853
Training	1,530	4,221
Rental income	-	46
	<u>8,387</u>	<u>16,525</u>

6 Restricted income

In the comparative period, restricted income was received as follows:

	2021
	£
Charitable activities	149,801
Investments	22
	<u>149,823</u>

7 Expenditure on raising funds

	2022	2021
	£	£
CRB checks recoverable	2,440	2,612
Training - other costs	284	-
	<u>2,724</u>	<u>2,612</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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

8 Support costs

	2022	2021
	£	£
Staff costs	31,497	28,510
Rent and rates	8,000	4,800
Insurance	1,197	1,190
Printing, postage and stationery	1,415	857
Telephone	143	111
Computer expenses	4,270	4,475
Subscriptions and membership	316	70
Payroll services	675	957
Volunteer expenses	170	-
Miscellaneous expenses	306	301
Bad debts	-	13
Bank charges	96	99
Cleaning	122	-
Depreciation of fixed assets	497	745
Governance costs:		
Independent Examiner's fee	830	810
Accountancy fees	1,912	1,690
	<u>51,446</u>	<u>44,628</u>

9 Restricted expenditure

In the comparative period, expenditure from restricted funds was as follows:

	2021
	£
Charitable activities	<u>175,065</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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

10 Net expenditure

	2022	2021
	£	£
This is stated after charging:		
Depreciation	497	745
Operating lease payments	8,000	4,800

11 Staff costs

	2022	2021
	£	£
Wages and salaries	102,567	115,977
Employer's National Insurance	2,295	1,586
Employer's pension contributions	1,450	1,479
Subcontractor costs	7,787	2,169
	114,099	121,211

The average number of employees on a headcount basis was:

	2022	2021
	No	No
Council for Voluntary Service	6	9
Big Local	2	2
	8	11

No employee received remuneration (excluding employer pension contributions) amounting to more than £60,000 during either year.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

12 Tangible fixed assets

	Furniture, fixtures, equipment £	Computer Equipment £	Total £
Cost			
At 1 April 2021	13,687	3,786	17,473
At 31 March 2022	13,687	3,786	17,473
Depreciation			
At 1 April 2021	13,599	2,383	15,982
Charge for the year	29	468	497
At 31 March 2022	13,628	2,851	16,479
Net book value			
At 31 March 2022	59	935	994
At 31 March 2021	88	1,403	1,491

13 Debtors

	2022 £	2021 £
Fees and grants receivable	7,179	175
Other debtors	519	519
	7,698	694

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

14 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	2,620	458
Tax and social security	3,799	392
Accruals and deferred income	2,544	3,973
Funds held for other organisations	8,015	39,843
Other creditors	282	139
	<u>17,260</u>	<u>44,805</u>

Funds held as agent:

The following income was received, and expenditure met, on behalf of the organisations which have their funds held by Council for Voluntary Service North West Kent:

Little Gems Children's Centre - Agent's fee for the year met on their behalf £24,

Wallis Park Youth Club - Agent's fee for the year met on their behalf £12,

Wallis Park Film Club - Agent's fee for the year met on their behalf £101,

Gravesham Place Redundancy - Income of £292 received,

Karen - Bikes - Agent's fee for the year met on their behalf £23,

BeHive - Income of £2,247 received, payments of £1,274 made, and the agent's fee for the year of £102 met on their behalf.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

15 Movement on funds

Current period:

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
Unrestricted funds:					
General fund	29,214	14,771	(22,535)	-	21,450
Restricted funds:					
Big Local Trust	20,010	109,137	(104,718)	-	24,429
Northfleet Central	26,449	7,394	(8,840)	-	25,003
Gravesham Place IAG	3,782	26,523	(18,244)	-	12,061
Our Place	5,677	132	(3,868)	-	1,941
Sevenoaks District Council Grant	-	900	(900)	-	-
Kent Community Foundation	-	8,750	(1,400)	-	7,350
Lottery community fund	-	9,990	-	-	9,990
GBC Development worker	-	12,000	(5,095)	-	6,905
	55,918	174,826	(143,065)	-	87,679
Total funds	85,132	189,597	(165,600)	-	109,129

Prior period:

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Unrestricted funds:					
General fund	11,248	41,754	(23,788)	-	29,214
Restricted funds:					
Big Local Trust	3,899	106,212	(90,101)	-	20,010
Northfleet Central	65,812	148	(39,511)	-	26,449
Gravesham Place IAG	3,532	23,596	(23,346)	-	3,782
Our Place	7,917	1,867	(4,107)	-	5,677
Sevenoaks District Council Grant	-	800	(800)	-	-
Warburtons	-	3,000	(3,000)	-	-
Kent Community Foundation	-	14,200	(14,200)	-	-
	81,160	149,823	(175,065)	-	55,918
Total funds	92,408	191,577	(198,853)	-	85,132

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

15 Movement on funds *continued*

Big Local Trust

CVSNWK is the Local Trusted Organisation for the Northfleet Big Local and is responsible for the grant given to the Northfleet North Community. CVSNWK holds the responsibility to ensure the grant is spent in line with the grant agreement and is also responsible for the quarterly and end of year returns. All monies coming into the Big Local pot are included within the CVSNWK accounts, in line with the agreement with Northfleet Big Local.

Northfleet Central

Northfleet Central is the hub that the Big Local Trust now operate from and is funded by the Big Local Trust with funds generated being utilised on the Big Local project.

Gravesham Place IAG Service

CVSNWK works in partnership with KCC Adult Services and employs part time members of staff who are seconded over to work in the Day Centre reception and other reception areas around the hospital.

Our Place

Our place is the community shop in hall which takes place on a Tuesday, working alongside Giving World. Our Place work with anyone in need at the time and receive free goods which are subsequently donated. These goods are difficult to quantify in terms of value, as they consist of clothes and small household items. In the year seven pallets worth of goods were received from Giving World and then subsequently donated.

Warburtons

This was a grant awarded as a result of COVID-19, It was awarded for storage rental of goods stored for the shop and staffing for the shop to enable people to come and collect items during lockdown for those in need.

Kent Community Foundation

These grants were initially awarded in 2021 as a result of the effects of the pandemic. These grants were to aid in the purchase of phones to enable staff to communicate in the lockdown, purchase PPE equipment and hire someone to work on the website.

The grant received in 2022 was to support CVS NWK to overhaul its core service offering and look to develop sustainable income.

Sevenoaks District Council Grant

Funding was received during the year to be used for the benefit of Sevenoaks District Residents.

Lottery community fund

Funding was received during the year to rebuild community networks, links, referrals and signposting processes following the pandemic.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

15 Movement on funds *continued***GBC Development worker**

Funding was received during the year to organise and deliver a networking event and training sessions for the voluntary and community sector in Gravesham.

16 Analysis of net assets between funds

Current period:	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	994	-	994
Net current assets	20,456	87,679	108,135
	<u>21,450</u>	<u>87,679</u>	<u>109,129</u>
Prior period:	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	1,491	-	1,491
Net current assets	27,723	55,918	83,641
	<u>29,214</u>	<u>55,918</u>	<u>85,132</u>

17 Related party transactions

The Board of Trustees and the Chief Executive Officer are considered to be the charity's key management personnel.

There was no trustee remuneration nor other benefits during the current or prior period.

Trustees were reimbursed expenses of £Nil (2021: £Nil) and key management were reimbursed £Nil (2021: £30).

The employee benefits (including employer's pension contributions and National Insurance) relating to key management personnel during the year was £16,532 (2021: £18,300).

There were no transactions with related parties during the period.

Accounts

COMPANY NUMBER: 05020016
CHARITY NUMBER: 1102160

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

(a company limited by guarantee)

TRUSTEES' REPORT and FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2021

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

FOR THE YEAR ENDED 31 MARCH 2021

Reference and administrative details

Charity number: 1102160

Company number: 05020016

Registered Office: Northfleet Veterans Club The Hill, Northfleet, Gravesend, Kent, DA11 9EU

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The directors serving during the year and since the year-end were as follows:

S Hart	CAS Training – Chair
A Upstill	North Kent MIND – Vice Chair
J Thornton	Independent
Clr A Ridgers	Independent
Clr A Sandhu MB	Dartford Borough Council Rep
M Keating	Chief Officer and Company Secretary

Bankers	CAF Bank 25 Kings Hill Avenue West Malling, ME19 4TA
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Independent Examiner	J P Healey FCA Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge, Kent TN9 1BE
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Solicitors	Ross Green & Crowe Solicitors 23-25 Copperfields, Dartford, Kent DA1 2DE
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COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

Like most other businesses in our sector the last 12 months have been difficult with a combination of the pandemic and funding constraints. And understandably this uncertainty has proved unsettling for the team. However, once again I am happy to say that with the support of our CEO, Marilyn Keating, the team rose to these challenges.

CVS managed to sustain most of its existing work even with our doors closed but did take a financial hit with the loss of some income through not being able to host face to face training. But as with last year, CVS was able to adapt to ensure those in need received support and information through a quickly changing world.

CVS stepped up its e-bulletin ensuring essential information was relayed to partners across our sector as quickly as possible and realigned its existing Giving World project to meet with the new pandemic regulations.

As the year progressed, we worked with CAP Enterprises using funding from the Kent County Councils Strategic Recovery Fund to develop a long-term plan to re-establish connectivity in North Kent with our new North West Kent Together project. At the time of writing the proposal is still in development and dependent on a lottery bid, but if successful should help CVS plan well into the future.

And it's this year that we say goodbye to Jaki Farrugia, who retired after 19 years' service. Like the rest of the CVS team, Jaki took a personal hit in the reduction of her hours to ensure the survival of CVS through the most difficult times. I speak for the board when I extend our thanks to Jaki for her service and wish her well for the future.

As chair, I think it is important to say that for CVS to stay relevant in this ever-changing climate and to survive into the future, we must reposition the organisation as the first point of contact for our sector, leading and shaping support for organisations, bringing partners together and ensuring representation and support across the whole of DGS. The strengthening of our board is an essential part of the work needed.

Finally, I would like to take this opportunity to thank all our staff for their efforts and to wish our partner organisations well for the coming year. No doubt there will be challenges but I think we are as well prepared as we can be to face them and continue to support the voluntary and community sectors of Dartford, Gravesham and Swanley.



Susan Hart - Chair

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Directors are pleased to present their report together with financial statements of the charity for the year ending 31 March 2021.

Structure, Governance and Management

Governing document

Council for Voluntary Service North West Kent (CVSNWK) is a company limited by guarantee governed by its Memorandum and Articles of Association dated 12 January 2004 and amended to allow for current governance arrangement on 29 June 2005, 6 September 2006, and the 7 August 2009. It is registered as a charity with the Charity Commission.

Appointment of Trustees

As set out in the Articles of Association, the Chair of the trustees is elected by the Board, following the Annual General Meeting (AGM) The Board is comprised of between 5 and 15 trustees.

All members are circulated with invitations to nominate trustees prior to the AGM, advising them of the number of vacancies and requesting nominations.

Nominees appointed by the Borough and District Councils are subject to the appointment processes of those bodies and the guidelines on appointment to public office as they apply to Local Government nominees.

Expectations of Trustees

The Trustees are expected to attend Board meetings regularly; understand and be committed to CVSNWK policies on values and equal opportunities; share in the governance of the organisation, by agreeing to work in sub-committees and working groups; support all decisions once the majority of the Board has reached them; and be willing to participate in training and strategy meetings.

Trustee induction and training

New trustees undergo an orientation half day to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the Board and decision-making processes, the business plan, and recent financial performance of the charity. During their induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The Board administers the charity and meets bi-monthly during the year. Working groups are created as and when required. A Chief Officer is appointed by the trustees to manage day-to-day operations of the charity. To facilitate operations, the Chief Officer has delegated authority, within terms of delegation approved by the trustees for operational matters including finance, employment and other performance related activity.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Risk Management

The trustees have a risk management strategy, which comprises:

- An annual review of the risks the charity may face.
- The establishment of systems and procedures to mitigate those risks identified in the plan.
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.
- Dependency on grants continues to be one of the main risks associated with the charity. However, steps are being taken to build up designated reserves for the charity.

Objectives and activities

The charity's objects and its principal activity for the year continues to be that of promoting any charitable object for the benefit of the community such as development of facilities, protection of health, relief of poverty, promotion of education and learning, primarily, but not exclusively, within the Dartford, Gravesham and Swanley area. The strategies employed to assist the charity to meet these objectives included the following:

- Develop and enhance the provision of information services to meet the needs of the voluntary and community sector.
- Increase the provision and take-up of volunteering opportunities.
- Build capacity of the Charity voluntary organisations and community groups to enable them to secure funds for their activities and services.
- Provide a comprehensive training programme; and
- Promote and participate in local partnerships.

Public Benefit

The Trustees have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's objectives and planning for the future.

Achievements and performance

Information services

Bi-weekly e-bulletins are received by our members containing information on funding sources, employment, volunteer opportunities, local activities, training events, funding opportunities, promotion of other voluntary organisations, legal updates and any other relevant news for the Sector. Thanks goes to Sevenoaks District Council whose grant is used to part pay for this service so we can continue this useful and well received e-bulletin.

During lockdown we changed the format slightly to include Government updates on Covid-19 and Lockdown, including the furlough scheme. We shared how organisations were offering services remotely to ensure their clients were able to access services. We also advertised all the Emergency Funding that was available to the Sector during this period.

Due to the change in funding CVSNEWK no longer offers free infrastructure support, although we provide a 30-minute telephone consultation to groups where we can offer advice and local knowledge regarding existing groups. We would then signpost to the relevant Kent Infrastructure organisation awarded the KCC contract for free support.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Volunteering opportunities

We continue to work closely with the local NWK Volunteer Centre signposting enquiries of prospective volunteers to them as and when we are able. We also use volunteers within our organisation, in the office or assisting at events and within our projects.

Training programmes

CVSNWK continues to work with the Response Training Programme in partnership with Kent Adult Education. Several courses are run over the year. These Communities into Employment courses are specifically aimed at people who are unemployed, in low skilled/low paid jobs, particularly lone parents, disabled and anyone deemed to be disadvantaged in being able to gain paid employment. The courses are free to learners who fall into the above criteria. Courses include accredited courses which included Level 1 in Food Safety, Health & Safety Level 2, First Aid at Work, the non-accredited courses included Crafts, Hand Massage, Chair based exercise etc.

CVSNWK can offer or arrange different types of training when required, which have included Introduction into QuickBooks, Safeguarding, Risk Assessment, etc these are usually booked for an organisation who wish to train their staff and volunteers. There is a charge for these courses.

Local Partnerships

CVSNWK continues to work closely with the Northfleet North Big Local, as its Local Trusted Organisation (LTO) to hold and maintain the funding of £1 million as and when it is drawn down from the Big Lottery. CVSNWK also employs the staff that are needed for NBL and attends regular Partnership meetings offering advice when required.

CVSNWK also supplies additional support and services to Northfleet Big Local for which it is paid.

CVSNWK hosts the Gravesham Day Centre project, employing and seconding the five workers who are placed there. The CEO attends regular Team Meetings to ensure the project is working smoothly and the project continues to work within its budget.

Our Place

The project continues to run on a smaller scale. Our swop shop was not able to run during the lockdown, but we offered an order and collection service for families in need, which proved popular.

Once we were allowed to re-open, we decided not to take in second-hand items and only offer the free items we receive from our Partners at Giving World. Goods include clothes, household products, toiletries, toys, books, etc which are given by Business which would otherwise go to landfill.

The Community Shop is a successful project and well attended – we hope to re-introduce the Pop In alongside this once we can. This allows community members to come along for a cup of coffee/tea and biscuit and sit with other members of the community and find out more about what goes on in the area. This breaks down social isolation and encourages people to become more involved in their community.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

National Association for Voluntary and Community Action (NAVCA)

Due to the achievement of our Quality Award, we continue to display the NAVCA Quality Mark on all our materials.

Reserves policy & Financial Review

Any funds donated to Council for Voluntary Service North West Kent for a specific purpose will be classed as a restricted reserve.

It is the policy of CVSNEWK to maintain unrestricted funds, which are the free reserves of the Charity, at a level, which enables the charitable company to have sufficient funds to cover management, administration and support costs and to respond to emergency applications of grants, which arise from time to time.

At the year end the charity had unrestricted free reserves of £29,214 (2020: £11,248) representing approximately 12 months of unrestricted expenditure in 2021. As per note 2.1, sufficient reserves are required to ensure the charitable company continues for the foreseeable future, until such point as alternative sources of funding is obtained to cover infrastructure services. The Trustees are closely monitoring the situation and ensuring plans are in place to ensure the charitable company can continue for the foreseeable future.

The Trustees believe that the charity's reserves as at 31 March 2021 are adequate for the existing activity of the charity, but this is under review based on future developments on funding streams.

Plans for the future

CVSNEWK continue to look at ways of diversifying its income and also to continue to apply for grants, mostly for Core funding, which proves difficult. The Board of Trustees and Staff continues to look at different ways of achieving this. We are working more in partnership and are being aware of other ways of income generating for the charity and further developing income generation. This continues to be done in part by offering our CVSNEWK training service along with the facilitation of events, Funds Held account, Payroll Services and Disclosure and Barring Service.

We will be looking to restructure CVSNEWK (funding allowing) after Covid to strengthen the Voluntary Sector and continue to strengthen our services to support our members, which have seen effective use of the Disclosure and Barring Service we offer, which is a valuable resource for the sector. We continue to undertake the administrative duties for the Gravesham 50+ Forum, managing and updating their database of over 200+ members, sending out invites and collating attendee's confirmations to the events and producing signing in sheets for the Event. Our Funds Held service for small grass roots groups or newly formed unincorporated organisations continues to prove to be an extremely useful and much needed service.

We are looking at other income generated services we could offer to the Sector and to build on our highly successful 'Our Place' project.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Trustees' responsibilities statement

The Trustees (who are also directors of Council for Voluntary Service North West Kent for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including 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.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

This report was approved by the Trustees, on 5 January 2022 and signed on their behalf by:



Susan Hart – Chair

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

I report to the trustees on my examination of the accounts of Council for Voluntary Service North West Kent ('the charity') for the year ended 31 March 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material 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 130 of the 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 Companies Act 2006 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.



J P Healey FCA

Date:



Lindeyer Francis Ferguson Limited
North House
198 High Street
Tonbridge
Kent TN9 1BE

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

		<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>	<i>Total funds 2020 £</i>
	Note				
Income from:					
Grants and donations		25,166	-	25,166	51
Charitable activities	3	47	149,801	149,848	187,934
Other trading activities	5	16,525	-	16,525	21,905
Investments		16	22	38	329
		<u>41,754</u>	<u>149,823</u>	<u>191,577</u>	<u>210,219</u>
Expenditure on:					
Raising funds	7	2,612	-	2,612	6,039
Charitable activities	4	21,176	175,065	196,241	206,126
		<u>23,788</u>	<u>175,065</u>	<u>198,853</u>	<u>212,165</u>
Net income/(expenditure)	10	17,966	(25,242)	(7,276)	(1,946)
Transfers between funds		-	-	-	-
Net movement in funds		<u>17,966</u>	<u>(25,242)</u>	<u>(7,276)</u>	<u>(1,946)</u>
Reconciliation of funds:					
Total funds brought forward		<u>11,248</u>	<u>81,160</u>	<u>92,408</u>	<u>94,354</u>
Total funds carried forward	16	<u>29,214</u>	<u>55,918</u>	<u>85,132</u>	<u>92,408</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	12		1,491		2,236
Current assets					
Debtors	13	694		4,616	
Cash at bank and in hand		127,752		122,080	
		<u>128,446</u>		<u>126,696</u>	
Liabilities					
Creditors: amounts falling due within one year	14	(44,805)		(36,524)	
Net current assets			83,641		90,172
Total net assets			<u>85,132</u>		<u>92,408</u>
The funds of the charity					
Unrestricted funds			29,214		11,248
Restricted funds			55,918		81,160
Total funds	16		<u>85,132</u>		<u>92,408</u>

Approved by the board of trustees on 5 January 2022 and signed on its behalf by:



S Hart
Chair

Company number: 05020016

1 STATUS

Council for Voluntary Service North West Kent is a charitable company limited by guarantee incorporated in England and Wales. In the event of a winding up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is Northfleet Veterans Club, The Hill, Northfleet, Gravesend, Kent, DA11 9EU.

2 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2.1 Basis of preparation

The financial statements have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Council for Voluntary Service North West Kent meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are presented in pounds sterling and rounded to the nearest pound.

Following the loss of the Kent County Council funding for infrastructure services, the charity has not been successful in obtaining further funding from alternative sources for these services. The services provided have therefore been further reviewed by the trustees and changes have been made to scale down operations in response. Contract staff are utilised as and when required and when funding allows for infrastructure services. This shall continue until such point as further infrastructure services funding is obtained. There is sufficient income and reserves to allow for this. For this reason, the Trustees consider the charitable company will remain a going concern for the foreseeable future.

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

2.2 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants (including government grants), this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Where grants are received in response to a proposal including a budgeted timescale, such that the timescale for the expenditure is implicit in the grant agreement, the income is recognised in accordance with that timescale.

Investment income is recognised when receivable. Interest is accounted for as accrued income where it is due but has not yet been credited.

Incoming resources from charitable activities are recognised to the extent that the charity has provided the contracted services and has been analysed between the activities undertaken by the charitable company.

2.3 Expenditure

Expenditure and related liabilities are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be measured or estimated reliably.

Expenditure is stated gross of irrecoverable VAT and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds includes the costs associated with attracting donations and grants and the costs of fundraising trading activities.

Expenditure on charitable activities includes the cost of projects funded directly and projects funded by way of grants to organisations, related staff costs, and an allocation of support costs. Support costs are those functions that assist the work of the charity but do not directly relate to delivery of the charitable activities.

2.4 Taxation

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

2.5 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation on transition less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated realisable value of each asset over its expected useful life, as follows:

Furniture, fixtures and equipment	33.3% on the reducing balance
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2.7 Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Short term basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2.8 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term. The only operating lease relates to the charity's premises.

2.9 Pensions

The charitable company makes pension contributions into employees' private pension schemes. Contributions are recognised in the statement of financial activities when payable.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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

3 Income from charitable activities

	Big Local	Northfleet	Gravesham	Our Place	Sevenoaks District Council	Warburtons	KCF	Infrastructure Services	Total 2021	Total 2020
	£	£	£	£	£	£	£	£	£	£
Grants receivable	106,190	-	23,596	1,867	800	3,000	14,200	47	149,700	173,995
Rental income	-	148	-	-	-	-	-	-	148	13,939
	106,190	148	23,596	1,867	800	3,000	14,200	47	149,848	187,934

4 Expenditure on charitable activities

	Big Local	Northfleet	Gravesham	Our Place	Sevenoaks District Council	Warburtons	KCF	Infrastructure Services	Total 2021	Total 2020
	£	£	£	£	£	£	£	£	£	£
Direct activity costs	13,306	39,511	408	1,043	-	1,212	3,431	-	58,911	58,770
Direct staff costs	57,381	-	20,426	2,393	-	1,788	10,714	-	92,702	86,238
Support costs	19,414	-	2,512	671	800	-	55	21,176	44,628	61,118
	90,101	39,511	23,346	4,107	800	3,000	14,200	21,176	196,241	206,126

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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

5 Income from other trading activities

	2021	2020
	£	£
Recovered costs:		
CRB checks	2,452	3,941
Other recovered costs	953	631
Administration fees charged	8,853	10,438
Training	4,221	6,895
Rental income	46	-
	<u>16,525</u>	<u>21,905</u>

6 Restricted income

In the comparative period, restricted income was received as follows:

	2020
	£
Charitable activities	187,934
Investments	266
	<u>188,200</u>

7 Expenditure on raising funds

	2021	2020
	£	£
CRB checks recoverable	2,612	4,111
Training - other costs	-	1,452
Allocation of support costs	-	476
	<u>2,612</u>	<u>6,039</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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

8 Support costs

	2021	2020
	£	£
Staff costs	28,510	40,599
Rent and rates	4,800	8,000
Insurance	1,190	1,214
Printing, postage and stationery	857	1,585
Telephone	111	290
Computer expenses	4,475	4,249
Subscriptions and membership	70	1,466
Payroll services	957	216
Volunteer expenses	-	35
Miscellaneous expenses	301	-
Bad debts	13	-
Bank charges	99	183
Depreciation of fixed assets	745	1,117
Independent Examiner's fee	810	810
Accountancy fees	1,690	1,800
Trustees' expenses	-	30
	<u>44,628</u>	<u>61,594</u>

9 Restricted expenditure

In the comparative period, expenditure from restricted funds was as follows:

	2020
	£
Charitable activities	<u>168,506</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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

10 Net expenditure

	2021	2020
	£	£
This is stated after charging:		
Depreciation	745	1,117
Operating lease payments	4,800	8,000
	<u> </u>	<u> </u>

11 Staff costs

	2021	2020
	£	£
Wages and salaries	115,977	105,964
Employer's National Insurance	1,586	3,193
Employer's pension contributions	1,479	1,556
Subcontractor costs	2,169	16,124
	<u> </u>	<u> </u>
	<u>121,211</u>	<u>126,837</u>

The average number of employees on a headcount basis was:

	2021	2020
	No	No
Council for Voluntary Service	9	8
Big Local	2	4
	<u> </u>	<u> </u>
	<u>11</u>	<u>12</u>

No employee received remuneration (excluding employer pension contributions) amounting to more than £60,000 during either year.

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

12 Tangible fixed assets

	Furniture, fixtures, equipment £	Computer Equipment £	Total £
Cost			
At 1 April 2020	13,687	3,786	17,473
At 31 March 2021	13,687	3,786	17,473
Depreciation			
At 1 April 2020	13,555	1,682	15,237
Charge for the year	44	701	745
At 31 March 2021	13,599	2,383	15,982
Net book value			
At 31 March 2021	88	1,403	1,491
At 31 March 2020	132	2,104	2,236

13 Debtors

	2021 £	2020 £
Fees and grants receivable	175	4,616
Other debtors	519	-
	694	4,616

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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

14 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	458	1,237
Tax and social security	392	1,824
Accruals and deferred income	3,973	5,370
Funds held for other organisations	39,843	8,564
Big Local Unspent Funds	-	19,392
Other creditors	139	137
	<u>44,805</u>	<u>36,524</u>

Funds held as agent:

The following income was received, and expenditure met, on behalf of the organisations which have their funds held by Council for Voluntary Service North West Kent:

Little Gems Children's Centre - Agent's fee for the year met on their behalf £12

Wallis Park Youth Club - Agent's fee for the year met on their behalf £5

Wallis Park Film Club - Agent's fee for the year met on their behalf £41

Gravesham Place Redundancy - Income of £173 received

Karen - Bikes - Agent's fee for the year met on their behalf £9

Northfleet CIO - Income of £32,831.73 received

15 Financial commitments

At 31 March 2021, the charitable company was committed to future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Land and buildings operating leases expiring:		
Within one year	<u>-</u>	<u>2,000</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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

16 Movement on funds

Current period:

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Unrestricted funds:					
General fund	11,248	41,754	(23,788)	-	29,214
Restricted funds:					
<i>Big Local Trust</i>	3,899	106,212	(90,101)	-	20,010
Northfleet Central	65,812	148	(39,511)	-	26,449
Gravesham Place IAG	3,532	23,596	(23,346)	-	3,782
Our Place	7,917	1,867	(4,107)	-	5,677
Sevenoaks District Council Grant	-	800	(800)	-	-
Warburtons	-	3,000	(3,000)	-	-
Kent County Council	-	14,200	(14,200)	-	-
	81,160	149,823	(175,065)	-	55,918
Total funds	92,408	191,577	(198,853)	-	85,132

Prior period:

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Unrestricted funds:					
General fund	32,888	22,019	(43,659)	-	11,248
Restricted funds:					
<i>Big Local Trust</i>	10,936	130,342	(137,379)	-	3,899
Northfleet Central	50,530	16,707	(1,425)	-	65,812
Gravesham Place IAG	-	26,523	(22,991)	-	3,532
Our Place	-	13,628	(5,711)	-	7,917
Sevenoaks District Council Grant	-	1,000	(1,000)	-	-
	61,466	188,200	(168,506)	-	81,160
Total funds	94,354	210,219	(212,165)	-	92,408

16 Movement on funds *continued*

Big Local Trust

CVSNWK is the Local Trusted Organisation for the Northfleet Big Local and is responsible for the grant given to the Northfleet North Community. CVSNWK holds the responsibility to ensure the grant is spent in line with the grant agreement and is also responsible for the quarterly and end of year returns. All monies coming into the Big Local pot are included within the CVSNWK accounts, in line with the agreement with Northfleet Big Local.

Northfleet Central

Northfleet Central is the hub that the Big Local Trust now operate from and is funded by the Big Local Trust with funds generated being utilised on the Big Local project.

Gravesham Place IAG Service

CVSNWK works in partnership with KCC Adult Services and employs part time members of staff who are seconded over to work in the Day Centre reception and other reception areas around the hospital.

Our Place

Our place is the community shop in hall which takes place on a Tuesday, working alongside Giving World. They work with anyone in need at the time and receive both free goods and grants.

Warbutons

This was a grant awarded as a result of COVID-19, It was awarded for storage rental of goods stored for the shop and staffing for the shop to enable people to come and collect items during lockdown for those in need.

Kent County Council

These grants were awarded as a result of the effects of the pandemic. These grants were to aid in the purchase of phones to enable staff to communicate in the lockdown, to hire someone to work on the website and for PPE equipment.

Sevenoaks District Council Grant

Funding was received during the year to be used for the benefit of Sevenoaks District Residents.

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

17 Analysis of net assets between funds

Current period:	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	1,491	-	1,491
Net current assets	27,723	55,918	83,641
	<u>29,214</u>	<u>55,918</u>	<u>85,132</u>
Prior period:	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	2,236	-	2,236
Net current assets	9,012	81,160	90,172
	<u>11,248</u>	<u>81,160</u>	<u>92,408</u>

18 Related party transactions

The Board of Trustees and the Chief Officer are considered to be the charity's key management personnel.

There was no trustee remuneration nor other benefits during the current or prior period.

Trustees were reimbursed expenses of £Nil (2020: £30) and Key management was reimbursed £30 (2020: £Nil).

The employee benefits (including employer's pension contributions and National Insurance) relating to key management personnel during the year was £18,300 (2020: £15,705).