

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

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

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

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

The last 12 months have been a trying time for many businesses in our sector, but for CVSNNWK 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 CVSNNWK, 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 CVSNNWK, and was appointed the Interim CEO. The board of directors and the CVSNNWK 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 CVSNNWK 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 CVSNNWK 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 CVSNNWK. 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 CVSNNWK is an attractive organisation to those looking for board positions. The board has ambitious plans for CVSNNWK, 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.

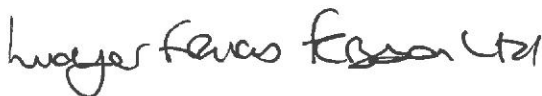
Independent examiner's statement - matter of concern identified

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
	8,387	16,525

6 Restricted income

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

	2021
	£
Charitable activities	149,801
Investments	22
	149,823

7 Expenditure on raising funds

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

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.

