

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

CONTENTS

Reference and administrative details	1
Strategic report	2 - 3
Trustees' report	5 – 8
Independent examiner's report	9
Statement of financial activities (including income and expenditure account)	10
Balance sheet	11
Notes to the financial statements	12 - 21

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.


.....
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

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

**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>

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
	2,084	6,975

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
	24,784	4,033

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
	<u>28,098</u>	<u>29,086</u>	<u>57,184</u>
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
	<u>23,237</u>	<u>63,537</u>	<u>86,774</u>

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).