

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

CONTENTS

Reference and administrative details	1
Strategic report	2
Trustees' report	3 – 10
Independent examiner's report	11
Statement of financial activities (including income and expenditure account)	12
Balance sheet	13
Notes to the financial statements	14 - 23

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
----------------	--

Independent Examiner	J P Healey FCA Lindeyer Francis Ferguson Limited 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 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 CVSNEWK 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]

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT

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 Fergusson	Our Place £	Community Cupboard £	Kent		IMPAKT £	Let's Reconnect £	Other £	Total 2025 £	Total 2024 £
		GBC £	£				Infrastructure Support fund £	£					
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 Fergusson	Our Place £	Community Cupboard £	Kent		IMPAKT £	Let's Reconnect £	Other £	Total 2025 £	Total 2024 £
		GBC £	£				Infrastructure Support fund £	£					
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.