

COMPANY REGISTRATION NUMBER : 05586169

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL STATEMENTS
FOR
31 MARCH 2021**

Charity Number : 1112483



Edmund Carr LLP
Chartered Accountants
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Chelmsford
Essex
CM2 0AW

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

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**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

COMPANY INFORMATION

YEAR ENDED 31 MARCH 2021

Charity Number: 1112483

Company Number: 05586169

Principal address: Burgess Well House
Coval Lane
Chelmsford
Essex
CM1 1FW

Charity trustees:	Brian Mister, MBE	Chair
	Allison Lofthouse	Vice Chair
	John Knott	Hon Treasurer & Company Secretary
	Tom Willis	Hon Secretary
	Tracy Harris	Trustee
	Lynne Foster	Chelmsford Theatre Workshop
	Glenda Daines	The Stroke Club for Mid Essex

The charity trustees are also directors of the company.

Appointed observer: Cllr Sue Young Chelmsford City Council

Accountants: Edmund Carr LLP

Senior staff: Lorraine Jarvis, Chief Officer

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

The trustees have pleasure in presenting their report and the unaudited financial statements for the charity for the year ended 31 March 2021.

Structure, Governance and Management

Governing document: The Memorandum and Articles of Association; incorporated 7 October 2005.
Registered as a charity 12 December 2005. Began operating 1 April 2006.

Charity constitution: Company Limited by Guarantee

Charity trustee selection method: Trustees are nominated and elected by the Board at the Annual General Meeting. Chelmsford CVS staff and board members continued to keep skills updated and ongoing membership of NCVO, NAVCA and VST has enabled access to relatively low cost, high value training. Records of all staff and trustee development are kept.

The Trustees meet regularly as a main committee, and delegate day to day responsibility for the running of the charity to the Chief Officer who reports in detail on every aspect of the Charity's work in order that decisions can be made that best further the charity and company objectives.

Public Benefit Statement

The Trustees confirm that they have had due regard to the guidance issued by the Charity Commission on Public Benefit. Chelmsford CVS objects are clear in that they will promote any charitable purposes that are for the benefit of the community; its aims and activities of brokering volunteer opportunities, providing support to individuals, to voluntary and community organisations, especially in the area of health, wellbeing, safety and education, are in accordance with the regulations on public benefit.

Risk Management:

The major risks, to which the charity is exposed, as identified by the Trustees, have been reviewed and systems, policies and procedures have been established and put in place to mitigate those risks. Every staff induction is completed to include policies and all are agreed or amended at Board level. The annual review of Health & Safety policy and procedure was undertaken and policies and procedures for remote and lone working were reviewed in year alongside associated training needs.

The charity reviewed its Health & Safety policy and created a suite of Covid Business Continuity Risk Assessments and other resources to enable its operation and that of its projects to continue through pandemic. These were reviewed at several points in year to reflect national guidance. Remote working policy and practice was reviewed to ensure compliance with the new requirements to work from home and staff support mechanisms put in place. The Finance policy was also reviewed to take account of new procedures created by remote working, cashless operation and operational requirements required for the Hub. Training in Charity Governance During Pandemic and HR and supervision considerations for remote working was undertaken by the charity's Chief Officer. Staff undertook Customer Service skills training offered by Chelmsford City Council, Befriending training offered by the National Befriending Network and Suicide Prevention training.

Objectives and Activities

The objectives of the charity:

- a) To promote any charitable purposes for the benefit of the community in the local government district of Chelmsford and its neighbourhood;
 - b) To promote and organise co-operation in the achievement of above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.
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CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

Principal activity:

Chelmsford Council for Voluntary Service (CVS) works to support, promote and develop local voluntary action to improve the effectiveness of voluntary and community activity. The charity operates in Essex under the working name of Centre Supporting Voluntary Action and hosts or delivers a number of projects to support the community: Chelmsford Volunteering Centre, Chelmsford 4 Good, Connect Well Essex, Chelmsford Men's Shed, Community Crafting, Chelmsford Timebank, Rayleigh Rochford Timebank, Winter Warm, VolFest, SWOT and is a delivery partner for Live Well Link Well social prescribing in Mid Essex.

The charity has five overarching functions:

- Services and support for local voluntary and community organisations
- Liaison with and across the voluntary, statutory and business sectors
- Enabling representation with the voluntary sector
- Development of the sector and of initiatives to support the community
- Strategic Partnership

Achievements and Performance

Main developments and achievements during the year:

Chelmsford CVS thanks the City Council and County Council for supporting our core business with grant funding. This provides a sound basis to lever in additional resource to deliver support and services to the voluntary sector, engage with local partnerships and sustain projects that meet community needs. The Trustees also thank CVS members and all of the people, charities, community groups, volunteers and other stakeholders who work collaboratively with us year on year to enable a connected offer in support of our communities. Never was this foundation of collaboration and support more needed.

In this extraordinary year of pandemic, the trusted relationships and networks that the charity has built up over the past 26 years came into their own as the country entered into Lockdown. The CVS and Volunteer Centre worked closely with the City Council and key local charities to ensure that people in our community were kept safe and supported.

Supported strategically by CVS CEO and working daily with CVS Volunteer Centre Manager the charity worked closely with colleagues at Chelmsford City Council to design and deliver the Community Resilience Hub offer for our community. Lockdown began on 29 March 2020 and our local Hub was ready to respond, **working in partnership with 76 City Council colleagues to deliver an emergency response** to food, welfare support and essential supplies.

As co-ordinating the emergency and volunteer response became the absolute priority, the charity was enabled by both of its core funders to **repurpose staff and other resources** during the country's first full Lockdown to support the Essex Emergency Resilience plan. The CVSs small staff team worked throughout the pandemic to man the Chelmsford Community Helpline, take referrals and co-ordinate volunteer help to ensure local people were supported very, very quickly.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

Usually the charity's core CVS team work with local charities and voluntary groups; this year was no exception but the nature of the support offered was different. Alongside responding quickly to requests for support from the sector the team had to set up and run a local Helpline, to take calls from the community and daily referrals from the newly formed Essex Welfare Service offer commissioned by ECC.

The Trustees would like to pay tribute to the charity's incredible staff team for their absolute dedication and willingness to flex roles and work many additional hours in order to support local people during the national emergency created by Covid-19 pandemic. Their commitment and fortitude is to be commended and the charity has never felt more fortunate to retain such a talented and committed team. The Trustees would also like to thank: the Chelmsford Shed Volunteer Supervisors for their patience and resilience whilst the Shed has been unable to open; Chelmsford4Good Volunteer Shop Manager and her volunteers who remained so keen to get back despite every hurdle; every single volunteer who offered support to the charity's Hub and Vaccination calls to action. The response has been humbling and your actions, feedback and positive messages will remain long after the pandemic has ended.

The Trustees would like to place on record their sincere thanks to the Chief Officer, Lorraine Jarvis, who has gone above and beyond during this pandemic leading her team with care and vision. Her dedication to the CVS has been outstanding and her ability to collaborate and develop projects at speed in response to the needs of the community has been extraordinary.

Funding was secured from both the National Lottery Community Fund and Essex Community Foundation to support an initial Emergency Resilience Hub response. We were extremely grateful to a staff member from InterAct charity who generously volunteered to support the Hub 3 days a week whilst on furlough.

As a charity that supports voluntary action, we received 100s of calls from people wanting to help others or seeking guidance on how to set up a neighbourhood support group. We checked and signed up **176 volunteers (100 in 4 days!)** who began picking up requests for support from the Helpline. City council staff and Members were quick to come forward to help with emergency food delivery.

As local people began to mobilise, both as volunteers and as groups of people wishing to offer neighbourhood based support, CVS was able to quickly offer expert guidance, building on the skill sets of groups to enable a rapid and safe local response. Chelmsford CVS identified 34 brand new mutual aid groups and remained in contact with each to share knowledge, and to help them build capacity at pace.

These groups became absolutely invaluable not just as a way of reaching local people but also as a referral agent for the local Hub and Essex Welfare Service. CVS offered support with risk assessments, policies, safe procedures, volunteer management, and outreach. The charity also offered access to Covid Emergency funding for the people they connected with and resources to help with any operational expenses they may have been unable otherwise to cover.

With many essential services unable to continue to offer support in home the Hub offer with doorstep welfare visits became ever more vital. As even low level social activities shut down and older people were asked to shield the main issue became isolation and the Hub was quickly able to offer some practical support to people by way of weekly 'check in & chats'. The charity worked closely with Action for Family Carers to enable over 200 local people to be supported longer term by their Essex Befriends services, and were also able to attract volunteers to support that offer.

The approach to supporting people has been the sum of many parts and has relied on local networks and relationships to reach those most vulnerable in our community. The Trustees would like to thank all for their willingness to work collaboratively with the charity.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

During restrictions staff and volunteers were unable to go inside people's homes but the doorstep offer and links with both the hospital and our GP based social prescribers were vital in offering low level support and reassurance to patients being discharged. This year we were also able to help people plan ahead for their return to home after a scheduled operation by working closely with our social prescribers, Hub and Age Concern to have in place an appropriate food delivery offer.

In the first week of lockdown the Supporting Wellbeing Operations Team (SWOT) provided food or clothing parcels to 42 patients. During Winter 2021, SWOT responded to 54 requests concerning hospital patients, and on 10 occasions purchased and delivered large quantities of new clothing and footwear to the Emergency department and hospital wards so that their patients could be sent home safely, swiftly and with dignity.

Delivering the Emergency Response Hub and Helpline

The Hub provided vital practical support to people living in the Chelmsford district who had been advised to shield, isolate or faced immediate financial difficulties as a result of Coronavirus. During the first lockdown, CVS staff manned the Helpline 7 days a week and across Bank Holidays, backed by a 24 hour answering service.

During the first week of operation and led by CVS Volunteer Centre Manager, the charity's small team worked together at unprecedented pace to: recruit, check, induct, and **manage 176 volunteers to support the Hub**; create Hub procedures, referral processes, risk assessments, and volunteer protocols; publicise the Hub & Helpline number as widely as possible.

Exceptional circumstances required a new model of volunteer management, and the charity collaborated with local digital business, PipeMedia, to create a piece of bespoke software to enable us to coordinate and safeguard both volunteers and clients. This was designed, installed and **ready to use within 72 hours**.

The Hub delivered emergency food parcels, bespoke shopping and deliveries of food and essential items, pet essentials, befriending, welfare checks and visits, signposting, and delivery of medicine and prescriptions. During the three months of full lockdown, the Hub responded to **almost 4,000 calls for help**.

Working to support the City Council in checking on the status and wellbeing of vulnerable residents during full lockdown, the team undertook **589 welfare calls and doorstep visits**. Co-ordinating visits for anyone that did not answer their phone, thanks to the support of our incredible volunteers, we were able to complete 81 individual visits over a single weekend. Alongside these checks, the charity continued to call or visit vulnerable people resulting in **1,344 additional welfare calls** made through the course of the year. Towards the end of that first lockdown the charity's team focussed on helping Hub clients to navigate available services so that they could return to living independently.

A key aspect of the Hub and the CVSs function was to network together local community efforts and services. By working with a number of key local charities and community groups, who also remained open during that first Lockdown, the charity was able to effectively facilitate the distribution of some **£78,000 of national government funding into the district** to support those shielding, clinically extremely vulnerable, families in financial difficulty due to impact of Covid.

In August, as many services re-opened, the City Council asked the CVS to pick up the ongoing Hub support needs, utilising grant funding to employ a full time Hub & Helpline Co-ordinator and offer assistance to mutual aid groups that wished to continue supporting local people. Through access to national government funding available via ECC to support Shielded individuals, the charity was able to maintain the Hub response throughout the year. The funding also enabled the CVS to seek the expertise of City of Chelmsford Mencap who offered some specialist weekly support to people with learning disability who were clinically extremely vulnerable.

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TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

Navigating Pandemic

Throughout that first Lockdown CVS regularly contacted its member groups to establish the changing landscape of local voluntary sector services, what they could offer, what they needed, and how they could receive referrals from us. Many were forced to temporarily close when restrictions came in, furloughing staff and setting down volunteers. However, many others remained open throughout, redesigning their offer and seeking CVS help on a wide variety of complex issues.

The charity worked hard to keep its membership up to date with latest government, NAVCA and NCVO guidance, updating their website with the latest information available and offered one to one advice on how they could continue to engage with and manage volunteers. **The team made 325 such calls** from the end of March to the beginning of July 2020.

Support for the Sector and community development

During the year, the CVS also worked directly **with 317 groups** offering a range of guidance, one to one support and funding opportunities to enable their ongoing operation. The Covid response pages on CVS website were updated to encourage people to help in a safe and appropriate way, signposting to online NCVO guidance, Volunteer training, Suicide awareness training, Mental Health First Aid and Making Every Contact Count training. The charity continued to work to restart fully its own offer and in support of its membership in doing the same, helping them to access emergency funding and looking to the future for what grant funding may be available.

Chelmsford CVS continued to offer one to one support, virtually and in person when restrictions permitted. During the year, **54 groups were assisted with fundraising, 11 with governance, 26 with compliance (including financial, risks and insurance) and 31 with training or support to improve skills**. Charities, particularly those smaller agencies, were in need of guidance on Covid risk assessments and how to best support their staff and volunteers to continue to operate safely. The charity's strong links to national networks came into their own to enable quick access to and cascade of advice, keeping it up to date in ever changing circumstances, utilising our popular website and E-bulletin to get urgent messages out.

From 1 April 2020 to 31 March 2021 the charity's website at chelmsfordcvs.org.uk saw **65,123** page views, an increase of 120% on the previous year with an incredible **15,351 new users**. **47 E-bulletins** were sent out packed with information and guidance; even through the pandemic these continued to be incredibly popular with member groups with a really positive and consistent open and click rate.

The CVS continued to spend more time building and engaging with its Twitter audience. During the year over **324,626 impressions** were recorded!

Increasing the Social Prescribing Team

During the first lockdown the charity's three GP based social prescribing Link Co-ordinators were invaluable for support of those becoming vulnerable due to physical or mental health issues. NHS social prescribers work with people for an average of 12 weeks to enable a wraparound support offer which includes health coaching. Generally a prescriber will have between 30 and 35 cases open at any one time but due to many services retracting or closing during lockdown our prescribers, while working remotely, were able to **support many more patients whilst also helping their practices with welfare calls**. The charity worked with the Primary Care Networks to recruit two additional prescribers to pick up additional demand in year. During the year the small team of Link Co-ordinators picked up and responded to an incredible **493 referrals**.

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TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

Supporting Wellbeing Operational Team (SWOT)

Although designed as a project to help support Winter pressures, SWOT was required to operate throughout this exceptionally challenging year. The scheme utilises trained volunteers to provide food parcels and shopping deliveries, help move furniture, refer to services that can fit mobility aids and personal alarms, provide warm clothing and shoes, links together overlapping services, and generally provides reassurance to those clinically well but recently sent home from hospital.

Other Projects and Volunteering Centre Activities

As many of the CVS projects were designed to support vulnerable or older people, the charity made the difficult decision to pause physical meetings of **Timebank groups** and **Chelmsford Men's Shed**. The CVS team trained in befriending in order to ramp up and better support those who had previously been attending groups, encouraging virtual connection with each other so that friendships could be sustained. We kept in touch with the charity's volunteers to make sure that none were left alone or without help during lockdown.

The CVSs Meeting Room and **Chelmsford4Good** charity shop were closed for most of the year due to restrictions and the charity was extremely grateful to the City Council for enabling a business grant to be accessed to mitigate loss of income.

CVS **Community Craft Group** carried on virtually during the pandemic. The Volunteer Centre kept in touch with all members, encouraging contact with each other, and connecting into socially-beneficial craft projects that they could complete at home. The group made face coverings, continued their work making baby items for low-income families in Chelmsford, for children in Ukraine, and for women facing period poverty for refugees in the UK, Italy, Greece, Lebanon and the United States. This latter effort was via "The Pachamama Project", to whom we also gave operational advice and volunteer recruitment.

In May, the charity worked with Active Chelmsford and Abberton Rural Training to bring the **Stay at Home Grow Your Own** scheme to Chelmsford, enabling 50 vegetable growing kits to be given out to vulnerable people.

In August, the charity worked with the Department of Transport and Volunteering Matters as local delivery partner to coordinate the **Journey Makers scheme** at Chelmsford railway station. This national programme provided support and guidance for the public at participating transport hubs across the UK for people returning to work. CVS Volunteer Centre Manager recruited, trained, and managed volunteers on shifts at the train station where they supported staff, directed customer flow, made sure COVID hygiene and safety protocols were being followed, and reassured passengers who were returning to public transport.

The Volunteer Centre was asked to exhibit at Chelmsford College Progression Fair, this year a digital event, spending the day speaking to young people about volunteering and careers in the voluntary sector via Zoom presentations and an all-day Q&A live stream.

Alongside emergency response work, the charity continued to offer its bespoke brokerage and volunteer-matching service throughout the year; increasingly important as so many charities lost volunteers that had to shield or isolate. The range and quantity of traditional volunteering roles decreased during lockdown as charities had to curtail, adjust, or cease their activities putting staff on furlough or operating remotely. The Volunteer Centre worked hard to ensure that **Volunteer Essex Chelmsford** was kept up to date with active roles and descriptions reflecting the new circumstances. The Centre worked daily with CVS member groups to help them adjust their recruitment, training, and deployment of volunteers.

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TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

The team were diligent in making sure that every single volunteer enquiry was followed up on. The Centre's enquiry to placement ratio for the year was **65%, against a national average of 15%**. CVS Volunteer Centre Manager also continued in advising groups in how best to run and manage their volunteering departments, offering free expert guidance on policy writing, best practice, data management, and volunteer recruitment.

Supporting Local Vaccination Volunteer Recruitment and Infrastructure

At the end of December the charity was approached by Mid Essex CCG and GP surgeries across three PCNs, to help facilitate their COVID Vaccination Programmes. The charity's dedicated Volunteer Centre Manager worked tirelessly with the support of CVS team to:

- Recruit, reference check, induct and place on rota across two PCNs **332 volunteers**.
- Provide volunteer infrastructure support, including guidance on risk-assessments, insurance, inductions, and the practical requirements of their new volunteer teams.
- To advise the surgery staff on how best to welcome, thank and retain volunteers.
- Be the main point of contact for all volunteers, to distribute news and updates from the surgeries, and to solve problems as they arise.
- Coordinate and update rotas for each individual clinic. Because of the nature of the rollout this work is fast-paced, with multiple last-minute changes and very little advance notice of new dates.
- To assist the surgeries in coordinating the first and second vaccine doses that they offered to their volunteers.
- Refer volunteers to mass-vaccination sites via EPUT, and supplied volunteers to mass-testing sites at local secondary schools
- The CVS team stepped up to do shifts when there were gaps in the rota.

As with the COVID Hub, alongside local residents, many City Council employees signed up to help, as did the Mayor of Chelmsford. Special thanks to the Safer Communities team for gifting 50 hi-vis jackets at short notice, and to Tesco Springfield and Tesco Local at the Bus Station for generously donating chocolate to keep volunteers going.

As the roll-out progressed, we responded quickly to changing needs to move to a practice based offer and were also able to offer advice and guidance to other practices who wished to directly recruit and support their own volunteer force.

Supporting local Vaccination roll out has been incredibly challenging and rewarding. The Trustees would like to thank every volunteer who come forward to spend 4 hour shifts, sometimes in a snowy car park and after having a pre-shift Covid test, to offer the warmest welcome to people attending. Many of the first cohort of patients had not been out of their homes for months so there was much joy. The charity is grateful to health partners for the opportunity to work together to get the job done.

Strategic Partnership

CVS enables representation of the sector at key strategic tables, attending a myriad of meetings across multi-agencies to ensure that the voluntary sector is represented and highlighted. In all, CVS CEO and team **attended 123 partnership forums, Boards and networks** in the year, from SITREP to Live Well Chelmsford, Active Chelmsford to Cultural Partnership.

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CVS also continued to bring together meetings of our local Holiday Hunger group and a Winter Resilience meeting to enable a more co-ordinated approach to delivering emergency food and winter support.

CVS CEO worked with the CEO of Thurrock CVS to bring together all CVSs across the new health ICS area into a new Network so that we are better able to respond to opportunities for the voluntary sector from health.

In March 2021, the CVS enabled some of the perhaps lesser known charities that had remained open throughout lockdown to meet with and tell their stories to lead officers and Cllrs at the City Council. This virtual morning meeting was attended by 20 charity representatives, well received by Council Members and Directors and very much appreciated by the charities.

The charity is an active member of the NCVO Network and National VCS Emergency Partnership. Our Volunteer Centre Manager regularly attended meetings, responding to enquiries, sharing insights and advice, and providing statistical reports to colleagues across the country. In turn, those networks are available to us should we have a tricky issue or wish to gain from others experience when trying out new approaches.

Recognising Local Volunteers and Celebrating Voluntary Action

Chelmsford CVSs usual events, including its major Annual Charity Update, were postponed and then cancelled for the year as pandemic continued. The charity delivered the Shield, Trophy and Certificates to winners and those Highly Commended in the previous year's Mayors Awards for Voluntary Service.

The charity launched a new **#SpiritofChelmsford** campaign in year and with the support of a PR specialist consultant developed and began delivering a comprehensive communications plan sharing various messages in partnership with Chelmsford City Council around the Chelmsford Community Resilience Helpline.

A large scale effort was coordinated to highlight and recognise the extraordinary work done by local volunteers during the pandemic and thence vaccination rollout. **Hundreds of specially designed pin-badges and letters of thanks** from the Mayor and Lord Lieutenant were sent out to volunteers, presented on their doorsteps by the Mayor, or (when regulations allowed) at group thank-you ceremonies by the Mayor. This activity replaced our usual, annual, single winner Mayors Award for Voluntary service so as to be able to recognise some of the thousands that have all given so much. The charity is extremely grateful to the Mayor and Deputy Mayor of Chelmsford, for their support of this campaign and in helping us with the presentation of several hundred Thank you cards, letters and special pin badges to volunteers this year.

One of the Hub volunteers was also awarded the MBE for his work during pandemic.

CVS Volunteer Centre Manager was interviewed for Chelmsford Community Radio, BBC Essex, the first Mayoral podcast, and Chelmsford City Life enabling widespread coverage for the incredible achievements of volunteers across the Chelmsford Community.

Facilitation of Small Grants & Emergency Funds

Working with Essex County Councillor, Jude Deakin, CVS was able to facilitate the awarding of Locality Fund small grants to provide equipment and resources to five community groups in her Division.

The charity worked with Active Essex to facilitate Family Emergency Funding into the community and is grateful to agencies such as Home-start, Essex Child & Family Wellbeing Service and local mutual aid groups for working with us to reach local families in need.

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TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

During the year, the charity worked with social prescribers, local mutual aid groups and trusted charity partners to reach those perhaps unaccustomed to seeking help; enabling food hampers, food vouchers, shoes, winter clothing, school uniform, essential white goods, bedding, rugs and heating for those arriving in empty homes, payment of utility bills for some reaching the end of their options in March to name just some of **hundreds and hundreds of individual interventions**.

The charity facilitated a larger Winter Warm project than usual enabling additional funds and resources to go to local charities that support vulnerable people during the Winter months. With libraries and cafes closed this vital funding enabled additional support to Sanctus charity, the purchase of tents for CHESS Homeless charity, and Winter Warm packs to Age Concern's clients. In every Winter Warm or Emergency pack a Public Health leaflet on keeping moving during Covid was included.

Whilst delivering all of the above, the charity has continued to accept and action all of its usual types of enquiries, and to respond to all offers of help and information from charities and groups.

Restart and Reset

The charity's restart in Autumn 2020 was paused with the advent of the second wave of Covid and the charity began 2021 with some tough challenges in balancing short term emergency funding with increasing demand for partnership working whilst continuing the Hub offer. Despite all of these challenges the charity remained financially buoyant securing ongoing grant agreements for its core and specialist project work.

The CVS reached out to its membership by survey and also began to reconnect with those not heard from during the previous months. CVS began to speak to key strategic partners, including health, about the local sectors challenges likely gaps in services so that these could be highlighted in their own recovery plans.

The charity continued to cascade essential information about funding and other opportunities to hundreds of local groups and, working collaboratively with agencies such as City of Chelmsford Mencap and SWF Health & Social Care Group, offered specialist support to those CEV continuing to shield. Reconnecting with hundreds of local agencies to keep updated and enable continued signposting to those still open or offering alternative services/support.

In January, the CVS began supporting local groups with their restart plans, risk assessments and other challenges and restarted work on two neighbourhood projects:

Working with **Chelmsford West Children's Centre garden** outdoor play/activity area to maximise use of their outdoor play areas for children by funding and fitting a large sunshade sail and facilitating the purchase and delivery of outdoor toys

Working with Chelmsford West PCN and RHS Hyde Hall the charity began to create a **Live Well garden** over at Tennyson House surgery that can be used to social prescribe gardening for improved wellbeing. With the support of CVS Timebank Co-ordinator we were able to facilitate a virtual gardening club for the volunteers over Zoom, with a view to progressing to physical gardening when allowed. The group helps those attending to feel less isolated, enjoy the outdoors and all agree it is helpful for their wellbeing, particularly during these challenging times.

A member of the RHS team has led in running the programme which gives gardening insight and various activities to help with wellbeing. Members of the group have become confident with using Zoom, including chat functions and participating in polls and in showing their artwork, plants and sharing ideas for the garden.

The charity began work in developing a local **Digital Support** offer, working with local partners to scope out wants and needs and seeking financial support to be able to better help those becoming more digitally excluded as pandemic forces more and more services online.

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TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

Financial Review:

In response to the financial climate, and to **mitigate the risks** presented in holding funds on behalf of other agencies, a review of investments and the charity's own reserves policy is carried out annually. Internal risks are minimised by the implementation of financial control and procedures laid down in the charity's Finance Policy which includes clear guidance on eligible out of pocket expenses claims. External risks posed by continuity of funding continue to be evaluated as part of an ongoing review of the strategic operation and future opportunities. Pandemic, lockdown and the need for remote working was better facilitated by the introduction of new systems to enable staff and volunteers to reclaim out of pocket expenditure without the need for cash handling. New systems and procedures were put in place to enable recharge of food purchases and these new working practices were incorporated into the organisations day to day financial practices and policy. During the year the charity was able to renew core funding SLA's with the City Council and ECC also committed to ongoing core funding.

Reserves policy:

To mitigate the risks of the uncertain funding climate the Trustees retain the ambition to increase the current level of free reserves to six months' of general unrestricted expenditure. This equates to free reserves of £104,564 compared to actual free reserves held at the year end of £54,547 (excluding designated funds, fixed assets and pension reserve) as set out in note 15.

As the work of the charity relies on the ability of its staff members to carry out its objectives, the Trustees maintain a designated Employment Reserve to mitigate the risk of temporary loss of that ability, or such other risk as may arise to the charity as an employer.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Approved by the Trustees on 24 January 2022 and signed on their behalf by:

Allison Lofthouse

Allison Lofthouse

Trustee

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2021

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 14 to 26.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Colin Barker

C A Barker FCA
146 New London Road
Chelmsford
CM2 0AW

28 January 2022

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOME FROM:					
Donations and legacies					
Donations	2	3,085	71	3,156	8,642
Grants receivable	4	260,502	99,479	359,981	233,932
Other trading activities:					
Sales income		8,642	-	8,642	37,742
Charitable activities:					
Service and project income	5	14,287	-	14,287	10,940
Investments	3	163	-	163	628
TOTAL INCOME		<u>286,679</u>	<u>99,550</u>	<u>386,229</u>	<u>291,884</u>
EXPENDITURE ON:					
Costs of raising funds:					
Charity shop costs		2,078	-	2,078	3,333
Charitable activities	6	220,018	83,516	303,534	274,605
TOTAL EXPENDITURE		<u>222,096</u>	<u>83,516</u>	<u>305,612</u>	<u>277,938</u>
NET INCOME/(EXPENDITURE)		64,583	16,034	80,617	13,946
Transfer between Funds		-	-	-	-
Other recognised gains / (losses):					
Gains on defined benefit pension plan	13	65,000	-	65,000	23,000
NET MOVEMENT IN FUNDS		129,583	16,034	145,617	36,946
Reconciliation of funds:					
Total Funds brought forward		113,720	107,712	221,432	184,486
Total Funds carried forward		<u>243,303</u>	<u>123,746</u>	<u>367,049</u>	<u>221,432</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

The notes on pages 16 to 26 form part of these financial statements.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2021**

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible assets	10	-	85
CURRENT ASSETS			
Debtors	11	36,440	34,485
Cash at bank		514,337	401,142
		<u>550,777</u>	<u>435,627</u>
CREDITORS: Amounts falling due within one year	12	<u>(213,728)</u>	<u>(179,280)</u>
NET CURRENT ASSETS		<u>337,049</u>	<u>256,347</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>337,049</u>	<u>256,432</u>
NET ASSETS EXCLUDING PENSION LIABILITY		<u>337,049</u>	<u>256,432</u>
Defined benefit pension asset/(liability)	13	<u>30,000</u>	<u>(35,000)</u>
NET ASSETS		<u><u>367,049</u></u>	<u><u>221,432</u></u>
FUNDS OF THE CHARITY			
Restricted funds	16	123,746	107,712
Unrestricted funds			
Unrestricted income funds		213,303	148,720
Pension reserve	13	<u>30,000</u>	<u>(35,000)</u>
Total unrestricted funds	15	<u>243,303</u>	<u>113,720</u>
TOTAL CHARITY FUNDS		<u><u>367,049</u></u>	<u><u>221,432</u></u>

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

Directors' responsibilities:

- i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- ii) the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 24 January 2022 and are signed on their behalf by:

John Knott

MR J R KNOTT

Trustee

Company Registration Number: 05586169

The notes on pages 16 to 26 form part of these financial statements.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

a) Basis of accounting

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), 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 (effective 1 January 2019) (Charities SORP FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b) Going Concern

The trustees have considered the impact of the covid-19 pandemic in their assessment of the charity's ability to prepare accounts as a going concern. Because of the uncertainties surrounding the effects of the economic slowdown it is difficult to predict the impact on the charity and its funders, but having taken all the factors into account, the trustees are of the opinion that the charity has sufficient resources to continue trading for the next 12 months from the date of signing these accounts.

c) Income

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

d) Expenditure

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Support costs are apportioned between the funds based on budgeted expenditure at the start of the year.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

e) Depreciation

Major expenditure on tangible fixed assets is capitalised. The cost of other items is written off as incurred.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Presentation and copier equipment	33.33% straight line
Office equipment	33.33% straight line
Furniture & fittings	33.33% straight line

f) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

g) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

h) Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are unrestricted funds that the Trustees have set aside for specific designated purposes.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

i) Pension Fund (see note 13)

Chelmsford Council for Voluntary Service participates in a defined benefit scheme operated by Essex County Council. The contributions are determined by the scheme actuaries, on the basis of triennial valuations.

j) Legal Status

The charity is a private company limited by guarantee. It is incorporated in England and Wales and its registered address is Burgess Well House, Coval Lane, Chelmsford, Essex, CM1 1FW. The charity meets the definition of a public benefit entity.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

2. DONATIONS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Other donations	3,085	71	3,156	8,642
	<u>3,085</u>	<u>71</u>	<u>3,156</u>	<u>8,642</u>
<i>Total 2020</i>	6,176	2,466	8,642	

3. INVESTMENT INCOME

All of the charity's investment income arises from interest bearing deposit accounts.

4. GRANTS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Essex County Council (Public Health)	43,191	15,561	58,752	64,079
Chelmsford City Council	54,116	21,283	75,399	54,000
Other government grants	61,565	50,777	112,342	69,500
One off grants to support Emergency Response	53,671	10,358	64,029	-
Other grants	47,959	1,500	49,459	46,353
	<u>260,502</u>	<u>99,479</u>	<u>359,981</u>	<u>233,932</u>
<i>Total 2020</i>	145,010	88,922	233,932	

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

5. SERVICE AND PROJECT INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Project and services income	14,287	-	14,287	10,058
Craft Group	-	-	-	882
	<u>14,287</u>	<u>-</u>	<u>14,287</u>	<u>10,940</u>
<i>Total 2020</i>	10,890	50	10,940	

6. CHARITABLE EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Project delivery costs				
Staff costs	181,678	62,555	244,233	192,152
Other professional fees	10,808	14,793	25,601	37,681
Support costs:				
Rent and rates	15,239	-	15,239	17,749
Printing, postage and stationery	330	212	542	4,065
Telephone and internet	1,930	480	2,410	5,797
Travelling and meeting costs	129	44	173	3,886
Repairs and maintenance	4,136	-	4,136	2,647
Other	1,714	5,432	7,146	4,870
Governance costs (note 7)	4,054	-	4,054	5,758
	<u>220,018</u>	<u>83,516</u>	<u>303,534</u>	<u>274,605</u>
<i>Total 2020</i>	171,278	103,327	274,605	

7. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Independent examination	970	-	970	970
Accounts preparation	2,624	-	2,624	2,444
Fees payable to Independent Examiner	3,594	-	3,594	3,414
Bookkeeping	447	-	447	1,641
Other professional fees and charges	13	-	13	703
	<u>4,054</u>	<u>-</u>	<u>4,054</u>	<u>5,758</u>
<i>Total 2020</i>	5,758	-	5,758	

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

8. ANALYSIS OF STAFF COSTS

	2021	2020
	£	£
Wages and salaries	203,713	162,944
Social security costs	14,208	9,535
Pensions	26,312	19,673
	<u>244,233</u>	<u>192,152</u>

None of the employees' emoluments exceeded £60,000.

None of the trustees or persons connected with them received any remuneration for their services.

During the year travel expenses of £0 (2020: £0) were reimbursed to the trustees.

Total key management personnel remuneration benefit during the year amounted to £59,071 (2020: £56,363).

The average number of paid employees during the year, by head count, was 11 (2020: 9)

9. NET INCOME / (EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2021	2020
	£	£
Depreciation	<u>85</u>	<u>254</u>

10. TANGIBLE FIXED ASSETS

	Presentation and copier equipment £	Furniture & fittings £	Office Equipment £	Total £
COST				
At 1 April 2020	7,560	3,029	5,694	16,283
Disposals	-	-	-	-
At 31 March 2021	<u>7,560</u>	<u>3,029</u>	<u>5,694</u>	<u>16,283</u>
DEPRECIATION				
At 1 April 2020	7,560	3,029	5,609	16,198
On disposals	-	-	-	-
Charge for the year	-	-	85	85
At 31 March 2021	<u>7,560</u>	<u>3,029</u>	<u>5,694</u>	<u>16,283</u>
NET BOOK VALUE				
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2020	<u>-</u>	<u>-</u>	<u>85</u>	<u>85</u>

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

11. DEBTORS

	2021	2020
	£	£
Trade debtors	35,313	33,489
Prepayments	1,127	996
	<u>36,440</u>	<u>34,485</u>

12. CREDITORS: Amounts falling due within one year

	2021	2020
	£	£
Other creditors including amounts held as Treasurer	204,867	168,566
Tax and social security	1,711	-
Accruals	3,690	5,714
Deferred income	3,460	5,000
	<u>213,728</u>	<u>179,280</u>

Deferred income relates to events and projects that have not yet taken place as at the year-end. All deferred income brought forward was released in the current year.

Other creditors include amounts received from grant providers and donors that are for other charitable organisations and recipients. The Charity acts as Treasurer for the funds and pays out to their intended recipients as and when required. During the year a total of £98,102 was received and £68,322 was paid out. These receipts and payments are not included in the Charity's statement of financial activities. At the balance sheet date a total of £188,252 (2020: £158,472) was held.

13. DEFINED BENEFIT PENSION SCHEME ASSET/(LIABILITY)

The Charity participates in a defined benefit scheme operated by Essex County Council. The assets of the scheme are held separately from those of the charity. The contributions are determined by the scheme actuaries, Barnett Waddingham, on the basis of triennial valuations. The most recent full actuarial valuation was at 31 March 2019 and has specified the employer rates applicable for the three years from 1 April 2020.

To assess the value of the Charity's liabilities at 31 March 2021, the value of the liabilities calculated for the funding valuation at 31 March 2020 have been rolled forward allowing for the different financial assumptions required under FRS 102. To calculate the asset share the assets have been rolled forward allowing for investment returns, contributions paid into, and estimated benefits from the Fund by and in respect of the Charity and its employees. The assumptions that have the most significant effect on the results of the valuation are those regarding the investment return and the rate of increase in salaries and pensions. It is assumed that the discount rate would be 1.95%, salary increases would be 3.85% per annum and that pension increases would increase at the rate of 2.85% per annum.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

13. DEFINED BENEFIT PENSION SCHEME LIABILITY (continued)

The return on the Fund for the year to 31 March 2021 is estimated to be 28.65%. The estimated asset allocation for the Charity as at 31 March 2021 is Equities 62%, Gilts 3%, Other bonds 5%, Property 7%, Cash 5%, Alternative Assets 12% and Other managed funds 7%. The Charity's share of the assets of the Fund is less than 1%. The minimum employer contributions due from the Charity for the period commencing 1 April 2021 are 26.9% of payroll plus £5,000.

	2021	2020
	£	£
Value of scheme assets and liabilities		
Fair value of assets	1,076,000	844,000
Present value of scheme liabilities	(1,046,000)	(879,000)
Net pension scheme asset	<u>30,000</u>	<u>(35,000)</u>
 Movements in year		
Deficit at beginning of the year	(35,000)	(58,000)
Actuarial gains /(losses)	65,000	23,000
Pension scheme surplus at the end of the year	<u>30,000</u>	<u>(35,000)</u>

14. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2021 the company's total future minimum lease payments under non-cancellable operating leases, were as follows:

	Land and buildings	
	2021	2020
	£	£
Not later than 1 year	11,814	11,814
Later than 1 year not later than 5 years	-	11,814
	<u>11,814</u>	<u>23,628</u>

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

15. UNRESTRICTED FUNDS

Current year		Movement in resources:			
	Balance at 01/04/2020	Income	Expenditure	Gains, losses & transfers	Balance at 31/03/2021
	£	£	£	£	£
General unrestricted funds	17,074	246,600	(209,127)	-	54,547
Pension reserve	(35,000)	-	-	65,000	30,000
Designated funds					
a) Employment reserve	30,000	-	-	-	30,000
b) Technology reserve	4,375	-	-	-	4,375
c) Project Development Fund	25,000	-	-	-	25,000
d) Craft Group	6,101	-	-	-	6,101
e) Chelmsford 4 Good	14,712	-	(300)	-	14,413
f) Timebank	9,881	8,460	(9,765)	-	8,575
g) Charity Shop	41,577	19,649	(2,078)	-	59,148
h) Operation Shield	-	-	-	-	-
i) Essex Family Support	-	7,292	-	-	7,292
j) Chelmsford West Garden	-	1,000	(48)	-	952
k) Tennyson Garden	-	3,678	(778)	-	2,900
	<u>113,720</u>	<u>286,679</u>	<u>(222,096)</u>	<u>65,000</u>	<u>243,303</u>

Prior year		Movement in resources:			
	Balance at 01/04/2019	Income	Expenditure	Gains, losses & transfers	Balance at 31/03/2020
	£	£	£	£	£
General unrestricted funds	17,372	165,262	(155,560)	(10,000)	17,074
Pension reserve	(58,000)	-	-	23,000	(35,000)
Designated funds					
a) Employment reserve	20,000	-	-	10,000	30,000
b) Technology reserve	4,375	-	-	-	4,375
c) Project Development Fund	25,000	-	-	-	25,000
d) Craft Group	5,615	941	(455)	-	6,101
e) Chelmsford 4 Good	13,853	3	(144)	1,000	14,712
f) Timebank	10,292	13,612	(14,023)	-	9,881
g) Charity Shop	26,378	19,532	(3,333)	(1,000)	41,577
h) Operation Shield	-	1,096	(1,096)	-	-
	<u>64,885</u>	<u>200,446</u>	<u>(174,611)</u>	<u>23,000</u>	<u>113,720</u>

- a) The employment reserve was established to mitigate risks to the charity as an employer.
b) The technology reserve was established to mitigate risks arising from technology failure.
c) The project development fund was established to allow the charity to respond quickly to new opportunities.
d) Income to the craft group fund arises from sale of crafts and bunting.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

15. UNRESTRICTED FUNDS (Continued)

- e) A corporate brokering project, aiming to raise the profile of local charities with businesses in the local area and to build a local 'Community Chest'.
- f) The charity is grant funded to deliver Timebank in Chelmsford and Rayleigh Rochford as part of the Essex Timebank project, led by Community360 and funded by Big Lottery and ECC.
- g) Established to offer supported volunteering placements and to help raise funds for the charity and other local charitable causes.
- h) Operational costs of working in partnership with the City Council to support the set up and delivery of the Community Resilience Hub and Helpline.
- i) The charity is grant funded to delivery the Essex Family support service in Chelmsford, led by Community360 who are under contract to delivery an Essex-wide service.
- j) A small project to offer enhancements to Chelmsford West Children's Centre Garden.
- k) A small project to create a Live Well Social Prescribing Garden working collaboratively with Chelmsford West PCN, Active Chelmsford and RHS Hyde Hall.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

16. RESTRICTED FUNDS

Current year		Movement in resources:			
		Balance at			Balance at
		01/04/2020	Income	Expenditure	31/03/2021
		£	£	£	£
a)	Shed development Fund	5,589	30	(518)	5,101
b)	Chelmsford Shed	2,931	41	-	2,972
c)	Living safe and well	65,545	43,900	(40,724)	68,721
d)	ProAct Fund	5,056	-	-	5,056
e)	SWOT	28,210	9,300	(7,167)	30,343
f)	Vol Fest	-	-	-	-
g)	Volunteer centre	(1,250)	46,279	(35,106)	9,923
h)	Cinema 4 All	1,631	-	-	1,631
		<u>107,712</u>	<u>99,550</u>	<u>(83,516)</u>	<u>123,746</u>

Prior year		Movement in resources:			
		Balance at			Balance at
		01/04/2019	Income	Expenditure	31/03/2020
		£	£	£	£
a)	Shed development Fund	3,391	2,880	(682)	5,589
b)	Chelmsford Shed	1,466	2,486	(1,021)	2,931
c)	Living safe and well	82,589	50,000	(67,044)	65,545
d)	ProAct Fund	5,056	-	-	5,056
e)	SWOT	27,099	10,000	(8,889)	28,210
f)	Vol Fest	-	-	-	-
g)	Volunteer centre	-	24,261	(25,511)	(1,250)
h)	Cinema 4 All	-	1,811	(180)	1,631
		<u>119,600</u>	<u>91,437</u>	<u>(103,327)</u>	<u>107,712</u>

- a)/b) The Men's Shed project fund has been split into Shed Development Fund and Chelmsford Shed Fund. Grant funding is used to develop local shed projects.
- c) Funding to host and operate the Social Prescribing Programme.
- d) Closing balance of the former charity to hold as a BAME strategic fund.
- e) Grant received to delivery the SWOT volunteering project.
- f) Grant received from Awards for All towards VolFest.
- g) Specialist volunteer brokerage project providing support and expertise within the local community, to potential and existing volunteers and volunteer involving organisations (formerly designated).
- h) Grant received from Essex Community Foundation to deliver a community cinema pilot in collaboration with City of Chelmsford Mencap.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

17. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

Current year	Tangible fixed assets £	Other net assets £	Total £
General unrestricted	-	54,547	54,547
Designated	-	158,756	158,756
Pension reserve	-	30,000	30,000
Total Unrestricted	-	243,303	243,303
Restricted	-	123,746	123,746
	-	367,049	367,049
Prior year	Tangible fixed assets £	Other net assets £	Total £
General unrestricted	85	16,989	17,074
Designated	-	131,646	131,646
Pension reserve	-	(35,000)	(35,000)
Total Unrestricted	85	113,635	113,720
Restricted	-	107,712	107,712
	85	221,347	221,432

18. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

19. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.