

**Worcestershire Council for Voluntary Youth Services**

**Report of the Trustees  
and  
Financial Statements**

**For the year ended 30 April 2009**

**Charity number 1092137**

**Worcestershire Council for Voluntary Youth Services**  
**Report of the Trustees for the year ended 30 April 2009**

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## Worcestershire Council for Voluntary Youth Services

### Report of the Executive Committee for the year ended 30 April 2009

The trustees present their report and financial statements for the year ended 30 April 2009

#### Reference and Administrative information

**Charity Name** Worcestershire Council for Voluntary Youth Services

**Charity Registration number** 1092137

**Office Address** 39D Ledwych Road  
Droitwich  
WR9 9LA  
Telephone number 01905 795098  
Website: [www.wcvys.co.uk](http://www.wcvys.co.uk)

**Chairman  
(and Charity contact)** Michael Hunter  
8 Chestnut Close  
Evesham WR11 2PA  
email - [michael@wcvys.co.uk](mailto:michael@wcvys.co.uk)

**Secretary** Ann Clark - Hereford & Worcester Scouts

**Treasurer** Phil Weston, Perdiswell Young People's Leisure Club

**Executive Committee Members  
(Trustees of the Charity)** Mark Badger, Motov8 (from 30 September 2008)  
John Bateman  
Duncan Berry, Redditch YMCA  
Sarah Brush, Diocese of Worcester (from 30 September 2008)  
Jo Dowling, Girlguiding Worcester  
Mark Farmer (until 30 September 2008)  
Bob James , Hereford & Worcester Scouts  
Serena Marshall, Worcestershire Federation of Young Farmers  
Clubs (from 30 September 2008)  
Mike Smith, Birmingham Federation of Clubs for Young People

**Staff** Dave Boucker, Children's Officer ([dave@wcvys.co.uk](mailto:dave@wcvys.co.uk))  
Jo Chester, Youth Officer ([jo.c@wcvys.co.uk](mailto:jo.c@wcvys.co.uk))  
Cathy Clement, Projects Officer ([cathy@wcvys.co.uk](mailto:cathy@wcvys.co.uk))  
Joanne Banfield, Administrator ([jo@wcvys.co.uk](mailto:jo@wcvys.co.uk))

**Vinvolved Team** Sharon Osborne, Vinvolved Team Manager (East)  
Suzanne Crockett, Vinvolved Advisor (East)  
  
Chris Reed, Vinvolved Team Manager (West)  
Emily Harris, Vinvolved Advisor (West)

**Worcestershire Council for Voluntary Youth Services**

**Report of the Executive Committee for the year ended 30 April 2009 - continued**

**Independent Examiner**                      Howard Painter & Company Limited  
Chartered Accountants  
26 Sansome Walk  
Worcester WR1 1LX

**Bankers**    Unity Trust Bank  
Nine Brindley Place  
Birmingham B1 2HB

NatWest  
Droitwich Spa Branch  
5 Victoria Square  
Droitwich Spa  
Worcestershire WR9 8DF

**Worcestershire Council for Voluntary Youth Services**  
**Report of the Executive Committee for the Year Ended 30 April 2009 – continued**

**Governing document**

Worcestershire Council for Voluntary Youth Services (the Council) is a Registered Charity, number 1092137, and is governed by a constitution adopted on 24 September 2001 and amended on 23 September 2004.

The principal object is to:

Help and advance the education of young people in Worcestershire so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as responsible members of society.

Throughout the year the trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging. We consider all our activities are for the public benefit. Most of our income comes from contracts and our activities are funded by that income. We charge for our Disclosure service and pass on the charges we have to pay to the CRB for disclosures for paid staff. In addition we charge a small administrative fee which only partly covers our costs.

**Structure Governance and Management**

The constitution, which was adopted on 24 September 2001 and amended on 23 September 2004, sets out how the charity operates.

The trustees (executive committee) are elected at the Annual Meeting each year and they meet monthly to manage the business of the charity. Each month the executive committee reviews the finances.

During the year the trustees confirmed the reserves policy. The policy is to create and maintain reserves to cover the Charity's operational costs for the period of six months.

None of the staff members have delegated financial authority.

**Review of activities**

**Support for groups:**

We continue to provide support to groups and organisations both large and small.

We disseminate information widely and produce and circulate a monthly newsletter and training bulletin by post and email and our website includes news, strategic developments, funding opportunities, good practice and programme ideas.

We are a registered body for Criminal Records Bureau checks and during the year we had contacts to provide CRB checks for 81 organisations and processed over 300 checks on their behalf.

**Worcestershire Council for Voluntary Youth Services  
Report of the Executive Committee for the Year Ended 30 April 2009 – continued**

We support groups as they are starting and the officers work with management committees, youth workers and members to set the clubs up on a firm foundation.

We support the development of safeguarding in the voluntary and community sector working with children and young people.

The 70 page guidance booklet on Safeguarding for Voluntary and Community Sector was reprinted during the year.

Leaflets on ‘What do you tell Parents and Carers?’, ‘Managing Allegations’ and ‘Responsibilities of Trustees’ have been produced and circulated.

We support organisations to gain the National Council for Voluntary Youth Services Sound Systems safeguarding standard. Work has started on producing an award to recognise the standards achieved by small local groups. It is hoped this will be supported by Worcestershire Safeguarding Children Board.

With funding from the County Council Dave Boucker continues to support the implementation of the Play Strategy and he is forging links between the sector and Children’s Services.

We were involved once again in the TryAngle Awards.

**Volunteering:**

The volunteering project started during the present year and has achieved its targets. Over 1750 volunteering opportunities were created in 37 organisations and over 475 young people have been brokered to fill those opportunities.

**Representation:**

We continue to represent the children and young people’s voluntary sector on various strategic forums to ensure that the views of the sector are heard and taken into account in the wider development of services for children and young people and their families.

WCVYS continues to be an active member of the Worcestershire Infrastructure Consortium (WIC).

**Limited Company Status**

As the organisation has increased in size the trustees decided we should become a limited company. We registered WCVYS Limited as a company limited by guarantee and then registered that company with the Charities Commission. No other changes were made at that time. At the end of this reporting period the operations were transferred to the new company.

**Worcestershire Council for Voluntary Youth Services**  
**Report of the Executive Committee for the Year Ended 30 April 2009 – continued**

**Financial Review**

Our principle income came from three sources. The Children's Workforce Development Council (CWDC) for workforce development and safeguarding; Worcestershire County Council for work to support play and Vinvolve (The Russell Commission) for our youth volunteering project. The total income for the year was £258,496 (2008 £95,050).

£221,473 (2008 £104,117) was expended in respect of costs in pursuing the charitable objectives. The main part of this cost being salaries and associated taxes (NI etc).

**Plans for the future**

During the coming year we will undertake a full review of our activities to ensure they meet the changing needs of the sector and our members. We continue to look for opportunities to fund our support for this sector.

**Thanks**

Sincere thanks go to all those individuals and organisations who have helped towards our success and continued development over the year.

**Statement of Trustees responsibilities**

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of the affairs of the Charity and its financial activities for the period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently:
- Make judgements and estimates that are reasonable and prudent:
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements: and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved on 3 September 2009 and signed on behalf of the Trustees by:

Michael Hunter  
Chairman

## **Independent Examiner's Report to the Trustees of Worcestershire Council for Voluntary Youth Services**

I report on the accounts of the charity for the year ended 30 April 2009 which are set out on pages 7 to 14.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Howard Painter B.Sc., F.C.A.  
Howard Painter & Company Limited  
Chartered Accountants  
26 Sansome Walk  
Worcester WR1 1LX*

*Date 15 September 2009*

**Worcestershire Council for Voluntary Youth Services**  
**Statement of Financial Activities for the Year Ended 30 April 2009**

	Note	Unrestricted Funds £	Restricted Funds £	2009 Total £	2008 Total £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds</i>					
Grants	3	99,970	150,000	249,970	84,927
<i>Investment Income</i>					
Bank interest		2,388	-	2,388	2,626
<i>Other Income</i>	4	6,138	-	6,138	7,497
<b>Total incoming resources</b>		<b>108,496</b>	<b>150,000</b>	<b>258,496</b>	<b>95,050</b>
<b>Resources expended</b>					
Grants	5	2,467	-	2,467	21,989
Direct Charitable expenditure	6	112,210	106,796	219,006	82,128
<b>Total resources expended</b>		<b>114,677</b>	<b>106,796</b>	<b>221,473</b>	<b>104,117</b>
<b>Net (outgoing) resources before transfers between funds</b>		<b>(6,181)</b>	<b>43,204</b>	<b>37,023</b>	<b>(9,067)</b>
<b>Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(6,181)</b>	<b>43,204</b>	<b>37,023</b>	<b>(9,067)</b>
<b>Reconciliation of Funds</b>					
Total funds brought forward		52,410	-	52,410	61,477
Total funds carried forward		46,229	43,204	89,433	52,410

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing operations.

**Worcestershire Council for Voluntary Youth Services**  
**Balance Sheet as at 30 April 2009**

		2009		2008	
	Notes	£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets	9		6,108		
<b>Current Assets:</b>					
NatWest Members Current Account	8	6,352		5,325	
Unity current account	8	99,579		122,475	
Cash in hand	8	50		-	
Debtors	9	335		-	
		<u>106,316</u>		<u>127,800</u>	
<b>Current Liabilities:</b>					
Deferred income		-		75,000	
Accruals	10	22,991		390	
		<u>22,991</u>		<u>75,390</u>	
<b>Net Current Assets:</b>			83,325		52,410
<b>Total Net Assets</b>			<u>89,433</u>		<u>52,410</u>
<b>Financed by:</b>					
Unrestricted Funds	11		46,229		52,410
Restricted Funds	11		43,204		-
<b>Total Funds</b>			<u>89,433</u>		<u>52,410</u>

The financial statements on page 7 were approved by the Trustees on 3 September 2009 and were signed on their behalf.

These accounts were approved by the Executive Committee on 3 September 2009

Signed : Michael hunter  
Chairman

**Worcestershire Council for Voluntary Youth Services**  
**For the year ended 30 April 2009**

**Notes to the Accounts**

**1. Accounting Policies**

**a) Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and follow the Statement of Recommended Practice Accounting and Reporting by Charities (SORP - October 2005).

**b) Donations, legacies and grants**

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

- ~ when the donor has specified that the income is to 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 for use have been met.

When donors specify that the monies 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.

**c) Interest receivable**

Interest is included when receivable by the charity.

**d) Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

**e) Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for a specific purpose.

The income from the Russell Commission is restricted and can only be used to support the vinolved work as set out in the terms and conditions of the contract.

**f) Tangible fixed assets and depreciation**

Tangible fixed assets are capitalised at cost. Fixtures, Fittings and equipment is depreciated at 25% on cost.

**Worcestershire Council for Voluntary Youth Services  
For the year ended 30 April 2009**

**Notes to the Accounts - continued**

**2) Trustees**

The trustees did not receive any remuneration but did receive £2,481 (2007 £1,620) in respect of reimbursed expenses for the year.

Two trustees received expenses during the year.

The charity did not undertake any transaction in which a trustee or connected person had a material interest.

**3) Donations and Grants Received**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	
	<b>£</b>	<b>£</b>	<b>2009</b>	<b>2008</b>
			<b>£</b>	<b>£</b>
CWDC (Children's Workforce Development Council)	28,969	-	28,969	-
Capacity Builder	6,500	-	6,500	-
Worcestershire County Council	45,701	-	45,701	53,962
Children's Fund	-	-	-	14,815
Local Network Funding	-	-	-	7,000
Russell Commission - V Funding	-	150,000	150,000	-
Worcestershire County Council - EYDCP	-	-	-	9,150
West Mercia Police	16,800	-	16,800	-
WAVOCC	2,000	-	2,000	-
	<u>99,970</u>	<u>150,000</u>	<u>249,970</u>	<u>84,927</u>

**4) Other Income**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	
	<b>£</b>	<b>£</b>	<b>2009</b>	<b>2008</b>
			<b>£</b>	<b>£</b>
Membership subscriptions	1,027	-	1,027	1,201
CRB	3,435	-	3,435	1,067
Community First	1,251	-	1,251	3,000
CWD Council	-	-	-	1,000
WAVOCC	109	-	109	-
Worcestershire County Council	-	-	-	1,229
Other	316	-	316	-
	<u>6,138</u>	<u>-</u>	<u>6,138</u>	<u>7,497</u>

**Worcestershire Council for Voluntary Youth Services  
For the year ended 30 April 2009**

**Notes to the Accounts - continued**

**5) Grants Paid**

Material grants have been advanced to the following organisations:

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Diocese of Worcester	-	-	-	700
Galton Explorer Scouts	372	-	372	-
Hereford & Worcester Scouts	622	-	622	6,252
Honeybourne Youth Club	500	-	500	-
Inkberrow Young Farmers	500	-	500	-
Kidz First	-	-	-	500
Malvern Boys Brigade	(900)	-	(900)	2,261
PYLPC	-	-	-	700
St John Evangelical Church	500	-	500	-
Worcester Guides	873	-	873	1,184
Worcester YFC	-	-	-	400
Worcester Young Farmers	-	-	-	2,259
Wyre Forest Advocacy	-	-	-	1,210
Other Grants under £1,000	-	-	-	6,523
	<u>2,467</u>	<u>-</u>	<u>2,467</u>	<u>21,989</u>

**6) Direct Charitable Expenditure**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
See Page 12	<u>112,210</u>	<u>106,796</u>	<u>219,006</u>	<u>82,128</u>

**Worcestershire Council for Voluntary Youth Services**  
**For the year ended 30 April 2009**

**Notes to the Accounts - continued**

**Note 6 continuation - Direct Charitable Expenditure**

	Note	Unrestricted	Restricted	Total	
		£	£	2009	2008
		£	£	£	£
Salaries	7	78,232	71,596	149,828	60,787
Agency staff		236	-	236	377
Payroll processing charges		-	-	-	705
Advertising		886	1,917	2,803	-
Printing, postage, stationery and photocopying		3,697	1,861	5,558	3,647
Telephone, mobiles and broadband		1,320	1,916	3,236	-
Website		117	-	117	-
CRB Checks		2,575	108	2,683	2,215
Medicals		-	162	162	-
Trustees expenses		2,481	-	2,481	1,620
Staff travel and expenses		8,150	4,907	13,057	2,727
AGM		205	-	205	601
Refreshments		94	986	1,080	-
Training		1,777	2,813	4,590	150
Training - Lord Lieutenant's course		-	-	-	3,407
Room hire		1,507	195	1,702	-
Repairs, renewals and maintenance		1,381	202	1,583	135
Equipment purchased		-	-	-	217
Computer running costs		-	-	-	736
Removals		204	-	204	-
Cleaning		794	501	1,295	-
Security		-	100	100	-
Insurance		31	-	31	340
Subscriptions		90	-	90	317
Data protection		70	-	70	-
Project work		5,033	-	5,033	958
Events		-	960	960	1,288
Equipment hire		-	259	259	-
Promotional gifts		-	3,825	3,825	-
Booklets and flyers		-	1,303	1,303	1,296
Website		-	379	379	-
Worcester Volunteer Centre		-	12,542	12,542	-
Management costs		-	-	-	-
Depreciation		2,036	-	2,036	-
Accountancy		1,065	-	1,065	403
Annual return		20	-	20	-
General expenses		209	264	473	202
		<u>112,210</u>	<u>106,796</u>	<u>219,006</u>	<u>82,128</u>

**Worcestershire Council for Voluntary Youth Services**  
**For the year ended 30 April 2009**

**Notes to the Accounts - continued**

**7) Wages and salaries**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	
	<b>£</b>	<b>£</b>	<b>2009</b>	<b>2008</b>
			<b>£</b>	<b>£</b>
Salaries	71,745	65,402	137,147	60,787
National insurance contributions	6,487	6,194	12,681	-
	<u>78,232</u>	<u>71,596</u>	<u>149,828</u>	<u>60,787</u>

There were on average 9 (2008 2) employees during the year  
There is no breakdown of employers national insurance for 2008.  
No employee received remuneration of more than £50,000.

**8) Cash at Bank and in hand**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
NatWest Members Current Account	6,352	5,325
Unity Trust Bank	99,579	122,475
Cash in hand	50	-
	<u>105,981</u>	<u>127,800</u>

**9) Tangible Assets**

	<b>Fixtures, Fittings and equipment</b>	
	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
<b>Cost</b>		
Additions during the year	8,144	-
<b>At 30 April 2009</b>	<u>8,144</u>	<u>-</u>
<b>Depreciation</b>		
Charge for the year	2,036	-
<b>At 30 April 2009</b>	<u>2,036</u>	<u>-</u>
<b>Net book value at 30 April 2009</b>	<u>6,108</u>	<u>-</u>

**Worcestershire Council for Voluntary Youth Services  
For the year ended 30 April 2009**

**Notes to the Accounts - continued**

**9) Debtors**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Prepayments	335	-
	<u>335</u>	<u>-</u>

**10) Accruals**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Accruals	22,441	-
Independent examination fee	550	390
Deferred income - V Funding	-	75,000
	<u>22,991</u>	<u>75,390</u>

**11) Funds**

	<b>Opening balance</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>2009 Closing balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted</b>					
General Fund	52,410	108,496	(114,677)	-	46,229
<b>Restricted</b>					
V Funding	-	150,000	(106,796)	-	43,204
	<u>-</u>	<u>258,496</u>	<u>(221,473)</u>	<u>-</u>	<u>89,433</u>

**12) Analysis of Assets between funds**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2009</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fund balances as at 30 April 2009 represented by:-			
Tangible Fixed Assets	6,108	-	6,108
Cash at Bank and in hand	49,067	56,914	105,981
Debtors	335	-	335
Creditors	(9,281)	(13,710)	(22,991)
	<u>46,229</u>	<u>43,204</u>	<u>89,433</u>