

Worcestershire Council for Voluntary Youth Services Limited

**Report of the Trustees
and
Financial Statements**

For the year ended 30 April 2010

Company number 06707357

Charity number 1128461

Worcestershire Council for Voluntary Youth Services Limited

Report of the Trustees for the year ended 30 April 2010

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Worcestershire Council for Voluntary Youth Services Limited

Report of the Executive Committee for the year ended 30 April 2010

The trustees present their report and financial statements for the year ended 30 April 2010

Reference and Administrative information

Charity Name	Worcestershire Council for Voluntary Youth Services Limited
Charity Registration number	1128461
Company Registration number	06707357
Office Address	39D Ledwych Road Droitwich WR9 9LA Telephone number 01905 795098 Website: www.wcvys.co.uk
Chairman (and Charity contact)	Michael Hunter 8 Chestnut Close Evesham WR11 2PA email - 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 (until 29 September 2009) John Bateman Duncan Berry, Redditch YMCA Sarah Brush, Diocese of Worcester Jo Dowling, Girlguiding Worcester Bob James , Hereford & Worcester Scouts (until 29 September 2009) Serena Marshall Clive Owen (from 29 September 2009) Mike Smith, Birmingham Federation of Clubs for Young People
Staff	Dave Boucker, Children's Officer (dave@wcvys.co.uk) Jo Chester, Youth Officer (jo.c@wcvys.co.uk) Cathy Clement, Projects Officer (cathy@wcvys.co.uk) (until 31 March 2010) Phil Street, WCVYS Manager (phil@wcvys.co.uk) (from 1 March 2010) Joanne Banfield, Administrator (jo@wcvys.co.uk)
Vinvolved Team	Sharon Osborne, Vinvolved Team Manager (East) Suzanne Crockett, Vinvolved Advisor (East) (until September 2009) Nicci Williams, Vinvolved Advisor (East) (from November 2009) Chris Reed, Vinvolved Team Manager (West) Emily Harris, Vinvolved Advisor (West)

Worcestershire Council for Voluntary Youth Services Limited

Report of the Executive Committee for the year ended 30 April 2010 - 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 Limited

Report of the Executive Committee for the year ended 30 April 2010 - continued

Governing Document

The charity is constituted as a company limited by guarantee and is, therefore governed by a Memorandum and Articles of Association (incorporated 25 September 2008). Charitable status for the new company was granted on 10 March 2009.

Aims and Objectives

Aims

The aims of the charity fully reflect the legal objects and purposes that the charity was set up to further.

Objectives

The principal object of the charity 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 that we have to pay 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

At the start of the financial year the business of Worcestershire Council for Voluntary Youth Services (Charity Number 1092137) was transferred to this charity which is also registered as a limited company number 06707357.

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

None of the staff members have delegated financial authority.

Annual Report on Activities

During the year WCVYS continued to work in five key areas:

- . Safeguarding
- . Support to Groups
- . Play
- . Youth Volunteering
- . Representation

Worcestershire Council for Voluntary Youth Services Limited

Report of the Executive Committee for the year ended 30 April 2010 - continued

Safeguarding

Our CRB Disclosure service continued to be well used - 95 organisations have contracts with WCVYS and we obtained 323 disclosures on their behalf during the year. We did a considerable amount of work around the new Vetting and Barring Scheme, which has been put on hold by the new government.

We continue to visit groups to check the identity documents of applicants and use that as an opportunity to provide support in other ways including funding, governance and programme development.

Our guidance booklet on safeguarding for voluntary and community groups was fully revised and expanded to take account of developments since it was first published two years ago.

We provided support to the Muslim community in Redditch and Worcester and helped them to develop safeguarding policies and practice.

During the year we encouraged attendance at training opportunities run by Worcestershire Safeguarding Children Board and also ran several workshops to assist groups to develop their policies.

WCVYS was awarded a 'Distinction' in the first West Midlands Regional Safeguarding Awards in recognition of our work with the sector in Worcestershire.

The funding from the CWDC (Children's Workforce Development Council) ended in March and we are exploring other options in order to continue this work.

Support to Groups

In addition to visits to groups we continue to publish a monthly newsletter which includes news, funding opportunities, programme ideas and details of forthcoming events. Our monthly training bulletin signposts training opportunities.

WCVYS has a programme of visits to members that provides an opportunity to discuss progress with club leadership and to identify emerging issues of interest and concern.

Youth Volunteering

Our vinolved project continues to meet its targets with over 1200 volunteers placed in volunteering opportunities and we have identified over 2000 new volunteering opportunities.

We have also been particularly successful in engaging with BME and other minority groups - 9.9% of volunteers came from BME backgrounds, 10.3% had disabilities and 18.3% were in NEET category (Not in Employment, Education and Training).

The vinolved project has its own steering group of young people called the 'Youth Action Team' (YAT). This ensures that the project is youth led rather than just youth focused.

Celebration events continue to be held around the county to mark the achievements of the young people's volunteering.

Worcestershire Council for Voluntary Youth Services Limited

Report of the Executive Committee for the year ended 30 April 2010 - continued

Play

Play is increasingly being recognised as an important aspect for children and young people's development. In addition to supporting many schools and other community groups to develop play facilities we have supported a number of events run by the County Play Partnership to raise the profile of Play with groups including town planners.

Representation

WCVYS continues to ensure that the voice of the Voluntary and Community Sector is heard across Worcestershire. We represent the sector on the Children's Trust Board (and a number of its subgroups including the 14-19 Partnership Board), on the Worcestershire Safeguarding Children Board and Executive (and the Training subgroup and Adolescent working group), in local strategic partnership theme groups for Children and Young People and others.

Forward Planning

The Executive Committee were conscious that the long term sustainability of the organisation at its current staffing levels required further income to be secured. The CWDC money was due to run out in March 2010 and the Play and volunteering contracts run out in March 2011.

The trustees reviewed our activities and agreed that support for groups/sector, safeguarding, participation and voice/representation were areas we wanted to continue or develop. In order to achieve that vision the Trustees agreed to advertise for a manager to take forward that agenda and to seek out funding. They recognised that, in the current financial climate, it might not be possible to secure the necessary funding and accepted that it might be necessary to make staff redundant in the future.

With that in mind the trustees confirmed that the reserves policy of maintaining funds to continue operations for six months.

We were delighted to be able to appoint Phil Street as our Manager.

With the support of Phil Street WCVYS has adopted a strategic plan, introduced a forward planning system for trustees and produced a schedule of issues that the team will address over the next year. We are implementing a revised financial management system and are examining our services to members. We hope to secure a number of small projects in keeping with our core business.

Thanks

At the end of the year Cathy Clement who was our Youth Officer/Projects Officer, since Autumn 2002 retired. We record our thanks for her support of the sector over many years.

The trustees also record their thanks to all the staff, volunteers and trustees for their dedicated hard work over the last year to ensure the continued success of WCVYS.

Michael Hunter - Chairman

Independent Examiners Report to the Trustees of Worcestershire Council for Voluntary Youth Services Limited

I report on the accounts for the year ended 30 April 2010 as set out on pages

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for an independent examination, 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 47(7)(b) of the Act, as amended; 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 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 386 of the Companies Act 2006; and
 - . prepare accounts which accord with the accounting records, comply with the requirements of section 396 of the Companies Act 2006 and with methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

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

Worcestershire Council for Voluntary Youth Services Limited
Balance Sheet as at 30 April 2010

		2010		2009	
	Notes	£	£	£	£
Fixed Assets					
Tangible Assets	10		7,553		6,108
Current Assets:					
NatWest Members Current Account	9	7,784		6,352	
Unity current account	9	157,156		99,579	
Cash in hand	9	50		50	
Debtors	11	-		335	
		<u>164,990</u>		<u>106,316</u>	
Current Liabilities:					
Deferred income		9,000		-	
Accruals	12	<u>3,912</u>		<u>22,991</u>	
		<u>12,912</u>		<u>22,991</u>	
Net Current Assets:			152,078		83,325
Total Net Assets			<u>159,631</u>		<u>89,433</u>
Financed by:					
Unrestricted Funds	13/14		90,348		46,229
Restricted Funds	13/14		69,283		43,204
Total Funds			<u>159,631</u>		<u>89,433</u>

The directors' statements required by Section 475(2) and (3) are shown on the following page which forms part of this Balance Sheet.

These accounts were approved by the Executive Committee on

Michael Hunter Chairman

Worcestershire Council for Voluntary Youth Services Limited

Balance Sheet as at 30 April 2010 - continued

In approving these financial statements as trustee of the company I hereby confirm:

a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006:

b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 30 April 2010 and

c) The trustees acknowledge their responsibilities for:

1) ensuring that the company keeps accounting records which comply with Section 386, and

2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) relating to small companies.

The financial statements were approved by the Board on _____ and signed on its behalf by:

..... Michael Hunter - Chairman

..... Phil Weston - Treasurer

Worcestershire Council for Voluntary Youth Services Limited
Statement of Financial Activities for the Year Ended 30 April 2010

	Note	Unrestricted Funds £	Restricted Funds £	2010 Total £	2009 Total £
Incoming resources					
<i>Incoming resources from generated funds</i>					
Grants	3	114,230	219,005	333,235	249,970
<i>Investment Income</i>					
Bank interest	5	137	-	137	2,388
<i>Other Income</i>	4	9,981	-	9,981	6,138
Total incoming resources		124,348	219,005	343,353	258,496
Resources expended					
Grants	6	-	-	-	2,467
Direct Charitable expenditure	7	111,670	160,200	271,870	217,712
Governance costs	7	1,285	-	1,285	1,294
Total resources expended		112,955	160,200	273,155	221,473
Net (outgoing) resources before transfers between funds		11,393	58,805	70,198	37,023
Transfers		32,726	(32,726)	-	-
Net movement in funds		44,119	26,079	70,198	37,023
Reconciliation of Funds					
Total funds brought forward		46,229	43,204	89,433	52,410
Total funds carried forward	13	90,348	69,283	159,631	89,433

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

Comparatives for 2009 relate to the previous charity for WCVYS charity number 1092137.

Worcestershire Council for Voluntary Youth Services Limited

For the year ended 30 April 2010

Notes to the Accounts

1. Accounting Policies

1.1 Accounting Convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the Statement of Recommended Practice Accounting and Reporting by Charities (SORP - October 2005).

The charity has availed itself of Paragraph 3 (3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities.

1.2 Incoming Resources

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 donor 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.

1.3 Interest Receivable

Interest is included when receivable by the charity.

1.4 Resources Expended

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

1.5 Tangible Fixed Assets and Depreciation

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

1.6 Funds

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 specified purpose. The aim of each designated fund is set out in the notes to the financial statements.

Comparatives

Comparatives for 2009 relate to the previous charity for WCVYS charity number 1092137.

Worcestershire Council for Voluntary Youth Services Limited
For the year ended 30 April 2010

Notes to the Accounts - continued

2) Trustees

The trustees did not receive any remuneration but did receive £2,296 in respect of reimbursed expenses for the year.

Two trustees received expenses during the year.

3) Donations and Grants Received

	Unrestricted	Restricted	Total	
	£	£	2010	2009
			£	£
CWDC (Children's Workforce Development Council)	54,750	-	54,750	28,969
Capacity Builder	980	-	980	6,500
Worcestershire County Council	57,500	-	57,500	45,701
Russell Commission - V Funding	-	219,005	219,005	150,000
West Mercia Police	-	-	-	16,800
WAVOCC	1,000	-	1,000	2,000
	<u>114,230</u>	<u>219,005</u>	<u>333,235</u>	<u>249,970</u>

4) Other Income

	Unrestricted	Restricted	Total	
	£	£	2010	2009
			£	£
Membership subscriptions	1,433	-	1,433	1,027
CRB	2,823	-	2,823	3,435
Community First	5,390	-	5,390	1,251
WAVOCC	-	-	-	109
Other	335	-	335	316
	<u>9,981</u>	<u>-</u>	<u>9,981</u>	<u>6,138</u>

5) Investment Income

	2010	2009
	£	£
Bank interest received	<u>137</u>	<u>2,388</u>

Worcestershire Council for Voluntary Youth Services Limited
For the year ended 30 April 2010

Notes to the Accounts - continued

6) Grants Paid

Material grants have been advanced to the following organisations:

	Unrestricted	Restricted	Total	
	£	£	2010	2009
	£	£	£	£
Galton Explorer Scouts	-	-	-	372
Hereford & Worcester Scouts	-	-	-	622
Honeybourne Youth Club	-	-	-	500
Inkberrow Young Farmers	-	-	-	500
Malvern Boys Brigade	-	-	-	(900)
St John Evangelical Church	-	-	-	500
Worcester Guides	-	-	-	873
	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,467</u>

7) Direct Charitable Expenditure

	Unrestricted	Restricted	Total	
	£	£	2010	2009
	£	£	£	£
See Page 13	<u>112,955</u>	<u>160,200</u>	<u>273,155</u>	<u>219,006</u>

Worcestershire Council for Voluntary Youth Services Limited
For the year ended 30 April 2010

Notes to the Accounts - continued

Note 7 continuation - Direct Charitable Expenditure

	Note	Unrestricted	Governance	Restricted	Total	
		£	£	£	£	£
					2010	2009
Salaries	8	82,822	-	104,071	186,893	149,828
Pension costs		759	-	-	759	-
Agency staff		715	-	94	809	236
Staff advertising		-	-	1,088	1,088	-
Advertising		-	-	276	276	2,803
Printing, postage, stationery and photocopying		4,829	-	2,842	7,671	5,558
Telephone, mobiles and broadband		1,815	-	3,054	4,869	3,236
Website		-	-	115	115	496
CRB Checks		2,304	-	-	2,304	2,683
Medical and driving test		-	-	255	255	162
Trustees expenses		1,698	-	-	1,698	2,481
Trustees meeting		260	-	-	260	-
Staff and volunteer expenses		5,733	-	6,086	11,819	13,057
Staff welfare		240	-	-	240	-
Accommodation		-	-	551	551	-
AGM costs		500	-	-	500	205
Refreshments		125	-	2,471	2,596	1,080
Training		388	-	6,783	7,171	4,590
Room hire		176	-	1,341	1,517	1,702
Repairs, renewals and maintenance		491	-	59	550	1,583
Coaches and vehicle hire		100	-	620	720	-
Computer costs		1,096	-	1,403	2,499	-
Removals		-	-	-	-	204
Rent		1,402	-	1,714	3,116	-
Cleaning and security		959	-	1,172	2,131	1,395
Insurance		358	-	-	358	31
Subscriptions		179	-	168	347	90
Data protection		-	-	-	-	70
Project work		3,194	-	-	3,194	5,033
UK Youth		-	-	276	276	-
Events		-	-	2,473	2,473	960
Equipment hire		-	-	30	30	259
Promotional gifts and vouchers		-	-	11,841	11,841	3,825
Booklets, flyers and newsletters		-	-	1,128	1,128	1,303
Worcester Volunteer Centre		-	-	9,175	9,175	12,542
Depreciation	10	1,527	-	990	2,517	2,036
Professional fees		-	575	124	699	-
Independent examination fee		-	643	-	643	1,065
Annual return		-	17	-	17	20
General expenses		-	50	-	50	473
		111,670	1,285	160,200	273,155	219,006

Worcestershire Council for Voluntary Youth Services Limited
For the year ended 30 April 2010

Notes to the Accounts - continued

8) Wages and salaries

	Unrestricted	Restricted	Total	
	£	£	2010	2009
			£	£
Salaries	76,992	93,821	170,813	<i>137,147</i>
National insurance contributions	5,830	10,250	16,080	<i>12681</i>
	<u>82,822</u>	<u>104,071</u>	<u>186,893</u>	<u><i>149,828</i></u>

There were on average 7 (2009 9) employees during the year
 No employee received remuneration of more than £50,000.

9) Cash at Bank and in hand

	2010	2009
	£	£
NatWest Members Current Account	7,784	<i>6,352</i>
Unity Trust Bank	157,156	<i>99,579</i>
Cash in hand	50	<i>50</i>
	<u>164,990</u>	<u><i>105,981</i></u>

10) Tangible Assets - Fixtures, fittings and equipment

	Unrestricted	Restricted	TOTAL
	2010	2010	2010
	£	£	£
Cost			
Additions	6,108	3,962	10,070
At 30 April 2010	<u>6,108</u>	<u>3,962</u>	<u>10,070</u>
Depreciation			
Charge for the year	1,527	990	2,517
At 30 April 2009	<u>1,527</u>	<u>990</u>	<u>2,517</u>
Net book value at 30 April 2010	<u>4,581</u>	<u>2,972</u>	<u>7,553</u>

Included in the additions is £6,108 which is the net book value of the assets of the old charity at 1 May 2009.

Worcestershire Council for Voluntary Youth Services Limited
For the year ended 30 April 2010

Notes to the Accounts - continued

11) Debtors

	2010	2009
	£	£
Prepayments	-	335
	<u>-</u>	<u>335</u>

12) Accruals

	2010	2009
	£	£
Accruals	3,266	22,441
Independent examination fee	646	550
	<u>3,912</u>	<u>22,991</u>

13) Funds

	Opening balance	Income	Expenditure	Note 15 Transfers	2010 Closing balance
	£	£	£	£	£
Unrestricted					
General Fund	46,229	124,348	(112,955)	32,726	90,348
Restricted					
V Funding	43,204	219,005	(160,200)	(32,726)	69,283
	<u>89,433</u>	<u>343,353</u>	<u>(273,155)</u>	<u>-</u>	<u>159,631</u>

14) Analysis of Assets between funds

	Unrestricted	Restricted	2010
	£	£	£
Fund balances as at 30 April 2010 represented by:-			
Tangible Fixed Assets	4,581	2,972	7,553
Cash at Bank and in hand	98,679	66,311	164,990
Debtors	-	-	-
Deferred income	(9,000)	-	(9,000)
Creditors	(3,912)	-	(3,912)
	<u>90,348</u>	<u>69,283</u>	<u>159,631</u>

Worcestershire Council for Voluntary Youth Services Limited
For the year ended 30 April 2010

Notes to the Accounts - continued

15) Transfers

The details of the transfers are as follows:-

	Unrestricted	Restricted	2010
	£	£	£
Telephone, mobiles and broadband - 2009	726	(726)	-
To cover management and overheads - 2009	16,000	(16,000)	-
To cover management and overheads - 2010	16,000	(16,000)	-
	<u>32,726</u>	<u>(32,726)</u>	-

16) Capital Commitments

The charity had no outstanding capital commitments at the year end.

17) Status of the Charity

The charity is a company limited by guarantee without a share capital. Each member agrees to pay a sum not exceeding £10 in the event of the company being wound up.