

MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
31 MARCH 2010

Charity Number 1092047



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**MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

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**MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2010

The trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2010

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Milton Keynes Council Of Voluntary Organisations
Charity registration number	1092047
Company registration number	4279401
	Acorn House 351 Midsummer Boulevard Central Milton Keynes MK9 3HP
Registered office	Acorn House 351 Midsummer Boulevard Milton Keynes MK9 3HP

THE TRUSTEES

The trustees who served the charity during the period were as follows

G Roberts (Chair)
J Kelly (Treasurer)
T Dimmock FCA
A Francome
I Revell
K Caldbeck
B Serginson
G Anderson
A Armes
J Cove
F Mercer

J Kelly (Treasurer) was appointed as a trustee on 4 November 2009.

J Cove was appointed as a trustee on 4 November 2009

F Mercer was appointed as a trustee on 4 November 2009

T Dimmock FCA retired as a trustee on 4 November 2009

Secretary	R Stone
Auditor	Keens Shay Keens MK Chartered Accountants & Statutory Auditor Sovereign Court 230 Upper Fifth Street Central Milton Keynes MK9 2HR
Bankers	Natwest Bank Plc Milton Keynes

MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2010

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is a company limited by guarantee and was incorporated on 31st August 2001. It is governed by its Memorandum and Articles of Association.

Recruitment and Appointment of Management Committee

The trustees are elected annually by the members of the charity attending the Annual General Meeting and serve for an initial period of three years. A further three year term may be served. Trustees must be nominated from member organisations. A limited number of additional trustees may be also co-opted on to the trustee board. The trustees meet eight times a year in addition to subcommittee meetings.

Trustee Induction and Training

New trustees receive both a verbal and written induction. The Trustee Handbook is regularly updated to ensure that the information is accurate and reflects current practice. Trustees are asked to complete a skills audit and skill gaps across the board are discussed and additional trustees are co-opted to meet agenda needs.

Risk Management

The trustees continue to monitor the major risks which the charity faces in relation to external factors and relationships, its governance and management, its internal operations and its business. They also continue to review the controls in place to control risk. A system has been set in place whereby the board of trustees will review the management of risk every year. The trustees continue to keep under review their systems of internal financial control. The systems have been designed to provide reasonable, but not absolute assurance against material misstatement or loss. They include:

- A strategic plan and annual budget approved by the trustees
- Regular consideration by the trustees of financial results, variance from budgets and performance against the non financial annual plan
- Delegation of authority and separation of duties

The internal financial controls conform to guidelines issued by the Charity Commission.

OBJECTIVES AND ACTIVITIES

The company's objects and principal activities are to

Promote any charitable purposes for the benefit of the community in the local government district of Milton Keynes and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness.

Promote and organise co-operation in the achievement of the above purposes and to that end to bring together, in council, representatives of the voluntary organisations and statutory authorities within the area of benefit.

How our activities deliver public benefit

The Trustees had paid due regard to the guidance issued by the Charity Commission on the subject of public benefit and consider that Milton Keynes Council of Voluntary Organisations' activities, aims and strategies are for the public benefit as is set out in more detail below.

ACHIEVEMENTS AND PERFORMANCE

Continuing our work towards our objectives laid out within our 5 year Strategic Plan now, in the fourth year of the Plan this financial year has seen us develop actions further through our core functions whilst, at the same time responding to the effects of the economic recession and preparing for the possibility of a new government.

MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2010

Development

The Community Mobiliser Service was strengthened with the work in the expansion areas. This was made possible through a successful partnership with Broughton and Milton Keynes Village Parish Council. We have also increased our Mobiliser resource in the Woughton Parish, now working in Coffee Hall supported through a further positive relationship with Woughton Community Council. There are now 10 Community Mobilisers, and over the course of last year they supported members of the communities to deliver 1,330 different activities, with over 30,000 attendances with volunteers providing more than 4,600 hours of support.

- During the year there were discussions with colleagues in the public sector to develop the concept of a Community Workforce, building on the lessons learned in the delivery of the Community Mobiliser programme and taking account of the shared agendas for community work across agencies. A shared approach has been developed and it is expected that a pilot for shared training and management in a neighbourhood area will take place during 200/11.
- The Community Development Network continued to deliver support to its members (now 260 from 60 different organisations) and organised 19 different training activities and 3 large events attended by 287 people. These activities were focused on providing support, information and networking opportunities to enable the different grassroots workers to be as effective as they can be in delivering support to communities. Following the grant from Lloyds TSB to support the employment of a development officer, we have undertaken an impact survey across the membership. Over 80% of the respondents felt the biggest benefits are the opportunities to network and share good practice and information with other members. Another key benefit is the opportunity to improve knowledge and access to local activities and groups. When asked what key positive changes their involvement in the network have on their organisations, respondents gave the following responses:
 - increase information sharing among colleagues, raising their awareness of local activities
 - help to raise organisation own profile
 - raise profile of CD among colleagues and line managers
 - create potential partnership opportunities with other organisations
 - sharing knowledge
- Our work on the tariff programme continued with a range of activities to engage the voluntary sector in the growth of our city with 5 workshops which attracted 80 participants, Growth Gossip e-alert was published fortnightly with a circulation of over 500 and a Growth Facebook has 220 friends. The walking tour programme continued and focussed on 7 new areas of Milton Keynes with 54 attendees as well as 6 separate Growth talks to organisations. A late spring Broughton BBQ attracted over 100 residents and was the stage for Living Archive to produce a film we commissioned to record the programme and support our annual report to MKPC. A number of voluntary organisations were featured as were local residents. It was so well received by the MKPC that they requested all future reports be produced in film format. This coincided with the employment of our first arrivals worker/community mobiliser at 25 hours a week which enabled the arrivals visits to step up a gear. This post was jointly funded by Broughton and MK Village Parish Council. In March 2010 the parish committed to increase funding to enable the post to become full time. The growth of the city has now been included as a topic within the Level 2 Community Development course delivered to volunteers and practitioners across MK. This will help to further raise the profile of growth amongst grassroots workers. Particular focus was placed on training this year and a work was done to embed Community Development in a number of locally run level two courses. These include Understanding Health Improvement, Organising Events and Activities, Interpersonal Skills, Communications in addition to Understanding Community Development.

MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2010

Support

The Outreach MK project continued to build upon its previous success. Along with our partners in MKCLIP, 400 group visits took place, 75 of which were 'specialised' visits around back office needs. Of these, MKCVO carried out 217 one-to-one contacts with voluntary organisations, community groups and social enterprises operating in Milton Keynes. During these visits, data was collected on groups' use of MKCLIP members' support services and referrals took place for services they were unaware of that may be of use based on discussions with group members and diagnoses by the project workers. The project ran 4 networking events which had 210 people attending, representing 138 groups. Project Worker meetings took place monthly to review the project and provide training on the various issues that were developing and provided a forum for project workers from different MKCLIP organisations to share information and good practice.

There were 12 training opportunities held throughout the year with 147 people attending from across the sector, including volunteers, trustees, project workers and managers. 63 1:1s have been held by the Information Officer with new groups - helping them with setting up and developing their constitutions and relevant policies and procedures. 32 group sites have been developed on the Gateway from a variety of different community groups.

The Funding Advice Service currently has 388 subscribers to the monthly funding alert (up from 334 last year). 80 groups have also received 1:1 support from the Funding Advice Worker, including 15 recently formed groups. A further 24 of these were also new to the Funding Advice Service. We continue to provide feedback to groups on draft applications and have supported groups with Business planning, and larger-scale applications such as the Big Lottery's Reaching Communities fund. We also hosted a training session on the Reaching Communities fund for applicants which had previously been turned down. As part of our information stream, we have developed 19 funding 'spotlights' (information sheets) which include topics such as Sustainable Incomes, Outcomes and Outputs, and a Jargon Buster.

Full membership of MKCVO stands at 477 and we currently have details of 1175 groups listed on our database on the Gateway. Of these groups 79% have annual incomes of £100,000 or less, 57% less £10,000 or less and 26% have incomes of £1,000 or less.

A networking group for trustees in Milton Keynes was set up at the beginning of 2009. The administration and development of the network was shared with the Volunteer Centre MK. The first meeting took place in February with an attendance of 12, representing 9 groups. During the year beginning 1st April 2009 to 31st March 2010 two more meetings took place with growing attendance levels, with 23 people representing 15 groups. A trustee survey was sent out at the beginning of 2010 which guided the development of the network and also increased the number of trustees on the mailing list. By the end of March this totalled over 80. A site for the network has also been developed on the Voluntary Sector Gateway MK (www.vcsmk.org.uk/TrusteeNetworkMK).

Liaison and Networking

The Community Involvement Programme ran 5 workshops which attracted 80 participants. This included a series of transport related workshops which were planned with a group of interested volunteers. Growth Gossip e-alert is published fortnightly and has a circulation of over 500 with the Growth Facebook site having 220 'friends'. The walking tour programme continued and focussed on 7 new areas of Milton Keynes with 54 attendees as well as 6 separate Growth talks to organisations. The Community Development Network continued its aim to draw in those members of staff engaging with communities through networks and forums with a range of activities and events including focus events on the upcoming Foundation Degree in Sustainable Communities hosted at UC MK with 40 members attending - demonstrating the enthusiasm and appetite for shared learning. A research project funded through Progress South Central looked into this even further by exploring the potential for the delivery of a level 3 programme following common themes to the degree programme, acting as a progression route.

MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2010

Representation

The Outreach MK project contributed to the Third Sector Review by facilitating a series of 7 focus groups which fed into the larger research undertaken by the Working Together Partnership. In addition, people attending one of the Outreach Networking events were asked their thoughts around the issues being looked at and groups being visited by Outreach Project Workers also completed forms.

In total the Outreach Project fed in detailed views of 55 local groups to the Third Sector Review.

Areas of discussion around how third sector voices could be better represented included

- Life for the Third Sector in MK and how it could be improved
- Sources of support for TS and how they could be improved
- Influencing decision-makers
- The Third Sector and The Sustainable Community Strategy

Following on from the review

- MK Council set up an Officer's Group to respond to the recommendations in the review, which is meeting every six weeks to track progress
- David Hill, Chief Exec of MK Council, has become chair of MKCLIP - the local infrastructure group partnership
- Progress Through Partnership funding was earmarked to support implementation of the recommendations around commissioning
- A recommendation for an innovative approach around communication is being developed

Strategic Partnership

Once more the year was dominated by our work with MKCLIP, the partnership of voluntary sector umbrella bodies and network forums for which MKCVO is the accountable body. As part of this work we undertook the coordination of the Diversity Equality Partnership in order to support the development of a programme of work under the Umbrella grants scheme. In addition MKCVO was actively involved with the LSP, in particular the work of the Executive, the Officers Group of the Economy and Learning Partnership, the Learning and Skills Board and the Higher Education Strategic Board.

FINANCIAL REVIEW

PLANS FOR FUTURE PERIODS

Our 5 year strategic plan will direct our work for the coming year. The plan presents strategic statements of our core functions together with a 5 year vision, containing specific targets, for each of the service areas. Underpinning themes of communication and business development ensure the delivery of our aspirations. Throughout this, we will remain responsive to external factors and will regularly test the robustness of our plan against the changing climate of the economic recession in particular.

The strategic direction for MKCVO to 2012 is summarised as follows

Development

MKCVO is committed to supporting the sustainable development of organisations in the local voluntary and community sector. By 2012, MKCVO will be a lead organisation for developing community organisations. Fully committed to the belief of supporting individuals into collective action we will have a more effective, coordinated community development sector across MK. Volunteers and staff working in the sector will work towards jointly agreed principles and approaches. MK will have a joined-up network of locally based workers across its boundaries, taking into account regeneration, expansion and rural areas. We will advocate for community involvement at all levels of decision making affecting their quality of life.

MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2010

Support

MKCVO is committed to providing support which will underpin the functioning and develop the capacity of the local voluntary and community groups. All areas of MKCVO's information service will continue to be well managed and demonstrate greater variety and diversity than at present.

Participation and Representation

MKCVO is committed to developing and maintaining links across the voluntary and community, statutory and private sectors and promotes the ability for all sectors to network with each other. We aim to enable the diverse views of the local voluntary and community sector to be represented to the local statutory bodies and others regarding policy development and, where appropriate, to be a conduit for representation.

Strategic Partnership

MKCVO views involvement in any strategic partnership as a means to ensure involvement and a strong voice from voluntary and community groups or to effectively achieve our own strategic aims. On occasions MKCVO will be approached by other partners, particularly in the statutory sector and asked to be 'the voice' of the voluntary and community sector. We will argue that we cannot ever be wholly accountable or representative but that a significant benefit of working in partnership is the potential it offers to involve a wider range of stakeholders into the debates and decisions. An important part of our approach will be to make sure that we have clear objectives for the extent and rationale for MKCVO's involvement in any strategic partnership.

Communication

Promoting the voluntary and community sector and building MKCVO's reputation go hand in hand. MKCVO's reputation will continue to be built on the effectiveness of our dialogue with the frontline VCS and what we do with the information we hold on the sector. An important part of our vision is the desire that the local people should value voluntary and community activity. In order to achieve this MKCVO has to raise awareness and understanding of the VCS. MKCVO has to be accessible and have a high public profile if it is to achieve greater involvement of the community. Whilst much can be made of modern communication techniques we believe that MKCVO must also have one or more accessible centres for people to visit.

Business Development

MKCVO believes in what it does and the way in which it works. In order to develop and improve our activities we wish to grow and improve the organisation. As the city grows so too will the voluntary and community sector. MKCVO needs to be fully involved in the design of new communities so that we can ensure that activity is well integrated with the existing VCS networks and follows the same community development approach. MKCVO may in some cases take on the district delivery of services as this could have some advantages, not least in enduring financial sustainability. MKCVO has learned a great deal in its operation so far and is committed to continual learning and improvement. We seek to share our experiences and to promote our model of partnership working and community development and demonstrate how it may be of benefit to other communities in the UK and overseas. We have lessons to share and more lessons to learn with a range of potential partners. These activities can assist in generating income to further our activities.

RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Milton Keynes Council of Voluntary Organisations for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2010

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

In so far as the trustees are aware

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

AUDITOR

Keens Shay Keens MK are deemed to be re-appointed under section 487(2) of the Companies Act 2006

Registered office
Acorn House
351 Midsummer Boulevard
Milton Keynes
MK9 3HP

Signed on behalf of the trustees



G Roberts
Chair of Trustees

27 October 2010

**MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF MILTON
KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS**

YEAR ENDED 31 MARCH 2010

We have audited the financial statements of Milton Keynes Council of Voluntary Organisations for the year ended 31 March 2010 on pages 10 to 19, which have been prepared on the basis of the accounting policies set out on page 12

This report is made solely to the company's members, as a body, in accordance with chapter 3 of section 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

The responsibilities of the trustees (who also act as directors of Milton Keynes Council of Voluntary Organisations for the purposes of company law) for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Responsibilities of the Trustees on pages 6 to 7.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion the information given in the Trustees Annual Report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF MILTON
KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS *(continued)***

YEAR ENDED 31 MARCH 2010

OPINION

In our opinion

- the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been prepared in accordance with the Companies Act 2006, and
- the information given in the Trustees Annual Report is consistent with the financial statements

Sovereign Court
230 Upper Fifth Street
Central Milton Keynes
MK9 2HR

16 November 2010

SIMON GILL FCCA
(Senior Statutory Auditor)
For and on behalf of
KEENS SHAY KEENS MK
Chartered Accountants
& Statutory Auditor

**MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2010

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
INCOMING RESOURCES					
Incoming resources from generating funds					
Voluntary income	2	95,021	566,019	661,040	469,559
Activities for generating funds	3	3,463	-	3,463	208,643
Investment income	4	894	-	894	-
Other incoming resources	5	76	-	76	100
TOTAL INCOMING RESOURCES		<u>99,454</u>	<u>566,019</u>	<u>665,473</u>	<u>678,302</u>
RESOURCES EXPENDED					
Resources expended on charitable activities					
Governance costs	6/7	(262,416)	(477,627)	(740,043)	(666,903)
	8	(7,394)	-	(7,394)	(6,265)
TOTAL RESOURCES EXPENDED		<u>(269,810)</u>	<u>(477,627)</u>	<u>(747,437)</u>	<u>(673,168)</u>
NET (OUTGOING)/INCOMING RESOURCES BEFORE TRANSFERS					
Transfer between funds	9	(170,356)	88,392	(81,964)	5,134
	10	208,436	(208,436)	-	-
NET (EXPENDITURE)/INCOME FOR THE YEAR		38,080	(120,044)	(81,964)	5,134
RECONCILIATION OF FUNDS					
Total funds brought forward		378,279	910,748	1,289,027	1,283,893
TOTAL FUNDS CARRIED FORWARD		<u>416,359</u>	<u>790,704</u>	<u>1,207,063</u>	<u>1,289,027</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

The notes on pages 12 to 18 form part of these financial statements

**MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

	Note	2010 £	£	2009 £
FIXED ASSETS				
Tangible assets	12		707	1
CURRENT ASSETS				
Debtors	13	56,002		111,730
Cash at bank and in hand		<u>1,191,735</u>		<u>1,202,929</u>
		1,247,737		1,314,659
CREDITORS: Amounts falling due within one year	14	<u>(41,381)</u>		<u>(25,633)</u>
NET CURRENT ASSETS			1,206,356	1,289,026
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,207,063</u>	<u>1,289,027</u>
NET ASSETS			<u>1,207,063</u>	<u>1,289,027</u>
FUNDS				
Restricted income funds	15		790,704	910,748
Unrestricted income funds	16		<u>416,359</u>	<u>378,279</u>
TOTAL FUNDS			<u>1,207,063</u>	<u>1,289,027</u>

These financial statements were approved by the members of the committee on the 27 October 2010 and are signed on their behalf by



G ROBERTS (CHAIR)
Director



J KELLY (TREASURER)
Director

Company Registration Number 4279401

The notes on pages 12 to 18 form part of these financial statements

**MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small

Donations & fund accounting

Donations received for the general purposes of the charity are included as unrestricted funds

Restricted funds represent income granted for specific purposes as required by the donor. Expenditure for those purposes is charged to the fund

Grants

Grants receivable are accounted for when received

Investment income

Investment income is accounted for when received

Resources expended

Resources expended are accounted for on an accruals basis

Fixed assets

All fixed assets are initially recorded at cost

Depreciation

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

Office Equipment – 50% straight line

**MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

2 VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Grants receivable				
MK Council	95,021	-	95,021	92,468
CM Activity Budgets	-	36,486	36,486	-
The Children's Fund	-	289,794	289,794	145,324
Capacity Builders Modernisation Programme	-	107,545	107,545	53,641
Lloyds TSB CDN Worker	-	-	-	38,580
Health Trainer	-	33,349	33,349	30,106
Broughton & MKV Parish - CM	-	10,000	10,000	1,000
MK ELP Funding	-	-	-	3,150
NIACE	-	-	-	10,308
Real Urban Arts Academy	-	750	750	-
Tinkers Bridge Drop In Income	-	3,000	3,000	-
Street Games	-	5,365	5,365	10,430
Table Tennis Income	-	1,230	1,230	-
MKCLIP - Young Peoples Project	-	24,000	24,000	-
MKCLIP - Volunteering Infrastructure	-	20,000	20,000	-
Children & Young Peoples Network	-	5,000	5,000	-
3rd Sector Review	-	7,500	7,500	-
Capacity Builders CDF	-	22,000	22,000	64,953
NLCB - Big Lottery Project	-	-	-	19,599
	<u>95,021</u>	<u>566,019</u>	<u>661,040</u>	<u>469,559</u>

3 INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Other activities for generating funds	<u>3,463</u>	<u>3,463</u>	<u>208,643</u>

4 INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Bank interest receivable	<u>894</u>	<u>894</u>	<u>-</u>

5 OTHER INCOMING RESOURCES

	Unrestricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Online filing incentive	<u>76</u>	<u>76</u>	<u>100</u>

**MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Support costs	123,006	-	123,006	115,785
Other outgoing resources	139,410	477,627	617,037	551,118
	<u>262,416</u>	<u>477,627</u>	<u>740,043</u>	<u>666,903</u>

7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Other charitable activity £	Support costs £	Total Funds 2010 £	Total Funds 2009 £
Staff costs	514,791	39,413	554,204	527,568
Rent, rates and service charges	-	51,285	51,285	26,698
Legal and professional	-	6,089	6,089	6,286
Communication and IT	-	4,865	4,865	4,636
Training	-	5,653	5,653	1,745
Office repairs and maintenance	-	4,460	4,460	3,042
Other office expenses	-	11,241	11,241	12,101
Other outgoing resources	102,246	-	102,246	84,827
	<u>617,037</u>	<u>123,006</u>	<u>740,043</u>	<u>666,903</u>

8. GOVERNANCE COSTS

	Unrestricted Funds £	Total Funds 2010 £	Total Funds 2009 £
AGM and trustee meetings	5,069	5,069	4,265
Audit fees	2,325	2,325	2,000
	<u>7,394</u>	<u>7,394</u>	<u>6,265</u>

9. NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR

This is stated after charging

	2010 £	2009 £
Staff pension contributions	977	6,803
Auditors' remuneration - audit of the financial statements	<u>2,325</u>	<u>2,000</u>

10. FUND TRANSFERS

The funds transfer relates to transfers of resources between various restricted funds and allocation of costs between unrestricted funds and restricted funds, both in accordance with the wishes and requests of the relevant grant providers

**MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

11. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2010	2009
	£	£
Wages and salaries	511,704	478,506
Social security costs	41,523	42,259
Other pension costs	977	6,803
	554,204	527,568

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows

	2010	2009
	No	No
Number of administrative staff	18	16
Number of management staff	1	1
	19	17

No employee received remuneration of more than £60,000 during the year (2009 - Nil)

There were no trustees remuneration or benefits for the year ended 31 March 2010 (2009 none)

No trustees expenses were paid for the year ended 31 March 2010 (2009 none)

12. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 April 2009	47,797
Additions	706
At 31 March 2010	48,503
DEPRECIATION	
At 1 April 2009 and 31 March 2010	47,796
NET BOOK VALUE	
At 31 March 2010	707
At 31 March 2009	1

13. DEBTORS

	2010	2009
	£	£
Trade debtors	46,639	104,716
Other debtors	993	7,014
Prepayments	8,370	-
	56,002	111,730

**MILTON KEYNES COUNCIL OF VOLUNTARY ORGANISATIONS
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

14. CREDITORS: Amounts falling due within one year

	2010	2009
	£	£
Trade creditors	26,679	1,024
Taxation and social security	13,061	19,077
Wages control account	122	4,032
Accruals	<u>1,519</u>	<u>1,500</u>
	<u>41,381</u>	<u>25,633</u>

15. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2009	Incoming resources	Outgoing resources	Transfers	Balance at 31 Mar 2010
	£	£	£	£	£
CM Activity					
Budgets	-	36,486	(45,906)	17,000	7,580
Children's Fund	246	289,794	(259,527)	(30,513)	-
Capacity					
Builders					
Modernisation					
Programme	18,052	107,545	(55,962)	(69,635)	-
Lloyds TSB CDN					
Worker	1,136	-	(23,596)	22,460	-
Health Trainer	28,242	33,349	(19,058)	(42,533)	-
Roof Tariff Funds	818,679	-	(385)	(86,814)	731,480
Broughton &					
MKV Parish - CM	386	10,000	(14,464)	4,492	414
Development					
Officer - Growth	-	-	(30,560)	30,560	-
MK ELP	-	-	(447)	447	-
NIACE	517	-	-	(517)	-
Real Urban Arts					
Academy	-	750	(747)	-	3
Tinkers Bridge					
Drop In	-	3,000	(567)	-	2,433
Street Games	550	5,365	(7,745)	1,830	-
Respect Table					
Tennis Club	-	1,230	(60)	-	1,170
MKCLIP - Young					
Peoples Project	-	24,000	(2,300)	-	21,700
MKCLIP -					
Volunteering					
Infrastructure	-	20,000	-	-	20,000
Children And					
Young Peoples					
Network	-	5,000	(1,419)	(1,000)	2,581
3rd Sector					
Review	-	7,500	(4,697)	(2,803)	-
Capacity					
Builders CDF	<u>42,940</u>	<u>22,000</u>	<u>(10,187)</u>	<u>(51,410)</u>	<u>3,343</u>
	<u>910,748</u>	<u>566,019</u>	<u>(477,627)</u>	<u>(208,436)</u>	<u>790,704</u>

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

15. RESTRICTED INCOME FUNDS (continued)

CM Activity Budgets

To provide resources to enable the Community Mobilisers to support and develop community activity within their estates

Children's Fund

To support the Community Mobiliser Service, specifically the employment, management and development of the Community Mobilisers

Capacity Builders Modernisation Programme

To resource the Outreach MK project that ensures consistent and reliable support at a neighbourhood level

Lloyds TSB CDN Worker

To be utilised in accordance with the Lloyds TSB grant to employ a CDN development officer and to resource activities that further the aims of the network

Health Trainer

To be utilised in accordance with SLA with NHS MK to fund the costs of managing and providing office space for the HT coordinator, activities to further the aims of the project, training for volunteers and staff, IT equipment, software and website maintenance

Roof Tariff Funds

To be used against the Business Plan for the VCS tariff allocation (2004), to implement the Community Development Programme within the new expansion areas. Specifically the strategic support to the wider sector

Broughton & MKV Parish - CM

To employ a Community Mobiliser with an activity budget to be utilised in the expansion area around Broughton, MK

Development Officer - Growth

To employ a Development Officer to work with organisations in MK to build their capacity to deliver services in the new expansion areas

MK ELP

To resource the location costs of a member of staff based within MKCVO and additional work to deliver activities on behalf of MKELP

NIACE

To fund a programme of Voluntary and Community sector basic training

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

15. RESTRICTED INCOME FUNDS (continued)

Real Urban Arts Academy

A fund held on behalf of the group to deliver activities in furtherance of their aims

Tinkers Bridge Drop-In

A fund held on behalf of the group to deliver activities in furtherance of their aims

Street Games

To support the delivery of activities to 'semi-sporty' children and young people

Respect Table Tennis Club

A fund held on behalf of the group to deliver activities in furtherance of their aims

MKCLIP Young Peoples Project

To resource the delivery of a young person-led programme of community activities within the catchments of Leon School and Woughton Academy

MKCLIP Volunteering Infrastructure

To resource the delivery of a project which brokers a relationship between private sector employers and the VCS to support skilled employees into volunteering opportunities

Children And Young Peoples Network

To fund the recruitment of a CYP Partnership Officer and fund a level of activities to further the aims of the Network

3rd Sector Review

To fund the undertaking of a formal review and recommendations of the relationships between the statutory sector and the third sector

Capacity Builders CDF

To partly fund the employment of a partnership officer to work with the LSP to ensure that by March 2011 it is strategic, credible and influential

16. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2009 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2010 £
Strategic					
Development	150,000	-	(400)	-	149,600
General Funds	228,279	99,454	(269,410)	208,436	266,759
	<u>378,279</u>	<u>99,454</u>	<u>(269,810)</u>	<u>208,436</u>	<u>416,359</u>

The designated funds represent funds held to be expended in the future on strategic development strategies