Chartered Accountants
Established Nineteen Twenty Six

BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH, 2015
BURNLEY, PENGLSE AND ROSENDALE COUNCIL FOR VOLUNTARY SERVICE
OFFICERS, PROFESSIONAL ADVISORS AND REGISTERED OFFICE

PRESIDENT: The Mayor of Burnley

EXECUTIVE COMMITTEE MEMBERS - TRUSTEES:
Mr. P. Clay Chair
Mr. W. Park Vice Chair
Mr. M. Aslam
Miss. J. Devlin
Mr. H. Eccles
Mrs. S. Hughes
Mr. J. McManus
Mr. A.H. Malik
Mr. D. Stott
Mrs. H. Harding
Mr. N. Hampson
Mrs. K. Bennett (Resigned October 2014)
Mr. P. Jones (Resigned December 2014)
Mr. S. Akhtar (Appointed January 2014 and resigned December 2014)
Mrs. I. Burton (Appointed July 2014)
Mr. R. Malik (Appointed September 2014)
Mrs. S. Biggs (Appointed June 2015)

- REPRESENTATIVES:
Cllr. A. Cheetham (Resigned October 2014)
Cllr. B. Ashworth
Cllr. P.A. McCormick (Resigned May 2014)
Cllr. A. Harrison
County Cllr. J. Oates
Cllr. Betsy Stringer (Resigned May 2015)
Cllr. L. Pate (Appointed July 2014)
Cllr. W. Blackburn (Appointed June 2015)
Cllr. P. Steen (Appointed May 2015)
Cllr. G. Sandford (Appointed October 2014 and resigned May 2015)

CHIEF OFFICER:
Mr. T. Hephrun (Resigned August 2014)
Mrs. C. Blythe (Appointed August, 2014)

REGISTERED OFFICE:
East Lancs. Voluntary Sector Resource Centre
Rachel Kay-Shuttleworth Building
62/64, Yorkshire Street
Burnley
Lancashire

AUDITORS:
Ashworth Moulds
11, Nicholas Street
Burnley
Lancashire
BB11 2AL

SOLICITORS:
Southerns
68, Bank Parade
Burnley
Lancashire
BB11 1UB

BANKERS:
Yorkshire Bank plc
25, Manchester Road
Burnley
Lancashire
BB11 1HX

REGISTERED COMPANY NUMBER: 3328219
REGISTERED CHARITY NUMBER: 1062448
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2014/15 was again a year of some change for CVS. Our Chief Officer of 12 years, Terry Hephrun, retired and following a recruitment process his replacement, Christine Blythe took up post on 1st August 2014. Christine has been with CVS for over 10 years, most recently as Development Officer and Volunteer Lancashire Project Manager. Christine’s appointment resulted in a review of staffing and recruitment of new staff as required.

I attended an event in London on 20th January, 2015 to launch The Change for Good Report. An independent Commission carried out a thorough investigation into the future of local infrastructure and the findings demonstrated beyond doubt the value of infrastructure organisations. It found that small organisations and groups relied on their local infrastructure organisation such as CVS to keep them up to date with changes in policy and legislation, work in partnership with other groups, recruit and retain volunteers, manage crisis and have the foresight to grow and develop. Infrastructure doesn’t just fulfil a need, it creates success and evidence shows that groups accessing support from infrastructure have substantially higher likelihood of success in grant applications and bidding for contracts. Crucially the Commission found that infrastructure support must be resourced. Whilst the value of infrastructure is recognised there is however a need to change. There were a number of recommendations for infrastructure organisations to respond to the findings and I am pleased to report that this CVS has commissioned an independent consultant with the help of funding from the Big Lottery Big Assist programme to develop our future strategy and vision.

There continues to be changes in all areas impacting on service delivery, with increased emphasis on partnership and collaborative working. This is evidenced in partnership deliver of our core activity around volunteering and group development through One Lancashire and LACVS (Lancashire Association of CVS), in the consortium approach to Volunteer Community Transport as well as through our Health Champion project.

Positive discussions over several years with East Lancashire Clinical Commissioning Group saw recognition of the value provided by our sector in contributing to their aims and objectives, and we are now in year 2 of facilitating the Social Prescribing small grants scheme. 2014/15 saw over £294,000 awarded to small groups and in this current year £441,000 in Burnley Pendle & Rossendale. This programme has been a partnership with Hyndburn and Ribble Valley CVS who received additional funding to facilitate the programme in their area.

As we have done for 80 years, CVS continues to adapt to changing needs and since our last AGM I am pleased to report that we have again secured investment from the private sector to support our Young Carers activity and we have provided project management work. We are in the process of developing other similar support packages to the sector.

As in recent years, the Trustees’ report gives a great deal of information about the Charity’s operations in the year under review and to offer thoughts on future activities. This is the ninth year when the presentation of the financial details has changed in line with accounting requirements (SORP 2005); we understand that SORP will be revised this year so we anticipate future changes. CVS staff and Ashworth Moulds have again put in a great deal of effort to ensure that the presentation of the financial details reflects a true state of the affairs of the Charity and enables comparison with previous years’ figures.
Visitor numbers to the Resource Centre have declined a little but hours used are significantly higher bringing in additional income. Tenant occupancy has varied during the year and we have vacancies at the end of the year which is again a symptom of the economic situation.

CVS membership continues to expand with 7 organisations and individuals joining in 2014/2015. During the year we had all the usual conditions and criteria to meet from all our Service Level and Grant Agreements and increased requirements for monitoring. It is pleasing to note that once again all our funders and partners have been content with the information that we provided and have also formally reviewed in face to face discussions with us.

In the year under review, there have been changes in staffing resulting from the way funding is now being brought into the organisation. We are fortunate that all of our projects have continued and demand for our services has increased not least in our development work and through our Volunteer Centre and training programme.

I conclude my report by offering my appreciation for the commitment and professionalism of everyone involved in CVS and offer my own thanks to all those individuals who have supported us during the year. We particularly thank our accountants Ashworth Moulds, our solicitors Southern, our key funders and partners Lancashire County Council, Burnley Borough Council, Pendle Borough Council, NHS East Lancs Clinical Commissioning Group, Public Health Lancashire, One Lancashire, Big Lottery – Gannow Big Local, BBC Children in Need, the Henry Smith Charity and Hillendale Land Rover (now Farnell Land Rover).
BURNLEY, PENDLE & ROSENDALE COUNCIL FOR VOLUNTARY SERVICE

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2015

The Executive Committee (Trustees) of Burnley, Pendle and Rossendale Council for Voluntary Service present their Annual Report for the year ended 31st March 2015 under the Companies Act 2006 and the Charities Act 1993 (as revised by the Charities Act 2006), together with the audited financial statements for that year. The accounts comply with the Companies Act 2006, the charity's governing document and the relevant Statement of Recommended Practice (the Charities SORP 2005, revised July 2008).

1. REFERENCE AND ADMINISTRATIVE DETAILS

Burnley, Pendle and Rossendale Council for Voluntary Service, also known as CVS, is a registered charity (No. 1062446) and a Company (No. 3328219) which is limited by guarantee. Its registered office is at the East Lancashire Voluntary Sector Resource Centre, Rachel Kay-Shuttleworth Building, 62/64 Yorkshire Street, Burnley.

The present Trustees, and any past Trustees who served during the year, are given on the foregoing statement of officers, professional advisors and registered office, together with the name of the Chief Officer, The President and the external advisers of the charity.

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is governed by its Memorandum and Articles of Association adopted on 27th August 1997 and amended on 16th September 2003. Further revised Articles of Association were adopted at the Annual General Meeting in September 2011.

The Board of Trustees is responsible for the overall governance of the charity. Trustees are either elected or co-opted from the membership and the total number of trustees may not exceed 18. Trustees can either be elected by nomination from a member organisation or as an individual member. Elected trustees remain in office for three years and are eligible for re-election, with one third of the Board being elected each year. Co-opted trustees are appointed by the Board of Trustees and serve for the remainder of that operational year. In addition, the Local Authorities in the area are entitled to nominate representatives to the Executive Committee and these are detailed on the foregoing statement of officers, professional advisors and registered office.

There is a strong and effective partnership between Trustees and staff which contributes significantly to the organisation's continued success.

Trustees are required to meet at least five times per year. These meetings include four quarterly Board meetings where Trustees review strategy and operational activity and agree plans and budgets and the Annual General Meeting. In addition Trustees are expected to participate in at least one of the charity's sub-committees (Staffing & Personnel and Property & Finance). New Trustees and Local Authority representatives are given an Induction Pack containing everything they need to know about the charity and its work for effective and informed decision making.

The Board delegates the exercise of certain powers in connection with the management and administration of the charity as set out below. This is controlled by regular reporting back to the Executive Committee so that all decisions made can be ratified by the full board in due course.

(i) Staffing and Personnel

The Committee comprises Trustees who are independent of management and is responsible for the policies and practices of employing staff. This sub-committee meets quarterly.
(ii) Property and Finance

This group comprises Trustees and is responsible for the regular review of financial management and controls.

(iii) Chief Officer

The Chief Officer manages the day to day administration of the charity and its projects and is responsible for implementing policies agreed by the Executive Committee. The Chief Officer supports the other 17 members of staff together with short term additional project personnel and volunteers as required from time to time.

In addition, the Trustees have an advisory sub-group covering the Resource Centre. It is advisory because it includes lay representatives i.e. other resident groups.

Statement of Trustee's Responsibilities

Legislation requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Council as at the end of the financial year and of its income and resources expended for that period.

In preparing those accounts the Trustees are required to:-
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Council will continue in operational existence.

The Trustees have overall responsibility for ensuring that the charity has appropriate systems and controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and for their proper application as required by Charity Law, and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities and to provide reasonable assurance that:
- the charity is operating efficiently and effectively;
- all assets are safeguarded against unauthorised use or disposition and are properly applied;
- proper records are maintained and the financial information used within the charity, or for publication, is reliable;
- the charity complies with relevant laws and regulations.

Internal controls over all forms of commitment and expenditure continue to be refined to improve efficiency. Processes are in place to ensure that performance is monitored and that the appropriate management information is prepared and reviewed regularly by both the management and Board of Trustees. A programme of financial controls is in place, supervised by the Treasurer.

The systems of internal control are designed to provide reasonable assurance against material misstatement or loss. They include:
- an operational plan and budget approved by the Trustees;
- regular consideration by the Trustees of financial results and variances from budgets;
- delegation of day to day management authority and separation of duties.
3. OBJECTIVES AND ACTIVITIES OF THE CHARITY

The Charity’s objects and its principal activities continue to be the promotion of any charitable purpose for the benefit of the community in Lancashire; to promote, co-ordinate, support and develop community activities and to unite citizens of all classes, both men and women, irrespective of political or religious opinion, in the promotion of health and social welfare.

The Charity is a Local Support and Development Organisation which exists to develop, support and promote voluntary action and charitable activity. This activity can be summarised in six key statements:

(i) We provide a range of support services to groups such as training, information, advice, payroll and office functions including access to sources of funding and constitutional advice;
(ii) We, through contact with individuals and groups, identify gaps in the provision of services and develop initiatives to meet those needs;
(iii) We bring together voluntary, community and faith organisations to discuss issues of common concern. This helps avoid duplication of effort and helps to ensure that groups work together;
(iv) We help to disseminate information about statutory service provision and development;
(v) We represent the views of the voluntary sector on many statutory led committees;
(vi) We are engaged in strategic partnership activity.

In addition, the charity delivers direct services to the community.

In setting and reviewing our objectives and planning our activities, the Trustees have given careful consideration to the Charity Commission’s General Guidance on public benefit. Our work is designed to support voluntary activity and develop the vitality of the voluntary, community and faith sector to improve lives and neighbourhoods.

4. ACHIEVEMENTS AND PERFORMANCE

This year’s key objectives and the impact of our achievements can be summarised as follows:

- We have worked with in excess of 400 organisations providing a broad range of development and capacity building support and training from advice on establishment to governance to funding information and support for expansion.
- We have supported a wide range of organisations in their development of applications for funding such as to Trust Funds and The Big Lottery and we have seen notable successes as groups with whom we have worked have been successful in funding applications.
- Our work with the Heritage Lottery Fund, which had resulted in £1.5m worth of grants coming to Burnley as a priority area over the past five years, has now been extended to the whole of Pennine Lancashire.
- The Social Prescribing small grants programme resulted in 40 organisations receiving over £294,000 to deliver activities.
- Unsuccessful organisations were supported to look at alternate funding streams.
- We continued to support the Big Local Gannow steering group with activities and submission and approval of the 2 year plan.
- Our Young Carers project continued to support over 60 Young Carers.
- Our Volunteer Centre has recorded very high levels of activity.
- Our Volunteer Transport scheme has again delivered large numbers of journeys to support elderly and infirm people to have independence. Funding is now secured for 3 years following a successful consortium bid to Lancashire County Council led by Little Green Bus to develop schemes throughout Lancashire.
- The feedback received from our members/service users on our overall service has been overwhelmingly positive.
4. ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

- We have continued to develop our database which enables us to track our interventions and support for groups more effectively.
- We are making increased use of social media including Facebook and Twitter which enable us to communicate effectively and speedily with our contacts.
- We have attracted new sources of funding to support our operations including a private sector contribution.
- We have successfully recruited a new Chief Officer and Development Officer and completed a staffing review.

Our services are, in the main, open to members and non-members alike.

No Trustee has received any private benefit from the charity.

5. FINANCIAL REVIEW

The Statement of Financial Activities shows net expenditure for the year of £54,624 and our reserves stand at £1,039,253 in total, as shown on page 11. The net expenditure for the year of £54,624 is made up of a deficit of £43,378 of unrestricted funds and a deficit of £11,246 of restricted funds.

Reserves Policy and Risk Management

The Executive Committee have established a policy whereby the unrestricted funds not committed or invested in fixed assets ("the free reserves") held by the Council should be approximately six months of total income. At this level, the Executive Committee feels that they would be able to continue the current activities of the Council in the event of a short term unexpected drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed were this to happen.

The Trustees have considered the need for the Charity to sustain a level of reserves commensurate with its needs. In doing so, the Trustees have reflected that:-

- funding is not always clear or confirmed at the start of any financial year;
- funding is often paid in arrears;
- the Charity has an obligation to pay its bills expeditiously
- some staff contracts will be fixed term, limited to specific projects or permanent and, in the light of changing legislation, will attract redundancy pay entitlement.

The Trustees recognise that the charity is now at that state and will continue to monitor both the level and impact. The trustees are investing the free reserves to support the charity's activities.

At present, the free reserves for the General Fund, which stand at £666,947 (2014: £706,695) are in-line with the policy set. The Executive Committee are currently monitoring the position and considering ways in which to raise additional unrestricted funds.

During the year the trustees carried out a review of the charity's activities and produced a strategic plan setting out the opportunities available to the charity and the risks to which it is exposed. The trustees have also implemented a risk management strategy which comprises:-

- an annual review of the risks the charity may face;
- the establishment of systems and procedures to mitigate those risks identified in the plan; and
- the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.
5. **FINANCIAL REVIEW (CONTINUED)**

The Society maintains a number of designated reserves where reserves are earmarked for a particular purpose:-

**Gateway Volunteer / Training Engagement**
The amounts set aside in this reserve are to be used to deliver activity over 5 priority areas throughout Burnley, Pendle and Rossendale to include group support and development, information, community engagement, volunteering and funding.

**Volunteer Centre**
The amounts set aside in this reserve are used to provide support and advice to volunteers in the Burnley, Pendle and Rossendale area.

**Communicars**
The amounts set aside in this reserve are used to provide a Community Car Service throughout the areas of Burnley, Pendle and Rossendale. A team of local Volunteer Drivers provides the service, using their own cars, to elderly and infirm people.

**Young Carers**
The amounts set aside in this reserve are used to provide support and advice to young carers in the Burnley, Pendle and Rossendale area.

**Young Carers Sessional**
This project is funded by NHS East Lancashire to provide young carers with support to improve their health and wellbeing usually by access to activities. The amounts set aside in this reserve are used for these purposes.

**Generic Carers**
The amounts set aside in this reserve are used to provide support and advice to carers in the Burnley, Pendle and Rossendale area.

**Carers Support Service**
In October 2011, many of the previously separate carers’ activities were combined into a single agreement by Lancashire County Council. CVS worked in partnership with Carers Link to produce a bid for this work as part of an open competitive tender exercise. The bid was successful with Carers Link taking the lead and CVS acting as a sub-contractor for activity in Burnley, Pendle and Rossendale. The amounts set aside in this reserve are used to provide a carers support service.

**Wellbeing element of the Carers contract:**
The NHS elements of the project focus upon improving the health and wellbeing of Carers and providing them with support. The NHS fund us to work with GP surgeries and other health professionals to identify and support Carers across Burnley, Pendle and Rossendale. In addition, they fund us to work with carers to find ways of improving their wellbeing. For the wellbeing element of the contract, we work with Carers from across East Lancashire, which includes Burnley, Pendle, Rossendale, Hyndburn and the Ribble Valley.

**Carers in Employment**
A project funded by LCC Small grants to work with local businesses in East Lancashire to help them implement Carer friendly policies, with the support and advice from Donald Race and Newton Solicitors.

**Carers BME Nutrition**
CVS was commissioned by Public Health Lancashire as part of the sustainable food Agenda to look at the culture of fast food and its effects on diet within the BME community in East Lancashire. The aim of the project is to identify behaviour, attitudes and issues around diet and cooking skills within BME community with the aim of identifying recommendations for how to mobilise action to address the findings.
FINANCIAL REVIEW (CONTINUED)

Carers Budgeting Support
A one year programme funded by the Triangle Trust to employ a 12 month part time Carers Budgeting Support Worker to help individual carers.

Parent Carers
The amounts set aside in this reserve are used to improve local support for Parent Carers and provide points of contact between Parent Carers and Lancashire County Council Directorate for Children and Young People.

Minority Ethnic Carers
The amounts set aside in this reserve are used to improve local support for minority ethnic carers and provide points of contact between carers and Lancashire County Council.

Learning Disability Carers
The amounts set aside in this reserve are used to provide support and advice to carers of people with learning disabilities in the Burnley, Pendle and Rossendale area.

General Fund
Any surplus funds are left to accumulate in the General Reserve where they will be held to form the financial basis for future development, extension and provision of services for the people of Burnley, Pendle and Rossendale.

Grant Making Policy
The Council receives monies from various statutory bodies which it then distributes to organisations and individuals according to applications received. In particular, the Council is still inviting applications for funding from the LCC Carers Time for Me and Small Groups Grant. Applications are considered by independent funding panels which review each application against specific criteria set by the agency which gave the initial monies to the Council to administer. If the application is approved, the Council advises the applicant of the conditions attached to the grant.

Additionally, the Council distributes invested funds to provide relief for distress suffered by families in the Burnley area. The Council distributes sums amounting to no more than the annual interest and reserves from the investment fund each year. Criteria for the distribution of such grants are specified in the Trust Deed and the distribution policy is reviewed annually by the Trustees. Applications must come from an intermediary organisation and grants are paid to suppliers of services and goods not in cash to the family in distress.

Other miscellaneous amounts of money are received by the Council from a variety of sources on an ad hoc basis. Such grants are paid out by the Council in accordance with any instructions specified by the original grant donor.

Investment Policy and Performance
Under the Articles of Association, the Council has the power to make any investment which the Executive Committee Members see fit. The Committee has considered the most appropriate policy for investing funds and has found that specialised unit trusts, designed for the charity sector, meet their requirements ethically and on a long term view to generate both income and capital growth.

The Executive Committee consider the return on investments, at approximately 3.7% in the year (2014: 3.9%), to be satisfactory given the difficult current economic market. The rate of interest achieved on bank deposits was approximately 1.5% which is poor but the best that can be obtained given the current market rates. The charity will continue to actively look to achieve the best possible return on its investments.

Tangible Fixed Assets
Details of movements in Fixed Assets are set out in Note 12 and Investments summarised in Note 13 to the Accounts.
Funding
The present level of funding is adequate to support the continuation of the Council’s projects for the short term, and the Executive Committee Members consider the financial position of the Council to be satisfactory. Future funding is applied for and given the support of local authorities, government agencies and other funding bodies, the Council intends to continue its core activities together with such additional projects as can be arranged with specific financial support from third parties.

6. PLANS FOR FUTURE PERIODS

During 2015/16, whilst we would like to continue to deliver and expand all our existing activities, we have to recognise the public expenditure constraints which will undoubtedly have an impact on our operations. In particular, the traditional method of support via grants is increasingly being replaced by open tenders.

- We will work with an external consultant to develop a long term strategy and vision to deliver our objectives.
- We will work with partners to bid for grants and contracts to support delivery of our charitable objects.
- We will work to develop consortia to support the sector to bid for contracts.
- We will look to develop effective and innovative ways of project delivery.
- We will work in partnership with statutory agencies to ensure that the sector influences policy development and service design.
- We will strengthen our approach to impact measurement.
- We will continue to improve and market the facilities of the Resource Centre.
- We will continue to invest in our information technology and communications systems to improve the services we offer.
- We will deliver the 2014-2016 Central Gateway Grant infrastructure support programme which includes volunteering
- We will maintain delivery and development of the Big Local Gannow programme.
- We will deliver the NHS East Lancs Clinical Commissioning Group’s Social Prescribing small grants scheme and will seek to encourage statutory agency investment for this kind of support for Voluntary, Community and Faith groups.
- We will continue to develop our existing project delivery: Young Carers, Volunteer Community Transport and Health Champions as well as looking at new opportunities.
- We will invest, from our reserves when needed, to strengthen the core services offered.
- We will look for alternative funding streams to support our operations.

7. AUDITORS

The Auditors, Messrs. Ashworth Moulds have signified their willingness to remain in office. A Resolution to re-appoint them will be proposed at the Annual General Meeting.

8. STATEMENT OF DISCLOSURE

(a) So far as the trustees are aware, there is no relevant audit information of which the company’s auditors are unaware, and
(b) They have taken all the steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the company’s auditors are aware of that information.

9. APPROVAL

This report was approved by the Executive Committee Members and Trustees on 5th October, 2015

and signed on their behalf:-

P. Clay (Chair)

[Signature]
INDEPENDENT AUDITOR’S REPORT TO THE MEMBERS OF
BURNLEY, PENDLE AND ROSENDALE COUNCIL FOR VOLUNTARY SERVICE

We have audited the financial statements of Burnley, Pendle and Rossendale Council for Voluntary Service for the year ended 31st March, 2015 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company’s members, as a body. Our audit work has been undertaken so that we might state to the charitable 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 charitable 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
As explained more fully in the Trustees’ Responsibilities Statement set out on page 4, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board’s Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS
An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company’s circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees’ report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with the knowledge acquired by us in the course of performing this audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON FINANCIAL STATEMENTS
In our opinion the financial statements:

- give a true and fair view of the state of the charitable company’s affairs as at 31st March, 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006
In our opinion the information given in the Trustees’ Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION
We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees’ remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees’ Annual Report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

Mark Holmes - Senior Statutory Auditor for and on behalf of Ashworth Moulds Chartered Accountants, Statutory Auditor 11 Nicholas Street Burnley BB11 2AL

5th October, 2015
BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE STATEMENT)
YEAR ENDED 31ST MARCH, 2015

<table>
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<tr>
<th>Notes</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>Year ended 31.03.15</th>
<th>Year ended 31.03.14</th>
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<td><strong>INCOMING RESOURCES</strong></td>
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<td>Incoming Resources from Generated Funds</td>
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<td>- Voluntary income</td>
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<td>Donations and Membership Fees</td>
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<td>- Investment Income</td>
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<td>Incoming Resources from Charitable Activities</td>
<td>4-6</td>
<td>234,206</td>
<td>542,296</td>
<td>776,502</td>
</tr>
<tr>
<td><strong>TOTAL INCOMING RESOURCES</strong></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>246,283</td>
<td>546,557</td>
<td>792,840</td>
<td>1,001,691</td>
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<tr>
<td><strong>RESOURCES EXPENDED</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charitable Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governance Costs</td>
<td>8-9</td>
<td>284,030</td>
<td>553,671</td>
<td>837,701</td>
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<tr>
<td></td>
<td></td>
<td>5,631</td>
<td>4,132</td>
<td>9,763</td>
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<tr>
<td><strong>TOTAL RESOURCES EXPENDED</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>289,661</td>
<td>557,803</td>
<td>847,464</td>
<td>997,694</td>
</tr>
<tr>
<td><strong>NET INCOME/ NET INCOMING RESOURCES FOR THE YEAR BEFORE TRANSFERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers between Funds</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>149</td>
<td>(149)</td>
<td>-</td>
</tr>
<tr>
<td><strong>NET INCOME/(EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrealised Investment Gains</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>-</td>
<td>4,045</td>
<td>4,045</td>
</tr>
<tr>
<td><strong>NET MOVEMENT IN FUNDS FOR THE YEAR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance Brought Forward at 01.04.14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>716,105</td>
<td>373,727</td>
<td>1,089,832</td>
<td>1,084,938</td>
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<tr>
<td><strong>BALANCE CARRIED FORWARD AT 31.03.15</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>672,876</td>
<td>366,377</td>
<td>1,039,253</td>
<td>1,089,832</td>
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</tbody>
</table>

The notes on pages 13 to 27 form an integral part of these accounts.
Fixed Assets

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings and Fixtures, Fittings and Equipment</td>
<td>12</td>
<td>272,631</td>
</tr>
<tr>
<td>Investments</td>
<td>13</td>
<td>46,141</td>
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<tr>
<td><strong>Total Fixed Assets</strong></td>
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<td><strong>318,772</strong></td>
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Current Assets

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors and Prepayments</td>
<td>14</td>
<td>580,091</td>
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<tr>
<td>Cash at Bank and in Hand</td>
<td>15</td>
<td>692,875</td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td></td>
<td><strong>1,272,966</strong></td>
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</table>

Net Current Assets

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Assets Less Liabilities</strong></td>
<td></td>
<td><strong>720,481</strong></td>
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</table>

Funds

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Unrestricted</td>
<td>20</td>
<td>672,876</td>
</tr>
<tr>
<td>Restricted</td>
<td>20</td>
<td>366,377</td>
</tr>
<tr>
<td><strong>Total Funds</strong></td>
<td></td>
<td><strong>1,039,253</strong></td>
</tr>
</tbody>
</table>

The notes on pages 13 to 27 form an integral part of these accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved by the Executive Committee Members and Trustees on

5th October, 2015

and signed on their behalf:

P. Clay (Chair)

W. Park (Vice Chair)
1 ACCOUNTING POLICIES

1.1 Basis of Accounting

The Accounts are prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March, 2005 (revised July 2008). The Accounts include the results of the Council's operations which are described in the Executive Committee Members and Trustees' report and all of which are continuing.

The Council has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it qualifies as a small charity.

1.2 Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor.

1.3 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Incoming resources from grants, service level agreements and contracts where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts as they cannot be measured easily and are not considered significant.
- Investment income is included when receivable.
1 ACCOUNTING POLICIES (CONTINUED)

1.4 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and the costs linked to the strategic management of the charity.

- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 8.

1.5 Tangible Fixed Assets

All material expenditure on the acquisition of fixed assets is capitalised at the amount expended.

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets less their estimated residual value, over their expected useful lives as follows:-

Freehold land and buildings 2% straight line basis
Fixtures, fittings and 15% - 25% straight line basis

1.6 Investments

Investments are stated at market value. Realised and unrealised gains and losses are dealt with in the Statement of Financial Activities. Investment income plus associated tax recoverable is credited to income on an accruals basis, using dates of payment for dividends.

1.7 Value Added

Value added tax is not recoverable by the Council and as such it is included in the relevant costs in the Statement of Financial Activities.

1.8 Corporation Tax

No taxation charge is included in the accounts since the Company has been set up for charitable purposes and has been accepted as being a charity for tax purposes.

1.9 Pensions

The pensions costs charged in the financial statements represent the contributions payable by the Company during the year in accordance with FRS 17.
## BURNLEY PENDLE AND ROSENDALE COUNCIL FOR VOLUNTARY SERVICE

### YEAR ENDED 31ST MARCH, 2015

### NOTES TO THE ACCOUNTS (CONTINUED)

<table>
<thead>
<tr>
<th></th>
<th>Core Activities</th>
<th>Carers Service</th>
<th>Volunteering</th>
<th>East Lancs. Vol. Sector Resource Centre</th>
<th>Community Capacity Bdg, Dev &amp; Empowerment</th>
<th>Year ended 31.03.15 Total</th>
<th>Year ended 31.03.14 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2 Donations and Membership Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td>114</td>
<td>5,477</td>
<td>300</td>
<td>16</td>
<td></td>
<td>5,907</td>
<td>6,804</td>
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<tr>
<td>Membership Fees</td>
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<td></td>
<td></td>
<td></td>
<td>1,949</td>
<td>1,907</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2,063</td>
<td>5,477</td>
<td>300</td>
<td>16</td>
<td></td>
<td>7,856</td>
<td>8,711</td>
</tr>
<tr>
<td><strong>3 Investment Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank interest</td>
<td>6,787</td>
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<td></td>
<td></td>
<td></td>
<td>6,787</td>
<td>10,092</td>
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<tr>
<td>Other</td>
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<td></td>
<td></td>
<td></td>
<td>1,695</td>
<td>1,662</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>8,482</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8,482</td>
<td>11,754</td>
</tr>
<tr>
<td><strong>4 Incoming Resources from Charitable Activities</strong></td>
<td>94,762</td>
<td>72,133</td>
<td>74,750</td>
<td>4,452</td>
<td>382,327</td>
<td>628,424</td>
<td>350,532</td>
</tr>
<tr>
<td>SLA Grants (see note 5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carers Link Contract (see note 6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rents &amp; Service Charge Receivable</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Payroll Bureau Fees (see note 7)</td>
<td>3,130</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,130</td>
<td>4,272</td>
</tr>
<tr>
<td>Administration Fees</td>
<td>75,236</td>
<td>575</td>
<td></td>
<td>-</td>
<td></td>
<td>75,811</td>
<td>48,275</td>
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<tr>
<td>Other</td>
<td>10,850</td>
<td>3,200</td>
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<td>419</td>
<td></td>
<td>14,469</td>
<td>20,455</td>
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<tr>
<td>Seminars/Room Hire</td>
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<td></td>
<td>12,245</td>
<td></td>
<td>12,245</td>
<td>6,206</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>183,978</td>
<td>75,908</td>
<td>74,750</td>
<td>59,539</td>
<td>382,327</td>
<td>776,502</td>
<td>981,226</td>
</tr>
</tbody>
</table>
BURNLEY PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

YEAR ENDED 31ST MARCH, 2015

NOTES TO THE ACCOUNTS (CONTINUED)

<table>
<thead>
<tr>
<th>Grant Providers - SLAs</th>
<th>Core Activities £</th>
<th>Carers Service £</th>
<th>Volunteering £</th>
<th>East Lancs. Vol. Sector Resource Centre £</th>
<th>Community Capacity Bdg, Dev &amp; Empowerment £</th>
<th>Year ended 31.03.15 £</th>
<th>Year ended 31.03.14 £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lancs C.C.</td>
<td>5,865</td>
<td>2,331</td>
<td>37,576</td>
<td>-</td>
<td>25,663</td>
<td>71,435</td>
<td>81,429</td>
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<td>Burnley B.C.</td>
<td>28,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>28,500</td>
<td>28,500</td>
<td>28,500</td>
</tr>
<tr>
<td>East Lancs NHS</td>
<td>11,625</td>
<td>-</td>
<td>5,296</td>
<td>-</td>
<td>4,300</td>
<td>21,221</td>
<td>27,861</td>
</tr>
<tr>
<td>Pendle B.C.</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,000</td>
<td>5,000</td>
<td>15,000</td>
</tr>
<tr>
<td>East Lancs Clinical Commissioning Grp</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>294,000</td>
<td>294,000</td>
<td>-</td>
</tr>
<tr>
<td>The Big Lottery Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>31</td>
<td>31</td>
<td>11,497</td>
<td>16,000</td>
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<tr>
<td>Big Local</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>58,333</td>
<td>58,333</td>
<td>29,116</td>
<td>29,116</td>
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<tr>
<td>Lancs Drugs &amp; Alcohol Action Team</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Young Lancashire</td>
<td>2,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
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<td>Children in Need</td>
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<td>35,322</td>
<td>-</td>
<td>-</td>
<td>35,322</td>
<td>28,733</td>
<td>28,733</td>
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<td>Social Prescribing Grant</td>
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<td>-</td>
<td>-</td>
<td>4,452</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Selnet Ltd (Volunteering ONE Lancs)</td>
<td>-</td>
<td>-</td>
<td>31,878</td>
<td>-</td>
<td>-</td>
<td>31,878</td>
<td>54,531</td>
</tr>
<tr>
<td>Henry Smith Charity Fund</td>
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<td>33,230</td>
<td>-</td>
<td>-</td>
<td>33,230</td>
<td>35,645</td>
<td>-</td>
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<td>Lancashire Association of CVS</td>
<td>41,772</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>41,772</td>
<td>-</td>
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<tr>
<td>University of Central Lancs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,516</td>
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<td>The Triangle Trust</td>
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<td>-</td>
<td>-</td>
<td>1,250</td>
<td>13,750</td>
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<tr>
<td>Other</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>954</td>
</tr>
</tbody>
</table>

| Total                  | 94,762           | 72,133          | 74,750        | 4,452                                    | 382,327                                   | 628,424          | 350,532          |

6 Carers Link Contract

- Carers Link

In October 2011, many of the previously separate carers’ activities were combined into a single agreement by Lancashire County Council. CVS worked in partnership with Carers Link to produce a bid for this work as part of an open competitive tender exercise. The bid was successful with Carers Link taking the lead and CVS acting as a sub-contractor for activity in Burnley, Pendle and Rossendale. The contract was extended by a further twelve months to 31st March, 2014 by Carers Link.

7 Grants Received as Agent

Each year, as part of its Core activities, CVS operates a payroll service for various local voluntary and community groups. Some of these groups actually pay over the amount due each month and CVS then arrange for individual BACS payments to be made on behalf of the groups to each of their employees. CVS charges a fee for administering the payroll service, and this income is shown under "Incoming Resources from Charitable Activities" (Note 4).

<table>
<thead>
<tr>
<th>Year ended 31.03.15</th>
<th>Year ended 31.03.14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>-</td>
</tr>
<tr>
<td>Receipts in Year from Groups</td>
<td>18,804</td>
</tr>
<tr>
<td>Payments in Year to Individual Employees</td>
<td>(18,804)</td>
</tr>
<tr>
<td>Closing Balance</td>
<td>£</td>
</tr>
</tbody>
</table>

16
BURNLEY PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
YEAR ENDED 31ST MARCH, 2015
NOTES TO THE ACCOUNTS (CONTINUED)

8 TOTAL RESOURCES EXPENDED

<table>
<thead>
<tr>
<th>Costs Directly Allocated to Activities</th>
<th>Basis of Allocation</th>
<th>Core Activities</th>
<th>Careers Service</th>
<th>Volunteering</th>
<th>East Lancs. Vol. Sector Resource Centre</th>
<th>Community Capacity Building &amp; Empowerment</th>
<th>Governance</th>
<th>Year ended 31.03.15</th>
<th>Total</th>
<th>Year ended 31.03.14</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Costs (including Pension Costs)</td>
<td>Direct</td>
<td>112,111</td>
<td>51,087</td>
<td>36,369</td>
<td>37,731</td>
<td>20,661</td>
<td>-</td>
<td>-</td>
<td>257,959</td>
<td>448,208</td>
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</tr>
<tr>
<td>Travel and Other Expenses - Staff</td>
<td>Direct</td>
<td>2,300</td>
<td>3,798</td>
<td>1,327</td>
<td>125</td>
<td>562</td>
<td>-</td>
<td>-</td>
<td>8,112</td>
<td>14,078</td>
<td></td>
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<tr>
<td>Travel and Other Expenses - Volunteers</td>
<td>Direct</td>
<td>189</td>
<td>156</td>
<td>18,277</td>
<td>1,466</td>
<td>42</td>
<td>-</td>
<td>-</td>
<td>20,130</td>
<td>18,522</td>
<td></td>
</tr>
<tr>
<td>Grant Funding (see note 9)</td>
<td>Direct</td>
<td>4,179</td>
<td>-</td>
<td>-</td>
<td>306,019</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>310,198</td>
<td>103,472</td>
<td></td>
</tr>
<tr>
<td>Direct Expenditure for Community Projects</td>
<td>Direct</td>
<td>7,066</td>
<td>7,042</td>
<td>-</td>
<td>2,472</td>
<td>10,971</td>
<td>-</td>
<td>-</td>
<td>27,551</td>
<td>11,728</td>
<td></td>
</tr>
<tr>
<td>Premises Costs</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>23,555</td>
<td>29,881</td>
<td></td>
</tr>
<tr>
<td>Respite Costs</td>
<td>Direct</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>6,670</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>6,670</td>
<td>21,145</td>
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</tr>
<tr>
<td>Fundraising and Publicity</td>
<td>Direct</td>
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<td>-</td>
<td>414</td>
<td>11</td>
<td>841</td>
<td>-</td>
<td>-</td>
<td>1,281</td>
<td>2,575</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>Direct</td>
<td>80</td>
<td>29</td>
<td>11</td>
<td>12</td>
<td>8</td>
<td>-</td>
<td>-</td>
<td>140</td>
<td>1,441</td>
<td></td>
</tr>
<tr>
<td>Legal and Professional Fees</td>
<td>Direct</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Audit Fees - Statutory</td>
<td>Direct</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>9,763</td>
<td>9,763</td>
<td></td>
</tr>
</tbody>
</table>

Support Costs Allocated to Activities

<table>
<thead>
<tr>
<th>Support Costs</th>
<th>Basis of Allocation</th>
<th>Core Activities</th>
<th>Careers Service</th>
<th>Volunteering</th>
<th>East Lancs. Vol. Sector Resource Centre</th>
<th>Community Capacity Building &amp; Empowerment</th>
<th>Governance</th>
<th>Year ended 31.03.15</th>
<th>Total</th>
<th>Year ended 31.03.14</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premises Costs</td>
<td>Floor Area</td>
<td>20,039</td>
<td>7,803</td>
<td>4,685</td>
<td>-</td>
<td>2,126</td>
<td>-</td>
<td>34,653</td>
<td>56,439</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Office and Finance Staff</td>
<td>Staff Time</td>
<td>59,627</td>
<td>3,764</td>
<td>7,570</td>
<td>-</td>
<td>70,961</td>
<td>139,827</td>
<td>-</td>
<td>8,454</td>
<td>15,177</td>
<td></td>
</tr>
<tr>
<td>Training Costs</td>
<td>Usage</td>
<td>2,511</td>
<td>631</td>
<td>481</td>
<td>2,393</td>
<td>2,438</td>
<td>-</td>
<td>8,454</td>
<td>15,177</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Fees</td>
<td>Usage</td>
<td>-</td>
<td>3,073</td>
<td>3,800</td>
<td>2,400</td>
<td>8,029</td>
<td>-</td>
<td>17,302</td>
<td>48,275</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>Usage</td>
<td>9,937</td>
<td>3,249</td>
<td>2,343</td>
<td>1,403</td>
<td>1,729</td>
<td>-</td>
<td>18,661</td>
<td>40,483</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising, Fees &amp; Subs</td>
<td>Usage</td>
<td>9,576</td>
<td>1,261</td>
<td>745</td>
<td>333</td>
<td>772</td>
<td>-</td>
<td>12,707</td>
<td>14,908</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>Usage</td>
<td>3,482</td>
<td>143</td>
<td>-</td>
<td>9,380</td>
<td>1,460</td>
<td>-</td>
<td>14,465</td>
<td>17,557</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>Usage</td>
<td>533</td>
<td>61</td>
<td>9</td>
<td>1,046</td>
<td>-</td>
<td>-</td>
<td>1,649</td>
<td>2,639</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountancy</td>
<td>Staff Time</td>
<td>1,262</td>
<td>1,013</td>
<td>563</td>
<td>347</td>
<td>68</td>
<td>-</td>
<td>3,253</td>
<td>2,833</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

232,007  89,820  78,594  82,674  355,226  9,763  847,464  997,694

Notes: - some of the categories of support costs include expenses which have been allocated on various different basis. The method of allocation disclosed is that which relates to the major cost within the category.
- some of the amounts shown under support costs may actually include a small element of costs which in theory could be attributable directly to activities. However, it is not possible to easily separate these costs from the support element and so they have all been included together.
NOTES TO THE ACCOUNTS (CONTINUED)

9 ANALYSIS OF GRANT FUNDING

<table>
<thead>
<tr>
<th>Grants to Institutions</th>
<th>Grants to Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Activities</td>
<td></td>
</tr>
<tr>
<td>Building Development and Empowerment</td>
<td>4,179</td>
</tr>
<tr>
<td></td>
<td>306,019</td>
</tr>
<tr>
<td></td>
<td>4,179</td>
</tr>
<tr>
<td><strong>£</strong></td>
<td><strong>306,019</strong></td>
</tr>
<tr>
<td><strong>Year ended</strong></td>
<td><strong>Year ended</strong></td>
</tr>
<tr>
<td>31.3.15</td>
<td>31.3.14</td>
</tr>
</tbody>
</table>

10 DEFICIT FOR THE YEAR

The deficit of income over expenditure is stated after charging:-
Audit Fees
£ 9,763 £ 8,506

11 STAFF COSTS

No remuneration was paid to Executive Committee Members or Trustees in the year, nor were any expenses reimbursed to them. The staff costs of the remaining staff were:-

<table>
<thead>
<tr>
<th>Wages and Salaries</th>
<th>300,272</th>
<th>534,716</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Costs</td>
<td>20,865</td>
<td>41,491</td>
</tr>
<tr>
<td>Pension Costs (See note 18)</td>
<td>7,783</td>
<td>11,828</td>
</tr>
<tr>
<td></td>
<td><strong>£ 328,920</strong></td>
<td><strong>588,035</strong></td>
</tr>
</tbody>
</table>

No employee earned more than £60,000 per annum (2014 : £NIL).
The average weekly number of staff employed by the Council during the year was as follows:-

<table>
<thead>
<tr>
<th>No.</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Charitable work</td>
<td>14</td>
</tr>
<tr>
<td>Administrative</td>
<td>4</td>
</tr>
</tbody>
</table>

12 TANGIBLE FIXED ASSETS

<table>
<thead>
<tr>
<th>Freehold Land &amp; Buildings</th>
<th>Fixtures, Fittings &amp; Equipment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At 1st April, 2014</td>
<td>378,155</td>
<td>511,297</td>
</tr>
<tr>
<td>Additions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At 31st March, 2015</td>
<td><strong>£ 378,155</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>£ 133,142</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>£ 511,297</strong></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At 1st April, 2014</td>
<td>109,153</td>
<td>224,201</td>
</tr>
<tr>
<td>Disposals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charge for the year</td>
<td>7,563</td>
<td>14,465</td>
</tr>
<tr>
<td>At 31st March, 2015</td>
<td><strong>£ 116,716</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>£ 121,950</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>£ 238,666</strong></td>
<td></td>
</tr>
<tr>
<td>Net Book Value</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At 31st March, 2015</td>
<td><strong>£ 261,439</strong></td>
<td></td>
</tr>
<tr>
<td>At 31st March, 2014</td>
<td><strong>£ 269,002</strong></td>
<td></td>
</tr>
</tbody>
</table>

£ 11,192 £ 272,631

£ 18,094 £ 287,096
### INVESTMENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Year ended 31.3.15</th>
<th>Year ended 31.3.14</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,647 Income Units held in COIF charity fund for the League of Social Services Distress Fund at market valuation</td>
<td>46,141</td>
<td>42,096</td>
</tr>
<tr>
<td>Less: Market valuation brought forward</td>
<td>42,096</td>
<td>41,199</td>
</tr>
<tr>
<td>Unrealised gain for the year (as shown in the Statement of Financial Activities)</td>
<td>£ 4,045</td>
<td>£ 897</td>
</tr>
</tbody>
</table>

### DEBTORS AND PREPAYMENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Year ended 31.3.15</th>
<th>Year ended 31.3.14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Debtors</td>
<td>530,898</td>
<td>6,839</td>
</tr>
<tr>
<td>Accrued Income</td>
<td>21,886</td>
<td>19,800</td>
</tr>
<tr>
<td>Monies owed to Distress Relief Fund by Council for Voluntary Service General Fund</td>
<td>18,543</td>
<td>25,211</td>
</tr>
<tr>
<td>Other Debtors</td>
<td>8,764</td>
<td>15,959</td>
</tr>
<tr>
<td>Total</td>
<td>£ 580,091</td>
<td>£ 67,809</td>
</tr>
</tbody>
</table>

### CASH AT BANK AND IN HAND

<table>
<thead>
<tr>
<th>Description</th>
<th>Year ended 31.3.15</th>
<th>Year ended 31.3.14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yorkshire Bank plc - Distress Relief Fund</td>
<td>6,885</td>
<td>6,879</td>
</tr>
<tr>
<td>- Council for Voluntary Service</td>
<td>376,128</td>
<td>794,931</td>
</tr>
<tr>
<td>Royal Bank of Scotland</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>United Trust Bank</td>
<td>154,678</td>
<td>151,422</td>
</tr>
<tr>
<td>Virgin Money</td>
<td>154,686</td>
<td>152,150</td>
</tr>
<tr>
<td>Cash in Hand - Council for Voluntary Service</td>
<td>368</td>
<td>320</td>
</tr>
<tr>
<td>- Voluntary Sector Resource Centre</td>
<td>128</td>
<td>189</td>
</tr>
<tr>
<td>Total</td>
<td>£ 692,875</td>
<td>£ 1,105,893</td>
</tr>
</tbody>
</table>

The bank balances were higher than usual at 31st March, 2014 since they included a receipt of £326,700 from the East Lancashire Clinical Commissioning Group for social prescribing grants. These monies were expended in the year ended 31st March, 2015.
BURNLEY, PENDLE AND ROSENDALE COUNCIL FOR VOLUNTARY SERVICE

YEAR ENDED 31ST MARCH, 2015

NOTES TO THE ACCOUNTS (CONTINUED)

16 CREDITORS AND ACCRUALS

<table>
<thead>
<tr>
<th></th>
<th>Year ended</th>
<th>Year ended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31.3.15</td>
<td>31.3.14</td>
</tr>
<tr>
<td>Trade Creditors</td>
<td>3,409</td>
<td>3,947</td>
</tr>
<tr>
<td>Grants Received in Advance</td>
<td>517,030</td>
<td>363,413</td>
</tr>
<tr>
<td>Monies owed by Council for Voluntary Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund to Distress Relief Fund</td>
<td>18,543</td>
<td>25,211</td>
</tr>
<tr>
<td>Other creditors</td>
<td>50</td>
<td>9,584</td>
</tr>
<tr>
<td>Accrued Expenses</td>
<td>13,453</td>
<td>10,907</td>
</tr>
</tbody>
</table>

£ 552,485 £ 413,062

The grants received in advance include £441,000 from the East Lancashire Clinical Commissioning Group for social prescribing grants.

17 COMPANY STATUS

The Company is limited by guarantee and without having a share capital. The guarantee is limited to £1 per member.

18 PENSION COSTS

The Company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Company in an independently administered fund. Membership is voluntary and the Company provides a contribution of 5% of gross salary, if matched by a minimum 5% contribution by the employee. The pension cost charge represents contributions payable by the Company to the fund and amounted to £7,783 (2014: £11,828).

19 ANALYSIS OF NET ASSETS BETWEEN FUNDS

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tangible Fixed Assets</td>
<td>5,929</td>
<td>266,702</td>
<td>272,631</td>
</tr>
<tr>
<td>Investments</td>
<td>-</td>
<td>46,141</td>
<td>46,141</td>
</tr>
<tr>
<td>Current Assets</td>
<td>698,646</td>
<td>574,320</td>
<td>1,272,966</td>
</tr>
<tr>
<td>Current Liabilities</td>
<td>(31,699)</td>
<td>(520,786)</td>
<td>(552,485)</td>
</tr>
</tbody>
</table>

£ 672,876 366,377 1,039,253
### 20 MOVEMENT IN FUNDS

<table>
<thead>
<tr>
<th>Unrestricted Funds</th>
<th>At 31.03.14</th>
<th>(Including Gains)</th>
<th>Outgoing Resources</th>
<th>Transfers</th>
<th>Notes</th>
<th>At 31.03.15</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>151,050</td>
<td>(180,440)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gateway Vol/Training Engagement</td>
<td>41,772</td>
<td>(43,360)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer Centre</td>
<td>-</td>
<td>48</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicars</td>
<td>43,172</td>
<td>(45,553)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Young Carers</td>
<td>2,933</td>
<td>(3,417)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Young Carers Sessional</td>
<td>-</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generic Carers</td>
<td>-</td>
<td>(1,579)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carers Support Service</td>
<td>3,775</td>
<td>(9,776)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carers in Employment</td>
<td>2,331</td>
<td>(3,266)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carers Budgeting Support</td>
<td>1,250</td>
<td>(1,440)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carers BME Nutrition</td>
<td>-</td>
<td>(1,182)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minority Ethnic Carers</td>
<td>-</td>
<td>70</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning Disability Carers</td>
<td>-</td>
<td>213</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Unrestricted Funds</strong></td>
<td>£716,105</td>
<td>246,283</td>
<td>(289,661)</td>
<td>149</td>
<td></td>
<td>672,876</td>
</tr>
</tbody>
</table>

| Restricted Funds                        |             |                   |                    |           |       |             |
| Distress Relief                         | 69,352      | 5,746             | (4,179)            |           |       | 70,919      |
| Voluntary Sector Resource Centre        | (14,687)    | 55,103            | (70,226)           |           | (29,810)|             |
| Workplace Stress Related Project        | -           | 4,452             | (5,929)            |           | (1,476)|             |
| Young Carers - Respite                  | 5,292       | 394               | (32)               |           |       | 5,654       |
| Fair Share Trust                        | 1,663       | -                 | (561)              |           |       | 1,102       |
| Burnley Community Network               | 125         | -                 | (117)              |           | (8)   |             |
| BASIS Project                           | 578         | -                 | 210                |           |       | 788         |
| Big Local                               | 7,757       | 58,333            | (40,144)           |           |       | 25,946      |
| Heritage Project                        | 406         | 31                | (309)              |           |       | 128         |
| Health Champions                        | 8,080       | 29,963            | (20,120)           |           |       | 17,923      |
| Young Carers Activity Project           | 7,781       | 33,230            | (35,384)           |           |       | 5,627       |
| Mental Health Young Carers              | (4,193)     | 37,472            | (36,742)           |           |       | (3,463)     |
| Skills for Care                         | 196         | -                 | (30)               |           | (166) |             |
| Red Rose Recovery                       | 2,423       | -                 | (2,697)            |           | 274   |             |
| Volunteering ONE Lancs                  | 16,917      | 31,187            | (32,779)           |           |       | 16,016      |
| Takepart Pathfinder                     | 1,668       | -                 | (456)              |           |       | 1,212       |
| Miscellaneous                           | 296         | -                 | (296)              |           |       |             |
| Rachel Kay-Shuttleworth Building        | 263,100     | -                 | (7,563)            |           |       | 255,537     |
| Fixtures, Fittings and Equipment        | 708         | -                 |                    |           |       | 708         |
| Ageing Better                           | 6,265       | -                 | (6,016)            |           | (249) |             |
| EL CCG Funded Social Prescribing       | -           | 294,000           | (294,434)          |           | (434) |             |
| **Total Restricted Funds**              | £373,727    | 550,602           | (557,803)          | 149       |       | 366,377     |

| **Total Funds**                         | £1,089,832  | 796,885           | (847,464)          |           |       | 1,039,253   |

**Notes**

1) The balances on several small restricted funds have been cleared out at 31st March, 2015 with transfers to/from the unrestricted fund as appropriate.
MOVEMENT IN FUNDS (continued)

Redundancy Provision

It has been calculated that an amount of £49,356 (2014: £53,221) would be required to cover redundancy payments of employees (non-contract). No provision has been made for this in the accounts.

Description of Funds

RESTRICTED FUNDS

Distress Relief
This fund was set up to provide financial assistance to people in distress within the area of Burnley.

Voluntary Sector Resource Centre
Running expenses of the Rachel Kay-Shuttleworth Building.

Workplace Stress Related Project
This project was funded by BPRCVS and a Social Prescribing grant from East Lancashire Clinical Commissioning Group and delivered by a small team of staff and volunteers based in the CVS Resource Centre. The aim of the project was to deliver in a desirable setting, (the Green Room), alternative non-medical therapy sessions to staff, volunteers and beneficiaries of VCFs groups, to enable relief of anxiety and stress caused by a variety of reasons, including work related pressure, family issues and health conditions.

The funding covered therapists fees and room hire for the sessions and enabled some development of the Green Room.

It was also the aim of the project to develop usage of the Green Room leading to a sustainable facility that can provide a venue for similar activities in the future.

Young Carers - Respite
Provision of respite care for young carers within the Burnley, Pendle and Rossendale area.

Fair Share Trust
This is an initiative funded by the New Opportunities Fund (National Lottery) programme to target areas that suffer considerable disadvantage. The Pendle wards of Marsden, Walverden and Southfield have been identified as beneficiaries. The programme is to be delivered over a ten-year period to March 2013 and aims to build capacity, sustainability and social capital in local communities and improve the local environment.

Burnley Community Network
This is the successor funding stream to the Single Community Programme. The aims remain the same in terms of supporting local communities' involvement with Neighbourhood Renewal and involvement with the Local Strategic Partnership.

BASIS Project
To support CVS development and training activities and strengthen the Volunteer Centre.

Big Local
The Gannow area of Burnley has been designated a Big Local area to receive up to £1 million from the Big Lottery to improve the area over a ten year period. The first stage of the programme is to develop a local profile and plan. BPRCVS was asked to be the local trusted organisation to handle a Getting Started budget and employ an outreach worker.

Heritage Project
A Heritage Lottery Funded project aims to record the history and memories of the CVS from its inception in 1935 to the present day. That history will be recorded in a book, an updated website, an exhibition and also with recordings lodged with both the North West Sound Archive and the North West Film Archive.

Health Champions
To encourage volunteers from local community groups to promote health messages within those groups and provide feedback to statutory agencies about difficulties and barriers affecting communities accessing health services and activities.

Young Carers Activity Project
To provide opportunities for respite activity for young people who have informal caring responsibilities.

Mental Health Young Carers
Caring for someone with Mental Health or substance misuse problems. Improve young carers self-esteem and confidence and reduce isolation.
BURNLEY, PENDLE AND ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE
YEAR ENDED 31ST MARCH, 2015
NOTES TO THE ACCOUNTS (CONTINUED)

20  FUNDS (continued)

Skills for Care
This provided funding to turn our Pathways to Wellness course into an online course for Carers. Over 300 carers have been sent a username and password to access the course from March 2013 onwards. The online course gathers feedback and outcomes measurements from Carers automatically as the course is completed.

Red Rose Recovery (RRR)
This is a project that gives people in recovery from drug or alcohol misuse the chance to contribute to their local communities by taking part in education, volunteering and ultimately employment. It is funded through Lancashire Drug and Alcohol Action Team and hosted by the Lancashire Association of Councils for Voluntary Service (LACVS). The RRR team work with communities in East, Central and North Lancashire to build links with charities, leisure groups, colleges and local businesses to create real opportunities for people in recovery to rebuild their lives, whilst giving something back to the community.

Volunteering ONE Lancashire
This is a project to create a county-wide coordinated approach to volunteering. Funding is from Lancashire County Council and delivered via the One Lancashire infrastructure support programme. CVS hosts the county project manager and the local co-ordinator.

Takepart Pathfinder
The Burnley, Pendle and Rossendale Takepart Pathfinder commenced in August 2009 following a successful bid to the Department of Communities and Local Government. The main aims of the project are to support people to take a more active role in their communities and society generally by overcoming barriers and encouraging them to take on civic and civil roles. The project finished at 31st March, 2011.

Miscellaneous
This comprises a small grant awarded from Lancashire County Council Small Groups Fund to CVS for the East Lancashire Mental Health Group to use.

Rachel Kay-Shuttleworth Building
Represents monies given or awarded to the Company from various sources in order to purchase and renovate the Voluntary Sector Resource Centre.

Fixtures, Fittings and Equipment
This fund represents monies given or awarded to the Company from various sources in order to buy specific capital items.

Ageing Better
A six year Big Lottery project to address isolation and loneliness in older people. CVS led a consortium of voluntary and statutory organisations to develop a Vision and Strategy for Burnley, Pendle and Hyndburn. Big Lottery supported the project via an initial Development Grant. Unfortunately the proposal was unsuccessful.

East Lancashire Clinical Commissioning Group Funded Social Prescribing
A small grants scheme available to voluntary community & faith sector groups in Burnley, Pendle & Rossendale. The aim of the programme is to promote wellbeing, support the prevention of ill health and/or actively help reduce inappropriate use of GP’s and admissions to hospitals.

UNRESTRICTED FUNDS

General Fund
Held to form the financial basis for future development, extension and provision of services for the people of Burnley, Pendle and Rossendale.

Gateway Volunteer/Training Engagement
To deliver activity over 5 priority areas throughout Burnley, Pendle & Rossendale which includes group support & development, information, community engagement, volunteering and funding.
FUNDS (continued)

Volunteer Centre
Provide support and advice to volunteers in the Burnley, Pendle and Rossendale area.

Communicars
To provide a Community Care Service throughout the areas of Burnley, Pendle and Rossendale. A team of local Volunteer Drivers provides the service, using their own cars, to elderly and infirm people.

Young Carers
Provide support and information to young carers in the Burnley, Pendle and Rossendale area.

Young Carers Sessional
This project is funded by NHS East Lancashire to provide young carers with support to improve their health and wellbeing usually by access to activities.

Generic Carers
Provide support and information to carers in the Burnley, Pendle and Rossendale area.

Carers Support Service
In October 2011, many of the previously separate carers' activities were combined into a single agreement by Lancashire County Council. CVS worked in partnership with Carers Link to produce a bid for this work as part of an open competitive tender exercise. The bid was successful with Carers Link taking the lead and CVS acting as a sub-contractor for activity in Burnley, Pendle and Rossendale. The amounts set aside in this reserve are used to provide a carers support service.

Wellbeing element of the Carers contract:
The NHS elements of the project focus upon improving the health and wellbeing of Carers and providing them with support. The NHS fund us to work with GP surgeries and other health professionals to identify and support Carers across Burnley, Pendle and Rossendale. In addition, they fund us to work with carers to find ways of improving their wellbeing. For the wellbeing element of the contract, we work with Carers from across East Lancashire, which includes Burnley, Pendle, Rossendale, Hyndburn and the Ribble Valley.

Carers in Employment
A project funded by LCC Small grants to work with local businesses in East Lancashire to help them implement Carer friendly policies, with the support and advice from Donald Race and Newton solicitors.

Carers Budgeting Support
A one year programme funded by the Triangle Trust to employ a 12 month part time Carers Budgeting Support Worker to help individual carers.

Carers BME Nutrition
CVS was commissioned by Public Health Lancashire as part of the sustainable food Agenda to look at the culture of fast food and its effects on diet within the BME community in East Lancashire. The aim of the project is to identify behaviour, attitudes and issues around diet and cooking skills within BME community with the aim of identifying recommendations for how to mobilise action to address the findings.

Parent Carers
To improve local support for Parent Carers and provide points of contact between Parent Carers and Lancashire County Council Directorate for Children and Young People.

Minority Ethnic Carers
To improve local support for minority ethnic carers and provide points of contact between carers and Lancashire County Council.

Learning Disability Carers
Provide support and information to carers of people with learning disabilities in the Burnley, Pendle and Rossendale area.
21 CONTINGENT LIABILITY

Pensions Obligations – Growth Plan

1. Burnley, Pendle and Rossendale Council for Voluntary Service participates in the Pensions Trust's Growth Plan (the Plan). The Plan is funded and is not contracted-out of the State scheme. The Plan is a multi-employer pension plan.

2. Contributions paid into the Plan up to and including September 2001 were converted to defined amounts of pension payable from Normal Retirement Date. From October 2001 contributions were invested in personal funds which have a capital guarantee and which are converted to pension on retirement, either within the Plan or by the purchase of an annuity.

3. The rules of the Plan allow for the declaration of bonuses and / or investment credits if this is within the financial capacity of the Plan assessed on a prudent basis. Bonuses / investment credits are not guaranteed and are declared at the discretion of the Plan's Trustee.

4. The Trustee commissions an actuarial valuation of the Plan every 3 years. The purpose of the actuarial valuation is to determine the funding position of the Plan by comparing the assets with the past service liabilities as at the valuation date. Asset values are calculated by reference to market levels. Accrued past service liabilities are valued by discounting expected future benefit payments using a discount rate calculated by reference to the expected future investment returns.

5. The rules of the Plan give the Trustee the power to require employers to pay additional contributions in order to ensure that the statutory funding objective under the Pensions Act 2004 is met. The statutory funding objective is that a pension scheme should have sufficient assets to meet its past service liabilities, known as Technical Provisions.

6. If the actuarial valuation reveals a deficit, the Trustee will agree a recovery plan to eliminate the deficit over a specified period of time either by way of additional contributions from employers, investment returns or a combination of these.

7. The rules of the Plan state that the proportion of obligatory contributions to be borne by the member and the member’s employer shall be determined by agreement between them. Such agreement shall require the employer to pay part of such contributions and may provide that the employer shall pay the whole of them.

8. Burnley, Pendle and Rossendale Council for Voluntary Service paid contributions at the rate of 5% during the accounting period. Members paid contributions at a minimum rate of 5% during the accounting period.

9. As at the balance sheet date there were five active members of the Plan employed by Burnley, Pendle and Rossendale Council for Voluntary Service. Burnley, Pendle and Rossendale Council for Voluntary Service continues to offer membership of the Plan to its employees.

10. It is not possible in the normal course of events to identify on a reasonable and consistent basis the share of underlying assets and liabilities belonging to individual participating employers. The Plan is a multi-employer scheme, where the assets are co-mingled for investment purposes, and benefits are paid out of the Plan’s total assets. Accordingly, due to the nature of the Plan, the accounting charge for the period under FRS17 represents the employer contribution payable.
21 CONTINGENT LIABILITY (CONTINUED)

11. The valuation results at 30th September 2011 were completed in 2012 and have been formalised. The valuation of the Plan was performed by a professionally qualified Actuary using the Projected Unit Method. The market value of the Plan's assets at the valuation date was £780 million and the Plan's Technical Provisions (i.e. past service liabilities) were £928 million. The valuation therefore revealed a shortfall of assets compared with the value of liabilities of £148 million, equivalent to a funding level of 84%.

12. The financial assumptions underlying the valuations as at 30 September 2011 were as follows:

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<thead>
<tr>
<th>% per annum</th>
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<tbody>
<tr>
<td>Rate of return pre retirement</td>
</tr>
<tr>
<td>Rate of return post retirement:</td>
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<tr>
<td>Active/Deferred</td>
</tr>
<tr>
<td>Pensioners</td>
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<tr>
<td>Bonuses on accrued benefits</td>
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<tr>
<td>Inflation: Retail Prices Index (RPI)</td>
</tr>
<tr>
<td>Inflation: Consumer Prices Index (CPI)</td>
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13. In determining the investment return assumptions the Trustee considered advice from the Scheme Actuary relating to the probability of achieving particular levels of investment return. The Trustee has incorporated an element of prudence into the pre and post retirement investment return assumptions; such that there is a 60% expectation that the return will be in excess of that assumed and a 40% chance that the return will be lower than that assumed over the next 10 years.

14. The Scheme Actuary is currently finalising the 2014 valuation and results will be communicated in due course. At 30th September, 2013, the market value of the Plan's assets was £772 million and the Plan's Technical Provisions (i.e. past services liabilities) were £927 million. The update, therefore, revealed a shortfall of assets compared with the valuation of liabilities of £155 million, equivalent to a funding level of 83%.

15. If an actuarial valuation reveals a shortfall of assets compared to liabilities, the Trustee must prepare a recovery plan setting out the steps to be taken to make up the shortfall.

16. The Pensions Regulator has the power under Part 3 of the Pensions Act 2004 to issue scheme funding directions where it believes that the actuarial valuation assumptions and/or recovery plan are inappropriate. For example, the Regulator could require that the Trustee strengthens the actuarial assumptions (which would increase the Plan liabilities and hence impact on the recovery plan) or impose a schedule of contributions on the Plan (which would effectively amend the terms of the recovery plan). A copy of the recovery plan in respect of the September 2011 valuation was forwarded to the Pensions Regulator on 2nd October, 2012, as is required by legislation.

17. Following a change in legislation in September 2005, there is a potential debt on the employer that could be levied by the Trustee of the Plan and The Pensions Act 2011 has more recently altered the definition of Series 3 of the Growth Plan so that a liability arises to employers from membership of any Series except Series 4. The debt is due in the event of the employer ceasing to participate in the Plan or the Plan winding up.
21 CONTINGENT LIABILITY (CONTINUED)

18. The debt for the Plan as a whole is calculated by comparing the liabilities for the Plan (calculated on a buyout basis i.e. the cost of securing benefits by purchasing annuity policies from an insurer, plus an allowance for expenses) with the assets of the Plan. If the liabilities exceed assets there is a buy-out debt.

19. The leaving employer’s share of the buy-out debt is the proportion of the Plan’s liability attributable to employment with the leaving employer compared to the total amount of the Plan’s liabilities (relating to employment with all the currently participating employers). The leaving employer’s debt therefore includes a share of any ‘orphan’ liabilities in respect of previously participating employers. The amount of the debt therefore depends on many factors including the total Plan liabilities, Plan investment performance, the liabilities in respect of current and former employees of the employer, financial conditions at the time of the cessation event and the insurance buy-out market. Therefore the amounts of debt can therefore be volatile over time.

20. When an employer withdraws from a multi-employer defined benefit pension scheme which is in deficit, the employer is required by law to pay its share of the deficit, calculated on a statutory basis (known as the buy-out basis). Due to a change in the definition of money purchase contained in the Pensions Act 2011 the calculation basis that applies to the Growth Plan will be amended to include Series 3 liabilities in the calculation of an employer’s debt on withdrawal.

21. The Growth Plan is a “last man standing” multi-employer scheme. This means that if a withdrawing employer is unable to pay its debt on withdrawal the liability is shared amongst the remaining employers. The participating employers are therefore, jointly and severally liable for the deficit in the Growth Plan.

22. The Charity has been notified by the Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2014. As of this date the estimated employer debt for Burnley, Pendle and Rossendale Council for Voluntary Services was £52,051 (2014: £39,630).

22 OTHER CONTINGENCY

In October, 2011 Burnley, Pendle and Rossendale Council for Voluntary Service was awarded a contract by Carers Link to help them deliver a range of services for carers on behalf of Lancashire County Council. The contract was for the period 1st October, 2011 to 31st March, 2013 with an option for it to be extended by twelve months up to a total of two years.

There is a possibility that some of the monies receivable by Burnley, Pendle and Rossendale Council for Voluntary Service falls under the scope of VAT and consequently a VAT creditor may exist at 31st March, 2015. However, it is not possible to quantify this and so no amount has been included in the accounts.

Conversely, there may be a corresponding debtor for the same amount which has likewise not been included in these accounts as it is not possible to quantify. The debtor may arise since the amount of monies paid out by Lancashire County Council to Carers Link and then from Carers Link to Burnley, Pendle and Rossendale Council for Voluntary Service may be increased to reflect this VAT liability.