

Charity Registration No. 1124273

Company Registration No. 06215893 (England and Wales)

**SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES  
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2015**

# SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

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# **SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Mr David Trigger Mrs Claudia Benzies Mrs Amanda Harvey Mr John Squire Mr Peter Smerdon Mr Phillip Dredge Mrs Charlotte Hill
<b>Secretary</b>	Mrs Jill Davies
<b>Charity number</b>	1124273
<b>Company number</b>	06215893
<b>Independent examiner</b>	Paul Beard ACA FCCA Darnells Chartered Accountants 30 Fore Street Totnes Devon TQ9 5RP
<b>Registered office</b>	The Cottage Follaton House Plymouth Road Totnes Devon TQ9 5NE

# **SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2015**

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The Trustees present their report and financial statements for the year ended 31 March 2015.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum & Articles of Association dated 17 April 2007 and amended 14 April 2008 and 12 July 2011, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

#### **Structure, governance and management**

The Charity is a company limited by guarantee (registered number 06215893) having no share capital. It is also a registered Charity (number 1124273). Under the provisions of Section 60 of the Companies Act 2006, the company is entitled to omit the word "Limited" from its name. It is governed by its Memorandum and Articles of Association, with its registered office being The Cottage, Follaton House, Plymouth Road, Totnes, Devon, TQ9 5NE. Members of the Trustee Board are all Directors of the company. In the event of the company being wound up the liability of the members is limited to £10 each.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and since the year end are:

Mr David Trigger

Mrs Claudia Benzies

Mrs Amanda Harvey

Mr John Squire

Mr Peter Smerdon

Mrs Deirdre Nutt

(Resigned 17 December 2014)

Mr Phillip Dredge

Mrs Charlotte Hill

(Appointed 9 May 2014)

#### **Recruitment and appointment of Trustees**

Two Trustees are appointed by the South Hams District Council whilst the remainder are appointed by approval of the members.

#### **Trustee induction and training**

New Trustees are explained the nature of their role by the Chief Officer and Chairman. Other Trustees receive training for updates that arise.

#### **Organisational structure**

The Board of Trustees administers the Charity and meets on a regular basis. A Chief Officer, Jill Davies, is appointed by the Trustees to manage the day to day operations.

#### **Risk management**

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. Reserve funds are being maintained should funding cease leading to the closure of the organisation as detailed in the Reserves Policy note.

#### **Objectives and activities**

The Charity's objects are to promote any charitable purposes for the benefit of the community principally but not exclusively in the local government district of South Hams and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness, and in furtherance of the said purposes, but not further or otherwise, to promote and organise co-operation in the achievement of the same and to that end to bring together Council representatives of the voluntary organisations and statutory authorities within the area of benefit.

# SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2015

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To meet these objectives South Hams Community & Voluntary Services supports and represents the voluntary and community sector in the area and acts as a point of contact with local government and other agencies. Assistance is available to all types of groups within the sector whether social or environmental, large or small, well established or just starting out. One of the main roles of the Charity is to provide these groups with advice and information to help them flourish. It publicises its activities to ensure its services are known in the community.

The Trustees have paid due regard to guidance issued by the Charity Commission on public benefit in deciding what activities the Charity should undertake.

#### **Achievements and performance**

Over 500 local groups and members of the community were kept in touch through e bulletins and newsletters. South Hams Community & Voluntary Services worked with 66 of these directly, providing one to one advice and support about developing services, funding and governance issues. 38 events, including forums and workshops were held during the year, accessible to voluntary organisations in the South Hams and more than 400 individuals attended these.

South Hams Community & Voluntary Services helped over 100 individuals interested in volunteering and advertised over 180 opportunities through the national volunteering website and through outreach in local libraries. Partnership working with other infrastructure organisations across the county was further developed and, along with five other CVS providers in Devon, South Hams Community & Voluntary Services formed Devon Voluntary Action, to provide high quality, consistent services to support voluntary and community activity in Devon and provide a strong voice for the sector.

During 2014/15 the Charity also worked closely with the new Clinical Commissioning Groups to develop relationships with voluntary sector health and social care providers and our work with Complex Care teams continued.

#### **Financial review**

The Charity is primarily funded by the agreements with the South Hams District Council and Devon County Council.

There was a deficit of income over expenditure of funds for the year of £13,291 (2014: deficit of £13,360).

The Charity's policy on reserves is to aim for a reserve fund equivalent to six months running costs plus the amount needed for redundancy payments. This figure will allow the Charity:

- a) To have an adequate provision for redundancy and other contractual obligations, and
- b) The necessary time to find alternative funding, or
- c) The necessary time to wind up the organisation.

At all times the Charity will hold enough reserves to cover the statutory redundancy costs and contractual obligations.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the board of Trustees



**Mrs Claudia Benzies**

Trustee

Dated: 22/06/15

# SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

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I report on the accounts of the company for the year ended 31 March 2015, which are set out on pages 5 to 14.

#### **Respective responsibilities of Trustees and examiner**

The Trustees, who are also the directors of South Hams Community & Voluntary Services for the purposes of company law, are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

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

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

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

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

- (a) which gives me reasonable cause to believe that in any material respect, the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Beard ACA FCCA  
Darnells  
Chartered Accountants  
30 Fore Street  
Totnes  
Devon  
TQ9 5RP



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Dated.....29/6/2015

# SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2015

	Notes	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
<b><u>Incoming resources from generated funds</u></b>					
Activities for generating funds	2	41,369	-	41,369	38,893
Investment income	3	475	-	475	166
		<u>41,844</u>	<u>-</u>	<u>41,844</u>	<u>39,059</u>
Incoming resources from charitable activities	4	61,988	14,920	76,908	81,283
<b>Total incoming resources</b>		<u>103,832</u>	<u>14,920</u>	<u>118,752</u>	<u>120,342</u>
<b><u>Resources expended</u></b>					
Charitable activities	5				
Costs of operating		105,046	24,990	130,036	131,835
Governance costs		2,007	-	2,007	1,867
<b>Total resources expended</b>		<u>107,053</u>	<u>24,990</u>	<u>132,043</u>	<u>133,702</u>
<b>Net expenditure for the year/ Net movement in funds</b>		<u>(3,221)</u>	<u>(10,070)</u>	<u>(13,291)</u>	<u>(13,360)</u>
Fund balances at 1 April 2014		<u>72,365</u>	<u>10,242</u>	<u>82,607</u>	<u>95,967</u>
<b>Fund balances at 31 March 2015</b>		<u><u>69,144</u></u>	<u><u>172</u></u>	<u><u>69,316</u></u>	<u><u>82,607</u></u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

## BALANCE SHEET

AS AT 31 MARCH 2015

	Notes	2015		2014	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		4,298		3,230
<b>Current assets</b>					
Debtors	9	968		3,989	
Cash at bank and in hand		67,323		83,625	
		<u>68,291</u>		<u>87,614</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(3,273)</u>		<u>(8,237)</u>	
<b>Net current assets</b>			<u>65,018</u>		<u>79,377</u>
<b>Total assets less current liabilities</b>			<u>69,316</u>		<u>82,607</u>
<b>Income funds</b>					
Restricted funds	11		172		10,242
Unrestricted funds	12		69,144		72,365
			<u>69,316</u>		<u>82,607</u>


The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2015. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 17/06/15

  
 Mrs Claudia Benzies  
 Trustee

  
 Mr Phillip Dredge  
 Trustee

Company Registration No. 06215893



# SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2015

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#### 1 Accounting policies

##### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The financial statements have been prepared in accordance with the Companies Act 2006, the Statement of Recommended Practice, "Accounting and Reporting by Charities" (issued in March 2005) and the Financial Reporting Standard for Smaller Entities (effective April 2008).

##### 1.2 Incoming resources

Donations and grants for immediate expenditure are accounted for when they become receivable. Donations and grants received for specific purposes are treated as restricted funds. Grants restricted to future accounting periods are deferred and recognised in those periods.

##### 1.3 Resources expended

Resources expended are recognised in the Statement of Financial Activities on an accruals basis as the liability is incurred. Expenditure includes VAT, which cannot be recovered as the Charity is not registered for VAT.

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services. 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. All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

##### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	straight line basis over five years
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##### 1.5 Leasing and hire purchase commitments

Assets held under hire purchase agreements are capitalised and disclosed under tangible fixed assets at their fair value. The capital element of the future payments is treated as a liability and the interest is charged to the statement of financial activities on a straight line basis.

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

##### 1.6 Pensions

The Charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

# SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

### 1 Accounting policies

(Continued)

#### 1.7 Fund accounting

Funds held by the Charity are either:

Unrestricted general funds - these funds can be used in furtherance of the charitable objectives at the discretion of the Trustees.

Designated funds - these are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds - these funds can only be used for the particular restricted purposes within the objects of the Charity. Restrictions arise when funds are received for a specific purpose. The aim and use of each restricted and designated fund is set out in the notes to the financial statements.

### 2 Activities for generating funds

	2015 £	2014 £
Project work and management	39,096	32,534
Hosting fees	880	1,667
Information services	-	2,646
Sundry income	1,393	2,046
	<u>41,369</u>	<u>38,893</u>

### 3 Investment income

	2015 £	2014 £
Interest receivable	475	166

# SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

### 4 Incoming resources from charitable activities

	Total 2015 £	Total 2014 £
Devon County Council core funding	21,501	25,934
South Hams District Council core funding	34,696	34,696
DCC Public Health Agreement core funding	950	5,000
DCC Public Health Agreement development funding	-	5,000
Memberships	785	852
Donations	4,056	1,131
South Hams District Council Funding for the Volunteer Centre	7,920	7,920
Councillors funding for IT improvements	-	750
Big Assist Programme for business planning	7,000	-
	<u>76,908</u>	<u>81,283</u>

DCC's General VCS Infrastructure Support agreement is held by West Devon CVS on behalf of delivery partners. Members of Devon Voluntary Action (6CVS, including South Hams CVS) agreed to pool some of these resources for communications and data management during the year, before funds were distributed to individual members.

# SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

### 5 Cost of charitable activities

	2015 £	2014 £
Resources	24,639	22,958
Salaries	71,722	83,071
Staff recruitment and training	505	538
Advertising, printing and publicity	800	126
Travel and meeting expenses	3,312	3,619
Venue costs, speakers and trainers	1,928	2,573
Insurance	906	852
Rent, utilities and office maintenance	12,336	12,336
Telephone and internet access	1,727	1,402
Postage	137	83
Office expenses, stationery and photocopying	1,671	2,013
Subscriptions and donations	578	422
Books and publications	-	266
Computer costs	1,209	863
Depreciation - owned assets	1,234	491
Sundry expenses	282	192
Bad debts	50	30
Consultancy fees	7,000	-
	<u>130,036</u>	<u>131,835</u>
<b>Governance costs</b>		
Independent examiners fees - external scrutiny	1,231	1,200
Independent examiners fees - other services	776	667
	<u>2,007</u>	<u>1,867</u>

### 6 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year (2014: £nil), but one was reimbursed expenses of £144 (2014: two were reimbursed expenses of £176).

# SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

### 7 Employee emoluments

	2015 £	2014 £
Wages and salaries	64,622	74,846
Social security costs	4,277	5,244
Other pension costs	2,823	2,981
	<u>71,722</u>	<u>83,071</u>

One full time and four part time persons were employed by the Charity during the year (2014: One full time and four part time persons).

No employee earned in excess of £60,000.

The Charity provides employees the opportunity to participate in a defined contribution pension scheme and contributes 5% of participants salaries. Contributions payable at 31 March 2015 amounted to £nil (2014: £471).

### 8 Tangible fixed assets

	Fixtures, fittings & equipment £
<b>Cost</b>	
At 1 April 2014	8,105
Additions	2,302
Disposals	(340)
<b>At 31 March 2015</b>	<u>10,067</u>
<b>Depreciation</b>	
At 1 April 2014	4,875
On disposals	(340)
Charge for the year	1,234
<b>At 31 March 2015</b>	<u>5,769</u>
<b>Net book value</b>	
<b>At 31 March 2015</b>	<u>4,298</u>
At 31 March 2014	<u>3,230</u>

# SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

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<b>9</b>	<b>Debtors</b>	<b>2015</b>	<b>2014</b>
		<b>£</b>	<b>£</b>
	Trade debtors	<b>689</b>	240
	Prepayments and accrued income	<b>279</b>	3,749
		<u><b>968</b></u>	<u>3,989</u>
		<u><u><b>968</b></u></u>	<u><u>3,989</u></u>
<b>10</b>	<b>Creditors: amounts falling due within one year</b>	<b>2015</b>	<b>2014</b>
		<b>£</b>	<b>£</b>
	Trade creditors	<b>115</b>	5,591
	Taxes and social security costs	<b>1,148</b>	1,333
	Accruals	<b>2,010</b>	1,313
		<u><b>3,273</b></u>	<u>8,237</u>
		<u><u><b>3,273</b></u></u>	<u><u>8,237</u></u>

# SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

### 11 Restricted funds

The restricted income funds of the charity arising through its activities are as follows:

	Balance at 1 April 2014	Movement in funds		Balance at 31 March 2015
		Income	Expenditure	
	£	£	£	£
Volunteer Centre	-	7,920	(7,920)	-
DEFAN	172	-	-	172
Communities Supporting Health (Awards for All)	8,240	-	(8,240)	-
Value of Infrastructure (Devon Excellence)	1,330	-	(1,330)	-
DCC Public Health Agreement	500	-	(500)	-
Big Assist Business Planning	-	7,000	(7,000)	-
	<u>10,242</u>	<u>14,920</u>	<u>(24,990)</u>	<u>172</u>

Volunteer Centre - This is for the purpose of offering organisations, charities and community groups a range of services to help attract and involve volunteers. It helps individuals find volunteering opportunities within their local community.

DEFAN - Funds held on Trust for Devon Funding Advisors Network.

Communities Supporting Health in South Hams (Awards for All) - Funds received from the Big Lottery Fund to help organisations extend their activities for older people in the South Hams.

Value of Infrastructure (Devon Excellence) - This is funding received to carry out a project for the Devon Excellence Partnership.

DCC Public Health Agreement - Funds to be spent to build capacity in the Voluntary Community Service to deliver health improvement opportunities to local communities.

Big Assist Business Planning - Consultancy fees received in voucher form through the Big Assist Programme funded by the National Lottery and managed by the National Council for Voluntary Organisations. £3,000 was to be spent in respect of developing and organising strategy and £4,000 was to be spent looking at the impact of the organisation.

Sufficient resources are held in each fund in an appropriate form to enable funds to be applied in accordance with the restrictions.

# SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

### 12 Unrestricted funds

	Balance at 1 April 2014	Income	Expenditure	Transfers	Balance at 31 March 2015
Designated reserve fund	50,000	-	-	-	50,000
General unrestricted funds	21,859	103,832	107,053	-	18,638
Dementia Support Activity	506	-	-	-	506
	<u>72,365</u>	<u>103,832</u>	<u>107,053</u>	<u>-</u>	<u>69,144</u>

The purpose of the designated reserve fund is set out in the Trustees' Report.

The Dementia Support Activity fund arose from funds designated by the Trustees for such activities.

### 13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2015 are represented by:			
Tangible fixed assets	4,298	-	4,298
Current assets	68,119	172	68,291
Creditors: amounts falling due within one year	(3,273)	-	(3,273)
	<u>69,144</u>	<u>172</u>	<u>69,316</u>

### 14 Commitments under operating leases

At 31 March 2015 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2015 £	2014 £	2015 £	2014 £
Expiry date:				
Within one year	-	12,336	-	167
	<u>-</u>	<u>12,336</u>	<u>-</u>	<u>167</u>

### 15 Legal status of the charity

The Charity is a Company limited by guarantee having no share capital. In the event of a winding up each member agrees to contribute a sum not exceeding £10.