

# Bradford Community and Voluntary Service

## Annual Report 2003 - 2004

### CONTENTS

	<b>Page:</b>
About Bradford CVS	2
Chair's Foreword	3
Director's Report	4
The work of Bradford CVS	5
Representation & Membership	13
Bradford CVS Staff	14
Board of Trustees & Committees	15
Members of Bradford CVS	16
Treasurer's Report	18
Summary Accounts	19

This Annual Report was approved by the Bradford CVS Board of Trustees on 6<sup>th</sup> October 2004 and is signed on their behalf by:



**Stuart Smith**  
Chair

# ABOUT BRADFORD CVS

---

## Bradford CVS

Bradford Community & Voluntary Service was established on 1<sup>st</sup> April 2002 as a registered charity (1090036) and company limited by guarantee (4283003). It is a successor to Bradford Council for Voluntary Service and therefore continues to use the name Bradford CVS.

The Objects of Bradford CVS, as defined by the Memorandum and Articles of Association, are:

- "to promote any charitable purposes for the benefit of the community in the local government district of Bradford and its neighbourhood and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness;" and
- "to promote and organise co-operation in the achievement of the above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit."

These objects are achieved primarily through promoting, supporting and representing the interests of the voluntary sector. To do this, Bradford CVS:

- helps groups of local people to work together on things that concern them, such as children, health and improving the area they live in
- provides advice, information and services to organisations to help them provide a better service to their members and the public
- promotes to the local authority, NHS providers and to government agencies, the role of voluntary groups in improving people's lives
- enables people to use their skills to the benefit of the community by helping them to find voluntary work with groups.

Bradford CVS is governed by a Board of Trustees, which is responsible for the overall management of the organisation, for determining policy and for ensuring that policy is implemented by the staff through the CVS Director. Bradford CVS is a full member of NACVS (National Association of Councils for Voluntary Service). Bradford CPA is a limited company, wholly owned by Bradford CVS. WYCAS is a partnership project with Voluntary Action Calderdale, Voluntary Action Kirklees, Voluntary Action Leeds and Voluntary Action Wakefield District; BCVS appoints two trustees to its committee.

The Board of Trustees is made up of 15 members. A third of the places are put up for election each year, at the Annual General Meeting. If vacancies arise, further members are co-opted. During the year 2003-2004, one local authority observer attended Board meetings. There were four sub-committees: the Development Sub-Committee, Finance and General Purposes Sub-Committee, Personnel Sub-Committee and the Volunteer Bureau Sub-Committee. Committee members may claim reasonable expenses incurred in attending meetings but receive no other remuneration.

Lists of committee members and staff for the year 2003-2004 can be found on pages 14-15.

## Policies

Bradford CVS supports the principle of equal opportunities in its employment practice, service delivery and through its role as advocate for the wider voluntary sector. It is committed to providing services for everyone, regardless of gender, age, colour, race, disability, religious belief, HIV status, marital status or sexual orientation. Bradford CVS expects that all member groups shall be actively committed to the improvement of equal opportunities. There has been no material change to this policy over the last year.

### Bradford Community & Voluntary Service

19-25 Sunbridge Road  
BRADFORD BD1 2AY

Tel: 01274 722772

Fax: 01274 393938

E-mail: [cvs@bradfordcvs.org.uk](mailto:cvs@bradfordcvs.org.uk)

Web: [www.bradfordcvs.org.uk](http://www.bradfordcvs.org.uk)

### Bankers

Unity Bank  
Nine Brindleyplace  
BIRMINGHAM  
BI 2HB

### Accountants

M. W. Denton  
Chartered Accountant  
29 Devonshire Street  
KEIGHLEY  
West Yorkshire  
BD21 2BH

# CHAIR'S FOREWORD

---

Welcome to the second Annual Report of Bradford Community and Voluntary Service (BCVS).

Well it's that time of year again, time to reflect on the past performance of the organisation for the period covered in this report from 1<sup>st</sup> April 2003 to 31<sup>st</sup> March 2004. I would personally like to take this opportunity to thank the trustee board and staff of Bradford CVS for their continued support and dedication to the organisation. As usual we have experienced the same problem of many voluntary organisations, that of funding, or lack of it.

Bradford CVS is currently funded, as many of you may know, by a combination of council commissioning and project income. The change to commissioning from that of a grant system has not worked as well as we had expected, in that the value of the commission only represents less than half the cost of running the organisation. This means that we waste a lot of trustee board and staff time trying to make up the difference, instead of helping our clients and focusing on the real issues. However, as usual we have persevered and completed another year.

Many changes are currently in the air, which will affect the voluntary and community sector in the longer term, principally coming from central government and the lottery. At BCVS we spend a lot of time keeping up with these changes and passing on the relevant information to our client base, the information vital to their survival.

However, whatever difficulties we face as an organisation, we will meet with a determination to overcome, to further promote, support, develop and advise the voluntary sector in Bradford.



**Stuart Smith**

# DIRECTOR'S REPORT

---

Change seems to be this year's theme. At a strategic level, we wrestle with the complexities of ChangeUp, the government's strategy to create a better and more sustainable voluntary and community sector infrastructure. As part of this process, we have spent a great deal of effort looking at our partnerships. We have worked to try to bring the Bradford District Association of CVSs together. We have discussed mergers between volunteer bureaux in the district. We have played a role in research & development projects on future infrastructure services in Bradford and West Yorkshire. Yet, while we see plenty of preparatory activity, it is far from clear whether it will prove a worthwhile investment of time. Will we see sufficient resources to really make a significant difference locally or will it simply be another source of short-term project funding?

Change also seems to be the order of the day in Bradford Council. At the time of writing, major changes in the delivery of community development services are planned. As well as shaking up the system and transferring more resources to communities, this is supposed to deliver major savings. Yet it is far from clear how this change will be achieved and how the change process might be managed. Bradford CVS, like other infrastructure support groups, is worried that we will not have the capacity to cope with the increased demands such a change will generate.

Finally, reading through the report that follows, you will see a great deal of change. Projects have begun, come to an end or simply changed direction. Staff have left, others have joined, one person is on maternity leave. This inevitably has an impact on the organisation and its ability to deliver services to members and the wider voluntary & community sector, at least temporarily. By the end of the year, however, this cycle of changes should be over and a revitalised staff team will stand ready to meet the challenges and inevitable changes of next year.



**Anthony Clipsom**

**Director**

# THE WORK OF BRADFORD CVS

## ADMINISTRATION

The administration section encompasses building management, secretarial services and financial control.

As always, Reception is the first port of call for visitors to the organisation, providing assistance to BCVS members and the general public. This comprises making appointments for both the Volunteer Bureau and Development staff, servicing Committees, signposting to relevant projects/agencies and acting as a general administration base. After several years of a consistent Admin team, we are regretfully losing both our Office Manager and an Admin/Finance worker in Autumn 04. Consequently there are plans to reorganise the administrative section in the near future.

The building continues to take up a great deal of time and effort. Some alterations to the Voluntary Services Centre are likely as the building next door, The Empress public house, is to be redeveloped into a leisure and accommodation facility. This will inevitably cause some disruption to some of our tenants, as well as ourselves, which we hope to minimise.

## FINANCE

For the first time for several years, the volume of financial work possibly decreased overall, due to a reduction in the number of independent projects. In September, 2004, there were thirteen separate classes or “funds” active, of which six could be described as “major” in that they have their own staff. Each fund requires its own accounts and budgeting.

At the same time, the unexpected resignation of Stuart Lodge & Co. as Auditors in June, 2004, and their replacement by M. W. Denton, Chartered Accountant, represented a minor crisis for the Finance staff. Lodge also resigned as Auditor for CPA.

During the year, work began on “cost-centred budgeting”, analysing the “General Fund” or Core Activities into a number of sub-groups. This work should be complete by the end of the current financial year (2004-5).

## DEVELOPMENT & SUPPORT

### WORK WITH VOLUNTARY ORGANISATIONS AND COMMUNITY GROUPS

Work with voluntary organisations and community groups has continued to expand over the last 12 months. Over 100 organisations have received support from BCVS, of which approximately 15% are from BME communities. Enquiries have included constitutional, management, funding advice, drafting policies and procedures, and supporting management committees & Boards of Trustees.

In particular, there has been an increase in requests for support with developing appropriate legal structures. A number of organisations have decided that becoming a charitable company offers the most appropriate structure for them. This is particularly true when an organisation decides to employ staff or own their own building. BCVS has been able to advise on the options and process, and support organisations as they tackle the paper-work and set up their new structure.

Support has also been provided to organisations who are implementing PQASSO. While this has in some cases been motivated by Bradford Council’s decision to link funding to the implementation of Quality Standards, this can only serve to improve standards within the sector. Over the last few years various Quality Systems have been devised to help community and voluntary groups work more efficiently. PQASSO is a very easy to use system that works with any small voluntary organisation. It does what it says on the pack: PQASSO stands for **P**actical **Q**uality **A**ssurance **S**ystem for **S**mall **O**rganisations.

Implementing a Quality System can seem daunting at first, but PQASSO is basically a detailed, though straightforward, listing of actions that any voluntary organisation should be doing as a matter of good practice. It covers 12 Quality Areas on topics such as Managing Money; Staff and Volunteers; and User-Centred Service. Each area lists standards of practice that are reasonable requirements for any community group. Almost all groups that start on PQASSO find it uncomplicated and useful to implement. Support has been provided in partnership with the Quality Assurance Team at Bradford Council and JTB.

# THE WORK OF BRADFORD CVS

---

## **PARTNERSHIP WORKING**

### **Operational Partnerships**

Partnership working has continued with: Bradford JTB, especially in providing specialised support to individual organisations; the Charities Information Bureau who continue to provide Bradford organisations with training and support around funding issues; and WYCAS who provide training and support around developing financial skills to organisations. In the past year they have been able to provide intensive support to BME organisations which has been appreciated by a number of groups. In the coming year, we hope planned partnership collaborations with the Pay and Employment Rights Service and Community Work Training Company will also bear fruit.

### **Strategic Partnerships**

In addition to our operational partnerships we are involved in a number of strategic partnerships. Particularly noteworthy are the Building Communities Partnership, where we have been extensively involved in writing a new five year strategy, and the West Yorkshire Local Development Agencies (WYLDA) group.

## **STRATEGIC DEVELOPMENT WORK**

### **Bdirect: the Bradford one-stop shop**

This has been a challenging year for all voluntary organisations involved in providing services within bdirect. The centre opened on 14<sup>th</sup> July 03 and while the aim was to reduce BCVS involvement from that point, this has not yet been possible. In April 04 there was a review of voluntary sector involvement and a number of changes consequently implemented. Currently CAB provide a generic advice service, supported by 5 voluntary sector agencies: ADAAB, Victim Support, CHAS, Key House and Pay & Employment Rights Service (PERS). BCVS continue to chair the Voluntary Sector Steering Group and to represent the Group on the bdirect Board.

### **ISO Group and the Bradford Infrastructure Partnership**

This year has seen the Infrastructure Organisations (ISO) group go from strength to strength. Although BCVS relinquished the Chair of the group in January this year to Keighley Voluntary Services, we have continued to be actively involved. The major development for the group this year has been the Bradford Infrastructure Project (BIP). BIP is a project funded under the Early Spend part of the ChangeUp process to look at how infrastructure services are delivered in the district and the possibilities for development. To this end, consultants Flying Giraffe

have been engaged to produce a report which will be the basis of a development plan. Bradford CVS has acted as accountable body for the project but it has been led by a steering group of ISO's drawn from the main group. We have seen good engagement with the process and hope that, when the report is published in October, Bradford's complex infrastructure arrangements will be seen more as an example of how to do it than as a problem awaiting a solution. We are confident as a group that gaps identified in services by our user groups as part of the process can be tackled together and fresh investment from the national ChangeUp programme can be secured.

### **General Compact**

The formal signing of the General Compact by Bradford Vision chair, Margaret Eaton and Community Network chair, Stuart Smith at Royds Enterprise Centre on 5<sup>th</sup> May 2004 was the culmination of a 31 month process for a joint VCS/statutory sector working group. BCVS, alongside KVS, played an important role in this working group. It would, however, be wrong to see the launch of the General Compact as an end. It is a potential framework to govern relations between statutory bodies and the voluntary and community sector. However, to fulfil that role, it needs more than a symbolic signing ceremony. It needs the parties to engage with it, develop it, form action plans and monitor effectiveness. This is the phase of Compact development which is now beginning. Negotiations should take place this year with health bodies and Bradford Council to make live Compacts in their areas of operation. Bradford Vision will also hopefully move on to the development and implementation phase. Meanwhile, the development group, under Building Communities Partnership, will look for fresh areas where the development of a Compact could be valuable. There have already been suggestions, including the LSC and Connexions, but it remains to be seen whether those linkages can be made. However, it is very difficult from the VCS side to make progress on development without dedicated resources, so we must for now concentrate on those areas where the door is open, or at least ajar.

### **DEPUTY DIRECTOR**

Last year Alice Wallace joined us as Deputy Director, stepping into Mary Hamilton's shoes. She quickly made her mark in both group development work and administrative systems. Now she has moved on to what we all hope are better things. Although only a fleeting star in the CVS firmament, she leaves behind work which will have a lasting impact. We wish her well in her new role.

# THE WORK OF BRADFORD CVS

## INFORMATION

### THE INFORMATION SERVICE

2004 marks 25 years of *Briefing Bradford*, the newsletter for the district's CVS, and in July we published our 200<sup>th</sup> edition. It continues to include a wide range of information of interest to local groups including funding, training, local news and briefings on national initiatives and developments. Although *Briefing Bradford* has been available on the web for some time, this version is now becoming increasingly popular.

The information service has also been active in the DIVA partnership, which has this year launched the long cherished dream of a comprehensive database of voluntary and community groups: [www.divabradford.org.uk](http://www.divabradford.org.uk). This is a multi agency partnership and the administration of the database is undertaken by Bradford libraries.

The information service has continued to run a library and enquiry service, covering a wide range of topics.

The information service has also been involved in Bfunded (previously known as Bradfund) – see below for a more detailed report on this work. From August 2004 the nature of this work changed, gaining a more developmental focus and therefore the Bfunded worker will no longer be part of the information service.

### BFUNDED

Bfunded (formerly known as Bradfund) has been involved in a number of activities and developments in the last year, including:

- Funding fairs
- NAP training events
- Launch of website
- Development of FAN network

In brief, bfunded played a large part in organising and facilitating winter funding fairs in Bradford City Centre and Shipley, as well as assisting KVS with their autumn funding road show. All events were extremely well attended by community groups and the feedback from visitors was outstanding. The Bradford City centre event, held in the newly refurbished Design Exchange, had more than 300 visitors and feedback indicated that the majority found the face-to-face contact with the funders of greatest value. Bfunded is planning to repeat similar events in autumn

2004. Funding workshops ran concurrently at the Shipley Fair and were so popular that they have since been repeated by the CIB throughout the Bradford district.

Bfunded also assisted in the organisation and co-ordination of five information and training events, between September 2003 and March 2004, for Neighbourhood Action Plan groups (NAPs) after a survey, conducted by the Neighbourhood Renewal Task Team, identified funding information & training as a key requirement of NAP groups. Members from the task team, including representatives from CWTco, BRC, Royds, and BCVS & the NR Support Team (BMDC), organised a number of workshops based on funding sources & training with the help of the CIB.

In February 2004 the bfunded website was launched, a funding information website for VCOs, social enterprises and businesses in the Bradford district: [www.bfunded.org.uk](http://www.bfunded.org.uk). The website has been widely accepted by Bradford organisations and feedback to-date indicates it is a useful tool for searching funding sources as well as providing useful funding information and signposting. The bfunded Funding Information Officer based at BCVS delivered a number of presentations on the website to outside agencies and community groups in the district, including the aforementioned NAP groups.

The FAN network, a network of funding advisers in the Bradford district, was developed further during 2003-4 to become a discussion group. Members of the network can now communicate openly on the network to discuss funding issues or publicise events and training. A number of FAN members also completed the accredited Funding Advisers course delivered by the CIB in conjunction with bfunded. Throughout 2004-2005 tailor made training courses will be run with the aim of ensuring that all FAN members, who deliver funding advice, have completed accredited training.

It's been a busy and successful year in the development of bfunded, so much so that the project has been successful in gaining ERDF funding to run the second phase of the project for 2004-6 to include funding advice in the objective 2 areas of Bradford and Keighley. With the focus of the work changing, Gil Ejsymontt left CVS. We thank Gil for her hard work on bfunded.

# THE WORK OF BRADFORD CVS

---

## HEALTH

### HEALTH PARTNERSHIP FACILITATOR

The role of the health partnership project is “to enable members of voluntary and community sector organisations to play a full and effective part in delivering Bradford’s health agenda”.

#### Partnership Facilitation

Since coming into post in August 2003, Razwanah Alam has been involved in a wide range of partnership activity and has maintained contact with two Bradford area PCTs and Healthy Bradford. Events in North PCT have made it difficult to maintain contact. The more strategic responsibilities have always been the responsibility of Anthony Clipsom and he has continued to cover the Community Involvement and Health Strategy Group, the Health Improvement Forum and the Strategic Health Improvement Partnership. Other partnerships that Razwanah has been involved in have included the Sure Start Strategy Group, Step 2, West Bowling Health Action Project, Bradford District Health Development Service and Trident Healthy Living Initiative.

#### Training Provision

CVS has held 7 training events: 3 child protection courses, smoking and young people, narrowing the health inequalities gap at a grass roots level, how to write a successful constitution, health needs assessment - a community participation approach. There are plans to hold training events on domestic violence, roles and responsibilities of management committees and development plans, as well as funding strategies.

#### Children’s Work

The project is engaged in a range of support with children, including Sure Start, the Local Network Fund and the Children’s Fund. It also facilitates the Voluntary Advisory Group for the Children and Young People’s Strategic Partnership. The extent of the need for the work around infrastructural support for children’s groups has led to joint work being done with VYON to assess whether BCVS needs a dedicated project in this area.

#### Group Work

The project has worked with voluntary and community groups. Primarily this has entailed developing constitutions, development plans and funding strategies to develop the infrastructure of the groups.

### BLACK & ASIAN HEALTH DEVELOPMENT PROJECT

This project has just entered its seventh year. Its aim is to work with individuals and groups within the black communities of Bradford to identify and act upon their own health needs.

#### Development Work

The focus of the project has been to concentrate on development work with existing black voluntary groups as well as working with some new projects. Primarily this has entailed assistance with developing constitutions; development plans, funding strategies and funding applications. Some of the new groups the project has worked with during the year include Girlington Women’s Group, The Black Health Forum, V I Sahara Group, SAWHAA and African Community Support project.

#### Other areas of work

The project has also been involved with Sure Start Manningham. The project worker, Ruksarna Sadiq, was a member of the steering group and the Health and Home Visiting Group. She was also the chair of the Budgeting Group up until January 2004.

The other areas of work that the project has been involved in include training. Currently the project is working on devising an annual training programme to meet the needs of some of the groups that we work with.

Due to some surplus funding, the project has been lucky enough to be able to recruit another member of staff, Rachel Cooper, as Assistant Health Development Worker on a part time basis. Ruksarna is on maternity leave as of September 2004 and fortunately the work of the project will not be affected by this as the Assistant Health Development Worker and the Health Partnership Facilitator will continue to support the groups that we work with.

# THE WORK OF BRADFORD CVS

## HEALTH TALK CONSORTIUM

The latter part of 2003 saw a major change in public & patient involvement in health, with the demise of Community Health Councils and the establishment of the Commission for Patient and Public Involvement in Health. An independent Patient and Public Involvement Forum (PPI Forum) has been set up for each NHS Trust and Primary Care Trust (PCT) to influence health and health service matters. The PPI Forums are supported by the Commission's nine regional centres and a network of Forum Support Organisations (FSOs) has been contracted by the Commission to provide administrative and information support for the new forums and their members.

The Forum Support Organisation for the eight Trusts that are based in Airedale, Bradford and Craven is Health Talk Consortium.

Health Talk Consortium is a joint venture formed by some of the major voluntary sector infrastructure organisations, including all of the CVSs from Skipton to Bradford. Three of these member organisations (Keighley Voluntary Services, Bingley Voluntary Action and Bradford Alliance on Community Care) provide direct support for the forums while Bradford CVS provides both the Chair for the company and is housing the company's Development Manager, Robert Catto. Robert had previously worked on the B CVS Advocacy Co-ordination Project.

## YOUNG PEOPLE

### BRADFORD VOLUNTARY YOUTH ORGANISATIONS NETWORK

During 2003-04, VYON continued to develop as an infrastructure support network for the voluntary and community sector, both in terms of its own structure and also in terms of functions and services offered to VCS organisations that work with young people.

A series of changes to personnel and job roles took place during the year. Liz Hanney, the VYON Network Administrator, left us in May 2003 to head Bradford Vision's Diversity Exchange and was replaced by Bushra Hussain who was appointed in September 2003 to the re-titled post of VYON Communications Officer. This re-organisation of the network support role places the Communications Officer in a key position to service the expanding number of voluntary and community organisations on the VYON database. Bushra takes charge of communications to, from and between organisations, including editing the monthly VYON Newsletter, development of the VYON website, the organisation of regular VYON fora and maintenance of the database itself. Melissa Simpson, the VYON Support Worker, left us in March 2003 to concentrate on her training consultancy work. Thanks go to Liz and Melissa for their valuable contribution to the development of VYON.

As part of the re-structure, Kerr Kennedy's role has been clarified and re-titled as Youth Organisations Strategy Development Officer. As the name implies, the post is mainly strategic in nature, allowing Kerr to focus on such issues with a view to interpreting these on behalf of the growing voluntary and community youth sector and facilitating engagement of the sector in policy initiatives. An important aspect of the role is to continue to support capacity building within the sector and over the past year we have encouraged members of the network to take an active role in representing sector interests on important local and regional initiatives. Accountability to the sector is via VYON channels of communication and in this way we can participate in and influence a growing range of local programmes.

As its infrastructure support role develops, VYON has established itself as a crucial link in key youth policy and programme areas. Much of our efforts over the year have focused on enabling effective VCS involvement in the

# THE WORK OF BRADFORD CVS

---

Connexions service locally – from strategic evaluation and direction in the Local Management Committee to supporting groups through contract and grant negotiations. We have also undertaken to manage Connexions training for VCS and partner staff through grant aid from Connexions West Yorkshire.

Under the DfES's Transforming Youth Work agenda, we continue to work in partnership with Bradford Youth Service to develop and enhance the profile, standards and quality of services to young people throughout Bradford district. Work in progress includes developing youth participation support, quality self-assessment procedures, a training programme open to staff and volunteers across both youth sectors, safeguarding policies and standards i.e. protection issues for children and young people.

Although active in the delivery of support as outlined above, VYON is still a new concept that requires careful attention in respect of its own developmental needs. Currently we are working to produce a strategic plan for the next three years that will focus on consolidating and sustaining our position within the voluntary and community youth sector.

## NEIGHBOURHOOD SUPPORT FUND

2003-04 saw the transition from Phase 1 to Phase 2 of the NSF programme. NSF is administered nationally by three managing agents and our programme is under the strand managed by the Community Development Foundation (CDF). There are currently six active projects in Bradford district delivering a varied range of personal development programmes to 14-19 year old young people - many of whom are low achievers or disengaged with mainstream education and training. These six projects are:

- Bangladeshi Youth Organisation (BYO)
- Bingley Voluntary Action
- Bradford City Centre Project
- Fagley Youth & Community Centre
- Keighley Asian Women & Girls Centre
- The Ripple Project.

CVS's role is to act as an umbrella body: to act as intermediary between CDF and the projects, to offer support, facilitate good practice and shared learning; make strategic linkages and increase the profile of the programme. The support role is carried out by Bushra Hussain and Kerr Kennedy who have incorporated the tasks within their VYON functions.

The outcomes of the NSF Phase 2 programme are specifically tailored to highlight the effective contribution of the voluntary and community sector to the Connexions strategy. The projects chosen under Phase 2 have a good track record in producing positive outcomes with young people and are already engaged with Connexions Personal Adviser networks. From April 2006 the NSF programme will be administered and funded through the local Connexions partnership and over the next two years the projects will be jointly assessed by CDF and Connexions West Yorkshire. A major part of our recent work has been around facilitating operational links between projects and Connexions Personal Advisers and much good practice is emerging that will inform the smooth running of the Connexions service in Bradford.

## YOUTH VOLUNTEERING DEVELOPMENT PROJECT

The project is currently in a state of change and is working with a wide range of stakeholders to develop a new district-wide strategy for youth volunteering that will, it is hoped, facilitate improved practice in the field and assist in generating more and better quality volunteering opportunities for young people.

After the mapping exercise and visioning day in the early summer of 2003, the process has moved along slowly but, more importantly, it is much more inclusive. Three working groups were formed. The first will develop the overall strategy; the second will map and provide guidance on accreditation issues and the third will advise on protection issues, including guidance on Criminal Records Bureau checks. All three are meeting regularly and progress is encouraging. The overall strategy is nearing completion and will form the basis of future funding bids. The accreditation and CRB groups have already produced outcomes that will help in the overall strategy. CVS, through VYON, continue to support the multi-agency partnership group as part of their functions.

# THE WORK OF BRADFORD CVS

## VOLUNTEERING

### VOLUNTEER CENTRE

The Volunteer Bureau has seen a number of changes this last 12 months, including staffing and name.

#### A new name

Bradford has followed the national lead in becoming a Volunteer Centre (rather than a Bureau). This is part of the move to a single volunteering infrastructure at a national and local level. During the next few months, this will mean a bit of a makeover, with new logo and signage.

#### Staffing

There have been not one but two changes of staff since September last year. Chris Sutherland joined us in September last year. He made sterling progress but was made an offer he couldn't refuse to go full time into Mental Health work. Chris left in August and was replaced in September this year by Ann Marie Maguire. Ann Marie's post is now called Volunteer Development Worker and is the first full time volunteering support post with Bradford CVS since 1988.

#### Partnership

This year for the first time we have been part of a consortium with Shipley VB to receive our funding from Bradford Council. We are exploring the possibilities of turning this into something more formal and both staff and management committee members have met on a number of occasions to discuss this. In the meantime, partnership work with Shipley and Baildon Volunteer Centre has continued, including running training courses and co-facilitating the Volunteer Organisers' Forums. Shipley have also kindly lent us Imran Khan, who has conducted volunteer interviews for us when we have not had anyone in post, or during holidays.

#### The work of the Bureau

In the twelve months to April, 2004, the Volunteer Bureau offered interviews to potential volunteers one day per week, resulting in 193 interviews, of which 45 % were from Black and Minority Ethnic communities. The bureau also gave advice and development support to 11 groups on good practice in working with volunteers and gave 6 promotional talks.

### TIME GIVERS

The Timegivers project concentrated during the year on developing an initial scheme in Great Horton. After a formal launch in November 2003, a base was made in the newly re-opened Village Hall. The project established a steering group and began work to a new workplan. Sign-ups for the scheme began after the launch and in May Timegivers volunteers participated in a community clean up. However, in January 2004 the project funder, the then Community Fund, had suspended funding while it reviewed the project's targets. The review continued until September 2004, when the now Big Lottery Fund withdrew its funding for the project.

There is no doubt that the Timegivers project had not had the planned success. We had only one Time Money Project instead of the three under development we should have had. Formal sign-ups were poor and relatively few hours were banked. This does not, however, reflect the amount of work that has gone into promoting the project in Great Horton or the mapping, scoping and initial engagement in the other two areas, especially our second area, Lower Grange.

There were a number of reasons for the poor performance of the project. It was new and innovative to try a project like this in the areas of Bradford chosen. There was always a risk of failure and, as we learned, it was even harder than we had anticipated. Delays in starting the project (by which time several organisations expected to be involved in the project were no longer in a position to do so) and the ill-health of the project worker were contributing factors. The uncertainty caused by the long-winded Community / Big Lottery Fund review process also had a major impact, causing a loss of impetus. While it is impossible to quantify, we would have made considerably more progress if it were not for this period of uncertainty.

# THE WORK OF BRADFORD CVS

## PROJECT 5

At the time of writing of the last Annual Report, Nighat Khan had just joined Project 5 and was beginning to put together a new workplan. However, in October 2003, Bradford Trident conducted a further evaluation of the project. Unfortunately, the timing of the evaluation meant the project was reviewed at the end of a six month period of transition. Although work on the Trident Fund and Community Initiatives Fund had taken place, there was little new work on group support or meetings of the Voluntary Sector Forum to report. In the light of this, it is unsurprising that the evaluation was critical. Despite requesting time for the project to re-establish itself and begin working to its new workplan before any decision on the future of the project was made, Bradford Trident decided to withdraw funding from the end of March 2004 and to absorb the project's roles into Trident itself.

Clearly, we are disappointed to have lost Project 5. In its first two years of operation it provided a very useful service to groups in the Trident area and its staff developed valuable expertise and relationships. It is unfortunate both that we were unable to refill the Co-ordinator post sooner and that there was no time for the project to re-establish itself before its funding was withdrawn.

## COMMUNITY PAYROLL & ACCOUNTS

Bradford CPA is the trading company of BCVS. CPA's accounts do not form part of the summary of accounts produced in this Annual Report. However, CPA's accounts are included in the full consolidated accounts of BCVS, available separately.

### Payroll

We have once again maintained our payroll charges and they have remained stable for 3 years. Our fee income increased by 10% due to an increase in our client base.

### Staffing

Jane Durrans, Payroll Manager, is delighted to report that our staff remain the same. Aimee Szpara, the senior member of my staff team, has six years service in November. Her input to CPA has been invaluable. Anne Taylor joined CPA in January 2001 and she looks after CPA clients paid by BACS (now numbering 62) as well as keeping CPA's own accounts. Kamran Khan joined in February 2002 and he is responsible for the weekly payrolls. He has an input into all areas of CPA's work. Elaine Banks is CPA's Admin Worker and she has been in post for 8 years. As well as all the general admin work Elaine looks after CPA's credit control and banking. I am very lucky to have such a dedicated team to work alongside and the stability of the staff is a major factor in the success of Community Payroll.

### Support and Advice

CPA continues to give support and advice free of charge and the range of topics varies according to the time of year and current legislation. April/May "is the pay award settled?", June/July "when do we get our increase - surely it has been settled!?", September has brought a number of queries regarding the new National Minimum Wage. As the year rolls on we get requests for help with salary, NI calculations for funding bids and budgeting and before we know where we are it is year end again.

### Electronic Filing

E-filing is the major new piece of work we are tackling as the Inland Revenue encourages employers to submit their year end returns on line. Financial incentives are payable to small employers who E-file from 2005 and with the help of our payroll software and lots of hard work we hope to achieve this target.

# REPRESENTATION & MEMBERSHIP

---

## Bradford CVS representatives on other bodies (September 2004)

Accessible Learning Resources Partnership	Peter Horner
Association of CVSs in Bradford District	Anthony Clipsom
bConnected	Peter Horner
B Direct Project Board	Anthony Clipsom
B Direct Voluntary Sector Steering Group	Anthony Clipsom
B Direct Web Site Task Group	Peter Horner
bfunded Steering Group	Anthony Clipsom
bfunded Working Group	Margaret Danbury
Bradford & Keighley Youth Parliament Support Group	Bushra Hussain
Bradford Anti-Racism Project	Kerr Kennedy
Bradford Connexions Local Management Committee	Kerr Kennedy
Bradford Fund for the Disabled	Dennis Boland
Bradford Infrastructure Organisations Group	Anthony Clipsom
Bradford Out of School Activity Group	Kerr Kennedy
Bradford Trident Healthy Living Initiative	Razwanah Alam
Bradford Trident Women's Forum	Bushra Hussain
Bradford Volunteering Good Practice Group	Kerr Kennedy / Ann Marie Maguire
Bradford Youth Development Partnership	Kerr Kennedy
Bradford Youth Volunteering Development Project	Kerr Kennedy
Building Communities Executive	Anthony Clipsom
Charities Information Bureau (CIB)	Anthony Clipsom (for ACVS)
Children's & Young People's Strategy Group	Razwanah Alam
Community Involvement & Health Strategy Group	Anthony Clipsom
Community Network (CNet)	Yvonne Bramall / Kerr Kennedy / Stuart Smith
Connexions West Yorkshire Voluntary Sector Group	Kerr Kennedy
DIVA Partnership	Peter Horner
Finance Forum	Jane Durrans / Alan Pinder
Health Improvement Forum	Anthony Clipsom
Health Talk Consortium	Anthony Clipsom
Healthy Bradford Group	Razwanah Alam
Healthy Living Initiatives Co-ordinators Network	Razwanah Alam
Health Equality Action Team (HEAT)	Razwanah Alam
Human Neighbourhood Project Steering Group	Anthony Clipsom
Joint Training Board (JTB)	Anthony Clipsom
National Association of Councils for Voluntary Service (NACVS)	Stuart Smith
National Council for Voluntary Youth Services (NCVYS)	Kerr Kennedy
National Society for the Prevention of Cruelty to Children (NSPCC)	Razwanah Alam
PCT (x2) Community Involvement / local HAZ Groups	Razwanah Alam
Strategic Health Improvement Partnership	Anthony Clipsom
Voluntary Youth Organisations Network (VYON) - Yorkshire & Humber	Kerr Kennedy
Volunteer Organisers' Forum	Ann Marie Maguire
West Bowling Community Health Action Project	Razwanah Alam
West Yorkshire Community Accounting Service (WYCAS)	Anthony Clipsom / Sonya Douglas
West Yorkshire Local Development Agencies (WYLDA)	Anthony Clipsom
Youth Participation Support Network	Kerr Kennedy

## Bradford CVS membership of other bodies

- Bradford Building Communities Forum
- Bradford Law Centre (affiliate)
- Bradford Resource Centre
- CNet
- Community Work Training Company
- National Association of CVS (NACVS)
- Volunteer Development England
- National Centre for Volunteering
- Y & H Regional Forum for Voluntary & Community Organisations

# BRADFORD CVS STAFF

---

## BCVS Staff

Director Anthony Clipsom  
Deputy Director Mary Hamilton  
(to Sep 03)  
Alice Wallace  
(from Sep 03 to Sep 04)

### ADMINISTRATION & BUILDING

Caretaker Dave Bogg  
Cleaners John Diai  
(to Jan 04)  
Jason Hu  
(from March 04)  
Ghulam Hussain  
(to Aug 04)  
Helen Pickersgill  
(to Sep 04)  
Office Manager Deb Collett  
Reception/Admin Worker Lisa Smith  
Reception/Admin/Finance Worker (to Sep 04)

### BFUNDED

Funding Information Officer Gil Ejsymontt  
(to Aug 04)  
Funding Support Officer Margaret Danbury  
(from Aug 04)

### FINANCE

Finance Officer Alan Pinder

### HEALTH

Health Partnership Facilitator Razwanah Alam  
(from Aug 03)  
Black & Asian Health Development Worker Ruksarna Sadiq  
Assistant Health Development Worker Rachel Cooper  
PPI Forum Development Worker Robert Catto  
(to June 03)

### INFORMATION SERVICE

Information Officer Peter Horner  
Information Assistant Paul Colley

### NEIGHBOURHOOD SUPPORT FUND

Development & Monitoring Officer Rukhsana Khan  
(to Aug 03)

### PROJECT 5

Development Worker Nighat Khan  
(to March 04)  
Project Administrator Saiqa Hussain  
(to March 04)  
Administrative Assistant Gill Cherkowski  
(to March 04)  
(Project closed March 04)

### THORNTON DAY CARE

Thornton Day Care Worker Kath Tinker  
(Project transferred to Bingley Voluntary Action June 03)

### VOLUNTEERING

Volunteer Bureau  
Volunteer Bureau Organiser Zaira Khanum  
(to Aug 03)  
Christopher Sutherland  
(from Sept 03 to Aug 04)  
Volunteer Development Worker Ann Marie Maguire  
(from Sept 04)  
Timegivers Project  
Development Officer Sandra Jones  
(from Dec 02 to Oct 04)  
Admin Worker Julie Taglione  
(from April 03 to April 04)  
(Project closed Oct 04)

### VYON

Youth Organisations Strategy  
Development Officer Kerr Kennedy  
Network Co-ordinator Liz Hanney  
(to Aug 03)  
Communications Officer Bushra Hussain  
(from Oct 03)  
VYON Support Worker Melissa Simpson  
(to March 04)

---

## CPA Ltd Staff

Payroll Manager Jane Durrans  
Payroll Officer Elaine Banks  
Payroll Assistant Kamran Khan  
Senior Payroll Officer Aimee Szpara  
Bookkeeper & Client Liaison Officer Ann Taylor

# BOARD OF TRUSTEES & COMMITTEES

---

## Board of Trustees

### Elected to serve until 2006:

Sonya Douglas  
Danny Mangham (to Nov 03)  
Dorine Nakuti

### Elected to serve until 2005:

Bernard Crowe  
Susan Crowe (Treasurer)

### Elected to serve until 2004:

Celia Dawson (Vice Chair from Nov 03)  
Sharon John-Baptiste (to May 04)  
Stuart Smith (Chair)  
Stephen Tyson  
Malcolm Walters (to Feb 04)

### Co-options:

Yvonne Bramall  
Rosemary Heal (from Feb 04 to May 04)  
Nora Hepple  
Reena Puri  
Carol Wooller (to Nov 03, Vice Chair)

### Observer:

Abdul Ismail (BMDC)

## Sub-Committees

### DEVELOPMENT

Yvonne Bramall (from May 04)  
Susan Crowe (from May 04)  
Celia Dawson (from May 04)  
Sonya Douglas (Chair from Feb 04 to July 04)  
Sharon John-Baptiste (to May 04)  
Stuart Smith  
Malcolm Walters (to Feb 04, Chair)

### FINANCE & GENERAL PURPOSES

Susan Crowe (Chair)  
Celia Dawson (from Nov 03)  
Stuart Smith  
Carol Wooller (to Nov 03)

### PERSONNEL

Susan Crowe  
Celia Dawson (from Nov 03, Chair)  
Sonya Douglas  
Dorine Nakuti  
Stuart Smith (to Nov 03, Chair)

### Staff Representative:

Paul Colley (from May 04)  
Gil Ejsymontt (March 04 to April 04)  
Helen Pickersgill (to March 04)

### Personnel Adviser:

Jane Durrans

### VOLUNTEER BUREAU

Celia Dawson (Chair)  
Reena Puri  
Stuart Smith (from Dec 03)  
Carol Wooller (to Nov 03)

### Staff Representative:

Paul Colley

### Volunteer Representative:

Shafaq Shah

### Volunteer Organiser Representative:

Gerald Whiteley

### YOUTH VOLUNTEERING DEVELOPMENT PROJECT STEERING GROUP

Anthony Clipsom  
Sonya Douglas  
Kerr Kennedy  
Lynne Kent  
Sharn Richardson  
Leanda Smith  
John Stead (to April 03)  
Graham Walker  
Alison Walters  
Julie Woodhurst

# BRADFORD CVS MEMBERS

---

## FULL MEMBERS (as at 1<sup>st</sup> September 2004)

1 in 12 Club  
Able All  
Abu Hurairah Islamic Institute  
ACLI - Christian Association of Italian Workers  
Action for Black Community Development (ABCD)  
Action for Sick Children  
Action for the Odsal Community  
Afghan Community & Welfare Association  
African Caribbean Achievement Project  
African Refugee Health Access & Support (ARHAS)  
Age Concern Bradford & District  
Airedale & Bradford Crossroads Limited  
All Saints Landmark Centre  
Allergrange Community Service  
Allerton & District Disabled, Carers & Senior Residents Association  
Allerton Community Association  
Allerton Darby & Joan Club (WRVS)  
Alzheimer's Society - Bradford Branch  
Anah Project  
ARC - Arthritis Research Campaign  
Arthritis Care  
Artworks  
Asian Cultural Association  
Asian Disability Awareness Action in Bradford (ADAAB)  
Asian Disability Network (ADN)  
Asian Women & Girls Centre  
Assisi House Project  
Ataxia Self Help Group  
Attock Community Association  
Bangladesh People's Association  
Bangladeshi Community & Cultural Organisation  
Bangladeshi Community Association  
Bangladeshi Youth Organisation  
Barnardo's CANA (Churches & Neighbourhood Action)  
Barnardo's Queens Road Project  
Barnardo's Street & Lanes Project  
Barnardo's Yorkshire  
Bazm-E-Urdu Bradford  
Bereavement Welfare Association  
BIASAN (Bradford Immigration & Asylum Support & Advice Network)  
Bierley Community Centre  
BLAGY  
Blenheim Project  
Bolton Woods Community Centre  
Bradford & Airedale Mental Health Advocacy Group (BAMHAG)  
Bradford & District Autistic Support Group (BADASG)  
Bradford & District Womens Forum  
Bradford Access Action  
Bradford Action For Refugees  
Bradford African Women's Organisation  
Bradford Alliance on Community Care Ltd (BACC)  
Bradford Animal Rights Group  
Bradford Area Occupational Health & Safety Forum  
Bradford Area Play Association  
Bradford Association of Support Carers  
Bradford Association of Wrens  
Bradford Bereavement Support  
Bradford CAB (Citizens Advice Bureau)  
Bradford Cancer Support  
Bradford Centre for Indian Classical Music  
Bradford Childminding Association  
Bradford City Centre Project  
Bradford City Farm  
Bradford Community Broadcasting  
Bradford Community Environment Project (BCEP)  
Bradford Community Transport  
Bradford Curry Project  
Bradford Cyrenians  
Bradford District Tenants & Residents Federation  
Bradford Educational & Cultural Association of Sikhs (BECAS)  
Bradford Environmental Action Trust (BEAT)  
Bradford Environmental Education Service (BEES)  
Bradford Epilepsy Parents Support Group (BEPS)  
Bradford Foyer  
Bradford Gingerbread Centre  
Bradford Great Lakes Community Association  
Bradford Human Neighbourhood Project  
Bradford Joint Training Board  
Bradford LGB Network  
Bradford Live At Home Schemes  
Bradford Moor Asian Women & Girls  
Bradford Nightstop  
Bradford Occupational Health Project  
Bradford Parks 'Male' Veterans Association  
Bradford Pensioners' Association  
Bradford People First  
Bradford Police Club for Young People  
Bradford Rape Crisis & Sexual Abuse Survivors Service  
Bradford Relate Centre  
Bradford Resource Centre (BRC)  
Bradford Sport & Recreation Association for People with Disabilities  
Bradford Sunni Muslim Khalifa Society  
Bradford Talking Magazines  
Bradford Theosophical Society  
Bradford Toy Library  
Bradford U3A  
Bradford Under Fives Association  
Bradford Unitarian Church - Russell Street  
Bradford Urban Wildlife Group  
Bradford Voluntary Emergency Service  
Bradford Waste Chasers Ltd  
Bradford Women's Aid  
Bradford Writer's Circle  
Bradford Youth Africa  
Bradford Youth Development Partnership (BYDP)  
Bridge Project  
British Red Cross Society  
Brunel Family Housing Association Ltd  
Buttershaw Christian Family Centre  
Buttershaw Millennium Green Trust  
Café West  
CARE (Community Association for Regeneration of Estates)  
Carers UK Bradford & Bingley Branch  
Cathedral Centre  
Centre for Sustainable Development  
Chantelle Bleau Memorial Fund  
Charity Africa 2000  
CHAS Housing Advice Service  
Christian Youth Centre - Akunza-Migili-Lafia Nigeria  
Christians Against Poverty  
Church of God of Prophecy  
City of Bradford YMCA  
Clayton History Group  
COM-B Computing Bradford  
Commonweal Collection  
Community Association of Great Horton  
Community Unity  
Community Work Training Company  
Community Works  
Contact Support Service  
Cosmos Productions  
Council for Mosques Khidmat Centre  
Counselling Care Clinic  
Democracy Matters  
Denholme Elders Network  
Diocese of Bradford  
Disability Advice Bradford  
Disabled Access to Technology Association (DATA)  
Dominica Association  
Downs Support Group Bradford  
Duke of Edinburgh's Award Association (Bradford)  
Dunsford Over 55s Club  
East African Muslims Association  
Eastern Arts  
Eccleshill Community Playgroup  
Eccleshill Horticultural Association  
Eccleshill Mechanics Institute  
Eccleshill United Juniors  
Education Advice Service for Adults (EASA)  
Edward's Rainbow Centre  
English Congolese Community  
Epilepsy Action - Bradford Support Group  
Ethical Care  
FABRIC - Forum for the Arts in Bradford  
Fairweather Project (Bradford) Ltd  
Federation of African & Caribbean Elders (FACE)  
Fibromyalgia Support & Carers (WY) Group  
Flame FM Bradford  
Forum Focussed on Pensioner Power  
Foundation Housing - Bradford  
Freehand Theatre  
Friend Bradford  
Friends of Bradford Youth Players  
Frontline Initiative  
FSU Bradford  
Full 360 Limited  
Genghis Khaan Mongolian Community Association  
Gingerbread Housing Project  
Girlington Action Partnership  
Girlington Advice Centre  
Girlington Community Centre

# BRADFORD CVS MEMBERS

Girlington Elderly Community Association  
Good Neighbour Project  
Grange Interlink Community Association  
Great Horton Action Group  
Great Horton Methodist Circuit  
Greenhill Leeds Road Community Church  
Guide-Line  
Haworth Road Neighbourhood Association  
HCCC - Daylight Centre  
HCCC - Playcentre  
Hindu Cultural Society of Bradford  
Holmewood Activity Centre  
Holmewood Kidzone  
Holmewood Toy Library  
Holmewood Trust Executive  
Home-Start Bradford North  
Hopes Centre  
Horton & Wibsey Bereavement Care Association  
Horton Bank Top Playgroup  
Horton Housing Association  
Horton Outreach  
Humsaath - NSPCC  
Idle Baptist Church & Community Centre  
J W School of Dance  
Joint Activities Service  
Justrade Ltd (The Fairtrade Café)  
Kala Sangam  
Labrys Trust  
LEAP Project - Children's Society  
Leeds & Bradford ASBAH  
Leeds & Bradford Dyslexia Association  
Leeds Accommodation Forum  
Leeds Counselling (WPF)  
Leeds Employment Initiative  
Legrams Lane Under 5's & Women's Association  
Life Education Bradford  
Life Line Centre  
Light of the World Community Centre  
Lighthouse Outreach  
Little Lane Café  
Lower Grange & Allerton Young People's Project  
Madhav Elderly Day Centre  
Making Space  
Manningham & Girlington Youth Partnership  
Manningham Mills Community Association Ltd  
Manningham Project  
Manningham Youth Action Group  
MAPA  
Margaret McMillan Children's Centre  
Melbourne Neighbourhood Association  
Memory Bank  
MENCAP Community Support Team  
Millan Centre  
Mind in Bradford  
Mind the Gap Ltd  
Mortimer Avenue Regeneration Group  
MOSAIC (West Yorks)  
MS Friends (Multiple Sclerosis Friends)  
Multi Agency Supported Tenancies Scheme (MASTS)  
NACRO - BAIL ISSP  
National Childbirth Trust - Bradford & Airedale Branch  
National Deaf Children's Society  
New Horizons - Wyke  
New Testament Church of God  
Newlands Community Childcare  
Newlands Local Enterprise Project  
Newton Street Day Centre  
Nigeria Friendship Society (NFS)  
Northern Older Lesbian Network (NOLN)  
Odsal Residents Association  
Off The Record  
Oriental Arts (Bradford) Ltd  
Out of Hours Project  
Pan African Arts & Cultural Group  
Pankhurst Community Pantry  
Paradise Greens Community Gardens  
Pay & Employment Rights Service (Yorkshire) Ltd  
Peacemakers  
Piccadilly Project  
Playspace  
Pollard Park Residents Association  
Project '85

QED-UK  
Queensbury Support Centre  
Quest (Yorkshire)  
Radio Royal  
Ravenscliffe Community Association  
Ravenscliffe Community Development Project  
Right Track Foundation Ltd  
Rouge Arts (UK) Ltd  
Royds Advice Service  
Royds Community Association  
SACAR  
SAFE Project - Safe Areas For Everyone  
Salvation Army - Holmewood  
Salvation Army - Wibsey  
Scope - Yorkshire & North East Team  
Scope in Bradford  
Sedbergh Youth & Community Centre  
Seymour Residents & Tenants Association  
Shahjalal Islamic Society  
Shree Prajapati Association  
Sikh Cultural Society  
Sikh Women & Children's Association  
South Asian Females Empowered (SAFE)  
South Bradford Community Network  
St Andrew's Methodist Church  
St Augustine's Church & Parish Centre  
St John's Church, Great Horton  
St John's Church, Thorpe Edge  
St John's Community Centre, Fagley  
St Luke's Eccleshill Day Centre  
St Mary's Pre-school Playgroup  
St Matthew's (Allerton) Credit Union Ltd  
St Peter's Church, Allerton - Parochial Church Council  
Step 2 Young People's Health Project  
Survivors West Yorkshire  
Sutton Community Association  
Sycamore Court Tenants & Residents Association  
TALUK - The Asian Link UK  
The Aldo Trust  
The Arc  
The Thornbury Centre  
The Turnaround Project  
Thornbury Youth & Community Centre (TYCC)  
Thornton & Allerton Community Association  
Thornton Antiquarian Society  
Thorpe Edge Community Project  
Touchstone  
Triangle & Royal Associations  
Triumph Over Phobia (Top UK)  
United Cultural Network  
United Nations Youth & Student Association - Bradford  
United Youth Forum  
Vicar Lane Housing Scheme  
Voluntary Emergency Medical Service (VEMS)  
Volunteer Reading Help  
West Bowling Local History Group  
West Bowling Youth Initiative  
Westwood Park Cricket Club  
Womenzone Community Centre  
Word of Grace Ministeries  
WYCAS (West Yorkshire Community Accounting Service)  
Wyke Christian Fellowship  
YABC - Clubs for Young People  
Yorkshire MESMAC  
Youth Base  
Zephaniah Music Trust

## ASSOCIATE MEMBERS

BMDC - Tenant Involvement Section  
Oasis School of Human Relations  
Public Health Team (Airedale PCT)

## INDIVIDUAL MEMBERS

Yvonne Bramall  
Rosemary Harris  
Nazim Hussain Naqui  
Anne Sheikh  
Liz Walker

# TREASURER'S REPORT

---

## Overall Position

Bradford Community & Voluntary Service had another very active year in 2003-4, which, in financial terms, was also a very successful one.

The Original Estimate for 2003-4 for the "Core" or Main Account (Unrestricted Funds) was a deficit of £18,880. However, the actual result of the year for the Core was a Surplus of £15,189, taking the balance on Unrestricted Funds at 31/03/2004 to £101,798. This figure represents the Company's "Reserves".

This was the second year in succession that the out-turn position was far better than the original estimate. However, this was probably due more to unforeseen circumstances rather than any inherent weakness in budgeting, which was done on the traditional principle of being slightly pessimistic with regard to both income and expenditure.

In 2003-4, total income for the Core was £219,681 compared to an estimate of £193,020. Major variations were in the payment from Bradford Council for commissioned services (+£4500 on estimate), Other Grants (+£9105) and Work Done (+£4182). In addition, most miscellaneous income streams were buoyant, especially Room & Equipment Hire (+£2934) and Briefing Bradford Income (+£2698).

On the expenditure side, the total for the Core was £204,492 compared to an estimate of £211,900. Amongst a number of variations, increases in Recruitment Costs (+£4148 on estimate) and Sundry Expenses (+£2460) were more than offset by Contracted Services (-£1953), Briefing Bradford Costs (-£1709), Telephones (-£1380) and Recharges to Projects for miscellaneous charges such as photocopying (-£2060).

## Reserves Policy

It is the policy of BCVS that unrestricted funds which have not been designated for any specific use should be maintained at a level equivalent to between three and six months running costs. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current level of activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout 2003-4.

## Restricted Funds

Specific projects are known as "Restricted Funds" because they are financed from grants, from various sources, which cannot be used for any other purpose. Therefore, they are accounted for separately.

In 2003-4, active projects included Anti-Racism Peer Education Project, Bfunded, Black & Asian Health Development, Children's Fund Local Network, Database Partnership, Membership Development Project, Neighbourhood Support Fund, Partnership Development Fund, Project Five, Timegivers Project, Trident Fund, Transforming Youth Work, Bradford Youth Volunteering Development Project and Voluntary Youth Organisations Network (VYON). The total combined balance on these funds at 31/03/2004 was £139,594.

## Associated Undertaking

The full accounts contain details of the activities of Bradford Community Payroll & Accounts Limited (CPA), the BCVS trading company. CPA made a surplus of £4286 in 2003-4, and retained £1286 as additional working capital. The remaining £3,000 was covenanted to BCVS.

## Significant Developments since 31/03/2004

As stated elsewhere, the Big Lottery Fund withdrew funding for Timegivers Project in September, but Bfunded Phase Two came on line.

The agreed level of payments for commissioned services from Bradford Council was increased to £142,470 for 2004-5, compared to £126,400 in 2003-4 and £121,761 in 2002-3. Although some of the increase represented extra hours, and therefore extra work, there was an allowance for inflation, and the increased payments reversed a falling trend that had endured for some years.

## Summary of Financial Statements

The financial statements opposite are a summary of information abstracted from the annual accounts. These do not contain sufficient information to permit a full understanding of the results and financial position of BCVS. For further information, the full annual accounts and auditor's report, which contain no qualifications, should be consulted. After consideration at the AGM, this report and the full accounts will be delivered to the Charity Commission.

## Main Supporters

BCVS would like to thank the following for their valuable financial support in 2003-4 - Bradford Council, Bradford Health, Calderdale Community Foundation, Community Development Foundation, Community Network, Big Lottery Fund, Bradford Youth Service, Joint Finance and Connexions West Yorkshire.

The summary accounts opposite (which have been extracted from the full accounts) were approved by the BCVS Board of Trustees on 6<sup>th</sup> October 2004.



**Susan Crowe, Treasurer**

# SUMMARY ACCOUNTS

For comparative purposes, figures for the previous year are included.

## BALANCE SHEET AS AT 31 MARCH 2004

	<u>2004</u>		<u>2003</u>	
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets		11,638		15,989
<b>Current assets</b>				
Stock	3,942		2,539	
Debtors	105,109		54,963	
Cash at bank and in hand	<u>129,208</u>		<u>199,727</u>	
	238,259		257,229	
<b>Creditors</b>				
Amounts falling due within one year	<u>(8,505)</u>		<u>(32,211)</u>	
<b>Net current assets</b>		<u>229,754</u>		<u>225,018</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>241,392</u>		<u>241,007</u>
Represented by:				
<b>Funds</b>				
Restricted fund		139,594		154,398
Unrestricted funds		<u>101,798</u>		<u>86,609</u>
		<b>241,392</b>		<b>241,007</b>

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2004

	General Funds	Restricted Funds	Total Funds	2003
	£	£	£	£
<b>INCOME AND EXPENDITURE</b>				
<b>Incoming resources</b>				
Donations and legacies	127,018	-	127,018	124,576
Activities in furtherance of the charity's objectives	32,907	287,318	320,225	401,396
Investment income	5588	-	5,588	4,999
Other incoming resources	<u>54,168</u>	<u>4,943</u>	<u>59,111</u>	<u>60,884</u>
<b>Total income</b>	<u>219,681</u>	<u>292,261</u>	<u>511,942</u>	<u>591,855</u>
<b>Resources expended</b>				
<b>Cost of generating funds</b>	-	-	-	-
<b>Charitable expenditure</b>				
Management and administration	105,130	30,755	135,885	147,149
Direct charitable expenditure	<u>99,362</u>	<u>276,310</u>	<u>375,672</u>	<u>349,679</u>
<b>Total expenditure</b>	<u>204,492</u>	<u>307,065</u>	<u>511,557</u>	<u>496,828</u>
<b>Net incoming/(outgoing) resources for the year</b>	15,189	(14,804)	385	95,027
<b>Brought Forward at 1 April 2003</b>	<u>86,609</u>	<u>154,398</u>	<u>241,007</u>	<u>145,980</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>101,798</u>	<u>139,594</u>	<u>241,392</u>	<u>241,007</u>