

**Company Number 4283003**  
**Charity Number 1090036**

**BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2007**

## **BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

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## **BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2007**

The directors and trustees present their report and the audited accounts for the year ended 31 March 2007.

#### **REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS**

Bradford Community and Voluntary Service is a charitable company. The charity was registered on 1 April 2002. The charity number is 1090036. The company number is 4283003.

The registered office and operating address is:

19-25 Sunbridge Road  
Bradford  
West Yorkshire  
BD1 2AY

**The directors of the company, who are the charity trustees and who served during the year and up to the date of this report, were:**

S A Crowe (Chairperson)  
Y. Bramall (Vice-Chairperson)  
A. Taylor (Treasurer, appointed 14.03.06)  
S D. Douglas (Treasurer to 14.03.06)  
D. Odunukwe  
A. K. Nair  
P. Cutler (appointed 14.03.06)  
C. Smith (appointed 14.03.06)  
E. Bullough (appointed 14.03.06)  
T. Storr (appointed 14.03.06)  
A. Singh (appointed)

**Company Secretary:** A Clipsom

**Principal staff:** Anthony Clipsom – Director (chief executive)  
Helen Black – Deputy Director

**Auditors:** Ian Pickup & Co  
Chartered Accountants and Registered Auditors  
123 New Road Side  
Horsforth  
LEEDS  
LS18 4QD

**Bankers:** Unity Trust Bank plc  
Nine Brindleyplace  
BIRMINGHAM  
B1 2HB

# **BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

## **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2007**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governance**

Bradford Community and Voluntary Service is a registered charity, constituted as a company limited by guarantee and is therefore governed by a memorandum and articles of association.

All the directors of the company are also trustees of the charity. The trustees who served during the year under review and to date are set out on page 2. In accordance with the Articles of Association, Yvonne Bramall, Estelle Bullough, David Odunukwe and Carlton Smith will retire by rotation at the next annual general meeting, and being eligible can offer themselves for re-election.

#### **Recruitment, induction and training of trustees**

The trustees are conscious of the need to ensure that they have an appropriate range of skills to manage the Charity and of the need to ensure a Board representative of the range of members. To this end, they audit their skills on an annual basis to have a clear idea of their training needs. While recruitment of trustees is a democratic process, the trustees issue task descriptions to potential candidates to ensure they have a clear idea of the requirements of the role. New Trustees receive induction files of general information, including structures, budgets, staff roles and policies.

#### **Management**

The charity is organised so that the trustees meet regularly to manage its affairs.

Day-to-day management is undertaken by the Director, assisted by the Deputy Director. The Director is *de facto* chief executive and is directly accountable to the Chairperson and collectively to the wider board of Trustees. The organisation is divided into specialist departments or teams. Each team is managed by a team leader, who is accountable to either the Director or Deputy Director.

Bradford Community and Voluntary Service remains committed to the improvement and development of sound personnel management structures.

#### **Related parties**

BCVS is involved in a number of partnerships in order to fulfil its objects. Particularly close working relationships exist with the other four CVSs in the Bradford District (Bingley, Ilkley, Keighley and Shipley), with the Bradford Volunteer Centre and with West Yorkshire Community Accounting Service. The latter two organisations have dedicated places on their trustee boards for representatives chosen by BCVS.

Bradford CVS is also the sole member of Bradford Community Payroll and Accounts Ltd. (Reg. No. 3036613) and, in consequence, appoints the directors of that company.

#### **Risk**

A risk review continues to be an ongoing aspect of all project planning monitoring and quality assurance. Many of the procedures such as authorisation, monitoring, and reporting, staff vetting and appraisal, safety procedures for staff, property and clients, and adequate insurance cover, were already in place.

## **BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2007**

#### **OBJECTIVES AND ACTIVITIES**

The objects of the charity as defined by the memorandum of articles of association is 'to promote any charitable purposes for the benefit of the community in the City of Bradford and in particular the advancement of education, the protection of health and the relief of poverty, disease and sickness' through promoting, supporting and representing the interests of the voluntary sector in Bradford.

These broad objects are interpreted through the NACVS defined "core functions" of a CVS - development, support, liaison, representation and partnership.

#### **ACHIEVEMENTS AND PERFORMANCE**

While recognising the overlap between categories, it is useful to review the achievements of the Charity against the five core objectives of its work: Development & Support, Liaison & Representation and Partnership.

##### **Development & Support**

BCVS offers a range of support services, but these can broadly be divided in three: organisational development support, information and practical services.

*Organisational development* is carried out with a broad range of organisations and ranges from setting up of new groups to the winding up of existing services. Alongside existing development and training services, this year saw the beginning of two new services; Voluntary Organisations Support, employing two staff, and the Community Centres Support Project, employing another staff member. Impact this year of the new posts is limited, as the projects started in the last quarter. This increase in capacity will allow more, and more in-depth, work with groups in future.

*Information provision* varies from informal enquiry handling to formal provision of information through newsletters. We have introduced an weekly electronic digest of information this year, which is circulated to over four hundred organisations and individuals. We continue to provide our newsletter, Briefing Bradford, to member organisations and subscribers. Over 6,000 copies of Briefing Bradford are produced and circulated a year. Work continues on updating and expanding the information provided through our website ([www.bradfordcvs.org.uk](http://www.bradfordcvs.org.uk))

*Practical services* are primarily access to equipment, such as our high-volume photocopier, and to meeting and training room space. We plan to upgrade training facilities in the building during 2007-08.

##### **Liaison & Representation**

The essence of this work is to bring groups together to discuss issues and to ensure the viewpoints developed through this are communicated to relevant decision-makers. At a strategic level, we have worked extensively with the local Community Empowerment Network, Cnet, to align our representative work with others to form a more joined up picture. We have also continued the practical work of network support. This year we have supported two major networks of VCS organisations; Children and Young Peoples Network, which combines our early work with youth organisations with new work with children's organisations, and Healthnet, which involves organisations working in health and social care.

##### **Partnership**

While partnership can overlap with the representative role, it is in essence about the joint planning, design and delivery of services. We are involved in two distinct strands of partnership work; strategic and operational partnerships.

## **BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2007**

BCVS staff have played an active role in several of the district's multi-agency strategic partnerships, covering areas of Stronger Communities, youth and children's work and health and social care. We have strengthened our partnerships within the VCS, by working closely with other local infrastructure organisations, both within the district through the Bradford and District Infrastructure Support Organisations (ISO) group and at sub-regional level through the West Yorkshire Local Development Agencies (WYLDA) group .

Operationally, we have engaged in partnerships to develop services such as the Bfunded Project, Bdirect, and Bradford Infrastructure Support Organisations Network (BISON), a partnership of VCS infrastructure organisations which secured a commission from 1/4/07 to deliver services in Bradford District.

#### **Fundraising**

BCVS does not have a strategy for raising funds from the public. Our main work is funded by grants, commissions and contracts. During the year, we have actively sought new funds to carry out our objectives. In particular this year, we have obtained new funding for our development work in the form of the VOSO and Community Centre Support projects.

#### **FINANCIAL REVIEW**

The trustees consider that the financial performance of the charity has been much improved this year.

The Statement of Financial Activities for the charity (page 10) shows a net deficit for the year of £16,025, made up of a surplus of £8,493 on unrestricted funds and a deficit of £24,518 on restricted funds. Total funds at 31 March 2007 were £261,009, of which £217,081 were restricted.

Funds available are adequate to continue the ongoing work of the charity, however the organisation will continue to seek general unrestricted funds to further develop its infrastructure.

The management committee have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be equivalent to 3 months of the general running costs, which equates to approximately £45,000 in general funds. At 31<sup>st</sup> March 2007, the charity had only £39,490 in free reserves. However, this reflected a marked improvement during 2006-7 and indications are that this improvement will continue in 2007-8. The trustees continue to consider ways in which additional unrestricted funds can be raised.

#### **Principal Funding Sources**

The principal funding sources in this financial year was, as it has been for a number of years, Bradford Metropolitan District Council. Other significant funds came from Connexions, European Regional Development Fund and Neighbourhood Renewal Fund (via Bradford Council) and local Primary Care Trusts. Capacity Builders also provided significant funding this year, much of which was for onward transmission to partners, though some funding was retained for children and young people's work and training.

#### **PLANS FOR FUTURE PERIODS**

In 2007-08, much effort will be absorbed in adjusting to the new development work projects which started in the final quarter of 2006-07 and in adjusting to working within the BISON partnership.

## **BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2007**

#### **PLANS FOR FUTURE PERIODS (continued)**

The BASIS bid for training work, if successful, should provide new funding in the training area during the latter half of the year. The way in which running the Voluntary Services Centre is funded will need to be reviewed during the year, due to grant cuts, but we hope to raise additional funding to improve training and meeting facilities.

#### **AUDITORS**

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Ian Pickup & Co be re-appointed as auditors of the company will be put to the Annual General Meeting.

#### **STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial year and of the surplus or deficit of the company for that period.

In preparing those financial statements the trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking steps for the prevention and detection of fraud and other irregularities.

In the case of each of the persons who are directors and trustees at the time when the directors' report is approved:

- so far as the director is aware, there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the company's auditors are unaware, and
- each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This report has been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005) and was approved by the directors and trustees on **xx xxxxxxxxxxxx 2007** and signed on its behalf by:

A Clipsom  
Secretary

## **BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

We have audited the financial statements of Bradford Community and Voluntary Service for the year ended 31 March 2007, which comprise the primary statements such as the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of directors and trustees and auditors**

As described in the Statement of Responsibilities of the Directors and Trustees the directors and trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

We report to you as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information outside the report.

#### **Basis of opinion**

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

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

## **BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

(continued from page 8)

#### **Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of affairs of the charitable company and group as at 31 March 2007 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Directors' Report is consistent with the financial statements.

Ian Pickup & Co  
Chartered Accountants & Registered Auditors  
123 New Road Side  
Leeds  
LS18 4QD

xx xxxxxxxxxxxx 2007

## BRADFORD COMMUNITY AND VOLUNTARY SERVICE

### STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2007 – CHARITY ONLY

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2007	TOTAL FUNDS 2006
	£	£	£	£
<b>INCOMING RESOURCES</b>				
<b>Incoming resources from generated funds:</b>				
<b>Voluntary income:</b>				
Grants and donations	156,220	-	156,220	207,751
<b>Activities for generating funds:</b>				
Investment income	9,288	-	9,288	5,751
<b>Incoming resources from charitable activities</b>	<u>64,952</u>	<u>476,253</u>	<u>541,205</u>	<u>368,102</u>
Total incoming resources	<u>230,460</u>	<u>476,253</u>	<u>706,713</u>	<u>581,604</u>
<b>RESOURCES EXPENDED</b>				
<b>Charitable activities:</b>				
Core Activities	179,565	-	179,565	205,156
Funding Information	-	32,660	32,660	28,274
Health Team	-	74,690	74,690	42,462
Children & Young People's Activities	-	166,603	166,603	83,444
Training Division	-	104,732	104,732	27,104
Other Activities	-	122,086	122,086	41,949
<b>Governance costs</b>	<u>42,402</u>	<u>-</u>	<u>42,402</u>	<u>41,887</u>
Total resources expended	<u>221,967</u>	<u>500,771</u>	<u>722,738</u>	<u>470,276</u>
Net income/(expenditure) and net movement in funds for the year	8,493	(24,518)	(16,025)	111,328
Total funds at 1 April 2006	35,435	241,599	277,034	165,706
Total funds at 31 March 2007	43,928	217,081	261,009	277,034

The notes on pages 13 to 23 form part of these accounts.

There were no recognised gains and losses for 2007 and 2006 other than those included above.

## BRADFORD COMMUNITY AND VOLUNTARY SERVICE

### CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2007

	NOTE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2007	TOTAL FUNDS 2006
		£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
<b>Voluntary income:</b>					
Grants and donations	2				199,282
<b>Activities for generating funds:</b>					
Trading subsidiary					128,693
Investment income					21,591
<b>Incoming resources from charitable activities</b>	3				360,139
Total incoming resources					<u>709,705</u>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds:</b>					
Trading subsidiary operations					120,001
<b>Charitable activities:</b>					
Core Activities					123,093
Funding Information					28,274
Health Team					42,462
C & YP Team					83,444
Training Division					27,104
Other Activities					41,949
<b>Governance costs</b>					122,050
Total resources expended	4				<u>588,377</u>
Net income/(expenditure) and net movement in funds for the year	5				121,328
Total funds at 1 April 2006					178,706
Total funds at 31 March 2007	13				300,034

The notes on pages 13 to 23 form part of these accounts.

There were no recognised gains and losses for 2007 and 2006 other than those included above.

## BRADFORD COMMUNITY AND VOLUNTARY SERVICE

### CONSOLIDATED BALANCE SHEET AS AT 31 MARCH 2007

	NOTE	2007 £	GROUP 2006 £	2007 £	COMPANY 2006 £
<b>FIXED ASSETS</b>					
Tangible assets	9		17,717	5322	12,102
<b>CURRENT ASSETS</b>					
Stock			3,356	1,397	2,641
Debtors	10		162,724	117,789	175,282
Cash at bank and in hand			158,219	169,437	123,964
<b>CREDITORS: Amounts falling due within one year</b>	11		(36,497)	(32,075)	(31,470)
<b>NET CURRENT ASSETS</b>			287,802	256,548	270,417
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			305,519	261,870	282,519
<b>CREDITORS: Amounts falling due after more than one year</b>	12		(5,485)	(861)	(5,485)
<b>NET ASSETS</b>			300,034	261,009	277,034
<b>CAPITAL</b>					
Restricted funds	13		241,599	217,081	241,599
Unrestricted funds: charity	13		35,435	43,928	35,435
trading subsidiary	13		23,000	-	-
<b>TOTAL FUNDS</b>			300,034	261,009	277,034

These financial statements were approved by the board of trustees on **xx xxxxxxxx 2007** and signed on its behalf

S A Crowe  
Director and Trustee

A Taylor  
Director and Trustee

The notes on pages 13 to 23 form part of these accounts.

## BRADFORD COMMUNITY AND VOLUNTARY SERVICE

### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

## 1. ACCOUNTING POLICIES

### a) Basis of preparation of accounts

The financial statements are prepared under the historical cost convention and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing. The accounts have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities, issued in March 2005, applicable accounting standards and the Companies Act 1985.

### b) Basis of consolidation

The group financial statements consolidate the financial statements of the company and its wholly-owned subsidiary undertaking for the year to 31 March 2007. The results of the subsidiary for the year are included in the group income and expenditure account.

### c) 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.

- Voluntary income is received by way of donations and gifts and is included 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.
- Donated services and facilities are included at the value to the charity where this can be quantified.
- The value of services provided by volunteers is not included.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- Where income is received specifically for expenditure in a future accounting period that amount is deferred.

d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered :

- Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs incurred in the governance of the charity, including its management and administration costs and constitutional and statutory requirements.
- 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 to reflect the usage of the resource.

### e) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on all assets at an annual rate of 33.3% on a straight-line basis.

Items of furniture and equipment with a purchase price exceeding £1,000 are capitalised whether purchased from restricted or unrestricted funds. However, alterations or renovations to the Voluntary Services Centre are not capitalised because the building is not owned by the Charity.

## **BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

## **NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007**

### f) Stock

Stock consists of office consumables and cleaning materials and are stated at the lower of cost and net realisable value.

g) Unrestricted funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

h) Designated funds

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

i) Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

j) Pension costs

Contributions payable are charged to the income and expenditure account in the period to which they relate.

2. GRANTS AND DONATIONS

	Unrestricted funds	Restricted funds	2007 Total	2006 Total
	£	£	£	£
Donations	85	-	85	56,147
Commissioned payments receivable for core activities	104,135	-	104,135	103,135
Donated services and facilities	40,000	-	40,000	40,000
	<u>144,220</u>	<u>-</u>	<u>144,220</u>	<u>199,282</u>

Donated services and facilities relate to premises used by the charity. An equivalent amount is included within the cost of core activities (building and premises costs).

**BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2007**

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

Unrestricted funds	Restricted Funds	2007 Total	2006 Total
-----------------------	---------------------	---------------	---------------

	£	£	£	£
Bradford & Airedale teaching PCT: Health Network	-	44,894	44,894	-
Bradford MDC: Area Committees (VOSO's)	-	43,260	43,260	-
Bradford MDC: Black & Asian Health Development:	-	-	-	16,989
Bradford MDC: Business Planning Pilot	-	-	-	5,000
Bradford MDC: Children & Young Persons Strategic Partnership	-	45,000	45,000	15,000
Bradford MDC: Health Partnership	-	-	-	26,597
Bradford MDC: Training Division grant	-	29,000	29,000	12,750
Bradford Youth Service: Transforming Youth Work	-	-	-	48,000
Bradford Youth Service: (support for) Voluntary Youth Organisation Network	-	10,000	10,000	-
Bradford Youth Service: Transforming Youth Work PIF grant – "Forum Politik"	-	-	-	5,000
Bradford Youth Service: Voluntary Youth Sector Training Fund	-	32,241	32,241	1,250
Capacity Builders: Project grants (various)	-	21,235	21,235	-
Change-Up: Project grants (various)	-	44,473	44,473	58,057
Children's Workforce Development Council: Infrastructure Grant (PVI)	-	20,000	20,000	-
Connexions West Yorkshire: Voluntary Youth Organisation Network	-	20,000	20,000	27,350
Connexions: Former NSF groups	-	11,000	11,000	-
Connexions: PJ12 Funding (Personal Development Courses)	-	2,000	2,000	-
Connexions: Recharge Grant	-	5,050	5,050	-
Community Network: Health Network	-	-	-	7,655
Community Network: Tender	-	-	-	11,900
Community Network: Gypsies & Travellers	-	500	500	-
Community Network: Self-Help Health Directory	-	2,040	2,040	-
Community Network: (support for) Children & Young Persons VCS Network	-	10,000	10,000	-
Community Dev. Foundation: NSF Phase 2	-	-	-	8,400
European Regional Dev. Fund – Bfunded Phase Two	-	25,000	25,000	35,000
European Union : "Forum Politik" grants	-	14,320	14,320	-
Governance Hub: Project grants (various)	-	4,190	4,190	-
Neighbourhood Learning in Deprived Communities: Training grant	-	8,625	8,625	-
Regen '2000	-	8,360	8,360	-
Safer & Stronger Communities (SSC): Community Centre support	-	30,500	30,500	-
SSC: Bfunded Phase Three	-	12,148	12,148	-
SSC: Community Centre training	-	4,500	4,500	-
Voluntary Sector Child Care Network	-	-	-	1,500
Support Services	14,197	3,430	17,627	19,873
Total grants and contracts	<u>14,197</u>	<u>451,766</u>	<u>465,963</u>	<u>300,321</u>

Sale of services to community and voluntary organisations	21,110	24,486	45,596	37,836
Rental income	21,550	-	21,550	21,982
<b>Total incoming resources from charitable activities</b>	<b>56,857</b>	<b>476,252</b>	<b>533,109</b>	<b>360,139</b>

#### 4. TOTAL RESOURCES EXPENDED

	Basis of Allocation	Trading subsidiary	ActivitiesCore	Funding Information	Health Team	C & YP Team	Training Division	Other Activities	Governance Costs	2007Total	2006Total
		£	£	£	£	£	£	£	£	£	£
<i>Costs directly allocated to activities:</i>											
Staff & Related Costs	Direct		75,784	24,111	42,719	74,480	45,342	34,050	-	296,486	343,622
Building & Premises Costs	Direct		42,082	385	3,747	147	1,189	2,077	-	49,627	62,019
Supplies & Services	Direct		8,079	892	15,257	40,081	44,744	66,898	-	175,951	50,223
Transport & Travel Costs	Direct		479	118	977	568	423	390	-	2,955	1,634
Establishment Costs	Direct		-	-	-	-	-	1,795	7,397	9,192	8,496
Other Expenses	Direct		523	2,000	2,995	36,432	3,118	8,240	-	53,308	24,954
Depreciation Costs	Direct		-	-	-	-	-	-	-	-	2,292
<i>Support costs allocated to activities:</i>											
Admin & Mgt staff costs	Staff time		23,834	3,550	6,429	9,147	6,778	6,020	30,490	86,248	48,816
Building & premises costs	Usage		21,670	264	422	833	534	229	-	23,952	3,102
Supplies and services	Usage		8,068	946	1,516	2,888	1,840	1,656	-	16,914	35,776
Depreciation	Usage		7,663	-	-	442	-	-	-	8,105	7,443
<b>TOTALS</b>			<b>188,182</b>	<b>32,266</b>	<b>74,062</b>	<b>165,018</b>	<b>103,968</b>	<b>121,355</b>	<b>37,887</b>	<b>722,738</b>	<b>588,377</b>

"Charity only" figures filled-in to "Total,2007" column.

## BRADFORD COMMUNITY AND VOLUNTARY SERVICE

### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

#### Activities:

**Trading subsidiary operations** – the subsidiary company, Bradford Community Payroll and Accounts Limited, provides a comprehensive payroll service for some 430 VCS groups.

**Core Activities** – activities funded from the “main grant” from Bradford MDC, viz development & support to local groups, use of the Voluntary Services Centre to provide facilities such as meeting rooms, and an information/publications service including the publication nine times per year of the newsletter *Briefing Bradford*.

**Funding Information** – the “Bfunded” project, now in it’s third phase, funded by Safer & Stronger Communities, Bradford MDC and Fit 4 Funding.

**Health Team** – a group of two staff running a network of VCS health organisations across the Bradford District, providing development support, information and VCS representation. Funding is from the Healthy Communities Funding Team.

**Children & Young Persons Team** – a group of projects, involving three staff, acting as network support to organisations in the VCS working with children, young people and families. Most of the funding now comes from the Neighbourhood Renewal Fund via Bradford MDC.

**Training Division** – a team of two staff organising and providing an extensive range of subsidised training for VCS groups. Most of the funding now comes from Bradford MDC.

**Other Activities** – a number of minor projects, not involving dedicated staff. These include projects in the Change-Up and Capacity Builders programmes.

#### 5. NET INCOME/(EXPENDITURE) FOR THE YEAR

The net income for the year is stated after charging:

	2007 £	2006 £
Depreciation of owned tangible fixed assets	(Co.) 8,607	9,735
Auditors’ remuneration: audit	(Co.) 3,471	3,643
Grants payable (note 6)	(Co.) 18,470	10,324
	<hr/> 18,470	<hr/> 10,324

#### 6. GRANTS PAYABLE

The amount payable in the year comprises:

	2007 £	2006 £
Grants payable to institutions:		
- to increase and improve ICT skills in the voluntary and community sector	7,709	9,407
- to provide training	7,129	917
- to facilitate attendance at meetings	3,632	-
	<hr/> 18,470	<hr/> 10,324

### BRADFORD COMMUNITY AND VOLUNTARY SERVICE

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

#### 7. EMPLOYEES’ INFORMATION

	2007	2006
(Co. only)		£

Salaries and wages	330,925	353,944
Social security costs	30,435	26,314
Pension costs	4,836	6,202
	<u>366,196</u>	<u>386,460</u>

No employee earned £60,000 or more during the year. (2006: None).

The average monthly number of persons employed by the group during the year, calculated on the basis of full time equivalents, was as follows:

	2007	2006
	FTE	FTE
Management, development and support	2	2
Finance and support services	4	4
Information and library	2	2
Project staff	8	8
Trading subsidiary	5	5
Total	<u>21</u>	<u>21</u>

#### 8. TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

No travel and administrative expenses were reimbursed to the directors/trustees during the year (2006: £nil). None of the directors/trustees received any emoluments during the year (2006: nil).

#### 9. TANGIBLE FIXED ASSETS - GROUP

	Building repairs renovations £	Computer equipment £	Fixtures and equipment £	Total 2006 £
Cost or valuation:				
1 April 2006	3,793	3,626	45,491	52,910
Additions				
31 March 2007				
Depreciation:				
1 April 2006	3,793	3,626	27,774	35,193
Charge for the year				
31 March 2007				
Net book value				
31 March 2007:				
Net book value				
31 March 2006:	-	-	17,717	17,717

#### **BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

#### **NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007**

#### 9. TANGIBLE FIXED ASSETS - COMPANY

	Building repairs	Computer equipment	Fixtures and	Total 2007
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	renovations		equipment	
	£	£	£	£
Cost or valuation:				
1 April 2006	-	3,626	28,835	32,461
Additions	-	1,325	-	1,325
31 March 2007	<u>-</u>	<u>4,951</u>	<u>28,835</u>	<u>33,786</u>
Depreciation:				
1 April 2006	-	3,626	16,733	20,359
Charge for the year		442	7,663	8,105
31 March 2007	<u>-</u>	<u>4,068</u>	<u>24,396</u>	<u>28,464</u>
Net book value				
31 March 2007:	<u>-</u>	<u>883</u>	<u>4,439</u>	<u>5,322</u>
Net book value				
31 March 2006:	<u>-</u>	<u>-</u>	<u>12,102</u>	<u>12,102</u>

#### 10. DEBTORS: DUE WITHIN ONE YEAR

	GROUP		COMPANY	
	2007	2006	2007	2006
	£	£	£	£
Trade debtors		99,435	67,714	66,930
Prepayments and accrued income	3,300	3,064	3,300	3,064
Other debtors		60,225	39,775	59,622
Amount owed by group undertaking	<u>-</u>	<u>-</u>	<u>7,000</u>	<u>45,666</u>
		<u>162,724</u>	<u>117,789</u>	<u>175,282</u>

#### 11. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	GROUP		COMPANY	
	2007	2006	2007	2006
	£	£	£	£
Bank loan	4,044	3,440	4,044	3,440
Trade creditors		16,977	18,390	15,378
Taxation and social security costs		11,274	-	7,846
Other Creditors	4,641	4,641	4,641	4,641
Deferred income	<u>5,000</u>	<u>165</u>	<u>5,000</u>	<u>165</u>
		<u>36,497</u>	<u>32,075</u>	<u>31,470</u>

## BRADFORD COMMUNITY AND VOLUNTARY SERVICE

### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

#### 12. CREDITORS - AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

GROUP	COMPANY
-------	---------

	2007 £	2006 £	2007 £	2006 £
Bank loan – between 1 and 2 years	861	3,800	861	3,800
– between 2 and 5 years	-	1,685	-	1,685
	<u>861</u>	<u>5,485</u>	<u>861</u>	<u>5,485</u>

The bank loan is unsecured and repayable in 36 monthly instalments. Interest is payable at 4% per annum over the bank's base rate.

### 13. ANALYSIS OF FUNDS – GROUP & COMPANY

	Balance at 1 April 2006 £	Incoming resources £	Expenditure £	Transfers £	Balance at 31 March 2007 £
<b>Restricted Funds:</b>					
Anti-Racism Peer Education Programme	1,500	-	-	-	1500
Area Committees ("VOSO's")	-	43,260	(21,721)	-	21,539
BCVS Training Division (former JTB)	59,703	83,211	(104,732)	-	38,182
Bfunded Phase One	4,218	-	-	-	4,218
Bfunded Phase Two	2,012	25,300	(23,903)	-	3,409
Bfunded Phase Three	-	12,148	(8,757)	-	3,391
Black & Asian Health Development	10,357	-	-	(10,357)	-
BME Support (Change-Up)	553	8,922	(9475)	-	-
Capacity Builders	-	14,040	(23,464)	-	(9,424)
Childrens Fund Local Network	18,585	-	-	(18,585)	-
Children & Young Persons Team	-	123,050	(120,165)	73,494	76,379
Community Centre Support	-	30,500	(14,743)	-	15,757
District Infrastructure (Change-Up)	6,317	13,500	(10,332)	-	9,485
Forum Politik	6,471	14,320	(20,803)	-	(12)
Gypsies & Travellers (Cnet)	-	500	-	-	500
Health Network	-	48,374	(61,470)	15,398	2,302
Health Network (Cnet)	180	-	-	(180)	-
Health Partnership	4,861	-	-	(4,861)	-
ICT Project (Change-Up)	6,714	3987	(10,160)	-	541
Membership Development Project (Cnet)	2,223	-	(15)	-	2,208
Performance Hub (BME)	-	-	(117)	-	(117)
Premises Development (Change-Up)	8,418	10,924	(17,772)	-	1,570
Regen '2000	-	8,360	(14,287)	-	(5,927)
Self Care Directory	12,088	3,616	(13,220)	-	2,484
Transforming Youth Work	36,224	-	-	(36,224)	-
VCS Business Planning Pilot	5,000	-	-	-	5,000
Vol. Youth Sector Training Fund	37,490	32,241	(25,635)	-	44,096
Voluntary Youth Organisation Network (VYON)	18,685	-	-	(18,685)	-
<b>Total restricted Funds</b>	<u>241,599</u>	<u>476,253</u>	<u>(500,771)</u>	<u>-</u>	<u>217,081</u>
Unrestricted funds:					
Charity	35,435	210,364	(220,167)	18,296	43,928
Trading subsidiary	23,000	-	-	(18,296)	-
<b>Total unrestricted funds</b>	<u>58,435</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u>300,034</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

### 13. RESTRICTED FUNDS – GROUP & COMPANY (continued)

The purposes of the restricted funds are as follows:

**Anti-Racism Peer Education Programme** – monies provided by Bradford Youth Service from the Transforming Youth Work development fund for research into and development of a peer education approach by young people to address racism.

**Area Committees (“VOSO’s”)** – development and support services to voluntary organisations in Bradford North, South and West, funded through Bradford MDC Neighbourhood Support Services.

**BCVS Training Division** – organisation (and partial direct provision) of subsidised training to increase the capacity and effectiveness of VCS groups.

**Bfunded** – funding information, advice and support to VCS groups and social enterprises in the Bradford District. Funded through Safer and Stronger Communities, Bradford MDC and Fit 4 Funding.

**BME Support (Change-Up)** - the “Change-Up” programme was a block of government funding for 2005-6 designed to enhance the infra-structure of the voluntary sector. This particular project concentrated on the Black & Minority Ethnic sector, and came to an end during the year.

**Capacity Builders** - re-branded Change Up funding used for short-term projects with disadvantaged communities, including employment practice support and training. Much of the work was done by other organisations, and BCVS was simply a conduit for the funding, though some work was done by CVS project staff.

**Children & Young Persons Team** – the team facilitates support, information, representation and advocacy to organisations registered with the Children and young People’s VCS network, and provides admin support to the Children and Young People’s VCS Forum. The funding incorporates previous streams from VYON, Transforming Youth Work and the Children’s Fund Local Network.

**Community Centre Support** - a project to pull together and offer support, advice and training to community centres in Bradford District.

**District Infrastructure (Change-Up)** - funding to pull together a district consortium for voluntary sector development.

**Forum Politik** – an international youth participation project, extending over two years, 2005-7, and funded largely by the European Union. In addition to BCVS, Bradford Youth Service and Careers Bradford Ltd. were local partners.

**Gypsies & Travellers (Cnet)** – This funding was to support consultation with gypsy and traveller groups in the Bradford District.

**Health Network** - a network of VCS health organisations across the Bradford District, providing; development support, information and VCS representation. This project was funded by the previous Black and Asian Health Project, the Health Partnership Project and Health Network CNet monies.

**ICT Project (Change-Up)** - funding to increase and improve ICT skills in the voluntary and community sector.

**Membership Development Project (Cnet)** – a project of the Association of CV’s in Bradford district to increase membership of three CV’s in order to create improved networks for Cnet to link into.

**Performance Hub (BME)** – a partnership initiative with ABCD and COEMO, this project examined the support needs of BME frontline organisations in the Bradford district and the infrastructure support available to them.

**Premises Development (Change-Up)** – funding to support frontline organisations in obtaining and maintaining suitable physical bases from which to operate current and develop new services.

### **BRADFORD COMMUNITY AND VOLUNTARY SERVICE**

### **NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007**

### 13. RESTRICTED FUNDS – GROUP & COMPANY (continued)

**Regen '2000** – a project in Bradford 3 (postal district), which piloted organisational health checks with groups and produced the publication “ECHO” (Essential Checklist for a Healthy Organisation).

**Self Care Directory** – The directory of health and health-related VCS organisations across the Bradford district, completed during the year. Funding came from the former health directory project and the Strategic Health Improvement Partnership.

**VCS Business Planning Pilot** – Production of business planning packs for the Voluntary & Community Sector.

**Voluntary Youth Sector Training Fund** – a resource aimed at funding staff and volunteer training and development in the field of youth work.

#### 14. ANALYSIS OF NET ASSETS BY FUND - GROUP

	Tangible fixed assets £	Net current assets £	Liabilities > 1 year £	Total £
Restricted Funds				
Unrestricted Funds				
<b>Total</b>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>

#### 14. ANALYSIS OF NET ASSETS BY FUND – COMPANY

	Tangible fixed assets £	Net current assets £	Liabilities > 1 year £	Total £
Restricted Funds	884	216,197	-	217,081
Unrestricted Funds	4,438	40,351	(861)	43,928
<b>Total</b>	<u>5,322</u>	<u>256,548</u>	<u>(861)</u>	<u>261,009</u>

## BRADFORD COMMUNITY AND VOLUNTARY SERVICE

### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

#### 15. SUBSIDIARY COMPANY – BRADFORD COMMUNITY PAYROLL AND ACCOUNTS LIMITED

These consolidated accounts include the results of Bradford Community Payroll and Accounts Limited (company number 3036613), a company incorporated in England and Wales and limited by guarantee, its sole member being Bradford Community and Voluntary Service. The liability of the charity in the event of the Bradford Community Payroll and Accounts Limited being wound up is limited by a sum not exceeding £1. The principal activity of Bradford Community Payroll and Accounts Ltd is to provide services which support voluntary action, in particular payroll.

The trading results of the subsidiary company, as extracted from the audited accounts, are summarised below:

Subsidiary Company	2007 £	2006 £
Turnover		130,593
Operating expenses		(127,964)
Operating profit/(loss)		2,629
Investment income receivable		15,840
Net income for year		18,469
Gift Aid donation to BCVS	(12,000)	(8,469)
Retained income		10,000
Balance at 1 April 2006		13,000
Total funds balance at 31 March 2007		23,000

#### 16. COMMITMENTS

At 31 March 2007 the charity had no commitments under non-cancellable leases (2006: £nil).

#### 17. PENSIONS

The charity operates a defined contribution stakeholder pension scheme for core activities staff, with CIS General Insurance Ltd. At 31<sup>st</sup> March, 2007, 5 employees were members of the scheme. The charity also manages contributions to pension schemes for project management staff in respect of 3 (2006: 2) employees. These are accounted for on a defined contribution basis at 5% of gross salary.

The subsidiary company operates a defined contribution pension scheme.

Pension contributions payable for the year by the group were £xxxx (2006: £6,202) and contributions unpaid at 31 March 2007 were £nil (2006: £nil).

#### 18. SURPLUS OF PARENT COMPANY

(No surplus – ARP)