

Company registration number: 03867757

Charity registration number: 1079880

# Rushcliffe Community and Voluntary Service

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2018

# **Rushcliffe Community and Voluntary Service**

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# **Rushcliffe Community and Voluntary Service**

## **Reference and Administrative Details**

<b>Trustees</b>	Garry Bryant Paul Childs Philip Gronow Alan Harvey Jane Hawthorn Carol Hodgkinson Richard McCallum Michael Shorten Rebecca Woodcock (appointed 27 July 2017) John Gray (appointed 25 January 2018) Avril Bear (resigned 8 March 2018)
<b>Secretary</b>	Carolyn Perry
<b>Senior Management Team</b>	Chief Executive Officer, Carolyn Perry
<b>Principal Office</b>	The Pump House Abbey Road West Bridgford Nottingham NG2 5NE
<b>Company Registration Number</b>	03867757
<b>Charity Registration Number</b>	1079880
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus 7 Mansfield Road Nottingham NG1 3FB

# **Rushcliffe Community and Voluntary Service**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2018.

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

#### ***Nature of governing document***

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association adopted 28 October 1999 and most recently amended 22 October 2009. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

#### ***Recruitment and appointment of trustees***

The procedures to be observed are contained in the RCVS Memorandum and Articles of Association adopted on 22nd October 2009.

At each AGM one-third of trustees retire from office. The trustees retiring are decided according to length of service. The AGM elects trustees and honorary officers by vote through a show of hands or by proxy vote. Each member has one vote.

Trustees may be elected at the AGM:

- If recommended for re-election by the trustees;
- If nominated by a member of RCVS not less than 14 nor more than 35 clear days before the date of the meeting.

Trustees may appoint a person who is willing to act as a trustee but they must retire at the next AGM. The number of trustees will be not less than 6 and not more than 15. At RCVS the Board of Trustees is referred to as the Management Committee.

### **Objectives and activities**

#### ***Objects and aims***

The objects of the company shall be to promote any charitable purpose for the benefit of the community principally, but not exclusively for the local government district of Rushcliffe and in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness: and in the furtherance of said purpose, but not otherwise to promote and organise co-operation in the achievement of same and to that end to bring together representatives of the voluntary organisations and statutory authorities within the area of benefit.

Rushcliffe Community and Voluntary Service provides infrastructure support to voluntary and community organisations across the Borough of Rushcliffe and delivers a range of health and social welfare services. We work closely with partner organisations across all sectors.

# **Rushcliffe Community and Voluntary Service**

## **Trustees' Report**

### ***Public benefit***

As a local infrastructure organisation, Rushcliffe Community & Voluntary Service (RCVS) provides services to local voluntary organisations, community groups, charities, faith groups, and others who wish to promote, support or engage in local voluntary and community action, including volunteering. These services enable organisations and individuals to deliver better services to members of the public who live or work in Rushcliffe. Our role as an infrastructure organisation is to ensure that organisations benefit from the guidance and development support that they need in order to survive and thrive.

We achieve this by:

Helping to set up new organisations and services – filling gaps and meeting new needs;

Helping existing groups to develop their services and increase their impact by providing essential advice and training on funding, charitable and legal issues, quality standards, development plans and policies and procedures;

Providing the voluntary sector, our partners and the public with the information they need through our community database;

Keeping the sector up to date with regular news and information through our newsletter, website and social media;

Rushcliffe Volunteer Centre helps people find voluntary work to suit their interests and skills, acting as a broker between those that want to volunteer and organisations that need them;

Supporting older people to access services and support through our older people's projects;

Involving and engaging residents, patients and carers in health care planning.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Achievements and performance**

Like many charitable organisations in recent years, we continue to experience more reductions to our funding, and we work hard to ensure that resources are targeted effectively to ensure we deliver what the sector needs as efficiently as possible.

During the year RCVS has remained committed to delivering a wide range of high quality support services to local voluntary and community groups and organisations, including funding advice, supporting the development of new initiatives, governance, policy development and training.

Our Volunteer Centre had contact with 803 potential volunteers, all of whom were offered appropriate opportunities to suit their skills and interests. We have undertaken direct work with 17 volunteer involving organisations to help them implement good practice, and assisted with the development of 95 new volunteering opportunities. In addition, we facilitated a Volunteering Workshop on good practice in the recruitment of volunteers: Feedback from participants demonstrated that the workshop was valuable, and gave organisations the opportunity to share experiences and ideas. Feedback also informed RCVS and the Volunteer Centre of further assistance that groups required in the future.

We circulated 8 RCVS news bulletins to over 400 recipients, providing our readers with news, information, events and updates relevant to the voluntary sector and with a particular focus on information specific to Rushcliffe.

RCVS is active on social media posting articles on Facebook, Twitter and LinkedIn. Social media is an important channel to ensure that our information reaches the people who need it or who could benefit from it. Additionally, visits to our website have increased significantly since we've improved our social media presence.

## **Rushcliffe Community and Voluntary Service**

### **Trustees' Report**

We continued to provide much needed services to meet the needs of older people through the Rushcliffe Befriends and our Rushcliffe & Gedling Voluntary Transport Scheme. Our Voluntary Transport Scheme continued to provide this vital service to over 400 registered passengers. 85 volunteer drivers support the scheme.

Working with Nottingham North & East Clinical Commissioning Group, our Respiratory Wellbeing Service, 'Take a Breather', provided a much valued weekly community-based wellbeing service for people with COPD and other severe respiratory conditions. The meetings were designed not only to be a sociable space for people experiencing similar conditions to socialise and receive support from each other, but also for clinicians to enhance their practice by seeing patients concurrently and cost effectively. This service continued until October 2017.

We worked alongside our colleagues at NHS Rushcliffe Clinical Commissioning Group (CCG) to involve and engage patients, carers and the general public in the work of NHS Rushcliffe CCG. Rushcliffe CVS facilitate a range of Patient Forums including the Cancer & Diabetes Forums, the Mental Health & Well Being Partnership, Carers and Learning Disability Forums.

RCVS continued as a partner in a national programme supporting the Empowering People & Communities programme led by NHS England. This led to the development of a Social Prescribing model for Rushcliffe, Let's Live Well in Rushcliffe (LLWiR). As a key partner in the co-production of the model, RCVS is leading on the development of volunteering within the pilot service. Working with a variety of cross sector partners we will co-produce and embed volunteering into LLWiR.

For more information see our Annual Report.

#### **Financial review**

The unrestricted funds show a deficit of £29,443 over the past year. This was anticipated and is the result of income reductions (primarily grant aid) and some increased operating costs. Staff costs have been reduced significantly during the year but most of these did not come into effect until late on in the financial year. The picture for the next year is better with a reduced cost base and some short term additional income but beyond that the position will become difficult again. Sustainable income generation is the priority, which will involve a combination of paid-for services and new externally funded projects and this is underway.

#### ***Policy on reserves***

The Trustees have agreed that adequate reserves should be maintained to cover potential closure (redundancy) costs, development, IT replacement, general variations in income generation and cash flow; this amounts to £80,000. For the time being all other unrestricted reserves will be ring fenced to address short term deficits and develop initiatives to improve longer term sustainability. Total unrestricted free reserves are £154,986.

#### ***Principal risks and uncertainties***

The main risk is the forecast deficit in the financial year 2019/20 and beyond. There are no known immediate risks.

# **Rushcliffe Community and Voluntary Service**

## **Trustees' Report**

### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors of Rushcliffe Community and Voluntary Service for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

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

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

The annual report was approved by the trustees of the charity on 26 July 2018 and signed on its behalf by:

.....  
Richard McCallum  
Trustee

## **Rushcliffe Community and Voluntary Service**

### **Independent Examiner's Report to the trustees of Rushcliffe Community and Voluntary Service**

#### **Independent examiner's report to the trustees of Rushcliffe Community and Voluntary Service ('the Company')**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2018.

#### **Responsibilities and basis of report**

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....  
John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

7 Mansfield Road  
Nottingham  
NG1 3FB

Date:.....



## Rushcliffe Community and Voluntary Service

### Statement of Financial Activities for the Year Ended 31 March 2018 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	67,327	-	67,327	126,356
Charitable activities	3	2,297	119,021	121,318	148,598
Investment income	5	2,203	-	2,203	2,739
<b>Total Income</b>		<u>71,827</u>	<u>119,021</u>	<u>190,848</u>	<u>277,693</u>
<b>Expenditure on:</b>					
Charitable activities	6	<u>(101,270)</u>	<u>(122,096)</u>	<u>(223,366)</u>	<u>(274,036)</u>
<b>Total Expenditure</b>		<u>(101,270)</u>	<u>(122,096)</u>	<u>(223,366)</u>	<u>(274,036)</u>
Net (expenditure)/income		<u>(29,443)</u>	<u>(3,075)</u>	<u>(32,518)</u>	<u>3,657</u>
Net movement in funds		(29,443)	(3,075)	(32,518)	3,657
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>186,129</u>	<u>37,075</u>	<u>223,204</u>	<u>219,547</u>
Total funds carried forward	16	<u><u>156,686</u></u>	<u><u>34,000</u></u>	<u><u>190,686</u></u>	<u><u>223,204</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 16.

## Rushcliffe Community and Voluntary Service

### Statement of Financial Activities for the Year Ended 31 March 2018 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the **previous accounting period** and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	126,356	-	126,356
Charitable activities	3	2,433	146,165	148,598
Investment income	5	2,739	-	2,739
Total Income		<u>131,528</u>	<u>146,165</u>	<u>277,693</u>
<b>Expenditure on:</b>				
Charitable activities	6	<u>(152,683)</u>	<u>(121,353)</u>	<u>(274,036)</u>
Total Expenditure		<u>(152,683)</u>	<u>(121,353)</u>	<u>(274,036)</u>
Net (expenditure)/income		(21,155)	24,812	3,657
Transfers between funds		<u>132</u>	<u>(132)</u>	-
Net movement in funds		(21,023)	24,680	3,657
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>207,152</u>	<u>12,395</u>	<u>219,547</u>
Total funds carried forward	16	<u><u>186,129</u></u>	<u><u>37,075</u></u>	<u><u>223,204</u></u>

## Rushcliffe Community and Voluntary Service

(Registration number: 03867757)  
Balance Sheet as at 31 March 2018

	Note	2018 £	2017 £
<b>Fixed assets</b>			
Tangible assets	12	1,700	499
<b>Current assets</b>			
Debtors	13	14,168	644
Cash at bank and in hand		<u>231,461</u>	<u>240,246</u>
		245,629	240,890
<b>Creditors: Amounts falling due within one year</b>	14	<u>(56,643)</u>	<u>(18,185)</u>
<b>Net current assets</b>		<u>188,986</u>	<u>222,705</u>
<b>Net assets</b>		<u>190,686</u>	<u>223,204</u>
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		34,000	37,075
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>156,686</u>	<u>186,129</u>
<b>Total funds</b>	16	<u>190,686</u>	<u>223,204</u>

For the financial year ending 31 March 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 7 to 19 were approved by the trustees, and authorised for issue on 26 July 2018 and signed on their behalf by:

.....  
Michael Shorten  
Trustee

# **Rushcliffe Community and Voluntary Service**

## **Notes to the Financial Statements for the Year Ended 31 March 2018**

### **1 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### **Basis of preparation**

Rushcliffe Community and Voluntary Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

#### **Exemption from preparing a cash flow statement**

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

## **Rushcliffe Community and Voluntary Service**

### **Notes to the Financial Statements for the Year Ended 31 March 2018**

#### ***Gift aid***

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Charitable activities***

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

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
General equipment	25.0% straight line
IT equipment	33.3% straight line

## **Rushcliffe Community and Voluntary Service**

### **Notes to the Financial Statements for the Year Ended 31 March 2018**

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 2 Income from donations and legacies

	Unrestricted Designated funds £	Unrestricted General funds £	Total 2018 £	Total 2017 £
Grants, including capital grants;				
Government grants	26,775	-	26,775	89,645
Grants from companies	40,547	-	40,547	35,685
Other income from donations and legacies	-	5	5	1,026
	<u>67,322</u>	<u>5</u>	<u>67,327</u>	<u>126,356</u>

#### 3 Income from charitable activities

	Unrestricted Designated funds £	Unrestricted General funds £	Restricted funds £	Total 2018 £	Total 2017 £
Grants	-	-	97,817	97,817	127,514
Sales & fees	2,047	250	21,204	23,501	21,084
	<u>2,047</u>	<u>250</u>	<u>119,021</u>	<u>121,318</u>	<u>148,598</u>

#### 4 Grants & donations

	Designated funds £	General funds £	Restricted funds £	Total £
The Big Lottery Fund	-	-	50,827	50,827
Notts County Council	-	-	33,380	33,380
Rushcliffe Borough Council	11,250	-	-	11,250
Rushcliffe CCG	15,525	-	-	15,525
Prison Advice and Care Trust	35,684	-	-	35,684
NHS Nottingham North & East CCG	-	-	12,500	12,500
Santander Discovery Project	4,863	-	-	4,863
Sundry donations	-	5	1,110	1,115
	<u>67,322</u>	<u>5</u>	<u>97,817</u>	<u>165,144</u>

#### 5 Investment income

	Unrestricted General funds £	Total 2018 £	Total 2017 £
Interest receivable and similar income;			
Interest receivable on bank deposits	2,203	2,203	2,739
	<u>2,203</u>	<u>2,203</u>	<u>2,739</u>

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 6 Expenditure on charitable activities

	Unrestricted funds		Restricted funds £	Total 2018 £	Total 2017 £
	Designated £	General £			
Equipment, repairs & renewals	-	4,016	4,453	8,469	6,537
Insurance	336	1,651	-	1,987	1,965
Marketing & promotions	155	-	207	362	1,554
Postage	50	301	1,304	1,655	1,672
Printing & photocopying	50	22	802	874	1,131
Professional fees	-	2,866	3,669	6,535	22,137
Publications & subscriptions	-	352	328	680	648
Recruitment	98	-	-	98	1,906
Rent & premises maintenance	-	14,399	79	14,478	12,773
Room hire & events	120	229	1,601	1,950	2,461
Salaries, NIC & pensions	50,197	52,266	73,077	175,540	210,105
Staff expenses	107	200	548	855	1,379
Staff training	-	120	-	120	225
Stationery & office supplies	14	6	613	633	1,349
Tea bar supplies	1,468	-	-	1,468	1,548
Telephone	50	252	1,175	1,477	1,413
Volunteer expenses	1,122	-	3,620	4,742	4,986
Management costs	15,312	(45,932)	30,620	-	-
Depreciation	-	1,349	-	1,349	166
Bank charges	-	94	-	94	81
	<u>69,079</u>	<u>32,191</u>	<u>122,096</u>	<u>223,366</u>	<u>274,036</u>

#### 7 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2018 £	2017 £
Depreciation of fixed assets	<u>1,349</u>	<u>166</u>



## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 8 Trustees remuneration and expenses

During the period, one Trustee was a volunteer driver, no expenses were reimbursed. The trustee retained the fees paid by the passengers (45p a mile).

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 9 Staff costs

The aggregate payroll costs were as follows:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	157,923	191,828
Social security costs	9,067	11,092
Pension costs	8,550	7,185
	<u>175,540</u>	<u>210,105</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	<b>2018</b>	<b>2017</b>
	<b>No</b>	<b>No</b>
Average number of employees	<u>16</u>	<u>16</u>

11 (2017 - 11) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £8,550 (2017 - £7,185).

During the year, the charity made redundancy and/or termination payments which totalled £4,552 (2017 - £Nil).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £31,685 (2017 - £32,778).

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 10 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2018 £	2017 £
Independent examination	1,000	1,000
Other financial services	200	-
	1,200	1,000

#### 11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 12 Tangible fixed assets

	General equipment £	IT equipment £	Total £
<b>Cost</b>			
At 1 April 2017	4,777	11,204	15,981
Additions	-	2,550	2,550
Disposals	(1,557)	-	(1,557)
At 31 March 2018	3,220	13,754	16,974
<b>Depreciation</b>			
At 1 April 2017	4,278	11,204	15,482
Charge for the year	499	850	1,349
Eliminated on disposals	(1,557)	-	(1,557)
At 31 March 2018	3,220	12,054	15,274
<b>Net book value</b>			
At 31 March 2018	-	1,700	1,700
At 31 March 2017	499	-	499

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 13 Debtors

	2018 £	2017 £
Trade debtors	9,555	-
Prepayments	1,056	644
Accrued income	1,398	-
Other debtors	2,159	-
	<u>14,168</u>	<u>644</u>

#### 14 Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	999	-
Other creditors	45,019	6,964
Deferred income	10,625	11,221
	<u>56,643</u>	<u>18,185</u>

#### 15 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each member is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 16 Funds

	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2018 £
<b>Unrestricted funds</b>					
<i>General</i>					
General	171,570	2,458	(32,191)	2,612	144,449
<i>Designated</i>					
Whatton Prison	8,000	37,731	(35,119)	(2,612)	8,000
Volunteer Centre	3,750	16,113	(17,135)	-	2,728
Health	2,809	15,525	(16,825)	-	1,509
	<u>14,559</u>	<u>69,369</u>	<u>(69,079)</u>	<u>(2,612)</u>	<u>12,237</u>
<b>Total Unrestricted funds</b>	<u>186,129</u>	<u>71,827</u>	<u>(101,270)</u>	<u>-</u>	<u>156,686</u>
<b>Restricted funds</b>					
Transport scheme	4,610	26,980	(25,919)	-	5,671
Gedling Transport scheme	1,536	28,714	(27,272)	-	2,978
Rushcliffe Befriends	21,446	50,827	(46,922)	-	25,351
Building Capabilities	5,805	-	(5,805)	-	-
Ripple	3,678	12,500	(16,178)	-	-
	<u>37,075</u>	<u>119,021</u>	<u>(122,096)</u>	<u>-</u>	<u>34,000</u>
<b>Total restricted funds</b>	<u>37,075</u>	<u>119,021</u>	<u>(122,096)</u>	<u>-</u>	<u>34,000</u>
<b>Total funds</b>	<u>223,204</u>	<u>190,848</u>	<u>(223,366)</u>	<u>-</u>	<u>190,686</u>

The specific purposes for which the funds are to be applied are as follows:

The Building Capabilities is aimed at building the organisation's capability. This fund has helped us achieve our aim to improve organisational and service management with a greater ability to forward plan and achieve sustainability and to work more effectively or in new ways.

The Transport and Gedling Transport Scheme provides a responsive, accessible and flexible service to enable people to live independently, participate in their community and to access social activities, health appointments, shopping, education and other services.

The Ripple project provided a weekly community-based respiratory wellbeing service based in Arnold, for people with COPD and other severe respiratory conditions.

The Rushcliffe Befriends fund is funding received from The Big Lottery and the fund supports Rushcliffe residents over 50 who are isolated, lack confidence and find it difficult to get out and about by matching them with a carefully chosen volunteer befriender, also aged 50+ and living in Rushcliffe. A befriender visits a person in their home, provides company and supports them to participate in activities of their choice until they can continue independently. The project aims to help tackle loneliness and to improve confidence and well-being through providing company, conversation and information.

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2018

	Balance at 1 April 2016 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2017 £
<b>Unrestricted funds</b>					
<i>General</i>					
General	194,152	67,466	(91,847)	1,799	171,570
<i>Designated</i>					
Whatton Prison	8,000	37,862	(35,956)	(1,906)	8,000
First contact	5,000	26,200	(24,880)	(6,320)	-
Volunteer Centre	-	-	-	3,750	3,750
Health	-	-	-	2,809	2,809
	<u>13,000</u>	<u>64,062</u>	<u>(60,836)</u>	<u>(1,667)</u>	<u>14,559</u>
<b>Total unrestricted funds</b>	<u>207,152</u>	<u>131,528</u>	<u>(152,683)</u>	<u>132</u>	<u>186,129</u>
<b>Restricted funds</b>					
Minding the gaps	132	-	-	(132)	-
Transport scheme	6,918	29,113	(31,421)	-	4,610
Gedling Transport scheme	420	28,964	(27,848)	-	1,536
Rushcliffe Befriends	4,925	60,388	(43,867)	-	21,446
Building Capabilities	-	15,000	(9,195)	-	5,805
Ripple	-	12,700	(9,022)	-	3,678
	<u>12,395</u>	<u>146,165</u>	<u>(121,353)</u>	<u>(132)</u>	<u>37,075</u>
<b>Total restricted funds</b>	<u>12,395</u>	<u>146,165</u>	<u>(121,353)</u>	<u>(132)</u>	<u>37,075</u>
<b>Total funds</b>	<u>219,547</u>	<u>277,693</u>	<u>(274,036)</u>	<u>-</u>	<u>223,204</u>

#### 17 Analysis of net assets between funds

	Unrestricted funds		Restricted funds £	Total funds £
	General £	Designated £		
Tangible fixed assets	1,700	-	-	1,700
Current assets	160,934	24,483	60,212	245,629
Current liabilities	<u>(18,185)</u>	<u>(12,246)</u>	<u>(26,212)</u>	<u>(56,643)</u>
Total net assets	<u>144,449</u>	<u>12,237</u>	<u>34,000</u>	<u>190,686</u>

#### 18 Related party transactions

There were no related party transactions in the year.