

**Staffordshire Moorlands Community
and Voluntary Services
(Company limited by guarantee)**

Trustees' report and financial statements

for the year ended 31 March 2009

Registered number 3875010

Registered Charity No. 1079126

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Staffordshire Moorlands Community and Voluntary Services

Trustees' report and financial statements for the year ended 31 March 2009

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Staffordshire Moorlands Community and Voluntary Services

Trustees' report for the year ended 31 March 2009

The trustees present their report and the audited financial statements for the year ended 31 March 2009.

Reference and Administrative Information

Charity name: Staffordshire Moorlands Community and Voluntary Services

Charity registration number: 1079126

Company registration number: 3875010

Registered office and operational address: Bank House
20 St Edward Street
Leek
Staffordshire
ST13 5DS

Trustees

The trustees who held office during the year are as follows:-

Mr HA Edwards	(Treasurer and Chair)	Mrs B Hughes	
Mrs C Bailey		Mrs D Casewell	(Vice chair from 20 May 2008)
Mrs HM Wainwright		Mr M Chadwick	
Mr K Hulme		Mrs M Wiskin	
Mrs J Levitt		Mrs J Pointon	
Mr PD Mann		Mr G Preston	
Mr J Davies		Mr J Povey	
Mr PH Warrillow	(resigned 19 August 2008)	Mrs K Maryon	(appointed 19 August 2008)
Mrs EC Turner	(resigned 9 September 2008)	Mrs L Williams	(appointed 9 September 2008)
Mr RA Ward	(resigned 19 August 2008)	Mr T Siggers	(appointed 9 September 2008)
Mr RC Duncalf	(resigned 8 October 2008)		

Senior management team

Ms J Norman	Chief Officer
Mrs C Rodgers	Deputy Chief Officer
Mr M Beardmore	Rural Access Manager
Mr A Boys	Community Development Manager

Auditors

Fearn's Marriott Ltd, Ford House, Market Street, Leek, Staffordshire, ST13 6JA

Bankers

Lloyds TSB Bank Plc, Smithfield, Leek, Staffordshire, ST13 5JW
CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

Solicitors

Kent, Jones and Done, Churchill House, Regent Road, Hanley, Stoke on Trent, Staffordshire

Staffordshire Moorlands Community and Voluntary Services

Trustees' report for the year ended 31 March 2009 (continued)

Structure, Governance and Management

Governing document

The organisation was reregistered as a charity on 27 January 2000 and is a company limited by guarantee incorporated on 1 April 2000. In the event of the company being wound up, each member may be liable to contribute a sum not exceeding £10 while he or she is a current member or within one year afterwards. The charity is constituted and was governed during the year by its Memorandum and Articles of Association as agreed on 21 June 2005.

Recruitment and appointment of trustees

Trustees (who are also directors of the company under company law) are elected at the Annual General Meeting and are subject to retirement by rotation. The trustees appoint from within their members the honorary officers who are not subject to retirement by rotation but retire after three years and are eligible for re-appointment. The Trustees may co-opt up to five persons to serve for a period specified not exceeding three years, who may again be co-opted at the end of such a period. The district and town councils appoint representatives to the Board.

Trustee induction and training

Any new trustees are given an introduction to the CVS by the Chief Officer which includes a briefing on the range of services provided and a tour of Bank House to meet staff. Each trustee is given a handbook which includes copies of current policies and they also receive copies of relevant Charity Commission publications on the role and responsibilities of trustees. At least once a year an "away day" involving all staff and trustees is organised to consider the development of policies and/or services. Also, the Chief Officer provides briefings on relevant national, regional and local developments through her reports to each Management Sub-Committee and Board meeting.

Risk management

The management sub-committee considers risk management every six months and systems are in place to identify and mitigate the major risks to which the charity may be exposed.

Organisational structure

The charity is managed by a Board of Trustees in accordance with its Memorandum and Articles of Association. The Board of Trustees meet at least four times in each calendar year.

The Board of Trustees may appoint sub-committees which report promptly to the Board of Trustees. During the year the Management Sub-Committee continued to make various financial and managerial decisions on behalf of the Board of Trustees.

Relationships with other charities and partnerships

Working in partnership with organisations in both the voluntary and community sector and the public sector is a strong element in all of the work of the CVS. The two main overarching partnerships during the year were the Staffordshire Moorlands Local Strategic Partnership (LSP) and the Staffordshire and Stoke-on-Trent Consortium of Infrastructure Organisations (SCIO). There were also close working partnerships for service delivery notably with Newcastle CVS on the health link project and on volunteering; the Peak District National Park Authority on the Village Agent Project/ Peak District Community Planning; with Cheadle and District Homelink on Cheadle voluntary car service and with Age Concern North Staffordshire and Biddulph Citizens Advice Bureau for Biddulph Voluntary Action.

Staffordshire Moorlands Community and Voluntary Services

Trustees' report for the year ended 31 March 2009 (continued)

Objectives and Activities

Principal activities

The principal activity of the company is to provide a professional, accessible and effective service to the voluntary and community sector across Staffordshire Moorlands. Delivering and enabling services for the community by the community to improve the quality of life for all.

Charitable objectives

The aims of the charity are to promote any charitable purpose for the benefit of the community in Staffordshire, Derbyshire, East and West Midlands with particular reference to the local government district of the Staffordshire Moorlands District Council, and in particular the advancement of education, the furtherance of health, social and community care and improvement of the environment, and the relief of social, financial and physical disadvantage or hardship.

Policies to further our objectives

The method of achieving the above objectives is to establish a professionally organised and promoted charity to:

- provide support to individual voluntary and community organisations to achieve their own objectives and to enhance the effectiveness of the voluntary and community sector as a whole, by providing support services such as information, advice, training and by facilitating capacity building
- identify needs and gaps in provision, relevant to the charitable objectives, develop initiatives and, where appropriate, deliver services to meet these needs
- facilitate communication between the voluntary and community sector and the statutory and private sectors, and encourage a better understanding of the voluntary and community sector
- enable local residents and community groups, through neighbourhood / community forums and other means, to put forward their views and ideas on local issues and also on local, national or regional policies that affect them
- work with the statutory and private sectors, primarily through the Staffordshire Moorlands Local Strategic Partnership, in order to influence the shape and delivery of local services

Volunteers

The trustees are grateful for the considerable amount of time and effort put in by its band of volunteers without whose valuable support the funds available for the charitable objectives would be greatly reduced.

Achievements and Performance

2008/09 was a year characterised by investment aimed at improving the efficiency and effectiveness of services in the long term. The roof at Bank House was fully refurbished at a cost of £44,446. A new computer maintenance contract was set up in the autumn and the server upgraded. Also the telephone provider was changed and a digital system installed. Utility bills were high during the year, primarily due to severely cold weather during the winter, but new tariffs had been negotiated by the end of the year to help reduce costs. The main bank account for the CVS was moved from Lloyds TSB to CAF Bank which resulted in the end of bank charges and a new insurance company took on the main CVS insurance with significant savings. SNAP software was purchased to improve CVS ability to undertake questionnaires and started to attract new income. Alongside these acquisitions was significant investment in staff training including 2 officers completing registration for SFEDI which is the nationally recognised qualification for business advisors.

Other examples of investment relate to Community Transport. A "new" second hand minibus was acquired in April 2008 and in November 2008 Leek Stroke Club transferred its minibus to the CVS, payment being made in the form of 9 months free travel on the minibus.

Staffordshire Moorlands Community and Voluntary Services

Trustees' report for the year ended 31 March 2009 (continued)

Achievements and Performance (continued)

The year had started with an identified deficit in 2 budgets – the CRB Disclosure Service and the Staffordshire Moorlands Volunteer Centre – of £11,957 and £26,000 respectively, requiring the services to be underwritten by the core budget. In the event after a lot of hard work these were reduced to £9,589 and £14,302 by the end of the year but other budgets fell into deficit, namely Grants Support, the Gardening service (which ended during the year), and the Building Fund (a deficit of £3,313 due to the high cost of the roofing work). A total of £29,037 had to be met from the core budget and this has reduced the CVS reserves.

Financial Review

The financial position is disclosed in the attached accounts which comply with the statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

Most projects operated within their budgets for the year ended 31 March 2009. The balances shown as carried forward for each project represent funds to be utilised in the next financial year.

Principal funding sources

The main funders of CVS activity during the year, excluding funding provided for grant schemes that were then paid out, (in order, with the one giving most funding first) were Staffordshire County Council; Staffordshire Moorlands District Council; North Staffordshire Primary Care Trust; and Advantage West Midlands (for the Rural Access to Services Partnership which was paid through the County Council). Most of the funding was provided for specific service delivery (under service level agreements) although this does help finance core activity by contributing to overheads such as accommodation and management cost. The two local authorities were the only funders who supported core CVS costs.

Investment policy

The Board of Trustees have the power to invest the monies of the charity not immediately required for its objects in or upon such investment, security or property as may be determined from time to time.

Reserves policy

The charity's Financial Policy Statement incorporates the charity's policy on reserves which are represented by the net current assets held in unrestricted funds. As at 31 March 2009, these amounted to £71,895. The charity aims to build up and maintain reserves to the equivalent of 9 months running costs of its core budget. Based on the 2009/2010 budget, the reserves would cover little more than 4 months running costs of the core budget. (This is a reduction from the previous year when reserves were £102,064 and would have covered almost 6 months of core running costs.)

Grant making policy

All of the grant schemes managed by the CVS during the year were subject to decision by independent grant panels.

Staffordshire Moorlands Community and Voluntary Services

Trustees' report for the year ended 31 March 2009 (continued)

Plans for Future Periods

The aim during 2009/2010 and beyond is to generate more income from a variety of sources. This includes continuing to negotiate robust service level agreements with statutory partners as well as developing opportunities for one-off contracts such as on community surveys using SNAP and other consultancy services. It will also mean introducing some charges to voluntary and community groups for in-depth support such as complex grant applications and business planning.

A key aspect of income generation will be further enhancing those areas in which SMCVS specializes. For example, this includes rural community development and rural access/ transport. Significantly it also includes volunteering. During 2009/2010 SMCVS will not only be continuing to run the Newcastle Volunteer Centre but will take on the Stoke Volunteer Centre and will aim to merge the 3 centres into one North Staffordshire Volunteer Centre with the help of BASIS funding from The Big Lottery.

SMCVS will continue to be an active member of the Staffordshire and Stoke-on-Trent Consortium of Infrastructure Organisations (SCIO) which provides opportunities for collaboration (as in volunteering), for greater policy influence (e.g. through the Staffordshire Local Area Agreement), and for the more effective delivery of services. An important SCIO improvement has been the establishment of the SCIO web portal – www.communitiestogether.org.uk – which offers a management information tool for SCIO members. During 2009/2010 the aim will be to make maximum use of the SCIO web data base and this will be linked to initiatives to encourage more voluntary and community groups in the Moorlands to become members of SMCVS.

Office accommodation presents a future challenge for SMCVS. The lease of a shop in Sheepmarket, Leek comes to an end in May 2010. In order to meet the requirements of the Disability Discrimination Act and provide an effective working environment for all staff either the Sheepmarket shop needs to be replaced to provide additional accommodation to the main office base in Bank House or a single site for the whole organisation needs to be found.

Another change for SMCVS will be handing over the management of Haregate Community Centre to the Community Interest Company (CIC) that was set up last year. During 2009/2010 the aim is to support the CIC to develop robust business and action plans and to negotiate a management/ lease arrangement with Staffordshire Moorlands District Council.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The trustees are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources for that period. In preparing these financial statements, the trustees are required to:

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

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

Staffordshire Moorlands Community and Voluntary Services

Trustees' report for the year ended 31 March 2009 (continued)

Statement of Trustees' Responsibilities (continued)

Detailed annual report

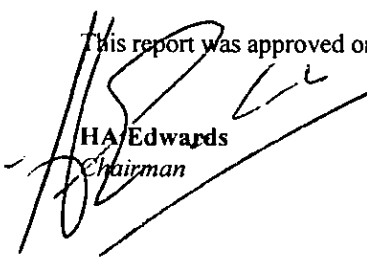
A more detailed account of the activities of the charity for the year can be found in the Annual Report which is to be distributed to all members.

This report is prepared in accordance with the Statement of Recommended Practice : Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985.

This report was approved on

21 July

2009 and signed on behalf of the Board by


HA Edwards
Chairman

Bank House
20 St Edward Street
Leek
Staffordshire
ST13 5DS

Staffordshire Moorlands Community and Voluntary Services

Independent Auditors' report to the Trustees of Staffordshire Moorlands Community and Voluntary Services

The report is issued in respect of an audit carried out under section 43 of the Charities Act 1993 as amended.

We have audited the financial statements of Staffordshire Moorlands Community and Voluntary Services for the year ended 31 March 2009 which comprise the Statement of Financial Activities (including the Income and Expenditure Account), the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with section 43 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the charity's trustees 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 Charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the charity's financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

The trustees have elected for the financial statements not be audited in accordance with the Companies Act 1985. Accordingly, we have been appointed as auditors under section 43 of the Charities Act 1993 as amended and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and statutory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the relevant financial reporting framework and are properly prepared in accordance with the Companies Act 1985.

In addition we report to you if, in our opinion, the charity has not kept sufficient accounting records or if the statement of accounts does not accord with those records or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit 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.

Opinion

In our opinion:

- the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and;
- the financial statements have been properly prepared in accordance with the Companies Act 1985.

Fearn's Marriott Ltd
Chartered Accountants
Registered Auditors

Fearn's Marriott Ltd

21/07/2009

Ford House
Market Street
Leek
Staffordshire
ST13 6JA

Staffordshire Moorlands Community and Voluntary Services

Statement of Financial Activities (including the Income and Expenditure Account)

Year ended 31 March 2009

	Note	Unrestricted Funds General Funds £	Designated Funds £	Restricted Funds £	Total 2008/2009 £	Total 2007/2008 £
Incoming resources						
Incoming resources from generated funds:						
<i>Voluntary income:</i>						
Donations		-	-	1,654	1,654	242
<i>Investment income:</i>						
Bank interest receivable		3,421	-	-	3,421	7,007
Building society interest receivable		18,550	-	-	18,550	13,671
Incoming resources from charitable activities:						
Grants and contracts		40,739	8,000	426,363	475,102	513,338
Grants for distribution		-	-	67,687	67,687	64,788
Other incoming resources	1	158,889	14,248	144,132	317,269	275,519
Total incoming resources		221,599	22,248	639,836	883,683	874,565
Resources expended						
Costs of generating funds						
		-	-	-	-	-
Charitable activities						
- grants in furtherance of charity's objects	2	-	300	61,210	61,510	71,832
- other direct expenditure in furtherance of charity's objects		218,775	68,173	572,708	859,656	795,599
Governance costs	3	4,428	-	-	4,428	4,906
Total resources expended	4	223,203	68,473	633,918	925,594	872,337
Net income / (expenditure) for the year		(1,604)	(46,225)	5,918	(41,911)	2,228
Transfers between funds		(29,340)	22,825	6,515	-	-
Net movement in funds for the year		(30,944)	(23,400)	12,433	(41,911)	2,228
Reconciliation of funds:						
Total funds brought forward		105,605	61,443	420,251	587,299	585,071
Total funds carried forward		74,661	38,043	432,684	545,388	587,299

The accounting policies and notes on pages 11 to 18 form part of these financial statements.

Staffordshire Moorlands Community and Voluntary Services
Balance Sheet at 31 March 2009

				2008
	Note	£	£	£
Fixed assets				
Tangible fixed assets	5		30,837	20,645
Current assets				
Debtors	6	57,673		104,534
Cash at bank and in hand		88,155		156,937
Cash at building society		<u>404,529</u>		<u>384,031</u>
		550,357		645,502
Creditors: amounts falling due within one year	7	<u>(35,806)</u>		<u>(78,848)</u>
Net current assets			<u>514,551</u>	<u>566,654</u>
Net assets			<u>545,388</u>	<u>587,299</u>
Unrestricted funds				
General				
Core CVS		62,731		92,883
Bank House		4,190		3,999
Sheepmarket		961		1,395
Biddulph Office		<u>6,779</u>		<u>7,328</u>
			74,661	105,605
Designated	11			
Development Fund		20,858		15,858
Building Fund		-		29,133
The New Generation Fund		3,024		3,265
Personnel Core Fund		13,250		12,328
CRB Disclosure Service		<u>911</u>		<u>859</u>
			38,043	61,443
Total unrestricted funds			<u>112,704</u>	<u>167,048</u>
Restricted funds	12			
Village Agents Project		30,716		36,545
Rural Access to Services Partnership (RASP)		11,774		10,299
Neighbourhood Forum		8,952		18,712
Health Link		928		735
Voluntary Transport		54,867		50,813
Community Transport		25,357		20,313
Call Centre		1,759		(427)
Gardening Service		260		477
SM Volunteering		1,817		28
Newcastle Volunteering		(2,103)		217
Volunteering for Health		8,152		-
Walking for Health		8,708		-
Haregate Community Centre		6,484		10,006
Grants		12,766		1,117
Grants Support		(6)		7,619
SCIO		-		7,699
Community Transport Capital Fund		32,774		32,037
Personnel Fund		14,617		14,483
Haregate Community Centre Reserve Fund		19,122		19,122
Village Agents Project Contingency Fund		99,909		99,909
RASP Contingency Fund		<u>95,831</u>		<u>90,547</u>
			432,684	420,251
Total funds	10		<u>545,388</u>	<u>587,299</u>

The directors' statements on the following page form part of this balance sheet.
The accounting policies and notes on pages 11 to 18 form part of these financial statements.

Staffordshire Moorlands Community and Voluntary Services
Balance Sheet at 31 March 2009 (continued)

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved on

21 July

2009 and signed on behalf of the Board by:


H.A. Edwards
Treasurer

The accounting policies and notes on pages 11 to 18 form part of these financial statements.

Staffordshire Moorlands Community and Voluntary Services

Accounting policies

1 ***Basis of accounting***

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 1985 and the Statement of Recommended Practice : Accounting and Reporting by Charities issued in March 2005.

2 ***Fund accounting***

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

Designated funds are those unrestricted funds earmarked by the management committee for particular purposes.

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

3 ***Incoming resources and deferred income***

Incoming resources becoming available to the charity during the year are recognised in the Statement of Financial Activities.

Grants restricted to future accounting periods are deferred and recognised in those future accounting periods.

No incoming resources are included in the SOFA net of expenditure.

4 ***Resources expended and cost allocation***

Expenditure is recognised in the Statement of Financial Activities in the period that the liability arises. Costs are allocated directly to the fund to which they relate. All expenditure is regarded as direct charitable expenditure in the furtherance of the charity's objects with the exception of audit and accountancy fees which are regarded as governance costs. Full cost recovery is applied to internal recharges. These include line management and organisational management fees allocated to funds based on staff hours and rents allocated based on floor space occupied.

5 ***Tangible fixed assets and depreciation***

Tangible fixed assets are stated at cost or valuation less depreciation.

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

Leasehold property	-	straight line over life of lease (5 years)
Furniture and equipment	-	20% on cost
Computer equipment	-	25% on cost
Motor vehicles	-	20% on cost

6 ***Operating leases***

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged in the Statement of Financial Activities.

7 ***Pensions***

The charity operates a defined contribution pension scheme and the pension costs represent the amounts payable by the charity in respect of the year.

8 ***Grant making***

Grant making within the control of the charity is made on the basis of set criteria and agreed priorities.

Staffordshire Moorlands Community and Voluntary Services

Notes to the financial statements

1	Other incoming resources These consist of the following:	Unrestricted Funds			Total 2009	Total 2008
		General Funds	Designated Funds	Restricted Funds		
		£	£	£	£	£
	Management fees	51,117	-	53,255	104,372	105,364
	Offices services recharged	51,539	-	1,007	52,546	52,054
	Rents recharged	38,176	-	966	39,142	38,876
	Permanent lettings	10,029	-	-	10,029	9,518
	Casual lettings	127	-	8,905	9,032	6,611
	Membership fees	1,620	-	-	1,620	1,160
	Charges for services provided	2,755	14,189	69,263	86,207	51,735
	Sundry income	3,526	59	10,736	14,321	10,201
		<u>158,889</u>	<u>14,248</u>	<u>144,132</u>	<u>317,269</u>	<u>275,519</u>

2	Grants payable These consist of the following:		2009	2008
		Number	£	£
	Designated funds			
	The New Generation Fund	2	300	300
	Restricted funds			
	SMCC grants	39	17,801	13,543
	SCC Local Member Initiative Scheme	-	-	1,306
	Access to Community grants	-	-	3,233
	Rural Access grants	25	15,020	18,511
	Biddulph Voluntary Action - Coalfields Regeneration Trust grants	-	-	12,347
	Give It Sum grants	46	<u>28,389</u>	<u>22,592</u>
			<u>61,510</u>	<u>71,832</u>

All grants paid are institutional. Recipients of institutional grants in excess of £1,000 were as follows:

<i>Rural Access grants:</i>	
Denstone Youth Fund	£3,000
SMCVS Call Centre	£3,000
North Staffs Polish Day Care Centre	£1,698

3 Governance costs

These consist of audit and accountancy fees which are made up as follows:

	Unrestricted			Total 2009	Total 2008
	General Funds	Designated Funds	Restricted Funds		
	£	£	£	£	£
Annual audit	2,214	-	-	2,214	2,453
Accountancy	2,214	-	-	2,214	2,453
	<u>4,428</u>	<u>-</u>	<u>-</u>	<u>4,428</u>	<u>4,906</u>

Staffordshire Moorlands Community and Voluntary Services

Notes to the financial statements (continued)

4

Total resources expended

	Unrestricted Funds		Restricted Funds	Total 2009	Total 2008
	General Funds	Designated Funds			
	£	£	£	£	£
Grants to other organisations	-	300	61,210	61,510	71,832
Staff costs (see below)	106,026	12,392	267,004	385,422	379,492
Depreciation	2,294	-	11,117	13,411	15,429
Other costs (see below)	114,883	55,781	294,587	465,251	405,584
	<u>223,203</u>	<u>68,473</u>	<u>633,918</u>	<u>925,594</u>	<u>872,337</u>
				2009	2008
Staff costs				£	£
Wages & salaries				346,243	342,483
Employer's National Insurance				28,697	26,844
Pension costs				10,129	10,165
Health cover				<u>353</u>	<u>-</u>
				<u>385,422</u>	<u>379,492</u>

No employee earned £60,000 or more. The average number of employees was 28 (2008 - 29). The number of staff to whom retirement benefits are accruing under money purchase schemes is 13 (2008 -10). There were unpaid contributions of £1,739 at 31 March 2009 (2008 - £1,276).

	2009	2008
	£	£
Other costs		
Premises overheads (see below)	82,796	31,540
Office costs	33,396	30,025
Travel & other expenses	11,398	20,043
Advertising & publicity	11,708	12,116
Training & recruitment	14,711	7,010
Audit & accountancy	4,428	4,906
Legal expenses	165	4,818
Computer maintenance	8,660	6,272
Bank charges	1,297	60
Voluntary Transport drivers	12,665	17,769
Vehicle expenses	16,511	13,462
Village agents	25,388	31,616
Village appraisals	708	831
Hire of meeting rooms	6,946	4,144
Wheels 2 Work	18,990	14,277
Consultancy fees	7,321	3,665
CRB disclosure charges	8,117	3,730
Internal recharges	196,060	196,294
Sundry expenses	<u>3,986</u>	<u>3,006</u>
	<u>465,251</u>	<u>405,584</u>

Premises overheads includes £44,446 spent during the year from the Building fund on repairs to the Bank House roof.

Staffordshire Moorlands Community and Voluntary Services

Notes to the financial statements (continued)

5	Tangible fixed assets					
		Leasehold property £	Computer equipment £	Furniture & equipment £	Motor vehicles £	Total £
	<i>Cost or valuation</i>					
	At 1 April 2008	5,000	58,730	66,930	47,760	178,420
	Additions	-	4,709	7,394	11,500	23,603
	Disposals	-	-	-	(5,007)	(5,007)
	At 31 March 2009	5,000	63,439	74,324	54,253	197,016
	<i>Depreciation</i>					
	At 1 April 2008	5,000	52,472	59,373	40,930	157,775
	Charge for year	-	4,819	4,015	4,577	13,411
	On disposals	-	-	-	(5,007)	(5,007)
	At 31 March 2009	5,000	57,291	63,388	40,500	166,179
	<i>Net book value</i>					
	At 31 March 2009	-	6,148	10,936	13,753	30,837
	At 31 March 2008	-	6,258	7,557	6,830	20,645
6	Debtors					
	Due within one year					
					2009 £	2008 £
	Prepayments				2,341	2,569
	Other debtors				53,705	98,390
	Accrued interest				1,627	3,575
					57,673	104,534
7	Creditors: amounts falling due within one year					
					2009 £	2008 £
	Taxation & Social Security				8,008	7,459
	Accruals				6,999	4,965
	Deferred income				5,261	57,222
	Other creditors				15,538	9,202
					35,806	78,848
8	Capital commitments					
					2009 £	2008 £
	Authorised but not contracted for				Nil	Nil

Staffordshire Moorlands Community and Voluntary Services

Notes to the financial statements (continued)

9 Other commitments

At 31 March 2009 the charity had annual commitments under non-cancellable operating leases as follows:

	2009	2008
Expiry date:	£	£
Within one year	-	-
Between one and five years	9,830	9,405
In more than five years	-	-

10 Analysis of net assets between funds

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds			
Village Agents Project	1,349	29,367	30,716
Rural Access to Services Partnership (RASP)	2,089	9,685	11,774
Neighbourhood Forum	-	8,952	8,952
Health Link	352	576	928
Voluntary Transport	44	54,823	54,867
Community Transport	14,039	11,318	25,357
Call Centre	-	1,759	1,759
Gardening Service	34	226	260
SM Volunteering	1,645	172	1,817
Newcastle Volunteering	125	(2,228)	(2,103)
Volunteering for Health	763	7,389	8,152
Walking for Health	518	8,190	8,708
Haregate Community Centre	6,636	(152)	6,484
Grants	-	12,766	12,766
Grants Support	477	(483)	(6)
Community Transport Capital Fund	-	32,774	32,774
Personnel Fund	-	14,617	14,617
Haregate Community Centre Reserve Fund	-	19,122	19,122
Village Agents Project Contingency Fund	-	99,909	99,909
RASP Contingency Fund	-	95,831	95,831
	<u>28,071</u>	<u>404,613</u>	<u>432,684</u>
Unrestricted funds:			
General funds	2,766	71,895	74,661
Designated funds	-	38,043	38,043
	<u>30,837</u>	<u>514,551</u>	<u>545,388</u>

Staffordshire Moorlands Community and Voluntary Services

Notes to the financial statements (continued)

Village Agents Project and The Rural Access to Services Partnership each consist of separate restricted funds, each with their own budget. The balances on these funds as at 31 March 2009 are as follows:

	Tangible fixed assets	Net current assets	Total
	£	£	£
Village Agents Project			
Village Agent	1,349	29,367	30,716
Neighbourhood Agent	-	-	-
NVQ	-	-	-
Total Village Agents Project funds	<u>1,349</u>	<u>29,267</u>	<u>30,716</u>

The Neighbourhood Agent and NVQ sub-funds were absorbed into the main Village Agent fund during the year.

	Tangible fixed assets	Net current assets	Total
	£	£	£
Rural Access to Services Partnership			
RASP (Core)	2,089	4,091	6,180
Rural Access Grants	-	5,594	5,594
Total Rural Access funds	<u>2,089</u>	<u>9,685</u>	<u>11,774</u>

11 Designated funds

Development fund

This is a fund to develop future services throughout the area. During the year £5,000 was transferred into the fund from the CVS fund.

Building fund

This is a contingency fund for major repairs and planned refurbishment to Bank House. During the year the fund received grants of £7,000 from Staffordshire Moorlands District Council and £1,000 from Leek Town Council. A further £4,000 was transferred into the fund from the Bank House fund and £3,313 was transferred from the CVS fund at the end of the year to cover the deficit on the fund. £44,446 was spent during the year on repairs to the building.

The New Generation Fund

This fund was formerly called The Villa Grant Scheme and was created by the transfer of funds from a defunct charity in Leek. It has been added to through small-scale fundraising. Following the theme of the original trust, the grant is available for projects benefiting children, young people and young parents in Leek. £59 of income was generated for the fund during the year from the recycling of printer cartridges and from Easyfundraising. £300 of grants were awarded during the year.

Personnel core fund

This is to cover redundancy costs of core staff in the event of a service being ended.

CRB Disclosure Service

This was established to provide Criminal Record Bureau checks for CVS members and other voluntary and community organisations in Staffordshire. The Service was supported during the year by a transfer of £9,589 from Core CVS to cover the deficit for the year.

Staffordshire Moorlands Community and Voluntary Services

Notes to the financial statements (continued)

12 Restricted funds

Village Agents Project

This community development project aims to help local people get together to develop their ideas for their communities and then put them in place. It originally just covered the rural parishes across the Moorlands but now also covers the three towns and is closely linked with the locality working model being implemented by Staffordshire Moorlands District Council.

Rural Access to Services Partnership

For the last three years this team has been primarily involved in delivering a contract under the Staffordshire Rural Access to Services Partnership with Staffordshire County Council (funded by Advantage West Midlands). Activity has included administering a Wheels to Work project and a grant scheme for community access projects.

Neighbourhood Forum

This service involves holding meetings and forums within the local community, linked to the activity of the local strategic partnership, to facilitate communication between the public and statutory partners.

Health Link (formerly Health & Social Care Project)

This service brings together statutory organisations (primarily NHS North Staffordshire) and the voluntary sector involved in the provision of health and social care, with the aim of improving communication and liaison between the sectors and developing policies and services within the fields of health and social care. In 2008/2009 the service has been delivered jointly with Newcastle CVS.

Voluntary Transport

This service provides transport for people who are unable to access public transport and relies on volunteers who provide their time and vehicles.

Community Transport

Four minibuses are operated by the CVS under Section 19 permit legislation for use by organisations which are members of the charity or to provide transport for groups which share its aims.

Call Centre

The coordinator provides telephone booking for two transport services supported by Staffordshire County Council – Moorlands Traveller East and Border Car (Shropshire/ Staffordshire border).

Gardening Service

Up until the summer of 2008 the CVS continued to provide a gardening service for older people and those with disabilities.

Volunteer Centres (Staffordshire Moorlands and Newcastle)

The volunteer centres recruit, support and place volunteers with voluntary and community organisations and also advise those volunteer involving organisations on good practice in managing volunteers etc.

Volunteering for Health

This is an extension of a SCIO led project that has been operated in the south east of the county and covers Moorlands and Newcastle. It works with GP practices to encourage those with health issues to consider volunteering as one way of improving health.

Walking for Health

Funded by NHS North Staffordshire, this new project recruits volunteer walk leaders in Newcastle and the Moorlands and sets up short walks as part of encouraging a healthy lifestyle.

Haregate Community Centre

This fund was set up to manage the community centre at Haregate, Leek on behalf of the Staffordshire Moorlands District Council, Moorlands Housing and Haregate Residents Association.

Staffordshire Moorlands Community and Voluntary Services

Notes to the financial statements (continued)

12 Restricted funds (continued)

Grants

This fund comprises the small grants that SMCVS administers i.e. the Robbie Williams 'Give It Sum' Community Chest in conjunction with Comic Relief providing grants to community groups addressing poverty and disadvantage across North Staffordshire; and the SMDC Community Grant.

Grants Support

This fund covers the staffing costs for administering small grant schemes and gives advice and support to voluntary and community groups on funding.

13 Restricted Contingency funds

Community Transport Capital Fund

This was created with a transfer of funds from the Community Transport fund to cover the cost of replacement vehicles for the Community Transport programme. A grant of £12,000 was received during the year from Staffordshire County Council (through the Advantage West Midlands funded Rural Access to Services Partnership) towards the cost of a minibus for the Community Transport fund. The fund also received income during the year from the sale of an old minibus for £850.

Personnel Fund

This was created by the transfer from various restricted funds to cover redundancy costs in the event of services being wound up. £134 (net) was transferred into the fund during the year from various funds.

Haregate Community Centre Reserve Fund

This was set up to separate from running costs the funding that would be required to support redundancy costs and other wind down costs should the management role of the CVS end at any time.

Village Agents Project Contingency Fund

This was created to provide a contingency fund to cover future activities with respect to the Village Agents Project and cover redundancy costs of project staff.

RASP Contingency Fund

This was created to provide a contingency fund to cover future projects with respect to Rural Access. £5,284 (net) was transferred into the fund during the year from Rural Access project funds.

14 Transactions with Trustees and Connected Persons

No remuneration was paid during the year or expenses reimbursed to any of the trustees of the charity or to persons connected to them.