

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

(A Company limited by guarantee)

DIRECTORS REPORT

AND

FINANCIAL STATEMENTS

FOR THE

YEAR ENDED 31ST MARCH 2018

Registered number: 2569614

Registered Charity: 1005075

REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

REFERENCE AND ADMINISTRATIVE DETAILS

Legal Status: The Charity is incorporated under the Companies Act 1985 as limited by guarantee.

Governing document: The Company's Memorandum and Articles of Association.

Charity registration number: 1005075

Company registration number: 2569614

Registered Office: 1st Floor,
103 Cranbrook Road
Ilford
Essex
IG1 4PU

Bankers: HSBC
126 High Road
Ilford
Essex
IG1 1DA

Bankers: CAF Bank Limited
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

Solicitors: Russell Cooke
2 Putney Hill
Putney
London
SW15 6AB

Auditors: Appleby & Wood
40 The Lock Building
72 High Street
Stratford
London E15 2QB

Trustees: John Brindley (Treasurer from Nov 17)
Bashir Chaudhry
Valerie Cummins (Vice Chair to Nov 17, Chair from Nov 17)
John Garlick (Treasurer to Nov 17)
Ann Garrard (from Nov 17)
Harsha Papat (from Nov 17)
Ali Qureshi
Catherine Rowan (Vice Chair from Nov 17)
Brian Spinks (Chair to Nov 17)
Bushra Tahir
Keith White

Council nominee: Cllr Bob Littlewood

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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DIRECTORS' REPORT

FOR THE YEAR ENDED 31ST MARCH 2018

The directors present their report on the affairs of the company and financial statements for the year ended 31st March 2018.

Review of Business

The results for the year are set out in the annexed Income and Expenditure Account.

The company made a deficit in the year of £106,154 (2017: deficit £10,197). Income has decreased during the year by £51,522 to £810,262 (2017: 861,784). The revenue reserve now stands at £680,902 (2017: £787,056).

The deficit was made up of:

- 1) initial investment in lower premises costs of £39,303
- 2) a short term funding gap for the Volunteer Centre of £16,855
- 3) delays in income receivable to the Employment and Skills team. This has been addressed and will be reflected in the 2018-19 accounts

The Board agreed all of the above items with transfers from reserves for Item 1 as an investment generating lower ongoing costs and for Item 2 as an essential part of fulfilling our objectives. The Board continues to monitor the Employment and Skills contracts.

Structure, Governance and Management

The Redbridge Council for Voluntary Service (RedbridgeCVS) was established as a Registered Charity and Company Limited by Guarantee in 1990. Its governing document is the Memorandum and Articles of Association.

RedbridgeCVS exists to promote and support a strong, effective and independent voluntary and community sector in Redbridge. The organisation actively assists voluntary bodies through the provision of advice and information, the development of new charitable initiatives and joint work with statutory bodies.

Trustees are elected annually at an AGM, with the longest serving one third of members (or higher) being asked to stand down (though they are eligible for reappointment provided there remain unfilled vacancies). We are required to have not less than five Trustees, and not more than fifteen. Trustees are offered individual and group induction and training and have an annual Away Day to review the strategic direction of the Charity. The Trustees meet as the Board at least six times a year. The Board agrees the strategic direction of the Charity, approves its budget and receives reports on progress in achieving organisational objectives from its Chief Executive Officer.

The Charity employs staff, including a Chief Executive Officer, Ross Diamond, who carries out the day to day management of the Company's work. There are line-management structures linking all staff to the Chief Executive Officer, and through him, to the Trustees.

RedbridgeCVS is a member of a number of national bodies, including the National Association for Voluntary and Community Action (NAVCA) and the National Council of Voluntary Organisations (NCVO). These are membership bodies that do not have control over any of the activities of RedbridgeCVS.

RedbridgeCVS has employed a total of 40 staff in this year, of whom 10 were full time and 30 part time.

The Charity also uses a number of volunteers through the year to help with its office functions

Risk Statement

The Charity has considered a range of risks to which it could be exposed and the Directors regularly review the policies and procedures which aim to minimise those risks, ensuring that these are adequate, appropriate and complied with fully. During the year, the Charity developed a new Corporate Risk Register that will be updated and reviewed regularly.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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DIRECTORS' REPORT (CONT.)

FOR THE YEAR ENDED 31ST MARCH 2018

Objectives and Activities

The principal activity of the Company is the coordination of the work of voluntary organisations within the London Borough of Redbridge, in order to promote, support and develop a strong, effective and independent voluntary and community sector in Redbridge.

The key aims of the Company are as follows:-

- 1 Redbridge voluntary and community sector to be strong and strategic partners when working with local statutory bodies and promoting a positive vision of Redbridge.
- 2 Redbridge voluntary and community sector to maintain its independence and flexibility.
- 3 RedbridgeCVS to be a credible and authoritative representative of the voluntary and community sector.
- 4 RedbridgeCVS to be able to respond to Redbridge voluntary and community sector support and development needs; enabling Redbridge voluntary and community sector to grow to meet local needs.
- 5 RedbridgeCVS to encourage, support and facilitate the development of sustainable communities.
- 6 RedbridgeCVS to provide sound planning for sustainability in order to continue the furtherance of our work with the voluntary and community sector in Redbridge.

The Company has an agreed set of objectives and intended outcomes for each of the above aims. These are a part of the "RedbridgeCVS Strategic Plan 2014-2019" which is available on request from RedbridgeCVS.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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DIRECTORS' REPORT (CONT.)

FOR THE YEAR ENDED 31ST MARCH 2018

Volunteers

The charity has welcomed volunteer helpers in assisting with communications with the membership and the wider voluntary sector and in various administrative tasks.

Reserves Policy

The Company funds have been applied wholly in pursuit of charitable objectives. RedbridgeCVS believes that the Charity should hold emergency operating costs because;

- (i) it has no endowment funding and is dependent on income from grants and contracts from year to year, which are inevitably subject to fluctuation; and
- (ii) it requires protection against and the ability to continue operating despite catastrophic or lesser but damaging events.

The Trustees believe that the minimum level of the emergency operating costs should be the equivalent of three months operating costs (calculated and reviewed annually).

Working relationships

The charity maintains contact with many hundreds of local voluntary bodies and is committed to working with, and on-behalf of, all third sector groups in Redbridge. RedbridgeCVS works closely with local Council, NHS, Police and Fire services and statutory bodies in order to pursue the charity's objectives.

Public Benefit

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regards to the Charity Commission's general guidance on public benefit and that the activities carried out by the charity during the year were all undertaken in order to further the charities aims for the benefit of the charity's beneficiaries. There is a detailed explanation of the activities carried out which has been included in the key activities of the charity.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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The key activities of the charity during the year were:-

- 1 Capacity Building and Development for local voluntary and community groups:
 - Training - we provided 18 sessions for 172 attendees (working in partnership with Redbridge Institute for Adult Education)
 - Information services - we continue to provide online resources, access to our resource library and the internet as well as individual and group development advice and support
 - Funding - held 4 successful funding workshops and support for a wide range of successful applications for our members

- 2 Networks and Communications
 - Hosted 10 Redbridge Voluntary Sector Network meetings covering a wide range of topics
 - Published and circulated 5 issues of our newsletter "Community"
 - Developed and maintain a database of all known local voluntary and community groups
 - Maintained and provided access to our multi-purpose website, which was accessed on average by 1800 people per month
 - Tweeted regular sector updates to 1000 followers
 - Disseminated weekly email bulletins to over 1400 local groups and individuals
 - Organised a Redbridge Community Day promoting the work of the voluntary and public sectors

- 3 Volunteer Support
 - Jointly funded our fully accredited Volunteer Centre that placed over 300 new volunteers and gave advice to 2,000 individuals interested in volunteering
 - Delivered a successful Volunteers Fair in the Town Hall

- 4 Representation
 - Represented the voluntary and community sector as a key member of the following groups:-
 - o Redbridge Health and Wellbeing Board
 - o Enterprise Redbridge
 - o Redbridge Safer Communities Partnership
 - o Redbridge Safeguarding Adults Board
 - o Redbridge "Our Streets" Commission
 - o London CVS Directors' Network
 - Performed the role of 'Compact Champion' to enhance the local voluntary and statutory sector partnership Compact
 - Provided management support for the Public and Voluntary Sectors' Partnership and Safer Neighbourhood Board which enable local voluntary groups to engage with their local public sector partners

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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The key activities of the charity during the year cont:-

5 Service Delivery

- We continue to directly deliver first class services that aim to enhance the health and lives of our local communities. These activities include delivery of:
 - o Appropriate Adults volunteer scheme, which won the Mayor's Award for Creating a Safer Redbridge
 - o Health Partnerships post, which facilitates the relationships between local groups and the NHS. As a result our Health Partnership Manager was recognised as an 'Unsung Hero' by the Albanian community organisation, Shpresa. The work also supported the development of a local multi-agency TB partnership
 - o Recruitment and management of 16 "Health Buddies" to engage with local communities on health issues such as Diabetes and TB
 - o Fit for Fun exercise programme which delivered fitness activities to 580 participants from 45 local groups
 - o A new Social Prescribing service in Fairlop
 - o Mental Health (BME) Community Development project, which ended in August 2017 after 10 years
 - o Employment and Skills Team Successfully submitted bids as Lead Partner on two significant multi-borough London Councils ESF employment support contracts enabling them to support employability information advice and support to over 300 people on their journey into work in Redbridge and east London. The team has worked in close partnership with Work Redbridge

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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Future Activities:

RedbridgeCVS continued to work under the strategic direction of its 2014 -2019 Strategic Plan, and its Aims and Mission as stated in that document.

Our mission is;

"To promote, support and develop a strong, effective and independent voluntary and community sector in Redbridge"

We plan to succeed in the RedbridgeCVS mission by working to achieve the following aims:

- 1 Redbridge voluntary and community sector to be strong and strategic partners when working with local statutory bodies and promoting a positive vision of Redbridge.
- 2 Redbridge voluntary and community sector to maintain its independence and flexibility.
- 3 RedbridgeCVS to be a credible and authoritative representative of the voluntary and community sector.
- 4 RedbridgeCVS to be able to respond to Redbridge voluntary and community sector support and development needs; enabling Redbridge voluntary and community sector to grow to meet local needs.
- 5 RedbridgeCVS to encourage, support and facilitate the development of sustainable communities.
- 6 RedbridgeCVS to provide sound planning for sustainability in order to continue the furtherance of our work with the voluntary and community sector in Redbridge.

It should be noted that these Aims are interrelated and in no particular order. It should also be noted that we use the term "third Sector" interchangeably with "voluntary and community sector" and we use this terminology to include social enterprises and faith based organisations.

The Strategic Plan contains a list of Objectives to be met in order to achieve the Aims, together with the planned outcomes that should arise from the successful achievement of each Aim.

The Strategic Plan is reviewed at each RedbridgeCVS Board of Trustees meeting and the organisation's performance is monitored against its objectives. The monitoring includes working to ensure the financial stability of the organisation is maintained and enhanced.

A new Strategic Plan will be written and published in 2019.

A copy is available on the charity's website and on request from the RedbridgeCVS office.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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Statement of Directors' Responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the surplus or deficit of the Company for that year. In preparing those financial statements, the directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements;
- Prepared the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Auditors' Report to the members of The Redbridge Council for Voluntary Service

Opinion

We have audited the financial statements of The Redbridge Council for Voluntary Service (the 'charitable company') for the year ended 31st March 2018 which comprises the Income and Expenditure account, Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The directors are responsible for the other information. The other information comprises the information included in the directors annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Independent Auditors' Report to the members of The Redbridge Council for Voluntary Service

(continued)

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of directors' responsibilities set out on page 8 the directors (who are also the trustees of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



R R Oswald: Senior Statutory Auditor
For and on behalf of Appleby & Wood, Statutory Auditor

40 The Lock Building
Stratford
London E15 2QB

Date 17. 11. 2015

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

(A Company limited by guarantee)

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2018

	Notes	2018 £	2017 £
Income		810,262	861,784
Expenditure		(916,416)	(871,981)
Expenditure less income	2	(106,154)	(10,197)
Brought forward - beginning of year		787,056	797,253
Carried forward - end of year		<u>680,902</u>	<u>787,056</u>

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Incoming resources					
Incoming Resources from generated funds					
Generated Income		33,008	-	33,008	73,049
Investment Income		485	-	485	1,073
Incoming Resources from charitable activities					
Grants	3	-	776,769	776,769	787,662
Total incoming resources		<u>33,493</u>	<u>776,769</u>	<u>810,262</u>	<u>861,784</u>
Resources expended					
Cost of generating funds					
Charitable activities:					
Costs in furtherance of charities objects	4a	24,056	795,724	819,780	825,868
Delivery of contracts	4b	2,558	84,539	87,097	38,302
Governance costs	4c	6,879	2,660	9,539	7,811
Total resources expended		<u>33,493</u>	<u>882,923</u>	<u>916,416</u>	<u>871,981</u>
Net outgoing resources for the year		-	(106,154)	(106,154)	(10,197)
Transfers - Relocation cost		38,777	(38,777)	-	-
Transfers - Volunteer Centre		16,855	(16,855)	-	-
Brought forward - beginning of year		350,938	436,118	787,056	797,253
Carried forward - end of year		<u>406,570</u>	<u>274,332</u>	<u>680,902</u>	<u>787,056</u>

The notes on pages 15 to 23 form part of these financial statements.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

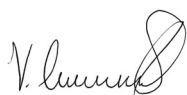
(A Company limited by guarantee) Registered No:2569614 Charity No:1005075

BALANCE SHEET AS AT 31ST MARCH 2018

	Notes	£	2018	£	£	2017	£
Fixed assets							
Tangible assets	7			21,633			2,743
Current assets							
Debtors	8		83,291			34,747	
Cash at bank and in hand			<u>924,131</u>			<u>1,173,974</u>	
			1,007,422			1,208,721	
Creditors: amounts falling due within one year	9		<u>(348,153)</u>			<u>(424,408)</u>	
Net current assets				<u>659,269</u>		<u>784,313</u>	
				<u>680,902</u>		<u>787,056</u>	
Reserves							
Restricted funds	12			274,332			436,118
Unrestricted funds	12			<u>406,570</u>			<u>350,938</u>
				<u>680,902</u>			<u>787,056</u>

Approved by the board of directors on 13 November 2018 and signed on its behalf by:

Director



Director



Chief Executive Officer



The notes on pages 15 to 23 form part of these financial statements.

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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CASH FLOW STATEMENT

FOR THE YEAR ENDED 31ST MARCH 2018

	2018		2017	
	£	£	£	£
Net cash inflow from operating activities		(223,263)		272,380
Return on investments and servicing of finance				
Interest received	485		1,073	
Interest paid	<u>-</u>		<u>-</u>	
Net cash (inflow) from returns on investment and servicing of finance		485		1,073
Taxation				
Corporation tax paid	<u>-</u>		<u>-</u>	
Net tax paid		-		-
Capital expenditure				
Purchase of other tangible fixed assets	<u>(27,065)</u>		<u>(3,923)</u>	
Net cash (outflow) from capital expenditure		(27,065)		(3,923)
Cash (outflow) inflow before use of liquid resources and financing		<u>(249,843)</u>		<u>269,530</u>
Financing				
Shares issued	-		-	
Loans Repaid	<u>-</u>		<u>-</u>	
Net cash (outflow) from financing		-		-
(Decrease)/ increase in cash at bank and in hand		<u>(249,843)</u>		<u>269,530</u>

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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CASH FLOW STATEMENT

FOR THE YEAR ENDED 31ST MARCH 2018

	2018		2017
	£		£
Notes to the cash-flow statements:			
1 Reconciliation of operating surplus to net cash inflow from operating activities			
Operating surplus	(106,154)		(10,197)
Depreciation charges	8,175		2,651
Interest and similar charges	(485)		(1,073)
(Decrease)/Increase in provisions	-		-
(Increase)/Decrease in debtors	(48,544)		(28,651)
Increase/(Decrease) in creditors	(76,255)		309,650
Net cash inflow from operating activities	(223,263)		272,380
2 Reconciliation of net cash flow to movement in net debt			
Increase/(Decrease) in cash at bank and in hand	(249,843)		269,530
Cash inflow/(outflow) from increase/(decrease) in debt	-		-
Movement in net debt in the period	(249,843)		269,530
3 Analysis of net debt	2017	Cash flow	2018
	£	£	£
Cash in hand and at bank	1,173,974	(249,843)	924,131

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018

1. Accounting policies

The following accounting policies have been applied consistently in dealing with the items which are considered material in relation to the Company's financial statements.

a) Basis of accounting

The financial statements have been prepared in accordance with the Companies Act 2006 and with applicable Accounting and Financial Reporting Standards. The financial statements comply with the Statement of Recommended Practice on Accounting by Charities 2014.

b) Tangible fixed assets

All fixed assets are shown at cost.

Depreciation is provided at rates calculated to write off the cost, less estimated residual value, of each asset over its expected useful life as follows:-

Office furniture and equipment	5 years	on a straight line basis
Computer equipment	3 years	on a straight line basis
Refurbishment Cost	5 years	sum of digit method

c) Redecoration costs

Redecoration costs on the buildings are written off in the year incurred.

d) Expenditure

In order to reflect expenditure incurred in pursuance of the Company's principal objectives, expenditure is split between management and administration expenditure and support costs.

Management and administration expenditure covers professional fees, recruitment costs, bank charges, sundry expenses and a relevant proportion of the administrator's salary.

e) Reserves

Trustees must act reasonably and prudently in all matters relating to the charity. Prudent management means that the trustees should ensure that the charity is not operating recklessly and is able to meet its obligations in relation to its clients, creditors and employees. Accordingly, each year the directors review the adequacy of the company's reserves, bearing in mind such matters as the predicted level of funding receivable in the following year, capital expenditure commitments, lease obligations and future services to be provided by the company.

f) Pensions

Pension costs are paid into a defined contribution scheme and are charged into the financial statement when incurred.

Rates	Employer	5%	2018	2017
			£	£
Amount paid in year	Employer		26,184	25,360
	Employees		9,124	8,768
			<u>35,308</u>	<u>34,128</u>

THE REDBRIDGE COUNCIL FOR VOLUNTARY SERVICE

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018

	2018	2017
	£	£
2. Surplus for the year		
(Deficit)/Surplus for the year is stated after charging:		
Depreciation for tangible fixed assets	8,175	2,084
Auditors' Remuneration	5,641	5,292
Staff Costs	606,315	594,206

3. Incoming resources - grants, fees and donations

Included in the figures for grants are the following amounts received, or accounted for, in the year:

	01.04.2017	Received	Deferred	2018
	£	in the year	£	£
London Borough of Redbridge - Strategic Partners	-	75,000	-	75,000
London Borough of Redbridge - Public and Voluntary Sector Partnership	-	8,000	-	8,000
NHS Redbridge CCG - Health Partnership	-	58,595	-	58,595
London Borough of Redbridge - Volunteer Project	-	75,000	-	75,000
London Councils ESF - Outreach East	Note 13 120,252	99,720	(120,252)	99,720
London Councils ESF - Aim Higher	Note 13 114,748	39,530	(114,748)	39,530
Building Better Opportunities - Community Links "Create Your Future"	-	82,948	-	82,948
Building Better Opportunities - Renaisi "RISE"	-	8,831	-	8,831
London Borough of Redbridge - TB	-	35,000	-	35,000
NHS Redbridge CCG - Mental Health Project	-	22,791	-	22,791
London Borough of Redbridge - Exercise Project	25,155	60,743	(16,397)	69,501
Redbridge Institute of Adult Education - Community Learning	-	39,780	-	39,780
MOPAC	3,935	28,900	-	32,835
Metropolitan Police Ilford	-	4,500	-	4,500
DWP - FSF - Redbridge	-	27,524	(11,635)	15,889
London Borough of Redbridge - Strategic Partners - Economy	-	-	-	-
London Borough of Redbridge -Expanding Role of Health Buddies	20,700	-	-	20,700
London Borough of Redbridge -Empowering Parents Together	14,300	5,044	-	19,344
Department for Education - Empowering Parents Together	-	7,795	-	7,795
London Borough of Redbridge -Food Poverty	5,000	-	-	5,000
London Borough of Redbridge -Social Prescribing	55,000	-	(7,990)	47,010
London Borough of Redbridge -Domestic Awareness	9,000	-	-	9,000
	<u>368,090</u>	<u>679,701</u>	<u>(271,022)</u>	<u>776,769</u>

These funds have been received by the company in order to discharge some of its charitable functions as defined in the company's Memorandum and Articles of Association.

All grants were received for the purpose of paying for salaries and running costs and were fully committed or deferred

4a. Resources expended- costs in furtherance of the charity's objectives

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2018	2017
	£	£	£	£
Support costs				
Development and Training	9,863	326,247	336,110	338,606
Advice and Information	6,495	214,845	221,340	222,984
Community Liaison	1,443	47,744	49,187	49,552
Policy and Planning	6,255	206,888	213,143	214,726
	<u>24,056</u>	<u>795,724</u>	<u>819,780</u>	<u>825,868</u>

Advice & Information includes Consultancy work.

4b. Delivery of contract

Funding received for project to be partly delivered by external organisations

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018

	Description, Nature and purpose of the fund
London Borough of Redbridge - Strategic Partners	Capacity Building and support to the voluntary and community sector.
London Borough of Redbridge - Public and Voluntary Sector Partnership	Support to the Voluntary and community sector representatives on this committee, including managing the election of vcs representatives.
NHS Redbridge - Health Partnerships	Project to enhance partnership working between voluntary and community groups and local NHS bodies.
London Borough of Redbridge - Volunteer Project	Volunteer Centre to increase the volunteering levels in Redbridge, by working with organisations across the Borough to source volunteer placements and by helping individuals who want to volunteer into suitable placements.
London Councils ESF - Outreach East	To deliver employment and skills services to unemployed Barking and Dagenham, Havering, Newham, Redbridge and Waltham Forest residents to progress into sustained work or further training.
London Councils ESF - Aim Higher	To deliver employment and skills services to unemployed Enfield, City of London, Hackney, Islington, Tower Hamlets and Camden residents to progress into sustained work or further training.
Building Better Opportunities - Community Links	BAME women to undertake a range of activities designed to support long-term unemployed or economically inactive BAME women who face multiple barriers to entering work or training.
Building Better Opportunities - Renaisi	To provide targeted support to address the complex barriers faced by working age unemployed and economically inactive refugees in seeking and obtaining employment.
London Borough of Redbridge - TB	To raise awareness about TB amongst communities who are at high risk of TB, through a team of community leaders who will be called 'Health Buddies'.
London Borough of Redbridge - Latent TB	To raise awareness about Latent TB screening amongst at-risk communities, thereby decreasing and eliminating TB cases resulting from reactivation of latent TB. The Health and Wellbeing Buddies will organise awareness sessions amongst community and voluntary groups and faith places.
NHS Redbridge - Mental Health Project	Provide a Community Development Worker to work with the BME voluntary and community sector on mental health issues.
London Borough of Redbridge - Exercise Project	Encourage people to exercise regularly - Particularly groups at high risk of suffering health inequalities.
Redbridge Institute of Adult Education - Community Learning	This was previously described as Adult Safeguarded Learning and Informal Adult Learning but is now known as Community Learning. Community Learning is designed to help people of different ages and backgrounds acquire a new skill, re-connect with learning, pursue an interest, prepare for progression to formal courses and/or learn how to support their children better.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018

Description, Nature and purpose of the fund

Redbridge Institute of Adult Education - Community Learning	This was previously described as Adult Safeguarded Learning and Informal Adult Learning but is now known as Community Learning. Community Learning is designed to help people of different ages and backgrounds acquire a new skill, re-connect with learning, pursue an interest, prepare for progression to formal courses and/or learn how to support their children better.
MOPAC	To help local people engage with the Police the Council and each other in constructive debate about local policing, crime and community safety.
Met Police Ilford - Appropriate Adults	Police have to have an appropriate adult present for interviews, finger printing, photos and charging, for both juveniles and vulnerable adults. Appropriate Adults have to be independent of the police. We provide a pool of volunteers they can contact on a rota basis.
The London Community Foundation - Community Fundraiser	Work with a range of voluntary and community organisations in Redbridge, to source suitable funders and assist in writing funding bids.
DWP - Flexible Support Fund - Redbridge	To support unemployed Redbridge residents into work.
London Borough of Redbridge -Expanding roles of Health Buddies	To raise awareness on health and wellbeing issues that are identified as high priority. Cancer awareness has been identified as a priority as the uptake of cancer screening programmes is low in Redbridge. The Health and Wellbeing Buddies will be provided training on Cancer by national charities like Cancer Research UK and local Clinical lead for Cancer.
Department for Education -Empowering Parents Together	Provide support for EPT to set up and run the Parents Forum for Redbridge. Provided development support to EPT to enable them to manage independently in the future.
London Borough of Redbridge -Food Poverty	To develop a Food Poverty Action Plan for Redbridge as well as carry out engagement with local residents and businesses. The aim of this project is to find out barriers faced by local residents in accessing affordable healthy food in the borough and come up with recommendations to reduce food poverty.
London Borough of Redbridge -Social Prescribing	Means of enabling a GP, nurse or other healthcare professionals to refer patients for support to find extra services. This is to help improve health and wellbeing and to make positive changes for patients
London Borough of Redbridge -Domestic Awareness	Following a recommendation from the Redbridge Fairness Commission we were asked to run a pilot project raising awareness of domestic abuse within community groups and encouraging people to talk about the subject and provide information of support available to victims.

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FOR THE YEAR ENDED 31ST MARCH 2018

4c. Resources expended (continued)

Governance Costs

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Audit fees	3,761	1,880	5,641	5,292
Recruitment costs	-	780	780	750
Legal and Professional fees	1,933	-	1,933	713
Bank charges	1,185	-	1,185	1,056
	6,879	2,660	9,539	7,811

5. Staff costs

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Employee costs during the year amounted to:				
Wages and salaries	15,792	506,983	522,775	508,870
Employer national insurance contributions	965	47,267	48,232	51,208
Pension contributions	1,036	34,272	35,308	34,128
	17,793	588,522	606,315	594,206

No employee earned £60,000 per annum or more.

The average full time equivalent persons employed by the company during the year, analysed by function, was as follows:

	2018	2017
Provision of service and support	28	42
Management and administration	12	11
	40	53

6. Directors' remuneration

There was no remuneration in respect of directors or trustees.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018

7. Tangible fixed Assets

	Computer Equipment £	Refurbishment Office	Furniture Equipment £	Total £
Cost				
As at 01 April 2017	63,463	42,022	67,569	173,054
Disposals	-	(42,022)	-	(42,022)
Additions	768	25,000	1,298	27,066
As at 31 March 2018	<u>64,231</u>	<u>25,000</u>	<u>68,867</u>	<u>158,098</u>
Depreciation				
As at 01 April 2017	60,836	42,022	67,453	170,311
Disposals	-	(42,022)	-	(42,022)
Charge	1,548	6,250	378	8,176
As at 31 March 2018	<u>62,384</u>	<u>6,250</u>	<u>67,831</u>	<u>136,465</u>
Net book value 31.3.18	<u>1,847</u>	<u>18,750</u>	<u>1,036</u>	<u>21,633</u>
Net book value 31.3.17	2,627	-	116	2,743

All the fixed assets are used in the management and administration of the charity.

8. Debtors

The following are included in the net book value of debtors:

	2018 £	2017 £
Amounts falling due within one year:		
Prepayments and accrued income	-	-
Trade debtors	<u>83,291</u>	<u>34,747</u>
	<u>83,291</u>	<u>34,747</u>

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018

9. Creditors: amounts falling due within one year

The following are included in creditors falling due within one year:

	2018	2017
	£	£
Trade creditors	53,616	37,323
Deferred income	271,022	368,090
Money held on the behalf of other entities	17,995	-
Accruals and other creditors	5,520	18,995
	<u>348,153</u>	<u>424,408</u>

10. Commitments

At 31st March 2017 the company has an 3 months commitment in cancellable operating leases.

At 31st March 2018 the company is in dispute over the dilapidation payment for the 3rd and 5th floor of Forest House.

	Land/ Buildings 2018	Land/ Buildings 2017
Operating leases which expire:		
Within three months	-	13,200
Dilapidation costs 3rd floor	20,927	-
Dilapidation costs 5th floor	19,975	-
	<u>348,153</u>	<u>424,408</u>

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018

	Unrestricted Funds £	Restricted Funds £	Total Funds £
11 Analysis of net assets between funds			
Tangible fixed assets	-	21,633	21,633
Current assets	412,090	595,332	1,007,422
Current liabilities	(5,520)	(342,633)	(348,153)
Net assets as at 31 March 2018	<u>406,570</u>	<u>274,332</u>	<u>680,902</u>

12 Movements in funds

	31.03.2017 £	Incoming Resources £	Outgoing Resources £	Transfers £	31.03.18 £
Unrestricted funds					
General funds	<u>350,938</u>	<u>33,493</u>	<u>(33,493)</u>	<u>55,632</u>	<u>406,570</u>
Restricted funds	<u>436,118</u>	<u>776,769</u>	<u>(882,923)</u>	<u>(55,632)</u>	<u>274,332</u>

RedbridgeCVS subsidised the Volunteer Centre from reserves to the value of £16,855 in order to meet contractual obligations.

13 Section 37 Note

Grants of £235,000 were carried forward from 2016/17 received from London Councils; £147,581 for ESF Outreach East and £140,827 ESF Aim Higher Projects.

Grants of £139,250 were received for 2017/18 from London Councils; £99,720 for ESF Outreach East and £39,530 ESF Aim Higher Projects.

The following tables illustrate the purpose the money has been used for.

	ESF Outreach East Project £	ESF Aim Higher Project £
Grant Funding		
Grant funding brought forward	120,252	114,748
Grant funding 2017/18	<u>99,720</u>	<u>39,530</u>
	219,972	154,278
Expenses		
Delivery of contracts	(32,677)	(21,426)
Staffing costs	(64,263)	(16,738)
Overhead inc. rent, rates & insurance	<u>(2,780)</u>	<u>(1,366)</u>
	(99,720)	(39,530)
Sum remained unspent deferred to next year	<u>120,252</u>	<u>114,748</u>

A sum of £235,000 remained unspent at 31st March 2018 (2017:£235,000).

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DETAILED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2018

	Unrestricted Fund £	2018 Restricted Fund £	Total Fund £	2017 £
Income				
Grants	-	776,769	776,769	787,662
Bank interest receivable	485	-	485	1,073
Earned income	33,008	-	33,008	73,049
	33,493	776,769	810,262	861,784
Expenditure				
Indirect Expenditure				
Audit & accountancy fees	3,761	1,880	5,641	5,292
Recruitment costs	-	780	780	750
Legal and professional fees	1,933	-	1,933	713
Bank charges	1,185	-	1,185	1,056
	(6,879)	(2,660)	(9,539)	(7,811)
Income less indirect expenditure	26,614	774,109	800,723	853,973
Direct Charitable Expenditure				
Salaries and NIC	16,757	554,250	571,007	560,078
Pension contributions	1,036	34,272	35,308	34,128
Rent, rates and service charge	2,058	68,087	70,145	63,862
Other premises costs	463	15,302	15,765	16,688
Insurance	54	1,776	1,830	2,614
Telephone	261	8,640	8,901	4,861
Printing, postage and stationery	312	10,311	10,623	11,944
Information and publications	126	4,184	4,310	4,431
Subscriptions	112	3,712	3,824	2,705
External trainers fees	950	31,438	32,388	55,640
Consultancy	372	12,293	12,665	14,818
Equipment repairs and maintenance	-	-	-	27
Travelling expenses	46	1,531	1,577	1,318
Volunteers expenses	30	1,001	1,031	1,573
Training	254	8,402	8,656	7,858
Computer expenses	543	17,947	18,490	19,143
Meetings & conferences	252	8,350	8,602	12,058
Depreciation	240	7,935	8,175	2,651
Bad debt written off	-	-	-	2,029
Sundry expenses	173	5,732	5,905	5,646
Equipment purchase	17	561	578	1,796
Delivery of London Councils contract	2,558	84,539	87,097	38,302
Total direct expenditure	(26,614)	(880,263)	(906,877)	(864,170)
(Loss) for the year before transfers	-	(106,154)	(106,154)	(10,197)

This page does not form part of the financial statements.