

Company Number 5894388
(England and Wales)

Registered Charity
Number 1121190

EAST RIDING VOLUNTARY ACTION SERVICES (ERVAS) LIMITED

(A company limited by guarantee)

FINANCIAL STATEMENTS

Year ended

31 MARCH 2014

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For the year ended 31 March 2014**

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Company Information
For the year ended 31 March 2014

DIRECTORS

Mr Geoff Chapman
Mr Peter Choules
Mr Stephen Collier
Mrs Pauline Kermode
Ms Denise Anderton

COMPANY SECRETARY

Mrs Judith Leech

REGISTERED OFFICE

Morley's Cottage
Morley's Yard
Walkergate
Beverley
HU17 9BY

REGISTERED COMPANY NUMBER

5894388

REGISTERED CHARITY NUMBER

1121190

AUDITOR

Enterprise Accountancy Services Ltd
8 Castlegate
Tickhill
Doncaster
DN11 9QU

BANKERS

Barclays Bank Plc
32 Paragon Square
Hull
HU1 3QU

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Auditor's Report to the Members of East Riding Voluntary Action Services (ERVAS) Limited

We have audited the financial statements of East Riding Voluntary Action Services (ERVAS) Limited for the year ended 31 March 2014 which comprise the Summary Income and Expenditure Account, the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2005).

This report is made solely to the Charity's members, as a body, in accordance with section 495 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state to them in the 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and Auditor's

The Trustees' (who are also the Directors of East Riding Voluntary Action Services (ERVAS) Limited for the purpose of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

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

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion the information given in the Trustee's Annual Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the Charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustees' remuneration and other transactions is not disclosed.

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

**Independent Auditor's Report to the Members of
East Riding Voluntary Action Services (ERVAS) Limited (continued)**

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 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, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities of the state of the charity's affairs as at 31 March 2014, and of its surplus for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 2006; and
- the information given in the Trustees Annual Report is consistent with the financial statements.



Enterprise Accountancy Services Ltd
8 Castlegate
Tickhill
Doncaster
DN11 9QU

17 October 2014

**Report of the Board of Trustees (incorporating the Director's Report)
For the year ended 31 March 2014**

The Trustees present their report with the financial statements of the Company for the year ended 31 March 2014.

Reference and Administrative Details of the Charity, its Trustees and Advisers

<u>Name of charity:</u>	East Riding Voluntary Action Services (ERVAS) Limited
<u>Charity Registration Number:</u>	1121190
<u>Company Registration Number:</u>	5894388
<u>Registered and Principal Operating Address:</u>	Morley's Cottage Morley's Yard Walkergate Beverley HU17 9BY

Directors and Trustees:

The Directors of the charitable Company (the Charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

Names of Trustees (Directors) who served during the year and since the year end were as follows:

Mr Geoff Chapman
Mr Peter Choules
Mr Stephen Collier
Mrs Pauline Kermode
Ms Denise Anderton

The Company is limited by guarantee therefore none of the Directors have an interest in share capital.

Company Secretary: Mrs Judith Leech

Day to Day Management of the Charity:
Chief Officer Ms Penny Brown

**Report of the Board of Trustees (incorporating the Director's Report)
For the year ended 31 March 2014**

Auditor:

Enterprise Accountancy Services Ltd
8 Castlegate
Tickhill
Doncaster
DN11 9QU

Bankers

Barclays Bank PLC
32 Paragon Square
Hull
HU1 3QU

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Structure, Governance and Management

Governing Document:

East Riding Voluntary Action Services (ERVAS) Limited is a registered charity and a company limited by guarantee governed by its Memorandum and Articles of Association adopted on 02 August 2006 and amended on 10 September 2007 and 30 January 2013.

Every member of the Charity undertakes to contribute a maximum of £10 in the event of the charity winding up.

Recruitment and appointment of Trustees

The Trustees form the Executive Committee of the charity. The members of the Executive Committee are elected at the Annual General Meeting by the members of the Charity, and usually serve for a three year term. At the end of this term they can stand for re-election. All members are circulated with invitations to nominate Trustees in advance of the AGM. There is a provision for the co-option of additional Trustees if required.

The Articles of Association states that the number of Trustees must not be less than three but shall not be subject to any maximum.

Report of the Board of Trustees (incorporating the Director's Report) For the year ended 31 March 2014

Trustee Induction and Training:

New Trustees undergo induction training, provided by the Chief Officer. The induction includes a discussion about the role and responsibilities of Trustees, the activities, aims and objectives of the Charity, the structure of the organisation, Board of Trustees, general procedures of the organisation. New Trustees are introduced to members of staff and other Trustees, and are provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Articles and Memorandum of Association, the business plan, the latest statutory financial statements, Annual Report, and financial reports provided to the Board of Trustees. Any additional training required by the new Trustees will be identified during induction, and may be requested at any point by new and existing Trustees, where it is considered useful to their role as Trustee. Trustees are also invited to attend staff events and activities in order to develop a better all round understanding of the organisation.

Organisational Structure:

The Board of Trustees manages the Charity, and aims to consider only strategic decisions at its meetings. Trustees are aware that any conflicts of interest are declared and minuted. The Board meets bi-monthly. Separate committees comprising of board members and senior employees have been set up for HR and Finance. These committees present information to the full board for decisions. The Chief Officer is appointed by the Trustees to manage the day to day operations of the Charity, and who also has authority to delegate as appropriate to other staff members. Ad-hoc committees are set up when the need arises.

Risk Management:

The major risks to which the Company is exposed, as identified by the Directors, have been reviewed and systems have been established to mitigate those risks. The climate within the Voluntary and Community Sector is such, that risks include a dependence on a mixture of Service Level Agreements and contracts – a percentage of which covers the core costs of the organisation. External grant funding is sought in order to deliver projects which provide additionality to core services and also contribute to the sustainability of the organisation.

It is the aim of the Trustees to retain within designated reserves sufficient reserves to cover the expenditure of the budgeted core functions for six months if funding became unavailable. The Company will work towards achieving this.

Report of the Board of Trustees (incorporating the Director's Report) For the year ended 31 March 2014

Objectives and Activities

As set out in the Memorandum of Association, the Charity's objects are to promote any charitable purpose for the benefit of the community within but not exclusive to the East Riding of Yorkshire in particular the advancement of education, the development of financial awareness, the promotion of health and the relief of poverty, distress and sickness. To promote for the benefit of the promotion and provision of voluntary and community services for the wider community.

This means that the main objects of the charity are promoting, developing and supporting voluntary activity within the community. The principal activities, carried out to achieve these objectives, are the provision of services to the voluntary/community sector, liaison with statutory, national and major voluntary organisations, representation of local views about service provision; and the development of new services.

Main objectives for the following year:

In developing the main objectives for the following year the Trustees have given regard to the Charity Commission guidance on public benefit.

The Board of Trustees remains committed to investigating ways of diversifying income to ensure the sustainability of the organisation. This currently includes an expansion of income generating services in terms of both external contract delivery for a variety of partner organisations and sub-regional/National agencies, together with the further development of business services for delivery to the Voluntary and Community Sector.

ERVAS is committed to developing and nurturing strong local partnerships. The organisation has been at the forefront of creating effective partnerships that respond to the needs of our beneficiaries, both East Riding wide and in the locality areas.

The partnership working with local VCS organisations and notably with HWRCC, also an infrastructure organisation, has created the opportunity to manage core in-house services, share resources and reduce costs.

The organisation has an ethos of continuous improvement. Service delivery is monitored, evaluated and developed to achieve high levels of service satisfaction and impact against need. Internal management systems, policies and procedures are also reviewed. Recognisable quality marks have been gained; for example Volunteering England and the PQASSO system. This evidences to funders and stakeholders that the organisation is committed to achieving high standards of internal and external practice.

Report of the Board of Trustees (incorporating the Director's Report) For the year ended 31 March 2014

Objectives and Activities (Continued)

Other elements of our delivery work will continue alongside our core work:

- ⊗ East Riding Council for Voluntary Youth Service
- ⊗ Common Treasury
- ⊗ Community Accountancy and Payroll Service
- ⊗ Volunteen Project – Looked After Children
- ⊗ VERSO Project

Funding has also been secured for the following new area of work:

- ⊗ Volunteen Project (Big Lottery Fund)

There are a number of elements of service delivery that the organisation is developing and intends to secure funding to deliver. ERVAS has established a strong delivery reputation and these elements will expand on the range of services the organisation is able to offer to the VCS.

Strategies for and significant activities that contribute to achieving stated objectives

The organisation continually seeks to explore all appropriate funding opportunities and income streams which help achieve the Charity's stated objectives.

Statement of grant making policy

Grants are only made by the organisation within the criteria laid down by the funding bodies providing the grant money. The grants are administered by an independent grant review panel which comprises of representatives from East Riding Voluntary Action Services (ERVAS) Limited, East Riding of Yorkshire Council and other appropriate Voluntary and Community Sector organisations and individuals where appropriate.

During the year, there was one grant that could be applied for from ERVAS, the ERCVYS/KC small grants fund.

The ERCVYS/KC small grants fund provides start-up grants to VCS organisations providing services to children and young people. Funding was received from Kingston Communications for this purpose. Grants were given out to the following new organisations:

- | | |
|--------------|---------|
| ⊗ Dynamix | £400.00 |
| ⊗ Epic Art | £400.00 |
| ⊗ Let's Play | £400.00 |

Report of the Board of Trustees (incorporating the Director's Report) For the year ended 31 March 2014

Objectives and Activities (Continued)

During the year ERVAS continued to provide support to the Stroke Survivor fund. In addition ERVAS provides representation on the Stroke Survivor fund, Routh Wind Farm Community Fund and the Community Learning Grant Panel.

Achievements and Performance

Review of Activities 2013-2014

The East Riding Voluntary Action Services (ERVAS) Limited Board of Trustees is satisfied that in our seventh year of independent operation, 2013-2014:

- ⊗ Our work reflected our aims.
- ⊗ Our resources were well managed.
- ⊗ Members were satisfied with the service they received.
- ⊗ A balance was achieved between core service provision and new developments.

ERVAS delivered successful projects in the following areas:

- East Riding (Council for) Voluntary Youth Services (ERCVYS) which provides support to voluntary and community groups working with children, young people and families. Funding for this project was received from various departments of East Riding of Yorkshire Council including Sports Play and Arts Development Service, Integrated Children and Youth Support Services and the Community Education Grant. It was also part funded via the Big Lottery Fund, BASIS and Supporting Change and Impact rounds of funding which ceased on 31 January 2014. The service will continue and additional funding from the Big Lottery Fund has been secured for the Volunteering Project to start in April 2014 which is managed by ERCVYS.
- Community Accountancy and Payroll Service provides support around governance, accounting and payroll for the VCS. Payroll services are also provided for individuals in receipt of Direct Payments, a benefit provided to people with disabilities to enable them to employ their own personal assistants/carers. This service was also funded by the Big Lottery Fund, BASIS and Supporting Change and Impact rounds of funding which ceased on 31 January 2014. This service will continue due to charging fees and the income generated over its funded period.

**Report of the Board of Trustees (incorporating the Director's Report)
For the year ended 31 March 2014**

Achievements and Performance (continued)

- General Funding Advice and Support provided under a contract with East Riding of Yorkshire Council.
- Volunteer Centre which provides a brokerage service to volunteers and supports VCS organisations to enable them to effectively recruit and manage volunteers within their organisations. This is provided under a contract with East Riding of Yorkshire Council. During the year there was an extension of the support offered through the volunteer centre to provide Employer Supported Volunteering to encourage organisations to support their employees to volunteer for charitable organisations, activities and projects. This was part of a partnership project funded by the Big Fund with Humber and Wolds Rural Community Council as the lead accountable body. This funding has now ceased but the Volunteer Centre will continue to offer this support on a needs led charged for basis.
- NHS Sex and Relationship Education (SRE) Project, funded by NHS East Riding. The NHS SRE Project made sexual health training more accessible to the Voluntary and Community Sector by delivering sexual health training to adult volunteers and young people at times to suit them in their own venues or near to where they are based. In addition, a resource library has been built up which can be loaned out.
- One small grant scheme was managed during the year. This was for new Voluntary Youth Groups to provide start-up funding which was funded by Kingston communications. In addition support was provided to the Stroke Survivor fund, Routh Wind Farm Community Fund and the Community Learning Grant Panel.
- Development of Local-Links community website and database of Voluntary and Community Sector organisations in partnership with the Local-Link Co-ordinators; Bridlington Resource Centre, The Courtyard, Humber and Wolds Rural Community Council and the SHoRes Centre.
- The Volunteering for Young People in East Riding (VYPER) scheme, received funding from Kingston Communications, Garfield Weston Foundation and the Tribune Trust to continue to recognise the volunteering achievements of young people in school years 7 to 11 (12 to 16 years old).

**Report of the Board of Trustees (incorporating the Director's Report)
For the year ended 31 March 2014**

Achievements and Performance (continued)

- The Volunteering Looked After Children project received funding from the Lloyds/TSB Foundation for two years starting in July 2013. The aim of the project is to support and enable children in the care of the local authority to access volunteering opportunities in order to enhance confidence, social skills and prospective employment opportunities.
- VERSO (Volunteers for European Employment) is a Pan-European knowledge-sharing initiative set up to combat the rising figures of unemployment across the European Union and change negative attitudes sometimes associated with volunteering. By bringing together different partners from several EU countries, VERSO aims to find new and innovative approaches to help get people into employment through voluntary work. ERVAS has been able to contribute to this programme by initially being involved in the pilot scheme, which received funding from East Riding of Yorkshire Council. Following on from this, a contract was awarded to continue providing information on good practice and transferability around volunteering.
- During the year we were awarded a contract to deliver Safeguarding support and training to the Voluntary and Community organisations in Hull from Hull City Council.

More details on all of these projects can be found in the Annual Report.

Financial Review

Reserves Policy

It is the aim of the Executive Committee to retain six months' core running costs in the unrestricted general fund to ensure a sufficient buffer to enable effective financial decision-making, rather than short term decisions, and the Company will work towards achieving this.

General funds are to be retained and reinvested in accordance with the Company's Memorandum of Association and the Charity's objects contained therein.

**Report of the Board of Trustees (incorporating the Director's Report)
For the year ended 31 March 2014**

Financial Review (continued)

Designated Fund – Core Functions

The costs in respect of the core functions in the year under review were £166,952.

Accordingly, a transfer to designated reserves of £48,476 would have been made but insufficient funds were available. There was no transfer from unrestricted reserves to designated reserves for this year. The Trustees still plan on building on this reserve in future years until the required amounts are attained.

Treasury policy

The Company's main banking facilities continue to be with Charity Aid Foundation Bank who make investments into the Social Enterprise & Voluntary sector to produce an acceptable rate of return that is consistent with the Company's stated Charitable objects and ethical standpoint. The Barclays Accounts are running alongside this although they are now not the main provider of banking services.

The Company is required to have its funds readily accessible and so will retain its bank account deposits in risk free instant access deposit accounts.

Principal Funding Sources

See note 13 of the notes to the accounts for a detailed explanation of the Company's restricted funds. The main income source to the 'core' unrestricted funds was through contracts. These contracts came from East Riding of Yorkshire Council and Hull City Council. During the year all expenditure has been concentrated on the key objectives of the charity.

Plans for Future periods

Please see main objectives for the following year.

Report of the Board of Trustees (incorporating the Director's Report) For the year ended 31 March 2014

Statement of disclosure of information to auditors

We, the Directors of the Company who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- ⊗ there is no relevant audit information of which the Company's auditors are unaware; and
- ⊗ we have taken all the steps that we ought to have taken as Directors in order to make ourselves aware of any relevant audit information and to establish that the Company's auditors are aware of that information.

Statement of Director's 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 charitable Company and of the excess of income over expenditure of the charitable Company for that period. 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;
- ⊗ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue to operate.

The Directors confirm that the accounts comply with the above requirements. The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at anytime the financial position of the charitable Company and 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.

Auditor

A resolution to reappoint auditors, Enterprise Accountancy Services Ltd will be proposed at the forthcoming annual general meeting.

**Report of the Board of Trustees (incorporating the Director's Report)
For the year ended 31 March 2014**

Small Company Provisions

This report has been prepared in accordance with the special provisions of part 15 of the Companies Act 2006.

Statement of Recommended Practice

The accounts comply with the SORP "Accounting and Reporting by Charities" 2005 as far as possible whilst complying with the Companies Act 2006.

By order of the Board

Mr Peter Choules
Trustee/Director



14 October 2014

**Income and Expenditure Account
For the year ended 31 March 2014**

	Notes	2014 £	2013 £
INCOME		364,043	457,532
EXPENDITURE		(347,443)	(400,837)
OPERATING SURPLUS/(DEFICIT)	7	<u>16,600</u>	<u>56,695</u>
Interest receivable and similar income		196	165
Profit/(Loss) on disposal of fixed asset		-	-
Bad debts written off		(5)	(160)
SURPLUS/(DEFICIT) FOR THE YEAR		<u>16,791</u>	<u>56,700</u>
RESERVES BROUGHT FORWARD		161,725	105,025
RESERVES CARRIED FORWARD		<u>178,516</u>	<u>161,725</u>

***THE INCOME AND EXPENDITURE ACCOUNT INCLUDES THE FOLLOWING ATTRIBUTABLE TO DISCONTINUED OPERATIONS**

INCOME	111,110	10,111
EXPENDITURE	<u>(115,745)</u>	<u>(15,578)</u>
SURPLUS/(DEFICIT) FOR THE YEAR	(9,054)	(5,467)
RESERVES BROUGHT FORWARD	4,460	4,600
OVERALL (DEFICIT) FROM DISCONTINUED OPERATION	<u>(4,594)</u>	<u>(867)</u>

Total income of £364,043 (2013: £457,532) comprises £177,562 (2013: £180,787) for unrestricted funds and £186,481 (2013: £276,745) for restricted funds. A detailed analysis of income by source is provided in the statement of financial activities.

The surplus for the year of £16,791 (2013: £56,700) comprises a surplus of £3,080 (2013: £4,938) for unrestricted funds and a surplus of £13,711 (2013: £51,762) for restricted funds as shown in the statement of financial activities.

There are no recognised gains and losses other than those passing through the income and expenditure account. During the year the Big Lottery Fund BASIS project – ERVAS Support Team Phase 1 and the Big Fund – New Horizons Project discontinued operation. All other operations are continuing operations.

The notes on pages 20 to 35 form part of these financial statements.

**Statement of Financial Activities
For the year ended 31 March 2014**

	Notes	Unrestricted Funds		Restricted Funds	Total 2014 Funds	Total 2013 Funds
		Designated	General			
Incoming Resources						
Incoming Resources from Generated Funds:						
Voluntary Income	3	-	3,050	157,644	160,694	255,853
Investment Income		-	196	-	196	165
Incoming Resources from Charitable Activities	4	-	174,512	28,837	203,349	201,679
Total Incoming Resources		-	177,758	186,481	364,239	457,697
Resources Expended						
Charitable Activities	5	(35)	(151,700)	(179,181)	(330,916)	(384,462)
Governance Costs	5	-	(15,252)	(1,275)	(16,527)	(16,375)
Total Resources Expended		(35)	(166,952)	(180,456)	(347,443)	(400,837)
Net Incoming Resources before Transfers		(35)	10,806	6,025	16,796	56,860
Transfers between Funds	13	(9)	(7,682)	7,691	-	-
Net Incoming Resources before other recognised Gains and Losses		(44)	3,124	13,716	16,796	56,860
Gains/(Losses) on disposal of fixed asset		-	-	-	-	-
Bad debts Written off		-	-	(5)	(5)	(160)
Net Movement in Funds		(44)	3,124	13,711	16,791	56,700
Funds brought forward at 01 April 2013		38,655	1,991	121,079	161,725	105,025
Total Funds Carried forward at 31 March 2014	13	38,611	5,115	134,790	178,516	161,725

Balance Sheet
As at 31 March 2014

	Note	Unrestricted funds £	Restricted income funds £	Total 2014 £	Total 2013 £
Fixed assets					
Tangible assets	10	3,771	651	4,422	6,464
Current assets					
Debtors	11	7,271	10,396	17,667	31,166
Cash at bank and in hand		55,020	134,252	189,272	162,497
<i>Total current assets</i>		<u>62,291</u>	<u>144,648</u>	<u>206,939</u>	<u>193,663</u>
Creditors: amounts falling due within one year	12	(22,336)	(10,509)	(32,845)	(38,402)
<i>Net current assets/(liabilities)</i>		<u>39,955</u>	<u>134,139</u>	<u>174,094</u>	<u>155,261</u>
<i>Total assets less current liabilities</i>		43,726	134,790	178,516	161,725
Creditors: amounts falling due after one year		-	-	-	-
		<u>43,726</u>	<u>134,790</u>	<u>178,516</u>	<u>161,725</u>
Funds of the Charity					
Unrestricted funds:		5,115	-	5,115	1,991
Designated Funds	13	38,611	-	38,611	38,655
Restricted income funds	13	-	134,790	134,790	121,079
<i>Total funds</i>	13	<u>43,726</u>	<u>134,790</u>	<u>178,516</u>	<u>161,725</u>

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board on 14 October 2014 and signed on its behalf by:



Peter Choules, Trustee/Director

The notes on pages 20 to 35 form part of these financial statements.

**Notes to the financial statements
for the period ended 31 March 2014**

1. Accounting policies

1.1. Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities, (effective April 2008) and other applicable accounting standards. The provisions of the statement of Recommended Practice "Accounting and Reporting by Charities" (2005) have been implemented wherever possible, having regard to the overriding requirement that the accounts should comply with the Companies Act 2006.

1.2. Company status

The Charity is a company limited by guarantee. The members of the Company are the Directors named on page 3.

The Company is actively engaging in the recruitment of its membership.

1.3. Incoming resources

Grants received of a revenue nature are accounted for on the accruals basis and credited to Incoming Resources in the Statement of Financial Activities when the company is legally entitled to the income, the amount can be quantified with reasonable accuracy and the grant relates to the relevant time period.

Grants received and held by the Company prior to making grants to smaller charitable concerns are treated as deferred income.

Services provided, investment income and rents are accounted for on the accruals basis. Other income is accounted for when received. All income is shown gross with associated costs included in expenditure.

Grants received to fund the purchase of fixed assets are credited to the Statement of Financial Activities when the Company is legally entitled to the income. The related expenditure is charged to Fixed Assets in the Balance Sheet.

1.4. Resources expended

All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Notes to the Financial Statements for the period ended 31 March 2014

1. Accounting policies (continued)

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life (except as detailed below) as follows:

Computer Equipment	33% on the straight line basis
Furniture and Fixtures	25% on the straight line basis
Office Equipment	25% on the straight line basis

1.6. Fund accounting

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors. Restricted funds are accounted for separately to each other and to the core funding of the Company.

General funds are unrestricted funds which are available for use at the discretion of the Trustees in the furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the directors for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

1.7. Operating leases

Rentals applicable to operating leases are charged to the SOFA over the period in which the cost is incurred.

1.8. Going concern

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

2. Income and Expenditure Account

The Company is a registered charity and so achievements cannot be measured by normal commercial criteria. Accordingly, the Directors consider that it would be inappropriate to present a Profit and Loss Account in one of the formats set out by the Companies Act 2006. Therefore, as permitted by the Companies Act, in order to reflect the special nature of the Company's activities, the Directors are of the opinion that it would be more appropriate to present an Income and Expenditure Account.

**Notes to the Financial Statements
For the year ended 31 March 2014**

3. Donations and similar incoming resources

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Grants				
Sir James Reckitt Charity	3,000	-	3,000	6,000
Big Lottery Fund – BASIS & Supporting Change	-	88,810	88,810	117,683
Big Lottery Fund – Fundraising Plus	-	-	-	10,010
ERYC – Sports, Play and Arts	-	18,000	18,000	20,000
ERYC - Children’s Business and Commissioning Team	-	2,500	2,500	6,800
ERYC – Commuted Sums	-	-	-	5,500
ERYC - Community Education Grant	-	5,000	5,000	-
ERYC – Improvement and Learning Services	-	-	-	2,000
Kingston Communications	-	1,200	1,200	1,600
ERYC – Stroke Survivors	-	-	-	2,136
NHS East Riding	-	-	-	30,000
Garfield Weston Foundation	-	-	-	5,000
Tribune Trust	-	-	-	2,500
Kingston Communications	-	2,780	2,780	3,690
Hull and East Riding Charitable Trust	-	1,250	1,250	-
Big Fund – Transforming Local Infrastructure	-	22,300	22,300	41,960
Lloyds/ TSB Foundation	-	13,424	13,424	-
ERYC – VERSO Pilot Grant	-	2,000	2,000	-
Total Grants	3,000	157,264	160,264	254,879
Donations				
General Donations	50	380	430	974
	3,050	157,644	160,694	255,853

**Notes to the Financial Statements
For the year ended 31 March 2014**

4. Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Activities in furtherance of charity's objects				
Voluntary Sector				
Support Contracts	164,282	-	164,282	168,788
Office Services	773	-	773	2,290
CRB Checks	2,653	-	2,653	1,034
Community Accountancy	-	26,130	26,130	21,979
HR Income	60	90	150	30
Common Treasury Equipment Hire	10	-	10	160
Training Income	25	2,617	2,642	1,939
Consultation/Research	2,715	-	2,715	450
Evaluations	2,000	-	2,000	-
Funding Support	1,164	-	1,164	-
Management/Admin Fees External	830	-	830	3,400
Events/Conference	-	-	-	807
Miscellaneous Income	-	-	-	42
	<u>174,512</u>	<u>28,837</u>	<u>203,349</u>	<u>201,679</u>

**5. Total Resources Expended
(a) Analysis of total resources Expended**

	Designated Funds £	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Charitable Activities					
Staff Costs	-	125,063	149,871	274,934	298,225
Volunteer Expenses & DBS Checks	-	1,978	-	1,978	1,318
Premises and Office Costs	-	21,890	10,374	32,264	42,971
Membership Fees	-	538	40	578	643
Meetings Expenses	-	229	188	417	1,617
Training Delivery	-	173	9,934	10,107	10,177
Grants Given	-	-	1,200	1,200	3,170
Project Costs	35	151	6,414	6,600	23,799
Depreciation	-	1,678	1,160	2,838	2,542
	<u>35</u>	<u>151,700</u>	<u>179,181</u>	<u>330,916</u>	<u>384,462</u>

**Notes to the Financial Statements
for the period ended 31 March 2014**

**5. Total Resources Expended
(a) Analysis of total resources Expended**

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Governance				
Staff Costs	9,813	820	10,633	10,181
Committee Expenses	-	-	-	18
Audit and Accountancy Fees	1,661	139	1,800	1,800
Peninsula Consultancy Fees	3,592	300	3,892	4,226
Professional and Legal Fees	186	16	202	150
	<u>15,252</u>	<u>1,275</u>	<u>16,527</u>	<u>16,375</u>

6. Staff costs

	Total 2014 £	Total 2013 £
Wages and salaries (inc e'ers NI & Pension)	252,604	270,402
Travel and Subsistence	7,047	7,748
Training	909	2,033
Recruitment	7	1,459
External Consultant	-	1,764
Sub-Contracting	25,000	25,000
	<u>285,567</u>	<u>308,406</u>

Average number of paid staff

		2014		2013	
	Heads	Full Time Equivalent	Heads	Full Time Equivalent	
Core Staff	-Full Time	1	1	2	2
	-Part Time	3	2	3	2
Project Staff	-Full Time	3	3	4	4
	-Part Time	4	2	2	1

There are no higher paid staff.

**Notes to the Financial Statements
for the period ended 31 March 2014**

7. Operating surplus

The operating surplus is arrived at after charging:

	Total 2014 £	Total 2013 £
Depreciation – Owned Assets	2,838	2,542
Directors Emoluments	-	-
Directors Travelling Expenses	-	18
Auditors Remuneration – Current Year	1,800	1,800
	<u>4,638</u>	<u>4,360</u>

8. Interest Receivable and Similar Income

	Total 2014 £	Total 2013 £
Bank Interest	196	165

9. Taxation

As a charity the Company is exempt from Corporation Tax.

10. Tangible Fixed Assets

	Office Equipment £	Computer Equipment £	Common Treasury Equipment £	Furniture & Fixtures £	Total £
Cost					
At 01 April 2013	1,526	12,990	1,162	1,292	16,970
Additions	-	796	-	-	796
Disposals	-	-	-	-	-
At 31 March 2014	<u>1,526</u>	<u>13,786</u>	<u>1,162</u>	<u>1,292</u>	<u>17,766</u>
Depreciation					
At 01 April 2013	581	7,727	1,162	1,036	10,506
Charge for the year	379	2,285	-	174	2,838
On Disposals	-	-	-	-	-
At 31 March 2014	<u>960</u>	<u>10,012</u>	<u>1,162</u>	<u>1,210</u>	<u>13,344</u>
Net Book Value					
At 31 March 2014	<u>566</u>	<u>3,774</u>	<u>-</u>	<u>82</u>	<u>4,422</u>
At 31 March 2013	<u>945</u>	<u>5,263</u>	<u>-</u>	<u>256</u>	<u>6,464</u>

**Notes to the Financial Statements
for the period ended 31 March 2014**

11. Debtors

	Total 2014 £	Total 2013 £
Trade Debtors	9,982	20,882
Other Debtors	-	-
Prepayments and Accrued Income	7,685	10,344
	<u>17,667</u>	<u>31,226</u>

12. Creditors

Creditors: Amounts falling due within one year

	Total 2014 £	Total 2013 £
Trade Creditors	13,198	20,003
Taxes and Social Security Loan	4,826	4,352
	-	-
Accruals and Deferred Income	14,821	14,047
	<u>32,845</u>	<u>38,402</u>

13. Accumulated funds

	Unrestricted Funds			Total £
	Designated Funds £	General Funds £	Restricted Funds £	
Balance at 01 April 2013	38,655	1,991	121,079	161,725
Movement in funds for the year	(44)	3,124	13,711	16,791
Balance at 31 March 2014	<u>38,611</u>	<u>5,115</u>	<u>134,790</u>	<u>178,516</u>

**Notes to the Financial Statements
for the period ended 31 March 2014**

13. Accumulated Funds (Continued)

Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Tangible Fixed Assets	3,771	651	4,422	6,464
Current Assets	62,291	144,648	206,939	193,663
Current Liabilities	(22,336)	(10,509)	(32,845)	(38,402)
Non-Current Liabilities	-	-	-	-
	<u>43,726</u>	<u>134,790</u>	<u>178,516</u>	<u>161,725</u>

Restricted funds

	Balance at 01/04/13	Movement in Resources			Balance at 31/03/14
		Incoming	Outgoing	Transfers	
ERCVYS	25,118	25,862	(33,480)	8,263	25,763
Big Lottery Fund	3,922	88,810	(92,846)	1,983	1,869
Prime Database	150	-	(150)	-	-
Fundraising Plus	57	-	(57)	-	-
Hornsea Volunteer Centre	-	-	(9)	9	-
Community Accountancy	75,752	28,855	(8,451)	7,420	103,576
KC/ERCVYS Small Grants	-	1,200	(1,200)	-	-
NHS SRE Project	9,524	-	(9,204)	(88)	232
VYPER	6,225	4,030	(8,024)	(538)	1,693
Big Fund – New Horizons	331	22,300	(13,112)	(9,346)	173
Volunteer LAC	-	13,424	(11,928)	(12)	1,484
VERSO (Pilot)	-	2,000	(2,000)	-	-
	<u>121,079</u>	<u>186,481</u>	<u>(180,461)</u>	<u>7,691</u>	<u>134,790</u>

**Notes to the Financial Statements
for the period ended 31 March 2014**

13. Accumulated Funds (Continued)

Designated funds

	Balance at 01/04/13	Movement in Resources			Balance at 31/03/14
		Incoming	Outgoing	Transfers	
Designated Core Reserve	35,000	-	-	-	35,000
DWP Project – Volunteering	3,655	-	(35)	(9)	3,611
	38,655	-	(35)	(9)	38,611

A brief description of the Restricted and Designated Funds are given below:

Restricted Funds

ERCVYS

The Integrated Children and Youth Support Services department of East Riding of Yorkshire Council provided funding of £2,500 to deliver to the Inclusion Fund agenda, working with voluntary youth groups to develop and access funding.

The Sports, Play and Arts department of East Riding of Yorkshire Council provided a £18,000 contribution to ERCVYS service delivery for ongoing ERCAS/ERCVYS accreditation.

The East Riding of Yorkshire Council provided funding of £5,000 through the Community Education Grant towards ERCVYS service delivery around ERCAS/ERCVYS accreditation.

Other ERCVYS Income of £362 was received which was used for contribution to general ERCVYS service delivery.

During the year a transfer of £7,500 was made from unrestricted funds into ERCVYS in line with a proposal within the Voluntary Sector Support Service Contract with East Riding of Yorkshire Council to support youth volunteering. A transfer of £916 was also received from the Big Fund – New Horizons for time spent working on the co-location element of this project. In addition, a transfer of £153 was made from the ERCVYS project to unrestricted funds for office services in line with a set charging structure.

**Notes to the Financial Statements
for the period ended 31 March 2013**

13. Accumulated Funds (Continued)

Big Lottery Fund - Basis and Supporting Change & Impact

£498,000 over 5 years Big Lottery BASIS Grant funding to provide enhanced service delivery in the areas of Children and Younger People and generic Community Accountancy services (ERVAS Support Team Phase 1). This project started in February 2008.

The Big Lottery Fund funding for this project was due to finish at the end of January 2013 but an additional £116,572 was granted under the Supporting Change and Impact funding stream of the Big Lottery Fund to extend the project for an extra year. Funding for this project finished at the end of January 2014.

During the year this project received support from ERVAS with regards to Human Resources in the form of recruitment services and office services. Therefore transfers of £225 and £79 were made from the Big Lottery Fund to unrestricted funds in line with a set charging structure.

At the end of the project a transfer was made of £2,287 from Community Accountancy to the Big Lottery Fund to cover the deficit on this project which arose due to Maternity.

The balance on this fund relates to fixed assets still to depreciate and is not a monetary fund.

PRIME Database

Funding received from East Riding of Yorkshire Council to populate a web based database outlining low level preventative services for people over the age of 50. Funding was originally for three years starting in October 2008 and finishing September 2011. An extension was made to the project which finished in March 2012. The expenditure in this year relates to depreciation of fixed assets purchased during the lifetime of the project.

Fundraising Plus – Big Lottery Fund

A partnership project through the Federation of Local Development Agencies (FoLDA) with Humber All Nations Alliance as the lead accountable body. The funding was received from the Big Lottery Fund to offer support to third sector organisations with an income under £100,000 in developing their fundraising strategies. This project ceased in July 2012. The expenditure in this year relates to depreciation of fixed assets purchased during the lifetime of the project.

**Notes to the Financial Statements
for the period ended 31 March 2014**

13. Accumulated Funds (Continued)

Hornsea Volunteer Centre

Hornsea Volunteer Centre was a satellite office providing services for the Holderness area. This satellite office was closed at the end of March 2012.

Costs incurred during this year relate to the depreciation of fixed assets purchased by the Hornsea Volunteer Centre. In line with a decision made by the Trustees prior to its closure a transfer of £9 was received into the Hornsea Volunteer Centre from the designated funds set aside for volunteering.

Community Accountancy

Earned income raised through the Community Accountancy Service which in line with the Big Lottery Fund contractual terms will be used to continue the Community Accountancy Service post Lottery funding.

During the year a transfer of £9,600 was made from unrestricted funds into the Community Accountancy Service for accountancy and payroll services provided to the whole organisation in line with a set charging structure. A transfer of £888 was also received from the Big Fund – New Horizons for time spent working on the co-location element of this project.

A transfer of £781 was made from the Community Accountancy Service to unrestricted funds for office services in line with a set charging structure.

In addition a transfer of £2,287 was made from the Community Accountancy Service to the Big Lottery Fund to cover the deficit on this fund due to additional costs incurred due to Maternity.

KC/ERCVYS Small Grants

Funding was provided by Kingston Communications to provide grants to support with the initial set-up costs of new voluntary organisations working with children and young people. This grant pot is managed by the ERCVYS project.

NHS SRE Project

Funding of £30,000 was provided by NHS East Riding in the previous financial year to make sexual health training more accessible to the voluntary sector by delivering sexual health training to adult volunteers and young people at times to suit them in their own venues or near to where they are based.

**Notes to the Financial Statements
for the period ended 31 March 2014**

13. Accumulated Funds (Continued)

VYPER

The VYPER scheme is designed to recognise the volunteering achievements of young people in school years 7 to 11 (12 to 16 years old).

Kingston Communications provided £2,780 contribution to the VYPER Awards Evenings.

Hull and East Riding Charitable Trust provided £1,250 towards the VYPER scheme.

Big Fund – New Horizons

A partnership project through the Federation of Local Development Agencies (FoLDA) with Humber and Wolds Rural Community Council as the lead accountable body. The funding is received from the Big Fund through their Transforming Local Infrastructure grants programme to change the way services are offered through infrastructure organisations. The changes for ERVAS were to provide an Employee Supported Volunteering scheme and to work closer with HWRCC.

During the year part of the focus of this project was co-location between ERVAS and HWRCC. As a result employees gave up time to work on elements of this project. The Big Fund – New Horizons project made a transfer to the individual projects for this time as follows:

Unrestricted Staff Hours	£5,242
ERCVYS Staff Hours	£ 916
Community Accountancy Service	£ 888

In addition, a transfer of £2,300 was made from the Big Fund – New Horizons Project to Unrestricted Funds to contribute towards the purchase of a new server. The cost of the new server was £3,370 purchased in December 2012.

Volunteen – LAC

The Volunteen Looked After Children project received funding from the Lloyds/TSB Foundation for two years starting in July 2013. The aim of the project is to support and enable children in the care of the local authority to access volunteering opportunities in order to enhance confidence, social skills and prospective employment opportunities.

**Notes to the Financial Statements
for the period ended 31 March 2014**

13. Accumulated Funds (Continued)

VERSO – Pilot Project

VERSO (Volunteers for European Employment) is a Pan-European knowledge-sharing initiative set up to combat the rising figures of unemployment across the European Union and change negative attitudes sometimes associated with volunteering. Funding of £2,000 was received from East Riding of Yorkshire Council to pilot this. Following on from this a contract was awarded to continue providing information on good practice and transferability around volunteering. The income received from the contract is analysed as unrestricted Voluntary Sector Support Contracts.

Designated Funds

Designated Core Reserve

It is the aim of the Executive Committee to retain six months' core running costs in the designated Core Reserve to ensure a sufficient buffer to enable effective financial decision-making, rather than short term decisions, and the Company will work towards achieving this.

DWP Project - Volunteering

The DWP project was originally a project to support the long term unemployed in finding voluntary work. It was output based funding received 2010/11 once placements had been obtained. The Directors/Trustees designated this funding to support the work of the Volunteer Centre.

During the year a transfer of £9 was made to the Hornsea Volunteer Centre to cover depreciation incurred in the current year.

14. Directors remuneration

No remuneration directly or indirectly out of the funds of the Company was paid or payable for the year to any Director.

There was reimbursement of travel expenses amounting to Directors in respect of the year as follows:

Director	2014	2013
	£	£
Pauline Kermode	-	18

All travel expenses paid to employees, volunteers and Directors are in line with approved mileage rates set by HMRC.

**Notes to the Financial Statements
for the period ended 31 March 2014**

15. Related Party Transactions

During the year the Company had the following related party transactions with its Trustees/Senior Officers and the organisations they represent on the Board of East Riding Voluntary Action Services (ERVAS) Limited or alternatively organisations in which they hold an officer position which is not individually represented on the Board of East Riding Voluntary Action Services (ERVAS) Limited.

Organisation	Related Party	Nature of service	Amount
Humber and Wolds Rural Community Council	Penny Brown	Payroll and Associated Costs	£21,962 (payment)
		Sub-contracting (SLA & VERSO)	£20,902 (payment)
		IT Services	£ 400 (payment)
		TLI Funding	£22,300 (receipt)
		Other services	£ 1,232 (receipt)

Penny Brown is Chief Officer of ERVAS and Chief Executive of Humber and Wolds Rural Community Council (HWRCC). Payments represent a recharge of payroll costs and related expenses to reflect the agreed proportion of time spent on ERVAS's affairs as well as payments for services sub-contracted to HWRCC to fulfil elements of the contracts with East Riding of Yorkshire Council. The amount outstanding at the year end date was £ 3,344 (2013: £9,390). Receipts represent ERVAS allocation of the Big Fund – Transforming Local Infrastructure funding which is a partnership project as well as receipts for providing other services to HWRCC. The amount outstanding at the year end date was £nil (2013: £5,400).

Organisation	Related Party	Nature of service	Amount
Be The Boss (UK) Ltd	Judith Leech & Sian Broughton	Office Services	£ 368 (receipt)
		Training	£ 200 (receipt)

Judith Leech is Company Secretary and Support Services Manager of ERVAS and a Director of Be The Boss (UK) Ltd. Sian Broughton is Finance Manager of ERVAS and a Director of Be The Boss (UK) Ltd. Be The Boss (UK) Ltd is a social enterprise based in Beverley.

The above transactions were conducted in accordance with the Company's internal governance procedures and represent transactions conducted at arms length and in accordance with the Company's own charitable objects.

**Notes to the Financial Statements
for the period ended 31 March 2014**

16. Other recognised gains and losses

There were no other recognised gains or losses.

17. Operating lease commitment

	Land & Buildings £	Other £
< 1 year	-	-
> 1 year and < 5 years	12,300	1,441
> 5 years	-	-

18. Members

The liability of the members is limited.

Every member of the Company undertakes to contribute such amount as may be required, not exceeding £10, to the Company's assets if it should be wound up while he or she is a member, or within one year after he or she ceases to be a member for payment of the Company's debts and liabilities contracted before he or she ceases to be a member and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves.

If the Company is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property, it shall not be paid to or distributed among the members of the Company but shall be given or transferred to some other charity or charities having objects similar to the objects of the Company.

**Notes to the Financial Statements
for the period ended 31 March 2014**

19. Going Concern

The Trustees consider the Company to be a going concern for a period of 12 months beyond the date of the audit report.

The Company has completed 2 year of a three year Voluntary and Community Sector Support Service contract from ERYC.

The Community Accountancy Service through fee charging has generated enough reserves over the funded period to support the sustainability of the Community Accountancy Service post Lottery funding.

A new 2 year contract with Hull City Council started in January 2014 for supporting Voluntary Sector organisations around the Safeguarding agenda.

There is over 1 year to run on the Volunteen Looked After Children project.

In addition The Big Lottery Fund Reaching Communities strand of funding has awarded three years funding for the Volunteen Project – which will start in April 2014.