

## THE COMMUNITY AND VOLUNTARY FORUM: EASTERN REGION

### ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

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TRUSTEES	Joyce Andrade	Lynn Hogarth	
	Tap Bali	Laurie Hurn	(resigned 22.07.08)
	Michael Bond	Jenny Kartupelis	(resigned 21.10.08)
	Richard Boyd (resigned 21.10.08)	Mark Mitchell	
	John Dixon (resigned 21.10.08)	Paul Ruskin	(resigned 11.02.09)
	Mark Ereira-Guyer	Mary Sanders	
	Heather Farley	Susan Sumner	
	Julian Garner (resigned 11.02.09)	Philip Willerton	

COMPANY SECRETARY Andrew Cogan

CHIEF EXECUTIVE OFFICER Andrew Cogan

REGISTERED OFFICE Eagle Stile  
Rectory Farm Barns  
Walden Road  
Little Chesterford  
CB10 1UD

COMPANY REGISTRATION NUMBER 3850130

CHARITY REGISTRATION NUMBER 1085380

AUDITORS Prentis & Co LLP  
Chartered Accountants  
and Registered Auditors  
115c Milton Road  
Cambridge  
CB4 1XE

BANKERS	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	Lloyds TSB Bank plc Black Horse House Castle Park Cambridge CB3 0AR
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**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

**REPORT OF THE TRUSTEES**

The trustees, who are also directors of the charity for the purposes of the Companies Act, present their annual report and the audited accounts for the year ended 31 March 2009. The annual report and accounts have been prepared in accordance with the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that year.

In preparing those accounts, the trustees are required to:

- (i) Select suitable accounting policies and apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- (iv) State whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the accounts.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the accounts comply with the Companies Act 1985.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

There is no relevant audit information of which the charity's auditors are unaware, and the trustees have taken all steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Governing document

The Community and Voluntary Forum: Eastern Region is a company limited by guarantee with charitable status which is governed by a memorandum and articles of association.

Appointment of trustees

Trustees are elected by the membership at the AGM. The board, between AGMs, fills county and regional vacancies and decides on co-options.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

REPORT OF THE TRUSTEES

Trustee induction and training

The trustees annually review the policies and procedures in place for trustee induction and development. These follow the guidance published by the Charity Commission.

Organisational structure

The charity has a board of trustees who meets six times a year and are responsible for its strategic direction and policy. A chief executive officer is appointed by the trustees to manage the day to day operations of the charity.

Risk management

A report on this is contained in the Annual Report.

OBJECTIVES AND ACTIVITIES

The charity's objectives continue to be:

- (a) The promotion of any charitable purpose for the benefit of residents of the Eastern Region, and in particular, the advancement of education, the promotion of health, and the relief of poverty, distress and sickness.
- (b) The promotion of the efficient application of resources for charitable purposes by charities and non charitable voluntary organisations working for the benefit of persons in the Eastern Region area.

COVER trustees have reviewed the activities of the organisation and the aims and objects of the charity in the light of Section 4 of the Charities Act 2006, the public benefit test.

COVER undertakes 3 activities:

- 1 Influencing: regional policies, plans and investments to the benefit of Voluntary and Community organisations and their beneficiaries.
- 2 Enabling: through leverage and brokerage activities, Voluntary and Community organisations in the region gain income for the benefit of their socially or economically disadvantaged client groups, or increase skills and knowledge so that Voluntary and Community organisations in the region can better meet the needs of their socially and economically disadvantaged client groups.
- 3 Communicating: regional opportunities for Voluntary and Community organisations to take part in regional opportunities to meet the needs of socially and economically disadvantaged client groups across the East of England.

Examples of COVER activity in 2008/09 that meet the public benefit test.

- 1 Ending in 2008: COVER managed the regional Community Champions Fund that from 2000 to 2008 put £1.4m into over 1,100 grassroots community organisations for projects that benefitted their local community.

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009**

**REPORT OF THE TRUSTEES**

- 2 Ongoing in 2008/09: COVER undertook VCS capacity building in terms of supporting VCS Local Learning Consortia and professional training for tutors and mentors that increased the capacity of VCS organisations to provide services for their socially and economically disadvantaged groups.
- 3 Starting in 2009: COVER is leading a VCS partnership delivering a £2m regional ESF Volunteering into Employment programme that will see over 1.300 unemployed or economically inactive people in the region progress towards employment through Volunteering, Arts, Sports and other cultural activities.

**ACHIEVEMENTS AND PERFORMANCE, FINANCIAL REVIEW AND FUTURE DEVELOPMENTS**

Reports on these are contained in the Annual Report.

**AUDITORS**

The Auditors, Prentis & Co LLP, will be proposed for reappointment in accordance with Section 385 of the Companies Act 1985.

This report, which has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies, was approved by the trustees on 9 September 2009 and signed on their behalf.

Mark Mitchell  
Chair

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
THE COMMUNITY AND VOLUNTARY FORUM: EASTERN REGION

We have audited the accounts of the Community and Voluntary Forum: Eastern Region for the year ended 31 March 2009 which comprise the Statement of Financial Activities, Balance Sheet and the related notes. These accounts have been prepared under the historical cost convention and the accounting policies set out in the notes to the accounts.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity'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 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 THE TRUSTEES AND THE AUDITORS**

As described in the Statement of Trustees' Responsibilities on page 1, the charity's trustees, who are also the directors of the Community and Voluntary Forum: Eastern Region for the purposes of company law, are responsible for the preparation of the accounts in accordance with applicable law, United Kingdom Accounting Standards and United Kingdom Generally Accepted Accounting Practice.

Our responsibility is to audit the accounts 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 accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is not consistent with the accounts, if 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 transactions with the charity is not disclosed.

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

**BASIS OF AUDIT OPINION**

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

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts 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 accounts.

**OPINION**

In our opinion, the accounts:

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

Prentis & Co LLP  
Chartered Accountants  
and Registered Auditors  
115c Milton Road  
Cambridge  
CB4 1XE

## ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

## STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Restricted Funds £	2009 Unrestricted Funds £	Designated Funds £	Total Funds £	2008 Total Funds £
<b>INCOMING RESOURCES</b>						
Incoming resources from generated funds:						
Investment income	2	0	11,060	0	11,060	19,032
Incoming resources from charitable activities:						
Grants received	3	480,105	62,500	0	542,605	1,005,939
Other income		79,656	18,441	0	98,097	32,326
<b>TOTAL INCOMING RESOURCES</b>		<b>559,761</b>	<b>92,001</b>	<b>0</b>	<b>651,762</b>	<b>1,057,297</b>
<b>RESOURCES EXPENDED</b>						
Charitable activities		434,868	94,156	0	529,024	1,184,656
Governance costs		0	12,376	0	12,376	11,958
<b>TOTAL RESOURCES EXPENDED</b>	4	<b>434,868</b>	<b>106,532</b>	<b>0</b>	<b>541,400</b>	<b>1,196,614</b>
		124,893	-14,531	0	110,362	-139,317
<b>TRANSFERS BETWEEN FUNDS</b>	6	<b>22,026</b>	<b>-22,026</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET MOVEMENT IN FUNDS</b>	7	<b>146,919</b>	<b>-36,557</b>	<b>0</b>	<b>110,362</b>	<b>-139,317</b>
<b>RESERVES BROUGHT FORWARD</b>		<b>69,275</b>	<b>167,270</b>	<b>100,000</b>	<b>336,545</b>	<b>475,862</b>
<b>RESERVES CARRIED FORWARD</b>		<b>216,194</b>	<b>130,713</b>	<b>100,000</b>	<b>446,907</b>	<b>336,545</b>

## STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

There were no recognised gains or losses for 2009 or 2008 other than those included in the Statement of Financial Activities.

## ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

## BALANCE SHEET

	Notes	2009 £	2008 £
CURRENT ASSETS			
Debtors	8	51,270	30,382
Cash at bank and in hand		428,189	422,665
		-----	-----
		479,459	453,047
CREDITORS: amounts falling due within one year	9	32,552	116,502
		-----	-----
NET CURRENT ASSETS		446,907	336,545
		-----	-----
RESERVES			
Restricted Funds		216,194	69,275
Unrestricted Funds		130,713	167,270
Designated Funds	11	100,000	100,000
		-----	-----
ACCUMULATED RESERVES		446,907	336,545
		-----	-----

The accounts were approved by the trustees on 9 September 2009 and signed on their behalf.

Mark Mitchell  
Chair

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

NOTES TO THE ACCOUNTS

1 ACCOUNTING POLICIES

(a) BASIS OF PREPARATION OF ACCOUNTS

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

(b) INCOMING RESOURCES

Incoming resources are recognised in the year in which the charity is entitled to the receipt, and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

(c) RESOURCES EXPENDED

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and this is reported as part of the expenditure to which it relates.

(d) COMPUTER EQUIPMENT

Expenditure on computer equipment is written off in the year in which it is incurred. The trustees are of the opinion that such expenditure has no commercial resale value and that, in view of this and the nature of the organisation, such costs should not be capitalised.

(e) PENSIONS

The charity operates a defined contribution pension scheme. The pension charge represents the amounts payable by the charity to the fund in respect of the year.

The assets of the scheme are held separately from those of the charity in an independently administered fund.

(f) CASH FLOW STATEMENTS

The charity, being a small company of small size within the meaning of the Companies Act 1985, has used the exemption provided by Financial Reporting Standard No. 1 under which they are not required to include a cash flow statement as part of their accounts.

## ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

## NOTES TO THE ACCOUNTS

2	INVESTMENT INCOME		2009	2008
			£	£
	Interest received on bank accounts		11,060	19,032
			-----	-----
3	GRANTS RECEIVED		2009	2008
			£	£
	Restricted	Capacity Builders	15,000	281,910
		East of England Development Agency	228,698	99,968
		Government Office East	0	273,000
		Learning and Skills Council	222,407	250,520
		VCS Engage	0	16,245
		Others under £5,000	14,000	23,296
			-----	-----
			480,105	944,939
	Unrestricted	Home Office	62,500	61,000
			-----	-----
			542,605	1,005,939
			-----	-----
4	RESOURCES EXPENDED		2009	2008
			Charitable	Total
			activities	expended
			£	£
			2009	2008
			Governance	Total
			costs	expended
			£	£
	Staff costs (note 5)		276,905	8,250
	Other costs		252,119	4,126
			-----	-----
			529,024	12,376
			-----	-----
5	STAFF COSTS			
	No remuneration was paid to any of the Trustees in the year, expenses totalling £2,676 (2008 - £1,523) were reimbursed to them. The staff costs were:			
			2009	2008
			£	£
	Wages and salaries		249,402	283,257
	Social security costs		23,801	27,292
	Other pension costs		11,952	19,417
			-----	-----
			285,155	329,966
			-----	-----

## ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

## NOTES TO THE ACCOUNTS

The average weekly number of staff employed by the charity during the year was 10 (2008 - 12).

No member of staff earned more than £60,000.

6	TRANSFERS	Restricted Funds (page 10) £	Unrestricted Funds £	Designated Funds (note 11) £
	From unrestricted to restricted funds	22,026	-22,026	0
		-----	-----	-----

7	NET MOVEMENT IN FUNDS	2009 £	2008 £
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The surplus caused by Incoming Resources exceeding Resources Expended is stated after charging:

Auditor	Audit	1,450	1,400
		-----	-----

8	DEBTORS: Due within one year	2009 £	2008 £
	Grants receivable		
	Children England	7,500	0
	Learning and Skills Council	18,000	0
	Ormiston Children and Families Trust	0	6,132
	Skills for the Third Sector	10,000	0
	VCS Engage	0	14,245
	Others under £5,000	10,470	4,705
		-----	-----
		45,970	25,082
	Prepayments	5,300	5,300
		-----	-----
		51,270	30,382
		-----	-----

9	CREDITORS: Due within one year	2009 £	2008 £
	Accruals	1,223	723
	Other creditors	6,311	29,596
	Payments in advance	0	78,620
	Social security and other taxes	3,611	7,563
	Sundry creditors	14,500	0
	Trade creditors	6,907	0
		-----	-----
		32,552	116,502
		-----	-----

## ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

## NOTES TO THE ACCOUNTS

## 10 LIABILITY OF THE MEMBERS

The company is limited by guarantee. In the event of the company being wound up, the liability of the members is limited to £1.

## 11 DESIGNATED FUNDS

	Staff Contingency £	2009 Premises Development £	Total £	2008 Total £
Brought forward	70,000	30,000	100,000	100,000
Transfers in the year	0	0	0	0
Carried forward	70,000	30,000	100,000	100,000

A staff contingency fund has been set up to cover eventualities such as redundancy pay. The aim is to build the fund up until it amounts to three months staff salaries which has been achieved at current staffing levels.

A premises development fund was set up five years ago to cover future removal costs and to make provision towards the future purchase of premises from which the charity can operate.

## 12 RELATED PARTIES

The following payments were made during the year to organisations with representatives on the board of the charity:

	£
eg Creative Solutions Limited	1,000
	-----
	1,000
	-----



## ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

## ANALYSIS OF RESTRICTED INCOME AND EXPENDITURE

	Sub-total b/f	2009												2008 Total £	
		Capacity Builders RNF 2008/09 A £	Capacity Builders RNF 2008/09 B £	CB Resilience £	EEDA 5967 £	EEDA 7113 £	CTLLS Programme £	ESF Technical Assistance £	Learning and Skills Council Skills for Life £	Train to Gain 2007/08 £	Train to Gain 2008/09 £	Working Together 2007/08 £	Working Together 2008/09 £		Total £
<b>Income</b>															
Grants received	9,000	5,000	10,000	5,000	109,647	119,051	50,000	88,000	26,507	16,680	30,000	11,220	0	480,105	944,939
Other income	79,656	0	0	0	0	0	0	0	0	0	0	0	0	79,656	0
	88,656	5,000	10,000	5,000	109,647	119,051	50,000	88,000	26,507	16,680	30,000	11,220	0	559,761	944,939
<b>Expenditure</b>															
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	290,423
Other costs	78,848	5,000	10,000	5,000	110,438	6,298	1,800	93,074	26,507	16,680	10,000	11,223	60,000	434,868	850,275
	78,848	5,000	10,000	5,000	110,438	6,298	1,800	93,074	26,507	16,680	10,000	11,223	60,000	434,868	1,140,698
Movement in year	9,808	0	0	0	-791	112,753	48,200	-5,074	0	0	20,000	-3	-60,000	124,893	-195,759
Reserves brought forward	9,275	0	0	0	0	0	0	0	0	0	0	0	60,000	69,275	253,553
	19,083	0	0	0	-791	112,753	48,200	-5,074	0	0	20,000	-3	0	194,168	57,794
Transfers to unrestricted funds	21,232	0	0	0	791	0	0	0	0	0	0	3	0	22,026	11,481
Reserves carried forward	40,315	0	0	0	0	112,753	48,200	-5,074	0	0	20,000	0	0	216,194	69,275