

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**

**(a company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2012**

**REGISTERED COMPANY NO. 4715323**

**REGISTERED CHARITY NO. 1099194**

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**  
**(Registered Number : 4715323) (a company limited by guarantee)**

**Report and Financial Statements**  
**For the year ended 31st March 2012**

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**CONTENTS**

Reference and Administrative Details	1
Trustees' Annual Report	2
Independent Auditors' Report	12
Consolidated Statement of Financial Activities	14
Consolidated Balance Sheet	15
Accounting Policies	16
Notes to the Financial Statements	18

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)  
(REGISTERED NUMBER : 4715323) (a company limited by guarantee)**

**Reference and Administrative Details**

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<b>Charity Name</b>	Mansfield Community and Voluntary Service
<b>Charity Registration</b>	1099194
<b>Company Number</b>	4715323
<b>Principal and Registered Office</b>	Community House 36 Wood Street Mansfield Nottinghamshire NG18 1QA
<b>Trustees and Directors</b>	Wynne Garnett - Chair - started 20th June 2012 Ian Robinson - Vice Chair - started 17th May 2011 Stephanie Towell - Treasurer - started 27th June 2012 Lorna Carter - resigned 1st April 2011 Simon Hartley-Jones Marlon Imamshah - started 24th November 2011 Chandra Joashi Shelagh Needham - resigned 18th November 2011 Barbara Nestor - resigned 13th September 2011 Ann Norman - started 17th May 2011 Iris Parker-Smith Julian Stocks - started 17th May 2011 Andrew Tristram - resigned 10th June 2011 Isobel Woodcock - resigned 17th February 2012
<b>Chief Executive Officer</b>	Alan Lloyd
<b>Auditors</b>	Stephenson Nuttall & Co Chartered Accountants Registered Auditor Ossington Chambers 6/8 Castle Gate Newark Nottinghamshire NG24 1AX
<b>Bankers</b>	CAF Cash Kings Hill West Malling Kent  The Co-operative Bank PLC Mansfield Nottinghamshire

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**  
**(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Trustees' Annual Report**  
**For the year ended 31st March 2012**

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The Trustees, who are also directors of the company for the purposes of the Companies Act, submit their annual report and the financial statements of Mansfield Community and Voluntary Service for the year ended 31<sup>st</sup> March 2012. The Trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 (2<sup>nd</sup> Edition – May 2008).

**CHIEF EXECUTIVE OFFICER – ANNUAL REPORT CONTRIBUTION**

**Testing Times**

It has been another very testing year for Mansfield CVS, and infrastructure organisations across the country. From the smaller organisations to the large national ones, the funding landscape has been, to say the least, bleak. The number of funded National Strategic Partners at the Office for Civil Society (OCS) has been reduced, and at the other end of the scale, many local authorities have reduced their funding to infrastructure, whilst in the middle, Big Lottery no longer fund infrastructure. Testing times indeed.

For some time now, we, along with our colleagues in the County, have been looking at how we can work together to become more effective and indeed, more efficient. For us at MCVS one of the first questions we had to ask was, "are we going in the right direction, and is our service delivery package right for Mansfield". Focus groups have been held across the county, surveys carried out and out of this work has come some ideas for changes in the future.

This year also saw the Launch of "Transforming Local Infrastructure" TLI. The County infrastructure organisations, CVS's and others, came together and were successful in attracting funding to help us all change our way of working and improve our service delivery package. You will see the impact of these changes over the coming 18 months and hopefully, bear witness to improvements. In order to ensure we stay on track we will, during those 18 months, be carrying out more research, so expect surveys through your email and invitations to focus groups. Please help us to help you by responding to our research efforts.

This year has seen changes within our Board of Directors. After over 8 years of service our Chair, Barbara Nestor moved on to Mansfield CAB as Chair. For our new Chair, Wynne Garnett, it was a welcome back to Mansfield CVS, as Wynne was CEO here for 16 years, leaving in the year 2000. We also said goodbye to Lorna Carter, Andrew Tristram, Shelagh Needham and Isobel Woodcock and welcomed Ann Norman, Ian Robinson, Julian Stocks, Marlon Imamshah and Stephanie Towell to our Board.

The coming year will once again be one of change, but also a year of clarity of purpose with MCVS concentrating on a joint Mansfield agenda with our partners, public sector, private and voluntary.

As I said, this year has been a testing one, and we could not have got through it without our staff, our volunteers, our funders and our supporters. My thanks to you all.

**Trustees' Annual Report - Continued  
For the year ended 31st March 2012**

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## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 28<sup>th</sup> March 2003 and was registered as a charity on 17<sup>th</sup> November 1980. The company was formed under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up the liability of the members is limited.

### **Recruitment and Appointment of Management Committee**

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the directors are elected to serve for a period of three years. We have thirteen places on the committee. Vacancies are filled by nomination formally through the CVS membership and provide a written and oral statement about their fitness for purpose in relation to the board and its skills requirements at the AGM. We are able to co-opt in order to bring in additional skills should we need to.

All members of the Management Committee give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in note 14 to the accounts.

### **Trustee Induction and Training**

All committee members are issued with a comprehensive trustee Induction Pack, which covers matters such as legal liabilities and responsibilities and specific role responsibilities. The senior staff and committee are also currently developing a comprehensive risk management process, to sit alongside the risk management strategy. This will form part of the Induction Pack.

CVS has twice undertaken a skills audit of the trustees in the last few years against a number of key organisational criteria. This process is intended to become a permanent part of our annualised work plan. The current committee team are very strong in terms of the requisite skills, experience and expertise.

### **Organisational Structure**

Mansfield Community and Voluntary Service is governed by its management committee which is responsible for setting the strategic direction of the organisation and the policy of the charity. The management committee carry the ultimate responsibility for the conduct of Mansfield Community and Voluntary Service and for ensuring that the charity satisfies its legal and contractual obligations. The management committee meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The management committee is independent from management. A register of members' interest is maintained at the registered office and is available to the public.

We have a Chair, Vice Chair and Treasurer who form part of the Finance, Personnel and Development Committees along with senior staff, such as the CEO and Deputy CEO. These groups are mandated to make key decisions in relation to personnel, finance and asset management which are related issued and then reported back to the committee with recommendations for action.

### **Related Parties**

The charity also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussion regarding that other charity but not in the ultimate decision making process.

### **Major Risks**

Mansfield Community and Voluntary Service have worked on a Corporate Risk Management exercise. A risk management strategy and risk register were agreed by the management committee. The management committee recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks. To that end Mansfield Community and Voluntary Service is continually monitoring and managing its risk, reviewing the corporate risk register and ensuring action plans are in place to mitigate its key risks.

Included in external risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

**Trustees' Annual Report - Continued  
For the year ended 31st March 2012**

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**OBJECTIVES AND ACTIVITIES**

**Objects**

The company's objects are:

- 1) To promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Nottinghamshire and its environs (hereafter called the "area of benefit") and in particular build the capacity of third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- 2) To promote organise and facilitate co-operation and partnership working between the third sector and other relevant bodies in the achievement of the above purposes within the area of benefit.

**Aims, Objectives, Strategies and Activities for the year**

Whilst Mansfield CVS encourages considerable cross-team working within the organisation, we also had to make a decision about how the key functions of the organisation are articulated separately, particularly given that much of our work is project funded and highly specific in terms of outputs, monitoring and contractual obligations. This is reflected in our teams – hence the focus on

- Community; Quality of Life;
- Volunteering;
- Getting into Work;
- Training;
- Health and Social Care

as our main external areas of work. Internally, we have structures or staff members related to Governance – encompassing the work of the CEO/Deputy CEO and trustees, Building and Resource Management and Finance. These 'splits' are reflected throughout the Annual Report and accounts and show how we manage our resources, but they are only part of the picture of our one year and three year strategic plans which consider our broader objectives across the whole staff and trustee team.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

**Grant Making Policy**

The charity awards grants subject to the restrictions imposed by the original donor of the funds. These are identified as such within the accounts.

**Volunteers**

The work of the charity benefits from many hours of voluntary work contributed by its supporters. The charity is most grateful for this help, without which much of the work it undertakes could not be achieved.

**Trustees' Annual Report - Continued**  
**For the year ended 31st March 2012**

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## **ACHIEVEMENTS AND PERFORMANCE**

### **HEALTH AND HEALTH TRAINERS**

After 10 years in the team, Ellen Ehrhart left in Dec 2011 for a new challenge. The year ended with Annette becoming full-time Partnership Officer, passing over the role of First Contact Co-ordinator, to Debbie Crisp at the start of the next financial year.

The team continued to work in partnership with other voluntary sector organisations to organize and support health promotion events; act as advocates for the voluntary sector on a number of strategic boards; host, facilitate and chair the Ashfield and Mansfield Older People's Consultation Group and North Notts Mental Health Partnership; participate in and circulate consultations to interested parties. The team secured funding for an information and social event for older people.

First Contact continued to go from strength to strength, with 723 checklists completed by partner agencies resulting in 1,328 referrals for assistance for people over 60 to stay safe and independent in their own homes. Cuts to services meant that some of the partner organisations started to tighten their criteria. As a result of redundancies at the DWP, the First Contact Co-ordinator took over the triage of pension referrals for the scheme to enable this valuable question to remain on the checklist.

The Community Outreach service continued to identify new people who knew nothing about help, services and options available to them. More people contacted the advisers directly as they had heard about the service from someone else; more re-contacted the advisers as their circumstances changed. 282 older people were helped by the advisers. Uncertainty over the service meant that the desired countywide leaflet was never produced.

The AGM was themed on Health and Social Care – The Road Ahead, with representatives from the PCT and Nottinghamshire County Council speaking.

#### **Future Plans:**

- Keep the health and social care of Mansfield residents, particularly those most vulnerable, high on the agenda of those who are involved in decision making about the spending of smaller monetary resources;
- Maintain the quality of the First Contact signposting scheme which helps older and vulnerable people to remain safe and independent;
- Seek to secure the future of the Community Outreach Advisers project, maintaining the service to those unaware of help available and/or socially isolated;
- Organise an information and social event for older people on the Oaktree Estate;
- Work with the new arrangements for patient and public involvement envisaged by the Clinical Commissioning Groups;
- Work in partnership with other voluntary sector organisations to organise and support health promotion events;
- Support the newly formed Patient Reference Groups in Mansfield;
- Gather and make known the views and suggestions of older people with regard to services that help them live as full a life as possible whilst coping with ageing and/or long term conditions;
- Gather and make known the views and suggestions of people with learning disabilities around health and social care services that help them live life to the full;
- Facilitate or help to facilitate information events for different areas or for people with long term conditions;
- Be ready to connect with Healthwatch, whichever organisation gets the tender;
- Continue to highlight the needs and roles of carers, particularly for good information and good respite help.

**Trustees' Annual Report - Continued  
For the year ended 31st March 2012**

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## **GROUP SUPPORT**

Mansfield CVS Group Support and outreach activities have continued throughout 2011/12 though at a reduced rate given the reduction in staffing and decreased capacity.

We have continued to work with a range of partners to deliver effective support and community engagement/empowerment services across the district. Some of our key partners are: Children's Centres, Mansfield District Council, Nottinghamshire County Council, MASP and a wide range of community and voluntary sector organisations. We have continued to provide a communications network (mainly via mail) through the 'Mansfield Community Support Network (formerly Community Development Workers Forum).

We have been heavily involved in supporting projects in the following areas:

- Warsop (Big Local)
- Oak Tree (NMT/Big Lottery Project)
- Ravensdale (Holocaust Centre Project)
- Mansfield Children's Centres (Achieving economic wellbeing objectives)

### **Future Plans:**

- Continue to work with strategic partners to ensure that the voluntary sector is fully engaged with the Local Strategic Partnership, its thematic working groups and any associated initiatives;
- Resurrect the Voluntary Sector Liaison Group to ensure a two way communication tool for the above;
- Continue to offer advice, support, development, funding and training opportunities to volunteers and community groups across the district;
- Continue to arrange a number of thematic events and targeted information in order that the sector is fully informed, and have the opportunity to give feedback on issues that are currently affecting them;
- Continue to further develop and support existing structures such the 'Mansfield Community Support Network', ensuring that more face-to-face meetings take place.

## **COMMUNITY OUTREACH**

### **In 2011/2012 we have:**

- Managed Barrowhill Community Link and made alterations to the building in order to deliver training and generate income for the long term sustainability of the building;
- Attracted additional funding for Barrowhill Community Link so that we can create a community garden.

### **In 2012/2013 we plan to:**

- Manage Barrowhill Community Link and continue to generate income for the long term sustainability of the building;
- Attract additional funding for Barrowhill Community Link to deliver arrange of servicers (including a work club).



**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**  
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**Trustees' Annual Report - Continued**  
**For the year ended 31st March 2012**

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## **GETTING INTO WORK**

### **In 2011/12 we planned to:**

- Continue to develop Volunteering as a "Routeway" into employment;
- Deliver over 20 two day "Gaining Opportunities And Life Skills" (GOALS) Programmes to 200 unemployed individuals;
- Support 100 clients into employment;
- Develop good working relationships with a number of key partners; Getting into Work, Mansfield YMCA, Making the Connections, ENABLE and Working Links;
- Use the above activity as a way of promoting the work of Mansfield CVS;
- Generate additional income for Mansfield CVS.

### **In 2011/2012 we have:**

- Worked towards securing a contract under the new Work Programme working in partnership with A4e and ENABLE;
- Increased the income and surpluses generated from "Getting into Work" activity;
- Continued to develop our relationship with key partners such as ENABLE, YMCA, Making the Connections;
- Sought further opportunities for the GOALS Programme.

### **In 2012/2013 we plan to:**

- Launch our trading arm "Scintilla" as the delivery mechanism for worklessness activities;
- Deliver our learning, skills and employment contracts through Scintilla;
- Work towards securing additional learning and skills contracts with our key partners;
- Increase the income generated through Scintilla;
- Achieve a 40 percent job entry rate on our Work Programme contract;
- Seek out further opportunities for delivering the GOALS Programme.

## **BUILDING**

### **In 2011/2012 we have:**

- Used a shredding company to shred confidential information and recycle paper within Community House;
- Repainted the Community House building and attracted new tenants and customers for the purpose of hiring out rooms;
- Worked with partners and Mansfield District Council with regards to identifying a building that will accommodate a number of voluntary and community groups.

### **In 2012/2013 we plan to:**

- Continue to use a shredding company to shred confidential information and recycle paper within Community House;
- Continue to make modifications and repaint the Community House building and attract new tenants and organisations for the purpose of hiring out rooms;
- Develop and launch a new website.

**Trustees' Annual Report - Continued  
For the year ended 31st March 2012**

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**TRAINING**

**In 2011/2012 we have:**

- Delivered our GOALS Programme to new customers;
- Further developed courses that meet organisations needs i.e. Social Return on Investment;
- Delivered a range of OCN accredited courses and accredited CIEH courses in Food Safety and Health and Safety;
- Provided support and training to partners who are delivering the Work Programme in Mansfield;
- Directed support and training to community based groups across the District;
- Delivered a project to support the development of motivated families. The project looked to re-motivating the family unit, to consider their priorities for the family 'future success';
- Developed a range of training courses that will help the income for Mansfield CVS's long term sustainability.

**In 2012/13 we plan to:**

- Develop our training programme with a whole new range of provision including workforce and organisational development;
- Deliver our GOALS Programme further afield outside of Mansfield;
- Build our training offer and promote outside of Mansfield;
- Develop the Scintilla brand to allow training delivery across wider Nottinghamshire;
- Look at opportunities to deliver training from other centres and locations e.g. Barrowhill, partner locations;
- Deliver training on new subjects such as change management, decision making, negotiation skills, assertiveness;
- Concentrate on quality improvement working closely with our key partner ENABLE;
- Implement the new framework to meet OFSTED requirements and improvement plans.

**Trustees' Annual Report - Continued  
For the year ended 31st March 2012**

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**VOLUNTEERING**

The Mansfield Volunteer Centre conducted 303 volunteering interviews in 2011/12 which represents a small increase over the previous year. The number of volunteering opportunities have also increased slightly, with new opportunities being offered through organizations such as NCC Greenwood Trust, MIND, Nottinghamshire Credit Union to name but a few. Other enquires (drop-ins, Do-It enquires and telephone calls) also increased to over 2000.

The Volunteer Centre staff and volunteers have continued to work with Volunteer Nottinghamshire on a joint submission for the VCQA through Volunteer England, the outcome of which will be known in 2012/13. There were 5 Volunteer Centre led events (market, volunteers' week stall, Volunteer Awards ceremony, Artemis closing event). Volunteer promotion also took place at 3 local primary schools, Brunts School, West Notts College and at Kings Mill Hospital as part of World Mental Health day in conjunction with Ashfield Voluntary Action.

The Volunteer Centre is indebted to its core volunteers who conducted interviews; brokered volunteers; maintained the 'V-base' database and inputted data; networked with volunteer involving organisations (VIOs); evaluated services and supported promotional and recruitment activities. Our dedicated core of volunteers includes: Allan Foreman, Chanel-Annalise Miller, Deanna Bell, Pete Bennett, Sarah-Jane Lingard, Marilyn Hollingsworth, Hannah Hughes, Michael Wilson and Dave Copeland.

In May 2011 the first 'Mansfield Volunteer Awards' ceremony was held in partnership with MDC and a range of community groups and representatives. The event was attended by over 90 people and was a great success.

**Future Plans:**

- Continually make improvements to our brokerage service by offering more information and support to potential volunteers;
- Host the Volunteer Managers Forum in Mansfield to share good practice and network with other organisations;
- Deliver training, support and specialist services to staff and volunteers of volunteer involving organisations;
- Work with partners to develop supported-volunteering and employee-volunteering;
- Submit any further evidence required for our Volunteer Centre Quality Accreditation through Volunteering Nottinghamshire;
- Continue to play an integral part in the Mansfield Volunteer Awards activities;
- Develop new marketing tools for volunteer promotion including a DVD;
- Seek funding for core activities within the Volunteer Centre.

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)  
(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Trustees' Annual Report - Continued  
For the year ended 31st March 2012**

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**FINANCIAL REVIEW**

**Group Financial Position**

Incoming resources for the year were £451,550 (2011: £691,646) of which £331,980 (2011: £565,087) related to restricted funds.

The deficit of income over expenditure for the year amounted to £65,230 (2011: £22,272). At 31st March 2012, total group reserves were £340,725 (2011: £405,955) of which £230,031 (2011: £253,077) were restricted.

**Reserves Policy**

The trustees have reviewed and assessed the charity's requirement for reserves in line with the guidance issued by the Charity Commission and in furtherance of the objectives of Mansfield Community and Voluntary Service.

The level of restricted funds and designated funds maintained by the charity is determined by reference to specific requirements attached to such funds.

The level of general reserves, over and above the designated and restricted funds, is intended to ensure adequate financial resources are available to the charity in order to meet anticipated running costs for a period of at least three months.

The reserves policy of Mansfield Community and Voluntary Service reflects the need for maintaining sufficient funding to enable the organisation to remain sustainable for the foreseeable future, to enable retention of staff and maintenance of services. It represents a response to a continuously shifting funding pattern and a need for longer-term planning. Such funds also aim to safeguard the charity's service commitment in the event of delays in receipt of grants.

As an essential part of our good financial management practice, and in line with Charity Commission guidelines, the Mansfield Community and Voluntary Service trustees will review the reserves policy and monitor the necessary levels of reserves on an annual basis.

**Subsidiary Undertaking**

The charity has control over Scintilla Consulting Ltd, a company incorporated in England and Wales under company number 05722254 and limited by guarantee. All of the members of Scintilla Consulting Ltd are trustees of the charity and thus the charity has control over the company. The results for Scintilla Consulting Ltd have been consolidated during the year. Details of the trading results are shown in note 9 to the financial statements.

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)  
(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Trustees' Annual Report - Continued  
For the year ended 31st March 2012**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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

Company law requires the trustees 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 incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

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

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

**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the trustees are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each trustee has taken all the steps that ought to have taken as a trustee in order to make them aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**AUDITORS**

The auditors, Stephenson Nuttall & Co, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD:**

.....  
Wynne Garnett - Trustee

Date:

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)  
(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

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We have audited the financial statements of Mansfield Community and Voluntary Service for the year ended 31st March 2012 which comprise the Group Statement of Financial Activities, the Group Summary Income and Expenditure Account, the Group and Parent Charitable Company Balance Sheets and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement set out on page eleven, the trustees (who are also the directors 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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the group's and the parent charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the group's and of the parent charitable company's affairs as at 31st March 2012, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)  
(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

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**Matters on which we are required to report by exception**

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

- the parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report.

A P Haigh ACA (Senior Statutory Auditor)  
for and on behalf of Stephenson Nuttall & Co  
Chartered Accountants  
Registered Auditor  
6/8 Castle Gate  
Newark  
Nottinghamshire  
NG24 1AX

Dated:.....

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**  
**(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Consolidated Statement of Financial Activities**  
**(incorporating an Income and Expenditure account)**  
**For the year ended 31st March 2012**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
Voluntary income	1	40,158	-	40,158	57,228
Activities for generating funds	2	5,882	-	5,882	8,988
Investment income	3	168	-	168	217
		46,208	-	46,208	66,433
<b>Incoming resources from charitable activities</b>	4	73,362	331,980	405,342	625,213
<b>TOTAL INCOMING RESOURCES</b>		119,570	331,980	451,550	691,646
<b>RESOURCES EXPENDED</b>					
Costs of generating funds	5	75,190	-	75,190	81,037
Charitable activities	6	69,070	337,256	406,326	580,919
Governance costs	7	35,264	-	35,264	51,962
<b>TOTAL RESOURCES EXPENDED</b>		179,524	337,256	516,780	713,918
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		(59,954)	(5,276)	(65,230)	(22,272)
Transfers between funds		17,770	(17,770)	-	-
<b>NET MOVEMENT IN FUNDS</b>	8	(42,184)	(23,046)	(65,230)	(22,272)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		152,878	253,077	405,955	428,227
<b>TOTAL FUNDS CARRIED FORWARD</b>		110,694	230,031	340,725	405,955

The notes form part of these financial statements



**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**  
**(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Consolidated Balance Sheet**  
**As at 31st March 2012**

	Notes	Group		Charity	
		2012 £	2011 £	2012 £	2011 £
<b>FIXED ASSETS</b>	10	232,869	257,916	232,869	257,916
<b>CURRENT ASSETS:</b>					
Stock		-	401	-	401
Debtors	11	76,058	90,562	78,993	93,497
Cash at bank and in hand		88,801	94,480	85,866	91,545
		164,859	185,443	164,859	185,443
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	12	57,003	37,404	57,003	37,404
		107,856	148,039	107,856	148,039
<b>NET CURRENT ASSETS</b>					
<b>NET ASSETS</b>	16	340,725	405,955	340,725	405,955
		340,725	405,955	340,725	405,955
<b>CAPITAL AND RESERVES:</b>	17				
<b>Unrestricted funds:</b>					
General		97,856	138,039	97,856	138,039
Capital		2,838	4,839	2,838	4,839
Buildings		10,000	10,000	10,000	10,000
		110,694	152,878	110,694	152,878
<b>Restricted fund:</b>					
Capital		230,031	253,077	230,031	253,077
		340,725	405,955	340,725	405,955
		340,725	405,955	340,725	405,955

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

These financial statements were approved by the Trustees on .....

Signed on behalf of the Trustees

.....  
Wynne Garnett  
Chair

The notes form part of these financial statements

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**  
**(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Notes to the Financial Statements**  
**For the year ended 31st March 2012**

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**ACCOUNTING CONVENTION**

The financial statements have been prepared under the historical cost convention and are in accordance with the Companies Act 2006, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice on Accounting and Reporting by Charities published in March 2005 (2nd edition - May 2008). The Statement of Financial Activities and Balance Sheet consolidate the financial statements of the charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The charity has availed itself of Part 15, Chapter 4, section 408 of the Companies Act 2006 to reflect the special nature of the charity's activities. Accordingly, no separate SOFA or Income and Expenditure Account has been presented for the charity alone as permitted by paragraph 383 of the SORP.

**INCOMING RESOURCES**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income by way of donations and gifts is included in the Statement of Financial Activities when received.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when receivable. Where entitlement is conditional on the delivery of a specific performance, the income is recognised in the Statement of Financial Activities when that performance has been met.
- Grants received for specific projects are classified as restricted funds. Grants towards capital expenditure are released to the Statement of Financial Activities when the assets are purchased from a restricted capital fund.
- Where grants are outcome focused, the surplus of income and received over expenditure incurred is transferred from restricted to unrestricted reserves at the end of the project.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in the accounts.
- Investment income is included when receivable.
- Activities for generating funds are accounted for when receivable.
- Income from rent and room hire is accounted for when receivable.

**RESOURCES EXPENDED**

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

- Costs of generating funds comprise the costs associated with attracting voluntary income and activities for generating funds.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and its services for its beneficiaries. It includes both costs that can be allocated to such activities and those costs of an indirect nature necessary to support them. Expenditure on grants is recorded once the charity has made an unconditional commitment to pay the grants and this is communicated to the beneficiary or the grant has been paid whichever is the earlier. The charity has not made any grant commitments of more than one year.
- Governance costs include costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- The costs of providing the defined contribution pension scheme are charged to the Statement of Financial Activities as the liability to contributions is incurred.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Cost allocation includes an element of judgement and the charity has had to consider the cost benefit of all detailed calculations and record keeping. The charity adopts a policy of allocating costs to the respective cost headings through the year, including support costs where they are directly attributable. Other support costs have been appropriately allocated either on a per capita basis or on an estimated usage basis, as considered appropriate.

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)  
(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Notes to the Financial Statements - Continued  
For the year ended 31st March 2012**

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**DEPRECIATION**

Depreciation is calculated so that assets are written down to their residual value over their anticipated useful working lives. Depreciation is provided using the following rates:

Freehold building - 5% (straight line basis)

Fixtures and fittings purchased from general funds - 25% (reducing balance basis)

Computer equipment purchased from general funds - 25% (straight line basis)

**STOCKS**

Stocks are valued at the lower of cost and net realisable value.

**FUND ACCOUNTING**

**Restricted funds:**

These are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or where funds are raised for particular restricted purposes.

**Unrestricted funds:**

These are funds which are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

**Transfers**

Transfers between funds are made if required and allowed under the restrictions and conditions of the particular funds involved. Certain restricted funds become available for general purposes once criteria have been met and they are then transferred into unrestricted funds.

**RESTATEMENT OF STATEMENT OF FINANCIAL ACTIVITIES**

The comparative figures within the Statement of Financial Activities and related notes have been restated to eliminate £84,543 of departmental recharges which had not previously been eliminated. This adjustment has no effect on the result for the year or the net assets position at the year-end.

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**  
**(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Notes to the Financial Statements - Continued**  
**For the year ended 31st March 2012**

**1. VOLUNTARY INCOME**

	Unrestricted Funds £	Restricted Funds						Total Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
		Building £	Health £	Group Support £	Health Trainers £	Community Outreach £	Getting into Work £			
Grant income	39,950	-	-	-	-	-	-	39,950	57,050	
Donations	<u>208</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>208</u>	<u>178</u>	
	<u>40,158</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>40,158</u>	<u>57,228</u>	

**2. ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted Funds £	Restricted Funds						Total Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
		Building £	Health £	Group Support £	Health Trainers £	Community Outreach £	Getting into Work £			
Printing, postage and stationery	4,913	-	-	-	-	-	-	4,913	7,977	
Other services	<u>969</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>969</u>	<u>1,011</u>	
	<u>5,882</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,882</u>	<u>8,988</u>	

**3. INVESTMENT INCOME**

	Unrestricted Funds £	Restricted Funds						Total Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
		Building £	Health £	Group Support £	Health Trainers £	Community Outreach £	Getting into Work £			
Bank interest	<u>168</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>168</u>	<u>217</u>	

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**  
**(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Notes to the Financial Statements - Continued**  
**For the year ended 31st March 2012**

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds					Total Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
		Building £	Health £	Group Support £	Health Trainers £	Community Outreach £			
Rent	48,584	-	-	-	-	-	-	48,584	37,279
Car parking	2,159	-	-	-	-	-	-	2,159	1,947
Room hire	17,488	-	-	-	-	-	-	17,488	11,377
Management fees	2,933	-	-	-	-	-	-	2,933	-
Training	2,198	-	-	-	-	-	-	2,198	9,523
Grant income	-	-	<u>112,285</u>	<u>30,943</u>	<u>7,847</u>	<u>52,600</u>	<u>128,305</u>	<u>331,980</u>	<u>565,087</u>
	<u>73,362</u>	<u>-</u>	<u>112,285</u>	<u>30,943</u>	<u>7,847</u>	<u>52,600</u>	<u>128,305</u>	<u>331,980</u>	<u>625,213</u>

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**  
**(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Notes to the Financial Statements - Continued**  
**For the year ended 31st March 2012**

**5. COSTS OF GENERATING FUNDS**

	Unrestricted Funds £	Restricted Funds						Total Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
		Building £	Health £	Group Support £	Health Trainers £	Community Outreach £	Getting into Work £			
<b>Activities undertaken directly:</b>										
Building costs and repairs	449	-	-	-	-	-	-	449	27	
Salaries	12,973	-	-	-	-	-	-	12,973	15,866	
Staff training and travel	655	-	-	-	-	-	-	655	2,349	
	<u>14,077</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14,077</u>	<u>18,242</u>	
<b>Support costs:</b>										
Printing, postage and stationery	4,722	-	-	-	-	-	-	4,722	5,024	
Telephone	1,818	-	-	-	-	-	-	1,818	2,251	
Refreshments	94	-	-	-	-	-	-	94	207	
Bank charges	89	-	-	-	-	-	-	89	125	
Room hire	413	-	-	-	-	-	-	413	977	
Publications and subscriptions	-	-	-	-	-	-	-	-	706	
Promotional material	49	-	-	-	-	-	-	49	9	
Equipment maintenance	569	-	-	-	-	-	-	569	2,526	
Depreciation	2,001	-	-	-	-	-	-	2,001	2,142	
Salaries	41,383	-	-	-	-	-	-	41,383	36,115	
Pension costs	6,066	-	-	-	-	-	-	6,066	6,010	
Life assurance and healthcare	1,051	-	-	-	-	-	-	1,051	1,013	
Professional indemnity insurance	1,145	-	-	-	-	-	-	1,145	651	
Recruitment costs	-	-	-	-	-	-	-	-	2	
Sundries	69	-	-	-	-	-	-	69	4,144	
Training non staff	-	-	-	-	-	-	-	-	423	
Computer maintenance contracts	704	-	-	-	-	-	-	704	-	
Consultancy fees	940	-	-	-	-	-	-	940	470	
	<u>61,113</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>61,113</u>	<u>62,795</u>	
	<u>75,190</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>75,190</u>	<u>81,037</u>	

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**  
**(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Notes to the Financial Statements - Continued**  
**For the year ended 31st March 2012**

**6. CHARITABLE ACTIVITIES**

	Restricted Funds							Total Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
	Unrestricted Funds £	Building £	Health £	Group Support £	Health Trainers £	Community Outreach £	Getting into Work £			
<b>Activities undertaken directly:</b>										
Building costs and repairs	1,539	-	3,841	45	135	28,656	3,119	35,796	37,335	13,777
Rates and water	6,700	-	-	-	-	953	-	953	7,653	6,009
Light and heat	7,246	-	-	-	-	1,739	-	1,739	8,985	7,456
Building insurance	893	-	-	-	-	200	-	200	1,093	1,968
Depreciation	-	23,046	-	-	-	-	-	23,046	23,046	23,046
Salaries	32,736	-	70,587	25,157	2,754	15,042	80,888	194,428	227,164	318,760
Pension costs	1,292	-	3,551	430	47	-	-	4,028	5,320	8,934
Life assurance and healthcare	194	-	568	38	19	5	165	795	989	1,332
Staff training and travel	<u>505</u>	<u>-</u>	<u>644</u>	<u>40</u>	<u>-</u>	<u>315</u>	<u>725</u>	<u>1,724</u>	<u>2,229</u>	<u>4,245</u>
	<u>51,105</u>	<u>23,046</u>	<u>79,191</u>	<u>25,710</u>	<u>2,955</u>	<u>46,910</u>	<u>84,897</u>	<u>262,709</u>	<u>313,814</u>	<u>385,527</u>
<b>Grant funding of activities:</b>										
Grants paid	-	-	-	-	-	-	-	-	-	29,571
Beneficiary costs	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,617</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,617</u>	<u>7,617</u>	<u>40,898</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,617</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,617</u>	<u>7,617</u>	<u>70,469</u>
<b>Support costs:</b>										
Printing, postage and stationery	9,242	-	5,344	277	595	876	5,227	12,319	21,561	23,476
Telephone	1,631	-	2,243	-	131	2,510	2,228	7,112	8,743	6,138
Refreshments	110	-	105	30	35	25	138	333	443	770
Bank charges	32	-	45	-	3	-	43	91	123	183
Room hire	-	-	242	-	-	-	2,823	3,065	3,065	3,886
Publications and subscriptions	261	-	146	-	11	-	130	287	548	841
Volunteer expenses	2,078	-	429	-	-	202	3,046	3,677	5,755	7,768
Promotional material	564	-	500	940	143	1,500	35	3,118	3,682	6,419
Equipment maintenance	40	-	687	-	15	442	1,111	2,255	2,295	6,989
Salaries	2,803	-	15,247	-	718	-	11,421	27,386	30,189	50,327
Professional indemnity insurance	-	-	-	-	-	125	-	125	125	-
Recruitment costs	-	-	-	-	-	-	-	-	-	13
Sundries	1,020	-	92	-	1,223	10	988	2,313	3,333	4,048
Training non staff	-	-	50	60	-	-	4,239	4,349	4,349	11,160
Computer maintenance contracts	<u>184</u>	<u>-</u>	<u>246</u>	<u>-</u>	<u>16</u>	<u>-</u>	<u>238</u>	<u>500</u>	<u>684</u>	<u>2,905</u>
	<u>17,965</u>	<u>-</u>	<u>25,376</u>	<u>1,307</u>	<u>2,890</u>	<u>5,690</u>	<u>31,667</u>	<u>66,930</u>	<u>84,895</u>	<u>124,923</u>
	<u>69,070</u>	<u>23,046</u>	<u>104,567</u>	<u>34,634</u>	<u>5,845</u>	<u>52,600</u>	<u>116,564</u>	<u>337,256</u>	<u>406,326</u>	<u>580,919</u>

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**  
**(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Notes to the Financial Statements - Continued**  
**For the year ended 31st March 2012**

**7. GOVERNANCE COSTS**

	Unrestricted Funds £	Restricted Funds						Total Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
		Building £	Health £	Group Support £	Health Trainers £	Community Outreach £	Getting into Work £			
<b>Activities undertaken directly:</b>										
Salaries	27,223	-	-	-	-	-	-	-	27,223	43,379
<b>Support costs:</b>										
Sundry governance costs	2,716	-	-	-	-	-	-	-	2,716	2,937
Accountancy, audit and AGM	<u>5,325</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,325</u>	<u>5,646</u>
	<u>8,041</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,041</u>	<u>8,583</u>
	<u>35,264</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,264</u>	<u>51,962</u>



**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**  
**(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Notes to the Financial Statements - Continued**  
**For the year ended 31st March 2012**

<b>8. NET MOVEMENT IN FUNDS</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Depreciation	25,047	25,188
Auditors' remuneration	4,350	4,350
	<u>          </u>	<u>          </u>

**9. RESULTS FROM TRADING ACTIVITIES OF SUBSIDIARY**

The charity has control over a trading subsidiary, Scintilla Consulting Limited, incorporated in England and Wales and limited by guarantee. This company, which previously generated income by providing training and consultancy services, has been dormant since 31st March 2008.

	<b>Total</b>	<b>Total</b>
	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Total assets	2,935	2,935
	<u>          </u>	<u>          </u>
Total liabilities	2,935	2,935
	<u>          </u>	<u>          </u>
Funds	-	-
	<u>          </u>	<u>          </u>

**10. TANGIBLE FIXED ASSETS**

**Charity and Group**

	<b>Freehold</b>	<b>Fixtures,</b>	<b>Computer</b>	<b>Total</b>
	<b>Building</b>	<b>and Fittings</b>	<b>Equipment</b>	<b></b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost:</b>				
At 1st April 2011	460,916	124,740	6,334	591,990
Additions	-	-	-	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31st March 2012	460,916	124,740	6,334	591,990
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Depreciation:</b>				
At 1st April 2011	207,839	123,067	3,168	334,074
Charge for the year	23,046	417	1,584	25,047
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31st March 2012	230,885	123,484	4,752	359,121
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Net Book Value:</b>				
At 31st March 2012	230,031	1,256	1,582	232,869
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31st March 2011	253,077	1,673	3,166	257,916
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

The freehold building is held on trust in the name of the Official Custodian for Charities on behalf of and for the usage of the charity.

The trustees estimate the current market value of the freehold building to be approximately £460,000.

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)**  
**(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Notes to the Financial Statements - Continued**  
**For the year ended 31st March 2012**

**11. DEBTORS**

	Group		Charity	
	2012 £	2011 £	2012 £	2011 £
Amounts due from subsidiary	-	-	2,935	2,935
Other debtors	56,156	54,624	56,156	54,624
Prepayments and accrued income	19,902	35,938	19,902	35,938
	<u>76,058</u>	<u>90,562</u>	<u>78,993</u>	<u>93,497</u>

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	Group		Charity	
	2012 £	2011 £	2012 £	2011 £
Other taxes and social security	-	8,246	-	8,246
Accruals and other creditors	13,185	20,478	13,185	20,478
Deferred income	43,818	8,680	43,818	8,680
	<u>57,003</u>	<u>37,404</u>	<u>57,003</u>	<u>37,404</u>

Grant income of £43,818 was deferred during the year in respect of project management and support costs (2011: £8,680). The balance as at 31st March 2012 was £43,818 (2011: £8,680).

**13. INFORMATION REGARDING EMPLOYEES**

	2012 £	2011 £
Wages and salaries	318,094	432,022
Social security costs	20,838	32,425
Pension costs	11,386	14,944
	<u>350,318</u>	<u>479,391</u>

The average number of employees, analysed by function was:

	2012	2011
Management and administration of the charity	10	8
Project management	26	22
	<u>36</u>	<u>30</u>

No employee received remuneration of more than £60,000.

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)  
(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Notes to the Financial Statements - Continued  
For the year ended 31st March 2012**

**14. TRUSTEE REMUNERATION AND RELATED PARTY TRANSACTIONS**

No members of the management committee received any remuneration during the year.

Three Trustees received reimbursement of expenses during the year of £43 in total (2011: £95).

**15. TAXATION**

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

**16. ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS**

	<b>General Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
Tangible fixed assets	-	2,838	230,031	232,869
Net current assets	97,856	10,000	-	107,856
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Net assets	97,856	12,838	230,031	340,725
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**17. STATEMENT OF FUNDS**

	<b>At 01.04.2011 £</b>	<b>Incoming Resources £</b>	<b>Resources Expended £</b>	<b>Transfers £</b>	<b>At 31.03.2012 £</b>
<b>Unrestricted Funds:</b>					
General	138,039	119,570	177,523	17,770	97,856
Capital	4,839	-	2,001	-	2,838
Building Maintenance	10,000	-	-	-	10,000
Total Unrestricted Funds	<u>152,878</u>	<u>119,570</u>	<u>179,524</u>	<u>17,770</u>	<u>110,694</u>
<b>Restricted Funds:</b>					
<u>Revenue projects</u>					
Health	-	112,285	104,567	(7,718)	-
Group Support	-	30,943	34,634	3,691	-
Health Trainers	-	7,847	5,845	(2,002)	-
Community Outreach	-	52,600	52,600	-	-
Getting into Work	-	128,305	116,564	(11,741)	-
	<u>          </u>	<u>331,980</u>	<u>314,210</u>	<u>(17,770)</u>	<u>          </u>
<u>Capital projects</u>					
Building	253,077	-	23,046	-	230,031
Total Restricted Funds	<u>253,077</u>	<u>331,980</u>	<u>337,256</u>	<u>(17,770)</u>	<u>230,031</u>
Total Funds	<u>405,955</u>	<u>451,550</u>	<u>516,780</u>	<u>          </u>	<u>340,725</u>

**MANSFIELD COMMUNITY AND VOLUNTARY SERVICE (CVS)  
(REGISTERED NUMBER: 4715323) (a company limited by guarantee)**

**Notes to the Financial Statements - Continued  
For the year ended 31st March 2012**

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**18. PURPOSE OF FUNDS**

**Restricted funds:**

Grants received for the major renovation and refurbishment of Community House are included in the Capital Projects Fund. All other restricted grants, which are received for shorter term projects, are classified as revenue projects and included in the Revenue Projects Fund.

**Unrestricted funds:**

Other funds received which are unrestricted are classified as general funds for the general use of the charity. Where these funds have been used to purchase fixed assets a transfer is made into the unrestricted capital fund. This fund is reduced each year by the depreciation charge associated with the assets purchased. Also, in recognition of the importance of the building to the charitable activities of the organisation an amount of £10,000 has been set aside in a separate buildings fund to ensure that the charity has the means to carry out extraordinary repairs and maintenance should this be required.

**19. PENSION COSTS**

A pension scheme for employees is operated on a defined contribution basis. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost shown in the financial statements for the year represents contributions payable by the charity and amounted to £11,386 (2011: £14,944). There were no contributions payable or outstanding at the year end.

**20. CONTINGENT LIABILITIES**

The charity had no contingent liabilities at 31st March 2012 (2011 - none).