

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

**(a company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2013**

**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 2013**

---

**CONTENTS**

Reference and Administrative Details	1
Trustees' Annual Report	2
Independent Auditors' Report	10
Consolidated Statement of Financial Activities	12
Consolidated Balance Sheet	13
Accounting Policies	14
Notes to the Financial Statements	16

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

**Reference and Administrative Details**

---

<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 - appointed 20th June 2012 Ian Robinson - Vice Chair Stephanie Towell - Treasurer - appointed 27th June 2012 Simon Hartley-Jones Marlon Imamshah Chandra Joashi Ann Norman Iris Parker-Smith - resigned 31st May 2013 Julian Stocks
<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 ME19 4JQ  The Co-operative Bank PLC Queen Street Mansfield Nottinghamshire NG18 1HN

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

**Trustees' Annual Report**  
**For the year ended 31st March 2013**

---

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 31st March 2013. 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 (2nd Edition – May 2008).

#### **CHAIRMAN'S REPORT**

It was another challenging year for MCVS, as it was for all voluntary and community groups.

One of the key challenges for CVS is funding. Funding is becoming increasingly difficult to identify as the budgets of local authorities and other statutory agencies are squeezed and other funders such as the Big Lottery focus on front line providers rather than infrastructure services. We need resources in order to be able to provide a good service for local voluntary and community groups but at the same time we don't want to be chasing funding for the sake of it that takes us away from what we were set up to do. Consequently we have developed a funding strategy that identifies different ways of attracting funding and making best use of what we have.

Key to this funding strategy is the launch of Scintilla. Scintilla has existed as a trading arm of CVS for some years but has been dormant. We decided to give it a push by seconding staff over into the organisation and refreshing the Board of Directors. Scintilla took on our activity around the Work Programme from 1st April 2013. This is challenging work to do with getting long term unemployed people into employment. It is also a programme that has received some criticism with big national providers only managing a less than 5% success rate. Our rate stands around 45%, which is a tribute to the work that has been done. We anticipate that Scintilla will generate profit that can be invested into the work of CVS and enable us to support some of the areas that are difficult to fund.

We also had a significantly different Board for the year. As Chair, I felt the Board worked extremely hard and would like to thank them for the support they gave me. One of the things the Board did was to review the purpose and objectives of the CVS which will give us a focus to our work going forward around, supporting groups, supporting volunteers, supporting communities and enabling groups and communities to work together and engage with statutory partners.

The staff team continued to undertake some excellent work across a variety of fronts. The Health Team continued to work with colleagues to support patient participation and the First Contact and Community Outreach projects supported over 900 older people with advice, practical support and signposting to other services. This was support that will have made a significant contribution to helping people stay safe in their homes by preventing injuries and helping to keep people out of hospital.

We continued to support communities, particularly through our work in Warsop and our work at Barrowhill with the centre and the Neighbourhood Management Team. We also continued to attract, recruit and place volunteers and the work of volunteers was celebrated with the excellent Volunteer of the Year Awards.

As always Community House provided home to a variety of tenants and meeting space for local organisations.

Despite all this activity, we recognise the need to ensure that we are focusing our resources on the services that people need. Consequently we plan to spend time talking to our members and groups/partners in the area to further build relationships and see where we can improve.

I would like to thank all staff, volunteers and Board Members for their support over the year. I would also like to thank all our funders including Mansfield District Council, Nottinghamshire County Council, and Mansfield and Ashfield Clinical Commissioning Group.

**Trustees' Annual Report - Continued  
For the year ended 31st March 2013**

---

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 28th March 2003 and was registered as a charity on 17th 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 by guarantee to £1 each.

### **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.

### **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 and Personnel sub groups along with senior staff, such as the CEO. These groups are mandated to make key decisions in relation to personnel, finance and asset management which are 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 2013**

---

## **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

- Developing communities;
- Volunteering;
- Getting into work;
- Supporting organisations;
- Promoting the contribution of community and voluntary groups;
- 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 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.

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 2013**

---

## **ACHIEVEMENTS AND PERFORMANCE**

### **HEALTH AND SOCIAL CARE**

The Health Team continued to work closely with its funders, the Mansfield and Ashfield Clinical Commissioning Group (CCG) and Nottinghamshire County Council to improve the health and well-being of the residents of Mansfield and District. Working in partnership with other voluntary and statutory sector organisations, we supported and signposted over 900 older people through the First Contact Signposting Scheme and Community Outreach Advisor projects to older people's groups and services.

#### **In 2012/13 we have:**

- Kept 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;
- Maintained the quality of the First Contact signposting scheme which helps older and vulnerable people to remain safe and independent;
- Successfully secured the future of the Community Outreach Advisers project, maintaining the service to those unaware of help available and/or socially isolated;
- Organised in partnership with members of North Notts Mental Health Partnership an event for World Mental Health Day;
- Organised an information and social event for older people on the Oak Tree Estate;
- Worked with the new arrangements for patient and public involvement envisaged by the Clinical Commissioning Groups;
- Worked in partnership with other voluntary sector organisations to organise and support health promotion events;
- Supported the newly formed Patient Reference Groups in Mansfield;
- Gathered and made 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;
- Gathered and made known the views and suggestions of people with learning disabilities around health and social care services that help them live life to the full;
- Facilitated or help to facilitate information events;
- Formed links with Healthwatch, which is still in its development stage;
- Continued to highlight the needs and roles of carers, particularly for good information and good respite help.

#### **Future Plans:**

- Work with others in achieving better outcomes for older vulnerable patients of Sherwood Forest Hospitals and highlight improvements that can be made in the discharge process;
- Reach out to new older people's groups;
- Involve as many people as possible in consultations that may affect future services for local residents;
- Make sure that the great number of health & social care organisations know about us and we know about them;
- Play an active role in implementing the CCG's Citizens' Reference Panel's action plan;
- Work with other carers' organisations to promote the identification and support of carers;
- Maintain knowledge of changing legislation and proposals around future care for vulnerable people;
- Assist the CCG in organising The Big Health Check Day for Learning Disabilities;
- Assist the CCG in organising Patient Participation Group's Networking Event;
- Help inform Sir Bruce Keogh's review of Sherwood Forest Hospitals;
- Hold focus groups for people within the protected characteristic in the Equality Act 2010 to ensure they have fair access to health services.

**Trustees' Annual Report - Continued  
For the year ended 31st March 2013**

---

## **GROUP SUPPORT**

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)
- Notts First Partnership

### **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;
- Continue to provide support to Mansfield Children's Centres (Achieving economic wellbeing objectives).

## **GETTING INTO WORK**

### **In 2012/13 we have:**

- Continued to develop Volunteering as a "Routeway" into employment;
- Delivered over 20 two day Gaining Opportunities And Life Skills (GOALS) Programmes to nearly 200 unemployed individuals;
- Supported nearly 100 individuals into employment;
- Developed good working relationships with a number of key partners;
- Used this activity as a way of promoting the work of Mansfield CVS and building on our work with volunteers;
- Secured a contract under the new Work Programme to work in partnership with a prime contractor and sub-contractor;
- Sought further opportunities for the GOALS Programme which is proving popular and very successful in assisting individuals with their life skills and careers.

### **Future Plans:**

- Re-establish Scintilla to deliver our learning, skills and employment contracts;
- Work towards securing additional learning and skills contracts with our key partners;
- Increase the income and surplus generated through Scintilla;
- Achieve a 40% job entry rate on our Work Programme contract;
- Achieve a 98% completion rate on our Community Learning contract;
- Increase our consultancy work, providing support to organisations through Big Assist.



Trustees' Annual Report - Continued  
For the year ended 31st March 2013

---

## COMMUNITY OUTREACH

### In 2012/2013 we have:

- Continued to manage 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;
- Completed work on the community garden at Barrowhill Community Link.

### Future Plans:

- Continue 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 a wider range of services.

## BUILDING

### In 2012/13 we have:

- Developed and launched a new website;
- Repainted the Community House building and attracted new tenants and customers for the purpose of hiring out rooms;
- Attracted new organisations to hire smaller rooms;
- Made better use of storage in the loft to make more rooms available for rent;
- Fitted water filters on taps to improve the water quality.

### Future Plans:

- Continue to make modifications and repaint the Community House building and attract new tenants and organisations for the purpose of hiring out rooms;
- Create new marketing materials to promote office space and room hire facilities;
- Change the layout of the car park to make it more efficient.

## VOLUNTEERING

### In 2012/13 we have:

- Continually made improvements to our brokerage service by offering more information and support to potential volunteers;
- Worked with partners to develop supported-volunteering and employee-volunteering;
- Achieved Volunteer Centre Quality Accreditation through Volunteering Nottinghamshire;
- Continued to play an integral part in the Mansfield Volunteer Awards activities;
- Developed new marketing tools for volunteer promotion, including a DVD;
- Sought funding for core activities within the Volunteer Centre.

### Future Plans:

- 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;
- Develop new projects.

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

**Trustees' Annual Report - Continued  
For the year ended 31st March 2013**

---

**FINANCIAL REVIEW**

**Group Financial Position**

Incoming resources for the year were £464,144 (2012: £451,550) of which £340,963 (2012: £331,980) related to restricted funds.

The deficit of income over expenditure for the year amounted to £21,983 (2012: £42,184). At 31st March 2013, total group reserves were £549,627 (2012: £571,610) of which £460,916 (2012: £460,916) 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. The charity is the sole member of Scintilla Consulting Ltd 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 2013**

---

**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)**

---

We have audited the financial statements of Mansfield Community and Voluntary Service for the year ended 31st March 2013 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 nine, 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, including "APB Ethical Standard – Provisions Available for Small Entities (Revised)", in the circumstances set out in note twenty one to the financial statements.

**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 2013, 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)**

---

**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 2013**

	Notes	Unrestricted Funds 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Total Funds 2012 as restated £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
Voluntary income	1	30,054	-	30,054	40,158
Activities for generating funds	2	7,260	-	7,260	5,882
Investment income	3	108	-	108	168
		37,422	-	37,422	46,208
<b>Incoming resources from charitable activities</b>	4	85,759	340,963	426,722	405,342
<b>TOTAL INCOMING RESOURCES</b>		123,181	340,963	464,144	451,550
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>	5	49,364	-	49,364	75,190
<b>Charitable activities</b>	6	55,112	345,983	401,095	383,280
<b>Governance costs</b>	7	35,668	-	35,668	35,264
<b>TOTAL RESOURCES EXPENDED</b>		140,144	345,983	486,127	493,734
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>					
		(16,963)	(5,020)	(21,983)	(42,184)
Transfers between funds		(5,020)	5,020	-	-
<b>NET MOVEMENT IN FUNDS</b>	8	(21,983)	-	(21,983)	(42,184)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward as previously reported		110,694	230,031	340,725	405,955
Prior year adjustment (see page 15)		-	230,885	230,885	207,839
Total funds brought forward as restated		110,694	460,916	571,610	613,794
<b>TOTAL FUNDS CARRIED FORWARD</b>		88,711	460,916	549,627	571,610

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 2013**

	Notes	Group		Charity	
		2013 £	2012 as restated £	2013 £	2012 as restated £
<b>FIXED ASSETS</b>	10	461,858	463,754	461,858	463,754
<b>CURRENT ASSETS:</b>					
Debtors	11	77,579	76,058	80,486	78,993
Cash at bank and in hand		59,670	88,801	56,763	85,866
		137,249	164,859	137,249	164,859
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	12	49,480	57,003	49,480	57,003
<b>NET CURRENT ASSETS</b>		87,769	107,856	87,769	107,856
<b>NET ASSETS</b>	16	549,627	571,610	549,627	571,610
<b>CAPITAL AND RESERVES:</b>	17				
<b>Unrestricted funds:</b>					
General		77,769	97,856	77,769	97,856
Capital		942	2,838	942	2,838
Building Maintenance		10,000	10,000	10,000	10,000
		88,711	110,694	88,711	110,694
<b>Restricted fund:</b>					
Capital		460,916	460,916	460,916	460,916
		549,627	571,610	549,627	571,610

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 2013**

---

**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 2013**

---

**DEPRECIATION**

Depreciation is calculated so that assets are written down to their residual value over their anticipated useful economic lives. Depreciation is not charged on the freehold building as it is regularly maintained and considered to have a residual value in excess of its original cost. Depreciation is provided on other assets using the following annual rates:

Fixtures and fittings - 25% (reducing balance basis)

Computer equipment - 25% (straight line basis)

**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.

**PRIOR YEAR ADJUSTMENT**

Following a review of the useful economic life and residual value of the freehold building, it was decided that the previous depreciation policy was incorrect. The freehold building had previously been depreciated at 5% per annum on a straight line basis, but it was concluded that because it had always been regularly maintained and considered to have a residual value in excess of its original cost that no depreciation should have previously been charged.

A prior year adjustment was therefore necessary resulting in the comparative figures within the Statement of Financial Activities, Balance Sheet and related notes being restated. This resulted in the accumulated depreciation of £207,839 at 31st March 2011 being reversed together with the depreciation of £23,046 for the year ended 31<sup>st</sup> March 2012 no longer being charged.

Within the Statement of Financial Activities, the comparative figures for the year ended 31st March 2012 now show total resources expended of £493,734 (previously £516,780) and an overall deficit for the year of £42,184 (previously £65,230). Within the Balance Sheet, the comparative figures for the year ended 31st March 2012 now show fixed assets of £463,754 (previously £232,869) and reserves of £571,610 (previously £340,725).

**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 2013**

**1. VOLUNTARY INCOME**

	Unrestricted Funds £	Restricted Funds					Total Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
		Building £	Health £	Group Support £	Community Outreach £	Getting into Work £			
Grant income	29,750	-	-	-	-	-	29,750	39,950	
Donations	<u>304</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>304</u>	<u>208</u>	
	<u>30,054</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,054</u>	<u>40,158</u>	

**2. ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted Funds £	Restricted Funds					Total Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
		Building £	Health £	Group Support £	Community Outreach £	Getting into Work £			
Printing, postage and stationery	5,618	-	-	-	-	-	5,618	4,913	
Other services	<u>1,642</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,642</u>	<u>969</u>	
	<u>7,260</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,260</u>	<u>5,882</u>	

**3. INVESTMENT INCOME**

	Unrestricted Funds £	Restricted Funds					Total Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
		Building £	Health £	Group Support £	Community Outreach £	Getting into Work £			
Bank interest	<u>108</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>108</u>	<u>168</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 2013**

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds				Total Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
		Building £	Health £	Group Support £	Community Outreach £			
Rent	47,306	-	-	-	-	-	47,306	48,584
Car parking	1,990	-	-	-	-	-	1,990	2,159
Room hire	18,226	-	-	-	-	-	18,226	17,488
Management fees	2,933	-	-	-	-	-	2,933	2,933
Training	304	-	-	-	-	-	304	2,198
Grant income	<u>15,000</u>	<u>-</u>	<u>114,469</u>	<u>61,712</u>	<u>26,394</u>	<u>138,388</u>	<u>340,963</u>	<u>331,980</u>
	<u>85,759</u>	<u>-</u>	<u>114,469</u>	<u>61,712</u>	<u>26,394</u>	<u>138,388</u>	<u>426,722</u>	<u>405,342</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 2013**

**5. COSTS OF GENERATING FUNDS**

	Restricted Funds						Total Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
	Unrestricted Funds £	Building £	Health £	Group Support £	Community Outreach £	Getting into Work £			
<b>Activities undertaken directly:</b>									
Building costs and repairs	-	-	-	-	-	-	-	-	449
Salaries	12,864	-	-	-	-	-	-	12,864	12,973
Staff training and travel	<u>932</u>	-	-	-	-	-	-	<u>932</u>	<u>655</u>
	<u>13,796</u>	-	-	-	-	-	-	<u>13,796</u>	<u>14,077</u>
<b>Support costs:</b>									
Printing, postage and stationery	1,028	-	-	-	-	-	-	1,028	4,722
Telephone	1,124	-	-	-	-	-	-	1,124	1,818
Refreshments	99	-	-	-	-	-	-	99	94
Bank charges	-	-	-	-	-	-	-	-	89
Room hire	337	-	-	-	-	-	-	337	413
Publications and subscriptions	487	-	-	-	-	-	-	487	-
Promotional material	324	-	-	-	-	-	-	324	49
Equipment maintenance	722	-	-	-	-	-	-	722	569
Depreciation	1,896	-	-	-	-	-	-	1,896	2,001
Salaries	20,502	-	-	-	-	-	-	20,502	41,383
Pension costs	4,417	-	-	-	-	-	-	4,417	6,066
Life assurance and healthcare	1,046	-	-	-	-	-	-	1,046	1,051
Professional indemnity insurance	848	-	-	-	-	-	-	848	1,145
Consultancy fees	1,192	-	-	-	-	-	-	1,192	940
Sundries	703	-	-	-	-	-	-	703	69
Computer maintenance contracts	<u>843</u>	-	-	-	-	-	-	<u>843</u>	<u>704</u>
	<u>35,568</u>	-	-	-	-	-	-	<u>35,568</u>	<u>61,113</u>
	<u>49,364</u>	-	-	-	-	-	-	<u>49,364</u>	<u>75,190</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 2013**

**6. CHARITABLE ACTIVITIES**

	Restricted Funds						Total Restricted Funds	Total Funds 2013	Total Funds 2012 as restated
	Unrestricted Funds	Building	Health	Group Support	Community Outreach	Getting into Work			
	£	£	£	£	£	£			
<b>Activities undertaken directly:</b>									
Building costs and repairs	-	-	790	342	20,320	5,451	26,903	26,903	37,335
Rates and water	6,222	-	-	-	1,633	-	1,633	7,855	7,653
Light and heat	7,799	-	-	-	844	-	844	8,643	8,985
Building insurance	1,825	-	-	-	90	-	90	1,915	1,093
Depreciation	-	-	-	-	-	-	-	-	-
Salaries	31,232	-	73,548	32,458	9,498	88,901	204,405	235,637	227,164
Pension costs	-	-	3,030	191	-	1,936	5,157	5,157	5,320
Life assurance and healthcare	195	-	352	65	65	314	796	991	989
Staff training and travel	173	-	806	-	303	759	1,868	2,041	2,229
	<u>47,446</u>	<u>-</u>	<u>78,526</u>	<u>33,056</u>	<u>32,753</u>	<u>97,361</u>	<u>241,696</u>	<u>289,142</u>	<u>290,768</u>
<b>Grant funding of activities:</b>									
Beneficiary costs	-	-	-	13,978	-	-	13,978	13,978	7,617
	<u>-</u>	<u>-</u>	<u>-</u>	<u>13,978</u>	<u>-</u>	<u>-</u>	<u>13,978</u>	<u>13,978</u>	<u>7,617</u>
<b>Support costs:</b>									
Printing, postage and stationery	3,394	-	5,821	915	516	6,482	13,734	17,128	21,561
Telephone	1,597	-	2,566	-	4,699	2,380	9,645	11,242	8,743
Refreshments	174	-	137	3	93	138	371	545	443
Bank charges	57	-	102	-	-	90	192	249	123
Room hire	108	-	-	-	-	-	-	108	3,065
Publications and subscriptions	41	-	75	-	-	74	149	190	548
Volunteer expenses	1,968	-	138	-	85	8,070	8,293	10,261	5,755
Promotional material	68	-	1,494	136	-	61	1,691	1,759	3,682
Equipment maintenance	-	-	825	-	2,343	213	3,381	3,381	2,295
Salaries	-	-	16,092	10,000	-	17,496	43,588	43,588	30,189
Professional indemnity insurance	-	-	-	-	-	-	-	-	125
Consultancy fees	-	-	-	4,841	-	-	4,841	4,841	-
Sundries	57	-	292	38	1,236	571	2,137	2,194	3,333
Training non staff	15	-	117	68	-	1,444	1,629	1,644	4,349
Computer maintenance contracts	187	-	350	-	-	308	658	845	684
	<u>7,666</u>	<u>-</u>	<u>28,009</u>	<u>16,001</u>	<u>8,972</u>	<u>37,327</u>	<u>90,309</u>	<u>97,975</u>	<u>84,895</u>
	<u>55,112</u>	<u>-</u>	<u>106,535</u>	<u>63,035</u>	<u>41,725</u>	<u>134,688</u>	<u>345,983</u>	<u>401,095</u>	<u>383,280</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 2013**

**7. GOVERNANCE COSTS**

	Unrestricted Funds £	Restricted Funds				Getting into Work £	Total Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
		Building £	Health £	Group Support £	Community Outreach £				
<b>Activities undertaken directly:</b>									
Salaries	26,504	-	-	-	-	-	26,504	27,223	
<b>Support costs:</b>									
Sundry governance costs	2,687	-	-	-	-	-	2,687	2,716	
Accountancy, audit and AGM	<u>6,477</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,477</u>	<u>5,325</u>	
	<u>9,164</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,164</u>	<u>8,041</u>	
	<u>35,668</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,668</u>	<u>35,264</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 2013**

<b>8. NET MOVEMENT IN FUNDS</b>	<b>2013</b>	<b>2012</b> <b>as restated</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Depreciation	1,896	2,001
Auditors' remuneration - audit work	4,500	4,350
- accountancy	1,200	-
	-----	-----

**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>2013</b>	<b>Total</b> <b>2012</b>
	<b>£</b>	<b>£</b>
Total assets	2,907	2,935
	-----	-----
Total liabilities	2,907	2,935
	-----	-----
Funds	-	-
	-----	-----

**10. TANGIBLE FIXED ASSETS**

**Charity and Group**

	<b>Freehold</b> <b>Building</b>	<b>Fixtures,</b> <b>and Fittings</b>	<b>Computer</b> <b>Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost:</b>				
At 1st April 2012	460,916	124,740	6,334	591,990
Additions	-	-	-	-
	-----	-----	-----	-----
At 31st March 2013	460,916	124,740	6,334	591,990
	-----	-----	-----	-----
<b>Depreciation:</b>				
At 1st April 2012	-	123,484	4,752	128,236
Charge for the year	-	314	1,582	1,896
	-----	-----	-----	-----
At 31st March 2013	-	123,798	6,334	130,132
	-----	-----	-----	-----
<b>Net Book Value:</b>				
At 31st March 2013	460,916	942	-	461,858
	-----	-----	-----	-----
At 31st March 2012	460,916	1,256	1,582	463,754
	-----	-----	-----	-----

The above figures have been restated following the prior year adjustment as set out on page 15.

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.

**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 2013**

**11. DEBTORS**

	<b>Group</b>		<b>Charity</b>	
	<b>2013</b>	<b>2012</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Amounts due from subsidiary	-	-	2,907	2,935
Other debtors	39,922	56,156	39,922	56,156
Prepayments and accrued income	37,657	19,902	37,657	19,902
	<u>77,579</u>	<u>76,058</u>	<u>80,486</u>	<u>78,993</u>

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

	<b>Group</b>		<b>Charity</b>	
	<b>2013</b>	<b>2012</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Other taxes and social security	11,799	-	11,799	-
Accruals and other creditors	12,628	13,185	12,628	13,185
Deferred income	25,053	43,818	25,053	43,818
	<u>49,480</u>	<u>57,003</u>	<u>49,480</u>	<u>57,003</u>

Grant income of £25,053 was deferred during the year in respect of project management and support costs (2012: £43,818). The balance as at 31st March 2013 was £25,053 (2012: £43,818).

**13. INFORMATION REGARDING EMPLOYEES**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Wages and salaries	318,845	318,094
Social security costs	20,250	20,838
Pension costs	9,574	11,386
	<u>348,669</u>	<u>350,318</u>

The average number of employees, analysed by function was:

	<b>2013</b>	<b>2012</b>
	<b>Number</b>	<b>Number</b>
Management and administration of the charity	6	10
Project management	19	26
	<u>25</u>	<u>36</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 2013**

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

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

**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	-	942	460,916	461,858
Net current assets	77,769	10,000	-	87,769
	<hr/>	<hr/>	<hr/>	<hr/>
Net assets	77,769	10,942	460,916	549,627
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**17. STATEMENT OF FUNDS**

	<b>At 01.04.2012 as restated £</b>	<b>Incoming Resources £</b>	<b>Resources Expended £</b>	<b>Transfers £</b>	<b>At 31.03.2013 £</b>
<b>Unrestricted Funds:</b>					
General	97,856	123,181	138,248	(5,020)	77,769
Capital	2,838	-	1,896	-	942
Building Maintenance	10,000	-	-	-	10,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Unrestricted Funds	110,694	123,181	140,144	(5,020)	88,711
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Restricted Funds:</b>					
<u>Revenue projects</u>					
Health	-	114,469	106,535	(7,934)	-
Group Support	-	61,712	63,035	1,323	-
Community Outreach	-	26,394	41,725	15,331	-
Getting into Work	-	138,388	134,688	(3,700)	-
<u>Capital projects</u>					
Building	460,916	-	-	-	460,916
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Restricted Funds	460,916	340,963	345,983	5,020	460,916
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Funds	571,610	464,144	486,127	-	549,627
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**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 2013**

---

**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 building maintenance 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 £9,574 (2012: £11,386). There were no contributions payable or outstanding at the year end.

**20. CONTINGENT LIABILITIES**

The charity had no contingent liabilities at 31<sup>st</sup> March 2013 (2012 – none).

**21. APB ETHICAL STANDARD – PROVISIONS AVAILABLE FOR SMALL ENTITIES**

In common with many other businesses of our size and nature we use our auditors to assist with the preparation of the financial statements.