

REGISTERED COMPANY NUMBER: 07265811 (England and Wales)
REGISTERED CHARITY NUMBER: 1137377

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR
THE YEAR ENDED 31 MARCH 2017
FOR

COMMUNITY VOLUNTARY ACTION LEDBURY
AND
DISTRICT

Leadon Valley Accountancy Ltd
Ledbury Business Centre
136 Bridge Street
Ledbury
Herefordshire
HR8 2AS

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

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FOR THE YEAR ENDED 31 MARCH 2017

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COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2017

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

COMMUNITY VOLUNTARY ACTION LEDBURY AND
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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2017

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal activity of the company in the period under review was that of promoting any charitable purpose for the benefit of the community, principally in Ledbury and surrounding parishes; and in particular to build the capacity of voluntary sector organisations and provide them with services to enable them to pursue or contribute to any charitable purpose.

The Trustees confirm that they have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission on public benefit when dealing with the charity's activities.

The main activities utilised to achieve our objectives are:

Community Transport

Our community minibuses and wheelchair accessible vehicles provide an invaluable service to users throughout Ledbury and district. They have been used on 154 journeys (an increase of 8% on last year), covering 45,520 miles (decrease of 28% from 2015/16). The wheelchair adapted vehicles made 592 trips. CVA has seen a reduction from 31 to 12 user groups using the community bus, reflecting a disbanding of some groups but also a reduction in CVA marketing efforts.

Community transport is accessible by those with mobility difficulties to enable them to access social functions and respite care, encouraging independence and promoting positive mental health. Local groups and organisations such as schools and residential care homes use the minibuses on a regular basis. Indeed, some more remotely located parents can struggle with the cost of commercially provided transport to take their children to school; the Service Level Agreement, in place between CVA and Herefordshire Council, enables these children to travel to and from school. It also provides CVA with a regular income stream (£61,684 this year) that contributes disproportionately to office and vehicle overheads and provides Herefordshire Council with affordable transport, a mutually beneficial arrangement. The buses, however, are underutilised and going forward CVA will be attempting to identify further opportunities for Community Bus usage and to raise awareness of their existence.

This financial year saw the delivery of a new Mercedes Sprinter minibus, made possible by a grant of £57,569 from the Department of Transport (DoT) in 2016. We were in receipt of a second grant of the same during this year to purchase a further minibus with delivery due later in the year.

COMMUNITY VOLUNTARY ACTION LEDBURY AND
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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2017

OBJECTIVES AND ACTIVITIES

Objectives and aims

Ring and Ride

Ring and Ride provides crucial assistance for individuals unable to utilise existing public transport providers and networks, often due to lesser physical ability or because there is simply no service available. Many of our clients use the R&R to travel to medical appointments but transport for other activities, such as shopping, is also frequently requested. For a large proportion of local users, the R&R is CVA's raison d'etre. Many of the journeys undertaken would otherwise be practically impossible for some of our customers. CVA's band of willing and enthusiastic volunteer drivers provide a lifeline, assisting with maintenance of independence and preventing social exclusion.

The R&R has again been busy carrying out 4,801 single journeys for 220 users, covering 49,816, (compared to 5,075 journeys and 41,377 miles in 2015-16). The service was delivered by 35 volunteer drivers. In the coming year CVA is intending to raise awareness of the service with the aim of recruiting additional users and drivers. Sadly, the discrepancy between R&R's income and expenditure was £15,503 for this financial year, likely exaggerated by the increased mileage covered.

Earlier this year, a new fare card was introduced in order to attempt to recover a higher percentage of costs of R&R provision. This has been met with mixed reaction from CVA's users and drivers and is planned to be reviewed in the upcoming financial year: the balance between what users can afford and the cost of efficient provision is a delicate one. The need to provide additional funding for the R&R scheme, remains pressing.

Mobility

The mobility centre provided electric scooters, crutches, pressure cushions, walking sticks, walkers, commodes, manual wheelchairs and other mobility aids for residents and visitors to Ledbury throughout the year.

This reporting period has seen the mobility centre offer practical support to 40 individuals with a total of 346 days hire of equipment (a decrease from 4142 days in 2015/16). The mobility centre has been largely financed over this reporting period by generous funding from the Eveson Charitable Trust (£8000) and Ledbury Town Council (£500). However, within Ledbury there is now a commercial company providing mobility equipment, believed to be fulfilling the needs of local users and visitors. In addition, with a low annual user base and relatively high expenditure (£17,752) putting the project into deficit, it was decided to close the Mobility project from 31 March 2017.

COMMUNITY VOLUNTARY ACTION LEDBURY AND
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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2017

OBJECTIVES AND ACTIVITIES

Objectives and aims

Coneygree Grant

The purpose of the Coneygree grant is to support local community and voluntary groups in Ledbury and the twenty-three surrounding parishes to provide care and fellowship to individuals, and rehabilitate those with mental or physical health problems. There is special focus given to groups working with older people, although work with younger people is also supported.

During the year 2016/17 four payments were given from the Coneygree Grant. These were to Ledbury Community Brass Band, Ledbury Children's Centre, Colwall Knitters, and Ledbury Amateur Boxing Club, a total amount of £1275. It has been agreed that awareness should be raised within the qualifying area of the Coneygree Foundation Grant, to encourage eligible groups or individuals to make an application.

ACHIEVEMENT AND PERFORMANCE

The minibus delivered in respect of the grant received in 2016.

A grant for a further minibus successfully applied for and received with delivery due later in the year.

The introduction of new farecard to reduce R&R operating deficit.

COMMUNITY VOLUNTARY ACTION LEDBURY AND
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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2017

FINANCIAL REVIEW

Review of the business

The results for the year and the overall financial position of the charity are located in the annexed financial statements.

The charity has been financed by a combination of income from charitable activities, grants and donations. Of significant note, is the DoT grant for the minibus of £57,569. This grant has ensured that the charity's statement of financial activity shows a surplus of £24,356. However, the charity's net unrestricted fund expenditure was -£9,035. This is partly due to all income from Community Transport and R&R being classified as 'Restricted' and put back into the respective project; but also due to other expenditure not falling under the 'restricted' remits, e.g. fundraising, marketing and computer software, financed utilising the General Fund. The use of restricted funds in this manner is due for review in the upcoming financial year. However, it highlights the concern of the Board that the charity is not generating enough funds to sustain deficit inducing projects such as the R&R. Generation of funding is a priority going forward into the next financial year. Albeit this, with unrestricted funds of £55,060 to be carried forward, the charity is still very much a going concern.

The total income received during the year was £183,822 to finance the activities of the charity (£201,310 in 2015/16). The total expenditure was £159,466 (£127,623 in 2015/16) which includes salary costs of £81,729 (£60,525 in 2015/16) and motor vehicle and driver costs combined of £38,134 (£31,050 in 2015/16).

Reserves policy

The Unrestricted/free reserves of £55,060 (excluding tangible fixed assets) are held for financing future administration of the charity. This is further subdivided into Designated Funds of £14,089 and the General Fund of £40,971. The designated fund is equivalent to the liabilities that would crystallise in the event the charity ceased operations.

The trustees consider it prudent to maintain sufficient reserves such that current activities could continue in the event of a significant drop in funding. In those circumstances the trustees would, of course, have to consider how the funding could be replaced or activities changed.

FUTURE PLANS

- To review farecard and adjust as necessary.
- To raise profile and funding for the R&R.
- To re-evaluate the objects and activities of the CVA to ensure compatibility of purpose and use.
- To re-evaluate reserves policy.

COMMUNITY VOLUNTARY ACTION LEDBURY AND
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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity is a company limited by guarantee that is governed by its Memorandum and Articles of Association adopted on 21 April 2010. In accordance with Section 60(1)(a) of the Companies Act 2006, the company is exempt from the requirements of that act to include 'Limited' as part of its name. The charity uses the working name of 'Community Action Ledbury'.

Organisational structure

The directors/trustees are responsible for the formulating the vision and direction of the charity; developing strategy, financial planning and accounts; developing and overseeing a reserves policy; for ensuring all policies and procedures adhere to legal requirements; for reviewing risk management of the organisation; to ensure all aspects of charity and company law are fully adhered to; and to protect the charity's assets. The trustees have complied with their duty under Section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission on public benefit.

The directors are responsible for agreeing the annual report and accounts, as well as reviewing the activity during the year against the annual plan. The CEO has delegated authority, under terms approved by the Board, for day to day activity, including financial, employment and staff supervision but must appraise the Board of developments at monthly meetings.

Financial management is based on detailed forecasts prepared at the beginning of the financial year and considers all likely activity for the upcoming year. These forecasts reflect expected costs and income, initially calculated from previous years' experience; they are continually updated to reflect any changes in activity or financial circumstances, planned or otherwise. Any significant changes are discussed in advance with directors, who retain overall responsibility.

Income and expenditures are reported monthly by the Finance Officer. The reports are reviewed by the CEO and appear on the agenda of monthly board meetings. This enables any significant variation to be identified and any action agreed on an expedient basis.

The Finance Officer accounts for receipts and payments daily. Other responsibilities include weekly banking and monthly bank account reconciliations. This forms the basis of the monthly financial reporting.

COMMUNITY VOLUNTARY ACTION LEDBURY AND
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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

Appointment, induction and training of new trustees

Trustees are recruited from individuals/organisations with an interest in the charity. New Board members are provided with a Trustee Induction Pack containing copies of the most recent annual report and accounts, a role description of the responsibilities of a trustee, a copy of the Memorandum and Articles of Association, copies of recent minutes of meetings, and a copy of the Charity Commission publication "Responsibilities of Charity Trustees". New trustees also attend an induction session with the Chief Executive Officer (CEO).

New trustees are asked to consider any potential conflicts of interest and these are recorded as appropriate. The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board.

Risk management

The Trustees review the risks and uncertainties to which the charity might be exposed on a regular basis, as identified by trustees and staff. CVA has established policies, systems and procedures to mitigate those risks and the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This report has identified that medium to long-term financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds to settle liabilities as they fall due, regular liaison with the bank and donors/contractors, and active management of trade debtors and creditors balances to ensure sufficient working capital by the CVA.

Staff changes since the end of the year

Tess Brooks who has been CEO for some 10 years has, following a period of sick leave, decided to leave CAL in order to pursue other interests. We thank Tess for her considerable commitment and contribution to the charity and wish her well in her future endeavours.

Tim Barnes, who has considerable experience as a Senior Manager in the not for profit sector and in management consultancy, has joined CVA on an interim basis to manage the daily operation of the charity. Tim will also work closely with the board to identify the best management and staff structure to meet the demands of a changing environment and take CVA through the next phase of its development. It is anticipated that this process will take between 3 and 6 months.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
07265811 (England and Wales)

Registered Charity number
1137377

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2017

REFERENCE AND ADMINISTRATIVE DETAILS

Registered office
4b Hill House
Bye Street
Ledbury
Herefordshire
HR8 2AA

Trustees

I D Cooper	Training consultant	
Miss J Harper	Retired Teacher	- resigned 13.9.17
J M Lindeck	Retired	- resigned 24.11.16
C M Myles	Retired	
A G Silcock	Retired	- resigned 24.11.16
Mrs H Turner	Retired Teacher	- resigned 24.11.16
Mrs E Houlton		- resigned 22.8.17
G Every	Director	- appointed 24.11.16
Ms R Fitzgerald-Finch	Home Keeper	- appointed 24.11.16
B Spencer	Retired Gp	- appointed 20.12.16
Ms S E Millington Jones	Retired	- appointed 11.9.17

The company is limited by guarantee and therefore no director has any interest in the share capital of the company. The directors are appointed at the Annual General Meeting to ensure that the Board represents a cross section of the community and individuals with relevant backgrounds. Each appointment must be recommended for election by the directors unless a signed notice is received from a member and candidate, under the relevant timeframe, stating an intention to propose said candidate as a director.

The Directors are trustees for the purpose of Charity Law. The trustees are appointed by the Board of Trustees. The Company is limited by guarantee and in the event of a winding up, any Director who held office within one year of the date of the winding up guarantees to contribute an amount not exceeding £1 to the assets of the Charity. The total number of such guarantees at 31 March 2017 was 7.

Independent examiner
Leadon Valley Accountancy Ltd
Ledbury Business Centre
136 Bridge Street
Ledbury
Herefordshire
HR8 2AS

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2017

REFERENCE AND ADMINISTRATIVE DETAILS

Solicitors

Orme and Slade

Natwest Bank Chambers

The Homend

Ledbury

Herefordshire

HR8 1AB

Bankers

CAF Bank Ltd

PO Box 289

Kings Hill

West Malling

Kent

YE19 4TA

Chief Executive Officer

The CEO was Ms T C Brooks.

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

COMMUNITY VOLUNTARY ACTION LEDBURY AND
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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2017

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Community Voluntary Action Ledbury and District 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 that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by order of the board of trustees on and signed on its behalf by:

.....
I D Cooper - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

I report on the accounts for the year ended 31 March 2017 set out on pages thirteen to twenty nine.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view ' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

MRS L BOTFIELD
Leadon Valley Accountancy Ltd
Ledbury Business Centre
136 Bridge Street
Ledbury
Herefordshire
HR8 2AS

Date:

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

		Unrestricted funds	Restricted funds	2017 Total funds	2016 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	4,721	77,028	81,749	115,870
Charitable activities	4				
Fees		1,038	-	1,038	4,054
Community Transport		-	61,684	61,684	40,089
Ring and Ride		-	39,176	39,176	41,099
Investment income	3	175	-	175	198
		<hr/>	<hr/>	<hr/>	<hr/>
Total		5,934	177,888	183,822	201,310
EXPENDITURE ON					
Charitable activities					
Fees		-	-	-	220
JMH03 Income		-	-	-	26
Community Transport		-	69,190	69,190	46,448
Adult Social Care Income		-	-	-	70
Ring and Ride		-	54,679	54,679	47,967
Drivers Health Lambert Policy		-	-	-	11
Mobility		-	17,752	17,752	17,938
Pool and Place		-	-	-	1,500
Charity Shop		-	-	-	1,051
Coneygree Federation		-	1,275	1,275	-
Fun Fridays		-	-	-	227
Volunteer Centre		-	-	-	244
HVOSS		-	851	851	-
Ledbury Friendship Club		-	-	-	321
Herefordshire Comm Foundation		-	750	750	-
Other		14,969	-	14,969	11,600
		<hr/>	<hr/>	<hr/>	<hr/>
Total		14,969	144,497	159,466	127,623
		<hr/>	<hr/>	<hr/>	<hr/>
NET INCOME/(EXPENDITURE)		(9,035)	33,391	24,356	73,687

The notes form part of these financial statements

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

	Unrestricted funds	Restricted funds	2017 Total funds	2016 Total funds
	Notes £	£	£	£
RECONCILIATION OF FUNDS				
Total funds brought forward	64,095	107,567	171,662	97,975
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	55,060	140,958	196,018	171,662
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

BALANCE SHEET
AT 31 MARCH 2017

	Notes	2017 £	2016 £
FIXED ASSETS			
Tangible assets	9	124,651	12,063
CURRENT ASSETS			
Debtors	10	7,323	19,649
Cash at bank		68,287	143,420
		<hr/>	<hr/>
		75,610	163,069
CREDITORS			
Amounts falling due within one year	11	(4,243)	(3,470)
		<hr/>	<hr/>
NET CURRENT ASSETS		<u>71,367</u>	<u>159,599</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<hr/>	<hr/>
NET ASSETS		<u>196,018</u>	<u>171,662</u>
FUNDS			
	13		
Unrestricted funds:			
General fund		40,970	50,006
Designated Fund		14,089	14,089
		<hr/>	<hr/>
		55,059	64,095
Restricted funds:			
Restricted		140,959	107,567
		<hr/>	<hr/>
TOTAL FUNDS		<u>196,018</u>	<u>171,662</u>

The notes form part of these financial statements

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

BALANCE SHEET - CONTINUED
AT 31 MARCH 2017

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on
and were signed on its behalf by:

.....
I D Cooper -Trustee

.....
G Every -Trustee

.....
C M Myles -Trustee

The notes form part of these financial statements

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

BALANCE SHEET - CONTINUED
AT 31 MARCH 2017

.....
B Spencer -Trustee

.....
Ms R Fitzgerald-Finch -Trustee

The notes form part of these financial statements

COMMUNITY VOLUNTARY ACTION LEDBURY AND
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

TANGIBLE FIXED ASSETS

All expenditure in the acquisition, enhancement, production and installation of fixed assets and all fixed assets received by way of donation, are capitalised as fixed assets.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor vehicles	25% reducing balance
Plant and machinery	10% straight line
Fixtures and fittings	20% straight line
Computer equipment	33% straight line

TAXATION

The Charity is exempt from corporation tax on its charitable activities.

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES - continued

FUND ACCOUNTING

Unrestricted funds represent the funds of the Charity that are not subject to any restrictions regarding their use and can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Transfers between funds are made when shortfalls are identified on restricted funds, or when historic errors are corrected.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

2. DONATIONS AND LEGACIES

	2017	2016
	£	£
Donations/income from other organisations	6,452	4,114
Legacies	-	10,338
Grants	75,297	101,418
	<u>81,749</u>	<u>115,870</u>

Grants received, included in the above, are as follows:

	2017	2016
	£	£
Herefordshire Council	1,500	-
Ledbury Town Council	7,000	7,000
Mckechnie Foundation	250	500
BIFFA - Pool & Piece	-	1,500
Eveson Charitable Trust	8,000	10,000
BSOG	228	599
EF Bulmer Benevolent Fund	-	4,250
Department of Transport	57,569	57,569
Friends of Ledbury Hospital	-	20,000
Herefordshire Community Foundation	750	-
	<u>75,297</u>	<u>101,418</u>

3. INVESTMENT INCOME

	2017	2016
	£	£
Bank Interest	175	198
	<u>175</u>	<u>198</u>

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2017 £	2016 £
Fees	Fees	1,038	4,054
Fees	Community Transport	61,684	40,089
Fees	Ring and Ride	39,176	41,099
		<u>101,898</u>	<u>85,242</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2017 £	2016 £
Auditors' remuneration for non audit work	960	600
Depreciation - owned assets	9,823	5,728
	<u>9,823</u>	<u>5,728</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016 .

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016 .

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

7. STAFF COSTS

	2017	2016
	£	£
Wages and salaries	81,729	60,525
Other pension costs	1,410	991
	<u>83,139</u>	<u>61,516</u>

The Charity considers its key management personnel comprise the Chief Executive Officer and the Finance Officer. The total employment benefits including employer pension contributions of the key management personnel were £40,834 (2016: £30,211).

The average monthly number of employees during the year was as follows:

	2017	2016
Charitable services	3	4
Chief Executive and Finance Officer	2	2
	<u>5</u>	<u>6</u>

No employees received emoluments in excess of £60,000.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	14,622	101,248	115,870
Charitable activities			
Fees	4,054	-	4,054
Community Transport	-	40,089	40,089
Ring and Ride	20,570	20,529	41,099
Investment income	198	-	198
Total	<u>39,444</u>	<u>161,866</u>	<u>201,310</u>

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON			
Charitable activities			
Fees	-	220	220
JMH03 Income	26	-	26
Community Transport	-	46,448	46,448
Adult Social Care Income	70	-	70
Ring and Ride	-	47,967	47,967
Drivers Health Lambert Policy	11	-	11
Mobility	-	17,938	17,938
Pool and Place	-	1,500	1,500
Charity Shop	-	1,051	1,051
Fun Fridays	-	227	227
Volunteer Centre	-	244	244
Ledbury Friendship Club	-	321	321
Other	11,600	-	11,600
Total	11,707	115,916	127,623
NET INCOME/(EXPENDITURE)	27,737	45,950	73,687
Transfers between funds	(2,947)	2,947	-
Net movement in funds	24,790	48,897	73,687
RECONCILIATION OF FUNDS			
Total funds brought forward	39,304	58,671	97,975
TOTAL FUNDS CARRIED FORWARD	64,094	107,568	171,662

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

9. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
COST					
At 1 April 2016	3,369	500	88,935	9,835	102,639
Additions	160	-	121,243	1,008	122,411
Disposals	-	-	-	(2,160)	(2,160)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2017	3,529	500	210,178	8,683	222,890
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
DEPRECIATION					
At 1 April 2016	1,899	500	80,382	7,795	90,576
Charge for year	505	-	7,564	1,754	9,823
Eliminated on disposal	-	-	-	(2,160)	(2,160)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2017	2,404	500	87,946	7,389	98,239
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
NET BOOK VALUE					
At 31 March 2017	1,125	-	122,232	1,294	124,651
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2016	1,470	-	8,553	2,040	12,063
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Trade debtors	7,365	6,028
Bad debt provision	(42)	(196)
Prepayments	-	13,817
	<hr/>	<hr/>
	7,323	19,649
	<hr/>	<hr/>

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Trade creditors	2,099	1,807
Social security and other taxes	1,181	1,063
Pension contributions	123	-
Accrued expenses	840	600
	<u>4,243</u>	<u>3,470</u>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
Fixed assets	1,294	123,357	124,651	12,063
Current assets	55,909	19,701	75,610	163,069
Current liabilities	(2,144)	(2,099)	(4,243)	(3,470)
	<u>55,059</u>	<u>140,959</u>	<u>196,018</u>	<u>171,662</u>

13. MOVEMENT IN FUNDS

	At 01.04.16	Net Movement in Funds	Transfers Between Funds	At 31.03.17
General Fund	64,095	(10,457)	1,422	55,060
Restricted Fund				
Community Transport	3,434	987	-(1,753)	2,668
Mobility	16,475	(5,760)	(1,705)	9,010
Mobility Equipment Fund	5,639	0	0	5,639
Ring and Ride	(4,988)	(10,996)	16,944	960
Friends of Led Hospital	20,000	0	(16,944)	3,056
DOT Grant	57,569	52,767	0	110,336
E F Bulmer	0	0	2,549	2,549
Volunteer centre	(1)	500	(499)	0
Fun fridays/stepping stones	(136)	0	136	0
Hereford Council (computers)	0	492	0	492

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

13. MOVEMENT IN FUNDS - continued

HVOSS	851	(851)	0	0
Herefordshire Comm Found	1,709	(1,051)	0	658
Ledbury Friendship Club	(500)	0	500	0
Coneygree	7,515	(1,275)	(650)	5,590
	107,567	34,813	(1,422)	140,958
TOTAL FUNDS	171,662	24,356	0	196,018

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2017.

15. POST BALANCE SHEET EVENTS

During October 2017, an employment termination payment was made to the Chief Executive Officer. A payment equivalent to approximately 3 months gross pay together with statutory and contractual payments was made together with associated costs.

COMMUNITY VOLUNTARY ACTION LEDBURY AND
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RECONCILIATION OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
INCOME AND ENDOWMENTS FROM				
Donations and legacies		115,870	-	115,870
Charitable activities		85,242	-	85,242
Investment income		198	-	198
		<hr/>	<hr/>	<hr/>
Total		201,310	-	201,310
EXPENDITURE ON				
Charitable activities		116,023	-	116,023
OBSOLETE Governance costs		600	(600)	-
Other		11,000	600	11,600
		<hr/>	<hr/>	<hr/>
Total		127,623	-	127,623
		<hr/>	<hr/>	<hr/>
NET INCOME/(EXPENDITURE)		<u>73,687</u>	<u>-</u>	<u>73,687</u>

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

RECONCILIATION OF FUNDS
AT 1 APRIL 2015
(DATE OF TRANSITION TO FRS 102)

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
		-	-	-
TOTAL ASSETS LESS CURRENT LIABILITIES		-	-	-
		-	-	-
		-	-	-
FUNDS		-	-	-
TOTAL FUNDS		-	-	-

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

RECONCILIATION OF FUNDS
AT 31 MARCH 2016

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
FIXED ASSETS				
Tangible assets		12,063	-	12,063
CURRENT ASSETS				
Debtors		19,649	-	19,649
Cash at bank		143,420	-	143,420
		<u>163,069</u>	<u>-</u>	<u>163,069</u>
CREDITORS				
Amounts falling due within one year		(3,470)	-	(3,470)
		<u>159,599</u>	<u>-</u>	<u>159,599</u>
NET CURRENT ASSETS		<u>159,599</u>	<u>-</u>	<u>159,599</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>171,662</u>	<u>-</u>	<u>171,662</u>
NET ASSETS		<u><u>171,662</u></u>	<u><u>-</u></u>	<u><u>171,662</u></u>
FUNDS				
Unrestricted funds		64,095	-	64,095
Restricted funds		107,567	-	107,567
TOTAL FUNDS		<u><u>171,662</u></u>	<u><u>-</u></u>	<u><u>171,662</u></u>

COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations/income from other organisations	3,479	2,973	6,452	4,114
Legacies	-	-	-	10,338
Grants	1,242	74,055	75,297	101,418
	<u>4,721</u>	<u>77,028</u>	<u>81,749</u>	<u>115,870</u>
Investment income				
Bank Interest	175	-	175	198
Charitable activities				
Fees	1,037	100,861	101,898	85,242
	<u>5,933</u>	<u>177,889</u>	<u>183,822</u>	<u>201,310</u>
EXPENDITURE				
Charitable activities				
Wages	-	73,685	73,685	56,508
Pensions	-	242	242	120
Rates and water	-	350	350	-
Insurance	-	1,315	1,315	1,345
Light and heat	-	888	888	485
Advertising	-	-	-	220
Training and Workshops	-	379	379	120
Fun Fridays	-	-	-	227
Rent	-	9,578	9,578	12,565
Motor and travel	-	20,266	20,266	14,522
Equipment repairs	-	968	968	443
Subscriptions	-	72	72	-
Carried forward	-	107,743	107,743	86,555

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COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
Charitable activities				
Brought forward	-	107,743	107,743	86,555
DBS Check	-	427	427	414
Computer running and maintenance costs	-	1,591	1,591	1,920
Pool and Piece	-	-	-	1,500
Health and Safety	-	350	350	-
Charity Shop set-up	-	-	-	1,051
Drivers Costs	-	17,868	17,868	16,528
Ledbury Friendship Club	-	-	-	81
Recruitment expenses	-	1,088	1,088	406
Premises expenses	-	377	377	92
Bad debts	-	189	189	196
Plant and machinery	-	505	505	505
Motor vehicles	-	7,564	7,564	2,850
Grants to institutions	-	2,025	2,025	240
	-----	-----	-----	-----
	-	139,727	139,727	112,338
Support costs				
Management				
Wages	7,193	851	8,044	4,017
Pensions	1,168	-	1,168	871
Rates and water	14	-	14	-
Insurance	54	-	54	67
Light and heat	77	-	77	24
Telephone	68	1,470	1,538	1,719
Postage and stationery	245	2,449	2,694	1,991
Advertising	-	-	-	200
Sundries	45	-	45	-
AGM Expenses	123	-	123	71
Computer running and maintenance costs	68	-	68	14
Payroll expenses	-	-	-	404
Training	-	-	-	59
Carried forward	9,055	4,770	13,825	9,437

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COMMUNITY VOLUNTARY ACTION LEDBURY AND
DISTRICT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
Management				
Brought forward	9,055	4,770	13,825	9,437
Entertaining/Hospitality	91	-	91	316
Subscriptions	1,581	-	1,581	1,526
Friends of CVA	657	-	657	-
Rent	872	-	872	606
Travel	134	-	134	72
Bank charges	54	-	54	-
Fundraising activity costs	84	-	84	350
Premises expenses	16	-	16	5
Health and Safety	24	-	24	-
Computer equipment	1,754	-	1,754	2,373
	<hr/>	<hr/>	<hr/>	<hr/>
	14,322	4,770	19,092	14,685
Other				
Sundries	(313)	-	(313)	-
Governance costs				
Auditors' remuneration for non audit work	960	-	960	600
	<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended	14,969	144,497	159,466	127,623
	<hr/>	<hr/>	<hr/>	<hr/>
Net income	(9,036)	33,392	24,356	73,687
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