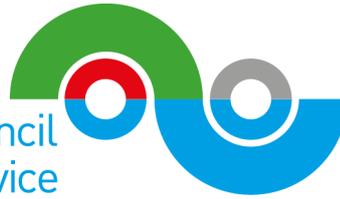


Newcastle Council  
for Voluntary Service



Enabling voluntary action in Newcastle and Gateshead

## Report and Financial Statements

### Year Ended 31<sup>st</sup> March 2018



LOTTERY FUNDED

Company number: 06681475  
Charity number: 1125877



**NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**  
**(A company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 March 2018**

**Charity Number 1125877**  
**Company Number 06681475**

# NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE

(A company limited by guarantee)

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## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

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### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2018

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The trustees are pleased to present their annual report together with the financial statements of the Charity for the year ended 31 March 2018 which are also prepared to meet the requirements of a Directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard's applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **Chair's Report**

2017/18 has been another challenging year for the Third Sector in Newcastle and Gateshead. The needs in society have continued to grow, in particular as the introduction of Universal Credit impacts individuals and families. At the same time, local authorities have suffered significant funding cuts, with both Newcastle and Gateshead losing approximately 50% of the funding that they received from central government over the last eight years. These cuts cause the toughest of choices to be made by local authorities and have resulted in reductions (or in some cases, the elimination) of funds for local organisations in the Third Sector. Both Newcastle and Gateshead Councils have continued to seek partnership with voluntary organisations where they can, but both have faced up to the reality that such partnerships may not be based on funding. In the context of all of this, Newcastle CVS has had an effective year. The publication of 'GaN Canny' in March represents the most thorough contemporary picture of the Third Sector in Newcastle and Gateshead, and the work that went into this report was also leveraged effectively as input into the Budgeting process for each of the local authorities. Beyond that, the highlights of the year have included:

- Each part of the Newcastle CVS family (Advocacy Centre North, Ellison Services, and Support and Development - including HAREF and SkillsBridge) continues to thrive and, as part of that family, each is better able to serve the needs of their many service users
- At the same time, each part of the Newcastle CVS family continues to address the need to generate additional income, recognising the challenge Newcastle CVS faces with its own funding. Sally Young and her Senior Team have dedicated significant time to identifying the key strategic areas for Newcastle CVS, established clear goals and put in place appropriate business plans
- Lastly, Sally and the Trustees have embraced the need to deal with a pension commitment which has represented a potentially unlimited liability. The preparatory work has taken place to resolve this in 2018/19.

Newcastle CVS has been steered through this year by our newly-articulated Purpose:

#### **Newcastle Council for Voluntary Service Enables, Builds, Empowers**

**Enables** the Voluntary and Community Sector to influence decision makers and supports the Sector as its Voice  
**Builds** capacity within the Sector to shape a better, more diverse and equal society  
**Empowers** people and organisations to be heard and take action

**Today and for the Future**

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I would like to take this opportunity to thank all the staff who have worked so hard to deliver this Purpose, to acknowledge the exceptional leadership of Chief Executive Sally Young and to express my gratitude to everyone who has served as a Trustee in this year.

Simon Elliott,  
**Chair, Newcastle CVS**

**24 June 2018**

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

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## **OBJECTIVES AND ACTIVITIES**

The objectives of Newcastle CVS are, 'to promote any charitable purpose for the benefit of any locality or community in the County of Northumberland and in the neighbourhood of the River Tyne.'

The trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 having due regard to the general guidance of the Charity Commission with respect to public benefit when reviewing the Newcastle CVS aims and objectives and in planning future activities. In particular, the trustees considered how the planned activities would contribute to the aims and objectives they have set. There has been a review of the support given to voluntary and community organisations to improve effectiveness and efficiency, including the introduction of some new services across Newcastle and Gateshead. There are also additional advocacy services which extend to the wider North East area.

Newcastle CVS has updated its broad purpose to:

- **Enable** the Voluntary and Community Sector to influence decision makers – and supports the Sector as its Voice
- **Build** capacity within the Sector to shape a better, more diverse and equal society
- **Empower** people and organisations to be heard and take action

### **Today and for the Future**

The Newcastle CVS overall strategic aim is to improve the quality of life through a broad programme of voluntary action recognising that priority should be focussed on the most disadvantaged communities. During 2017-18 Newcastle CVS contributed to this aim in the following ways:

- As a high performing and leading organisation - providing a voice for individuals, the voluntary and community sector.
- Providing a range of advocacy services and or support to vulnerable people
- Championing voluntary and community action
- Strengthening voluntary and community organisations
- Highlighting issues around poverty and inequalities in Newcastle and Gateshead and addressing these through our work and advocacy

### **Our Volunteers**

Newcastle CVS values the unique contribution of our volunteers and the added value they bring. It is the intention of Newcastle CVS that all volunteers will be supported, respected and valued. Newcastle CVS encourages volunteers to fulfil their potential and aims to provide meaningful roles where both the organisation and the volunteer mutually benefit. Newcastle CVS has policies and procedures in place and works closely with our partner, Volunteer Centre Newcastle, in order to ensure that best practice is applied with respect to volunteering.

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

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#### **Our staff**

We recognise the value and expertise of our staff. We are aware that the external funding environment can be harsh; however we try to act as a good employer. We have a range of staff engagement and involvement activities. We achieved the Better Health at Work award at the silver level. We became an accredited Living Wage Employer. We are actively involved in the Time to Change Campaign about improving mental health. We have a paid intern and an apprentice.

#### **ACHIEVEMENTS AND PERFORMANCE**

Newcastle CVS promotes voluntary and community action, providing voluntary sector organisations with services that enable them to be well run, fulfil their aims and objectives and provide them with the opportunity to extend their influence in the city through the sector's collective voice.

Newcastle CVS does this specifically by providing expert advice on governance, on the policies and procedures that voluntary organisations need to have to ensure they are safe and securely run, and by providing funding advice based on experience and knowledge of what funders are seeking in a good application.

In addition, Newcastle CVS holds regular forums and network events to keep the sector informed about new initiatives, new policies and legislation, and provides opportunities for voluntary organisations to increase their reach and influence. The forums are a place where Newcastle CVS members come together, where they can engage directly with public sector agencies and where voluntary sector representatives on multi-sector partnerships can inform and be accountable to their peers.

Newcastle CVS also engages in appropriate area-wide, sub-regional, regional and national activities as we want to be able to promote, share and deliver best practice. We work with a wide range of public sector partners – local authorities, NHS trusts, Clinical Commissioning groups, the Office of the Police and Crime Commissioner, Newcastle and Northumbria Universities and others. Through our work with SkillsBridge we have engaged in new partnerships with local businesses.

In spring and summer 2017, Newcastle CVS was offered two exciting opportunities that fitted in well with our purpose. HAREF (Health and Race Equality Forum) and SkillsBridge, two well-respected local charities approached Newcastle CVS about a merger as both charities were closing. The HAREF focus on engagement fitted into our involvement, networking and tackling inequalities work and Newcastle CVS is experienced in health and well-being development. SkillsBridge fitted in well with our direct support to organisations as their business contacts and bank of professional advisors enhanced the CVS offer to organisations. In August we won a BAME public health contract, which enabled us to expand our services and offer around BAME health. New trustees joined the CVS Board to provide additional expertise in these areas.

The initial infrastructure support contract with Gateshead Council was extended and the invitation to tender documents for Gateshead Council and Newcastle Council were issued at the end of March 2018. The decision to award the contract to Newcastle CVS was made at the beginning of July and the new contract began in August 2018.

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#### **ACHIEVEMENTS AND PERFORMANCE continued**

Advocacy Centre North (ACN) has been involved in a range of innovative and exciting projects. It developed new services to support people who are victims of hate crime, have suffered discrimination or disadvantage or who are in crisis and need support around benefits or their finances. It delivered statutory advocacy services in Gateshead from April 2017.

(ACN) developed and launched DIY Advocate App which is a valuable self-advocacy tool to support people who need to engage with services, make choices, resolve issues and make sure their voice is heard in decisions about them. This is free to service users and available for purchase to organisations to improve their engagement with their service users. It facilitated and co-delivered a series of Community Partnership Against Hate Crime Northumbria workshops, aiming to raise awareness, increase skills and provide tools to challenge beliefs, attitudes, hatred, prejudice and discrimination to improve community cohesion, reduce hate crime and tackle the harm and impact on the wider community caused by hate crime. The Director of ACN travelled to Canada and Australia on a Winston Churchill Memorial Trust fellowship bursary to look at LGBT advocacy.

#### **SUPPORT AND DEVELOPMENT and SPECIALIST SERVICES**

The support and development team work with voluntary and community organisations and social enterprises in Newcastle and Gateshead to create a vibrant, diverse and sustainable voluntary sector.

The team offers expert advice on governance and legal structures, the policies and procedures organisations should have in place, and advice and support on developing successful funding strategies to ensure voluntary organisations are sustainable along with advice on what funders are looking for and 'getting your funding bid right'.

The Support and Development team carried out a total of 1,351 direct advice sessions with 555 individual groups, amounting to 1,091 hours. Advice and support given this year includes setting up new voluntary groups, registering or adopting new legal structures, successful fund raising and income generation, trustee training and managing community assets. Newcastle CVS provides advice and support for stakeholders at all levels of a voluntary organisation. During the year, 56 organisations used Newcastle CVS' Charged for Services for detailed funding advice, Organisational Strength Reviews, business planning, trustee board development and capacity building.

The Support and Development team designs and delivers an annual training programme which focuses on the essential skills trustees, staff and activists need to successfully set up and run a voluntary organisation or social enterprise. During the year 113 people attended a Newcastle CVS training session or workshop which included fundraising for beginners and writing better funding applications, introduction to good governance and introduction to trustee roles and responsibilities. In addition we ran an introduction to crowdfunding session for the first time, responding to the increased interest in this alternative to 'traditional' grant aid. We also offered an introduction to PQASSO delivered by our licensed PQASSO mentor. While the majority of the training programmes are delivered in-house by Support and Development staff, sessions on Volunteers and the Law, and Volunteer Recruitment, are delivered by Volunteer Centre Newcastle continuing our long standing partnership.

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#### **SUPPORT AND DEVELOPMENT and SPECIALIST SERVICES continued**

We continue to directly represent or support the voluntary sector with sixty places on multi-sector partnerships in Newcastle and Gateshead. The partnerships provide strategic and operational direction across key areas including health, social care, children and young people, safeguarding (adult and children) and community safety. We also helped to recruit new representatives.

Ongoing policy, strategy and operational changes and developments in the public sector clearly affect the voluntary sector, whether an organisation is directly commissioned to deliver public services or providing ancillary support to people affected by change. Newcastle CVS forums and networks continue to provide the opportunity for consideration of what change means for the sector and how to respond and influence ongoing transformation.

In June 2017 we organised a voluntary sector 'alternative hustings', inviting candidates from each of the five main parties standing for seats in Newcastle or Gateshead to take part. In a workshop session around four themes: Welfare Reform and inequalities, young people, employment and work and mental health. We produced a voluntary sector manifesto and in the week before the hustings we produced a blog on these four themes. The blogs outlined what the five parties' manifesto commitments were for each theme. Following the workshops, the Chair of Newcastle CVS hosted the hustings, giving representatives of the 27 organisations attending opportunities to quiz the candidates.

During the year we responded to fifteen consultations including Gateshead and Newcastle Councils' budgets, Newcastle Council's consultation on the Parks Trust, Gateshead Council's Thrive programme, a Select Committee on Citizenship and Civic Engagement, and the Charity Commission's proposals on Good Governance.

We also produced seven reports, including GaN Canny, the first in depth survey of voluntary organisations in Gateshead and Newcastle. A Changing Wind gave a view from the frontline on the issues that voluntary organisations working with people with physical disabilities or sensory issues are dealing with daily. Other reports included a summary of key voluntary sector trends and a review of public sector commissioning practice.

This year the Wellbeing and Health Open Forum hosted a presentation on Health and Social Care Integration plans from the Director of Integration in Gateshead and Newcastle (a joint local authority and CCG appointed post). Concerns were expressed over assumptions made about the place of the voluntary sector within the integration model. The Forum also firmly restated the common finding of recent years in the demand for support from the voluntary sector which remains high with people's problems continuing to be more complex and time consuming.

Newcastle CVS continues to provide and support voluntary sector representation on safeguarding boards in Newcastle and Gateshead. The Support and Development Policy Officer chairs the Newcastle Children's Safeguarding Learning and Development Committee and Newcastle CVS' involvement was recognised within the Safeguarding Board's Annual Report.

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#### **SUPPORT AND DEVELOPMENT and SPECIALIST SERVICES continued**

The impact of welfare reform and Universal Credit in particular, continues to be a significant issue for many voluntary and community organisations. As well as the Newcastle CVS involvement with the Newcastle Welfare Reform Board and Welfare Reform Operational Group, we gave evidence to Newcastle City Council's Overview and Scrutiny Committee about the impact of the reforms on local voluntary organisations and communities. In Gateshead we took part in Gateshead Council's Thriving for All conference, which launched Gateshead Council's anti-poverty programme. Following the conference, Newcastle CVS became a member of the Gateshead Poverty Board.

The Gateshead Voluntary Sector Leaders Group has been a regular forum for engaging with directors and leaders within the Gateshead public sector. The Gateshead VSLG group has held meetings with the Leader of the Council, the Chief Executive and a separate meeting with the interim Director of Commissioning. Gateshead VSLG has also offered a place for information sharing and consideration of different models of working both within the voluntary sector and with public sector partners.

Newcastle CVS has worked with sister organisations in North Tyneside and Northumberland to push for active involvement of the Voluntary and Community sector in the North of Tyne Devolution programme. We have also been involved in debates around the Northern Powerhouse, in particular, around ideas emerging from GMCVO in Manchester about how the 'social economy' could be organised.

In the centenary year of universal suffrage and the extension to all women of the right to vote, Newcastle CVS has promoted and been involved in events around women's suffrage, The Women's 100. This involved attending regular meetings, encouraging voluntary and community organisations to organise events, production of a special leaflet to include this and International Women's Day activities.

We continue to offer regular news and information through our bulletins and newsletters along with holding a range of resources on the main Newcastle CVS website. The use of online and digital tools was the subject of a Wellbeing and Health Open Forum, which included a presentation about OurGateshead.

Developed specifically as a platform for voluntary and community organisations in Gateshead, OurGateshead had 136,966 website visits during the year with 3,376 actively using OurGateshead and its resources. We continue to work with Gateshead's voluntary and community sector, the council and other stakeholders to improve the functions on OurGateshead and held a series of stakeholder sessions during the winter to inform future development of the OurGateshead.

The support and development to the voluntary and community sector in Newcastle and Gateshead included:

- Advice and assistance to voluntary organisations in relation to constitutions, charity registrations, charity law and organisational structure
- Inform magazine sent to CVS membership and partners. 2000 copies issued each quarter

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#### **SUPPORT AND DEVELOPMENT and SPECIALIST SERVICES continued**

- E-inform, a fortnightly e-bulletin mailed out to over 2,240 recipients. This was sent out 26 times
- 46 regularly updated information sheets on specific issues
- Development of the Twitter account 2,905 followers in April 2018 up from 2,492 followers in April 2017
- 358 attendances at the Wellbeing and Health Open Forum, CHYP IN Forum and other events and meetings held throughout the year, organised to provide information, opportunity for dialogue, debate and networking for voluntary and community organisations across Newcastle and Gateshead
- Strategic and practical advice to organisations by assisting in the development of future plans and funding strategies
- Production of fortnightly and quarterly information on current funding streams
- 113 people attended 16 training courses, workshops and bespoke training sessions
- More tailored training and flexible facilitation within the Specialist Services (charged for) programme to help organisations explore an idea, solve a problem, learn new skills, plan for changes and develop action plans
- Supporting organisations working in Newcastle and Gateshead to raise (at least) £1,336,440
- The charity's trading subsidiary Ellison Services Limited continued to provide payroll and accounting services for over 200 organisations and individuals

#### **Making Every Contact Count (MECC)**

Making Every Contact Count is a programme of grassroots interventions launched by the Gateshead Public Health team. MECC aims to improve the health and wellbeing of residents in Gateshead by providing training to public and voluntary sector staff to enable them to deliver relevant health messages and signposting services to residents. Newcastle CVS received a MECC grant to enable staff to undertake training across a variety of areas that have an impact on the health of residents including mental health, drug and alcohol use, weight and nutrition and smoking cessation.

Newcastle CVS is using its contacts and networks across Gateshead both to implement MECC when working with local voluntary and community organisations, and to promote MECC on OurGateshead and through our networks, newsletters and bulletins. We are also incorporating MECC techniques into our own training programme and delivering bespoke MECC training to six voluntary organisations to complement and add value to the Public Health team's training programme.

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## **SUPPORT AND DEVELOPMENT and SPECIALIST SERVICES continued**

### **BAME Public Health**

Commissioned by Newcastle Council Public Health team, the BAME Health and Wellbeing training and development programme is developing a package of cultural competency training for health and social care staff in the city. To deliver the programme, Newcastle CVS has created a new BAME Health and Wellbeing Training and Development officer post. The new officer took up post in October and immediately began creating links with key voluntary and community organisations in Newcastle working with the city's BAME communities. These have included The Angelou Centre, HealthWorks Newcastle, First Steps and Children North East.

HAREF has played an important role in helping to establish the BAME Health and Wellbeing programme links with communities and also facilitating contacts with NHS leads and with Northumbria Police.

The BAME Health and Wellbeing Development programme has taken over from a previously commissioned service and during early engagement with statutory and voluntary sector contracts, it was necessary for the new support officer to manage expectations of the new service carried over from experiences based on the previous service. Issues within the city's BAME community identified during the early stage of engagement and networking, include problems experienced by refugees and asylum seekers in trying to register with GP surgeries or dental practices. There is a need for more guidance about sexual health services and the need for improved access to support services for diabetes. The programme continues to run throughout 2018 to 2019

### **Building a Stronger Britain Together**

Building a Stronger Britain Together is a Home Office programme that is part of the Government's counter extremism strategy. Newcastle CVS was awarded a grant to develop a set of simple tools for voluntary sector workers and volunteers to use when confronted by prejudice or hate speech.

We used the grant to commission research in four areas of Gateshead and Newcastle to test our working assumption that voluntary sector staff and volunteers are exposed to prejudice and hate speech often used casually and without specific intent. However by letting such instances go unchallenged, extremist views and specifically right wing narratives are able to find a foothold in local communities and over time become established as a 'common sense' view.

*"This work – raising the issue – is why CVS is vital: beyond service delivery, looking at the bigger issues... This work is quite unusual. There's no graffiti on the walls, but a successful [right wing] candidate is too late."*

Our research found staff and volunteers found it difficult to challenge prejudicial speech when it occurs. The second part of the project has been developing a set of tools plus a dedicated website and promotional materials, designed with in-kind support from M and C Saatchi, to hold the tools along with signposting to other agencies working in this area.

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#### **SUPPORT AND DEVELOPMENT and SPECIALIST SERVICES continued**

The website and tools named Conversations not Confrontation were given a soft-launch in February with a conference at the Discovery Museum. The conference included presentations from the Northumbria Police Community Engagement team and Newcastle and Gateshead Council Prevent strategy and counter extremism leads. The highlight of the morning session was a speech from Birtley Community Hub about the relevance of Conversation not Confrontation to the Hub and the difference it will make. The afternoon session featured a Hate Crime Awareness workshop led by voluntary sector members of the Community Partnership against Hate Crime Northumbria. Safeguarding Adults leads from both Newcastle and Gateshead Council delivered a joint session on learning from the Lee Irving case.

A market place event, which ran throughout the whole day, had more than 30 stalls promoting relevant voluntary and public sector services and projects. The market place offered the opportunity for networking and information sharing. The end of the conference saw a performance and interactive workshop about hate crime from the Gateshead Lawnmowers Independent Theatre Company. Ninety six people attended the conference, including civil servants from the Home Office Counter Extremism Unit and Building a Stronger Britain Together programme. The Conversation not Confrontation project continues.

#### **SkillsBridge**

SkillsBridge supports voluntary sector organisations by brokering professional skills sharing from a pool of voluntary and private sector advisors who volunteer their time, skills and experience. SkillsBridge closed as an independent organisation in the spring of 2017 and became part of Newcastle CVS. The transition was aided by continuing support from Andrew White, formally SkillsBridge Chief Executive.

During the year, six one-to-one projects were undertaken covering a variety of areas including organisational rebranding, mentoring support for trustees, review of policies and procedures and developing a fundraising strategy.

*“Working with SkillsBridge has given me the professional support needed to invest in the organisation and make a tangible difference “*

Support of two local community partnerships based in the west end of Newcastle continued alongside the beginning of discussions with community activists in Gateshead, about starting a similar neighbourhood partnership able to give residents and local groups more control and influence in their area.

The new General Data Protection Regulation (GDPR) means significant changes for how organisations, including voluntary and community groups, collect and use individual’s personal data. GDPR has spawned many expensive training events and seminars to explain the implications of the new rules and what organisations should do to prepare. SkillsBridge worked with Muckle LLP to organise two workshops held in November and March specifically for the voluntary sector. The two interactive workshops designed to ensure voluntary organisation’s approach to this complex subject is fit for purpose attracted 91 attendees, saving the voluntary and community organisations approximately £36,400 in fees when compared to commercial training rates.

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#### **SUPPORT AND DEVELOPMENT and SPECIALIST SERVICES continued**

*"She (the solicitor) was great and explained hard things very well. I don't feel as worried as before as she reassured me. There was a lot of practical advice which I will follow up."*

The SkillsBridge work is funded mainly by a grant from the Esmee Fairbairn Foundation. In the year ahead, SkillsBridge will organise further workshops, support projects and bring together skilled advisors and voluntary organisations.

#### **HAREF**

The Health and Race Equality Forum (HAREF) is a network of Black, Asian and Minority Ethnic (BAME) communities, health services and other organisations. The network works together to reduce health inequalities linked to ethnicity and culture. It is funded mainly by the Newcastle and Gateshead Clinical Commissioning Group (CCG). HAREF became part of Newcastle CVS in June 2017 following active discussions with the former HAREF charity trustees.

The HAREF team facilitates the HAREF network of over eighty organisations and arrange network meetings. The network looks at the main priorities for health that communities and practitioners want to focus on and what can be done to improve services and information within communities. These meetings are always lively and well attended.

*"I thought yesterday was a fantastic event. I found out about organisations I hadn't previously known of, and some I knew of but didn't know we had shared interests. There was a great balance between structure and time for networking and the agenda provided talking points to help organisations connect."*

*"The atmosphere was collaborative and really encouraged connection with others, partially through highlighting some of the elements that are common to all. I thought it was well facilitated and would recommend to others with relevant remit."*

The HAREF bulletin has been updated and reformatted. This monthly e-bulletin includes information about events for practitioners, local groups, and reports and resources. This is an ideal opportunity for organisations to let others know about the great work they are doing and help practitioners to signpost their service users to appropriate health and wellbeing events and activities.

*"Just thought I would let you know that I think the HAREF bulletin not only looks good it has loads of things that I think are really useful. It seems much more comprehensive and wide ranging than other ones. I think it benefits overall from having input from a wider range of sources and people than before"*

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#### **SUPPORT AND DEVELOPMENT and SPECIALIST SERVICES continued**

HAREF produces the annual Ramadhan calendar with safe messages about fasting with a diabetes condition. HAREF staff liaised with mosques across Newcastle, Gateshead and North Tyneside asking them to sign up and submit their prayer times so they could be provided with bespoke calendars. The calendars were produced in collaboration with the Diabetes Centre, the Stroke Association and the Patient Advice and Liaison Service. Over 3,500 calendars were distributed to all GPs in Newcastle, selected GPs in Gateshead and to ten mosques across the region. The calendars were really well received and allowed HAREF to establish excellent links with the mosques who have since asked for help and support around health issues within their communities and we will be working with each mosque to set up a lead person to work with in the future.

*“Just to let you know we happened to have a large group of Muslim women in the Centre today doing a course in preparation for Ramadhan and the 40 copies of the calendar brought to the event are all gone!”*

*“Received the calendars and they will be very useful to use with our clients and each support worker can have one to hand!”*

HAREF partnered with the Refugee Regional Forum North East to deliver workshops to 300 fourth year medical students from Newcastle Medical School. The workshops were commissioned by Newcastle University and followed a theme of ‘food for thought’ about the student’s medical practice and working with asylum seekers and refugees. HAREF organised the facilitators and the briefing notes running sixteen concurrent workshops and writing the follow-up report.

Since HAREF became part of Newcastle CVS in 2017, it has raised its profile across Newcastle and extended its work to Gateshead. This has resulted in contacts from services and organisations covering a wide range of issues. HAREF responds to queries, links organisations together and signposts them to relevant communities. For instance, HAREF was approached by the lead clinical nurse for Hepatitis C at Newcastle upon Tyne Hospital Trust to look at how to engage and gain access to communities, and raise awareness of the new treatment to cure Hepatitis C. HAREF is now working with the medical team to arrange sessions with community organisations’ staff and their service users to deliver their awareness programme.

HAREF is looking forward to following up work around screening for cancer, glaucoma in BAME communities, managing and preventing diabetes and strokes, to name just a few, in the year ahead.

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#### ADVOCACY CENTRE NORTH

Advocacy Centre North has provided advocacy support to vulnerable people since 1996 and continues to stand shoulder to shoulder with vulnerable people to providing advocacy support mainly in Newcastle and Gateshead, but also to people living outside that area, including Northumberland, Tyneside and Durham. Advocates work in partnership with the people they support and take their side. Advocacy Centre North promotes social inclusion, equality and social justice.

Our advocacy services:

- Helped people to be aware of the choices available
- Supported them to make informed decisions about their lives and to have them acted upon whenever possible
- Facilitated their voices being heard
- Helped them advocate for themselves
- Informed and influenced decision makers in; policy, service commissioning, provision at a local, regional and national level to achieve positive change

We provided a range of services for adults in the community in vulnerable circumstances

Newcastle:

- **BAME Advocacy:** supported adults from Black, Asian and Minority Ethnic communities with health and social care issues
- **Community Advocacy:** supported adults with physical disabilities, learning disabilities and mental health needs
- **Families Through Crisis Advocacy:** provided support to families in crisis
- **Mental Health Advocacy:** supported adults with mental health needs with health and social care issues
- **Partners in Health Advocacy:** provided support to people around appointments in specific GP practices

Newcastle and Gateshead:

- **Neurological Advocacy:** specialist support for adults with neurological conditions
- **Rights Advocacy:** supported adults who have suffered discrimination or disadvantage have their rights upheld
- **Fulfilling Lives:** helped people with complex multiple needs and chaotic lives to move from crisis to stability
- **Welfare Advocacy:** supported adults in crisis around poverty and benefits helping them develop skills to navigate the system

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#### ADVOCACY CENTRE NORTH continued

Northumberland, Tyne and Wear:

- **Hate Crime Advocacy:** supported people who experienced or were at risk of hate crime.

Durham and Darlington:

- **Partners for Justice Advocacy:** supports victims of crime with mental ill-health.

Our statutory services in Gateshead:

- **Independent Mental Health Act Advocate** supported people subject to the Mental Health Act around their care and treatment, ensuring their rights are upheld.
- **Independent Mental Capacity Advocate** helped people who lack capacity, and do not have friends or relatives to support them, to make certain important decisions.
- **Independent Care Act Advocate** supported people's involvement in care and support assessment, planning and review and safeguarding processes.
- **Relevant Person's Representative** ensured that the rights of people being deprived of their liberty under the Mental Capacity Act Deprivation of Liberty Safeguards are protected.

Our other Advocacy services:

We also provide all types of advocacy on an individually funded basis.

In 2017/18 Advocacy Centre North:

- Provided over 22,000 hours of direct advocacy support to over 1400 people
- Worked on over 2300 issues with our service users
- Trained, supported and mentored 53 volunteer Advocates
- Worked with people from 36 BAME communities
- Employed four bilingual Advocates
- Employed a Business Administration Apprentice

ACN has been involved in a range of innovative and exciting projects:

- Developed new services to support people who are victims of hate crime, have suffered discrimination or disadvantage or who are in crisis and need support around benefits or their finances
- Delivered statutory advocacy services in Gateshead from April 2017
- Developed and launched DIY Advocate, our app, which is a valuable self-advocacy tool to support people who need to engage with services, make choices, resolve issues and make sure their voice is heard in decisions about them. This is free to service users and available for purchase to organisations to improve their engagement with their service users

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2018

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#### **ADVOCACY CENTRE NORTH continued**

- Facilitated and co-delivered a series of Community Partnership Against Hate Crime Northumbria workshops, aiming to raise awareness, increase skills and provide tools to challenge beliefs, attitudes, hatred, prejudice and discrimination to improve community cohesion, reduce hate crime and tackle the harm and impact on the wider community caused by hate crime
- Participated in the Design Lab, looking at redesigning health and social care services in Newcastle, and continued to develop new ways of working with GP practices and provide advocacy support for patients
- Continued to work with The Institute of Health and Society at Newcastle University to facilitate the participation of 'seldom heard groups' (e.g. BAME communities, people with disabilities and mental health issues) in Patient and Public Involvement research. Recommendations from research into patient involvement and patient safety will be rolled out to Primary Care

Our Gateshead Statutory Advocacy Services were assessed in December 2017 by the commissioner, Gateshead Council scoring 60 out of 63 and were deemed to have fully met all outcomes, an indication of the high quality advocacy service we continue to provide.

We have a range of outcome measurements which vary across our services. An example set of outcomes demonstrates that as a result of our advocacy support people have:

- greater independence and are better able to take an active role in improving their lives
- accessed services earlier and/or crises will be prevented
- reduced loneliness, isolation and exclusion
- maximised or protected wellbeing (including with our involvement in safeguarding)
- improved wellbeing and quality of life and have gained self-confidence
- increased health literacy, choice and control as a result of us supporting them to participate fully in decisions
- increased access to foundations of stability (i.e. an income, somewhere to live, freedom from excessive debt, employment opportunities)

In addition volunteers have improved their skills, strengths and aspirations and have gained confidence and connected to their communities

We have improved our outcomes monitoring tool and commissioned further developments to our case management database to enable us to have greater accuracy in recording and reporting them so these statistics will be more comprehensive from April 2018.

2017/18 has therefore been a highly successful year for Advocacy Centre North with our advocates providing support to more service-users than ever before to have their views heard and needs met and to achieve significantly improved independence, choice and control, engagement with services, access to services and health and wellbeing. Our wide range of services has enabled us to meet the diverse and complex needs of people in vulnerable circumstances across the region to ensure they have their voices heard.

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

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### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2018

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#### **ADVOCACY CENTRE NORTH continued**

The following is a selection of feedback from service-users, volunteers, referrers and other professionals.

##### **Service-users:**

*"We know that when you've said you'll do something we don't have to worry about it anymore, that you'll do what you've said you'll do"*

*"I was finding this difficult and expensive to sort out myself but with [my advocate's] advice and guidance and help with telephone calls I've not got my head above water and I can smell roses not manure"*

*"I find it hard to say thank you for all the help and support you have given me over these past few months. I really couldn't have done it without you"*

*"[My advocate] has been my rock. I am very grateful for her support. She has kept me grounded and stopped me going over the edge"*

*"Thank you. It means a lot knowing there are people on your side who understand  
Thank you for all your help as I wouldn't be where I am today without it so thank you to you and all the advocacy staff"*

*"I feel like I've gone from having nobody to having an army of guardian angels! Incredible"*

*"It is the first time in five years of being unwell that I have got the help I needed, someone who understands my condition and difficulties and is able to help me to communicate it"*

*"It was fantastic that you had enough time to actually listen to me and go over the information we were going to submit. A service like this is very important to an individual like myself in this worrying climate"*

*"You have saved me, I am so grateful"*

##### **Volunteers:**

*"The Volunteer Advocate training programme was excellent - really informative and thought-provoking. I particularly enjoyed the mix of online training and face to face group sessions and was impressed at the range of information covered - it was the most comprehensive training I've completed whilst volunteering. It was great to meet other volunteers too, both in training and who are currently supporting clients, as we were able to share ideas and discuss various scenarios during the sessions."*

*"I feel this high level of training, along with the support from my Supervisor and other colleagues I've had contact with enables me to support my client with confidence"*

##### **Referrers and other professionals:**

*"You have made a significant contribution to this man's life and whilst I appreciate that you are no longer involved, the foundations for this success began with your involvement and continue to be driven by the core values that were instilled within the core team at that time" [Care Home Manager]*

*"I was impressed with the way the client was supported during mental health act assessment - I could see you had a good relationship and that it was helpful having an advocate there" [Social Worker]*

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

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### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2018

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#### **ADVOCACY CENTRE NORTH continued**

*"I have been really happy with what your service has been able to offer my client and I think we both know what a difference it has made and no doubt will continue to make" [Care Manager]*

*"The IMCA report was very informative, of high quality, well written and expressing the person's views and wishes" [Social Worker]*

#### **Acknowledgements**

Newcastle CVS records its appreciation to all its many funders and supporters.

Newcastle CVS is an active member of NCVO, NAVCA, ACEVO, the Community Foundation (Tyne, Wear and Northumberland), the Advocacy Action Alliance, and OPAAL (Older People's Advocacy Alliance; with our Chief Executive being Vice Chair of NCVO and a trustee of the Community Foundation (Tyne, Wear and Northumberland). We also work very closely with our sister infrastructure organisations and we are members of and contribute to a number of significant and appropriate local partnerships, initiatives, boards and committees.

#### **Social Value**

Newcastle CVS tries to act in a socially responsible manner. It uses other voluntary sector facilities and services wherever possible. It uses sustainable products as far as possible. It tries to use local suppliers. It uses fair trade products. The staff aim to behave in a manner with regard to the environment. There is a 2.28:1 salary ratio between the three highest and three lowest paid members of staff. The ratio of pay of the lowest earner to the pay of the top earner will never exceed 1:5 (currently 1:3.15 in 2018). It is a Living Wage employer, accredited by the Living Wage Foundation, including apprentices and interns. Fifty-five people volunteered for Newcastle CVS; all of these volunteers are supported in line with current volunteering policies. During the year we have benefitted from twelve active trustees who all volunteered their skills, knowledge and expertise and linked us to helpful networks and useful partners.

#### **NEWCASTLE CVS – PLANS FOR 2018-2019**

Our plans include to:

- Delivery of the Newcastle and Gateshead infrastructure support contracts
- Generate additional net income through Charged for Services
- Secure additional grant funding for specific project ideas
- Build on and improve our use of online and social media platforms
- Maintain core activities and seek funding for new innovative services which fit in with our ethos and to support Full Cost Recovery, ensuring financial stability of Advocacy Centre North and Newcastle CVS
- Deliver targets and outcomes to an exceptional standard to ensure that the Advocacy Centre North's reputation as a leading advocacy organisation continues, making a difference to the most people within available resources

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2018

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#### **NEWCASTLE CVS – PLANS FOR 2018-2019 continued**

- Develop the DIY Advocate app further
- Ensure all staff have the capacity and the correct skills to provide a high quality service and that we are able to retain our qualified and experienced workers
- Review all management structures to ensure they are effective and efficient
- Secure future funding for the HAREF network
- Redesign and refresh the SkillsBridge offer
- Increase the quantity of payroll and auto-enrolment clients
- Take on additional new charity customers for year-end accounts
- Make the accountancy work with small charities more cost effective
- Consolidate the bookkeeping service to make it more efficient

#### **FINANCIAL REVIEW**

Newcastle CVS makes bids for funds to statutory sources and charitable trusts and foundations, and does minimal public fundraising. A substantial part of our income comes through contracts, as well as grants. Newcastle CVS is assiduous in looking for appropriate sources of funding, and as an agency responsible for advising the rest of the sector on funding sources is well placed to know what is available. We use our funding model which enables us to estimate the actual costs of a service and its true cost to Newcastle CVS. As the value of public sector contracts decrease, this is an essential tool for us to use in deciding whether or not to bid for a service, and if so, at what price.

In Autumn 2017, we established a systematic business planning and budget-setting process for 2018-2019 which involved regular meetings between key trustees and senior managers. This helped us to agree the budget and have a better understanding of overall priorities and challenges.

The outlook for 2018-19 is a challenging one as three of our four key contracts (with Newcastle Council, Gateshead Council, and Newcastle Gateshead CCG) will be put out to tender. Advocacy Centre North has proved to be incredibly agile in bringing in income from a range of sources. However, similar to other charities, we note more short term contracts (often at a lower value), greater competition for grant funding, and the churn in the public sector means that we have lost many useful contacts along with the partnerships and relationships that go with them.

Our trustees are very clear about our aims and missions and that we need to be sustainable, but keep to our vision and values. Newcastle CVS will not enter into partnerships and contracts which are contrary to our aims and objectives and we recognise that we need to stay within our agreed budget limits for the year.

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2018

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#### **FINANCIAL REVIEW continued**

##### **Assets**

The charity's assets are being held to enable them to carry out its objectives. The movements in fixed assets during the year are set out in note 22 to the accounts.

##### **Trading activities**

The results of Ellison Services Limited, our trading company, are summarised in note 24 of the accounts. A surplus was generated during the period of £21,491 (2017: £12,258)

##### **Financial dependency**

The charity in order to meet its objectives is financially dependent on grants from the Local Authorities, government programmes and charitable trusts.

Additional funds are derived from smaller grants and charitable donations made by a variety of organisations and individuals.

##### **Funds held as custodian trustee on behalf of others**

Newcastle CVS and its subsidiary hold monies on behalf of other organisations. Ellison Services provides payroll and bookkeeping services to a number of small voluntary organisations and holds monies for this purpose. Further detail is given in note 32.

##### **Reserves Policy**

The Reserves Policy considers the financial circumstances of the organisation. Given the previous uncertainty surrounding the contracts for infrastructure work in both Gateshead and Newcastle, which are now secure, and the reorganisation and restructuring as a result of these new contracts, and a managerial review in 2018, it was felt that for a period of time that a larger reserve was prudent than the previously agreed three months running costs. Six months running costs would equate to around £690,000 and this would also take into account the ongoing review of the historic pension scheme with The Pension Trust. A new pension scheme has been established with Scottish Widows and there is movement on withdrawing from The Pension Trust scheme in 2018. The reserves should not fall below this level in order to support good governance of the organisation.

The Reserve Policy allows for the use of funds in excess of the level required to be spent in furtherance of the organisation's vision and mission. Any proposal should be presented as an individual business case to the Trustees for review and approval.

As at 31 March 2018 free reserves are £802,941, (2017: £778,044) an increase of £24,897 which is due to small operational surpluses across the charity. The Trustees monitor the level of reserves regularly and the Reserves Policy is reviewed annually with the support of the Finance Sub Group.

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2018

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#### **FINANCIAL REVIEW continued**

##### **Review of transactions and financial position**

The consolidated balance sheet on page 30 indicates that at 31 March 2018 the total funds of the group are £923,934 (2017: £789,626). This was represented by tangible fixed assets of £5,330 (2017: £2,692), investments of £480,757 (2017: £510,594) and net current assets of £613,897 (2017: £440,340). Unrestricted funds of £808,271 (2017: £780,736) represent the reserves available to the organisation to fulfil its many existing commitments over the long term. Restricted funds of £145,712 (2017: £8,890) represent specific earmarked projects as detailed in note 34 of the accounts.

##### **Investment income**

Newcastle CVS is also usually in the position of having to fund a considerable proportion of its core running costs each year and the income it derives from its invested reserves is an essential component of that strategy, alongside donations, earnings and other provisions.

Tilney are the appointed wealth investment organisation managing the Newcastle CVS investment portfolio. The Finance Sub-Group monitors the performance of the portfolio, reviewing the quarterly financial investment reports provided by Tilney and reporting into the board meetings. Trustees support the investment objective for Newcastle CVS which is to yield the best financial return within the level of risk considered to be acceptable. This return can then be spent on the charity's aims and further continuance of its objectives. The Trustees are comfortable that the investments held are a diversified portfolio in order to mitigate the capital risk. The Finance Sub-Group will be putting forward an Investment Strategy Policy in 2018/2019. The investment balances as at the 31 March 2018 are £480,757. No additional funds were added to the investment portfolio in the year and all dividends and income are reinvested.

##### **Political contributions**

The charity made no political contributions.

## NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE

(A company limited by guarantee)

### TRUSTEES ANNUAL REPORT

For the year ended 31 March 2018

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#### MEMBERS OF THE COMMITTEE AND PROFESSIONAL ADVISORS

<b>Registered Charity Number</b>	1125877	
<b>Company Number</b>	06681475	
<b>Committee</b>	Simon Elliott Ruth Abrahams  Anne Bonner Andrew White Steve Nash Jamie Sadler Kate Israel Martin Horrocks Nicholas Buxton John Litherland Joanne McKenna Gemma Dyer Nitin Shukla	Chair Vice Chair – Resigned 11 June 2018 Vice Chair Resigned – 19 April 2017  Treasurer – Elected 10 April 2017 Resigned – 9 April 2018 Elected – 13 November 2017 Elected – 13 November 2017 Elected – 13 November 2017 Elected – 13 November 2017
<b>Chief Executive</b>	Sally Young	
<b>Principal Office</b>	Higham House Higham Place Newcastle upon Tyne NE1 8AF	
<b>Auditors</b>	Haines Watts Floor 11 Cale Cross House 156 Pilgrim Street Newcastle upon Tyne NE1 6SU	

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2018

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#### **MEMBERS OF THE COMMITTEE AND PROFESSIONAL ADVISORS continued**

##### **Bankers**

Yorkshire Bank Plc  
Newcastle Business Centre  
29-31 Pilgrim Street  
Newcastle upon Tyne  
NE1 6RL

Unity Trust Bank Plc  
Nine Brindley Place  
Birmingham  
B1 2HB

##### **Investment Manager**

Tilney  
Private Wealth Management  
130 St Vincent Street  
Glasgow  
G2 5SE

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity's full name is Newcastle Council for Voluntary Service abbreviated to (Newcastle CVS). It is an incorporated charity registered with the Charity Commission (number 1125877) and a company limited by guarantee (number 06681475).

##### **Governing documents**

The charity's governing documents are its Memorandum and Articles of Association.

Newcastle CVS is an independent charity working with the voluntary sector in Newcastle. It is run by a Board of Trustees elected annually by its member organisations, and by co-opted members. The Board controls the direction and policy of the work, and met ten times during this financial year. It holds a special business planning meeting with senior managers, at least once a year, in order to define the priorities for the coming year.

Newcastle CVS is a membership organisation with 668 members and 76 associate members as of March 2018.

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2018

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## **STRUCTURE, GOVERNANCE AND MANAGEMENT continued**

### **Recruitment of trustees**

Trustees at Newcastle CVS are elected from the membership annually. Notice is sent to all members and if a ballot is required it is conducted by post prior to the Annual General Meeting. Trustees may only serve for a set period of time. The skills and experience of existing trustees are audited annually and new trustees are recruited in order to complement the existing trustees ensuring a wide set of skills and knowledge is reflected in the overall board. If the Board feels there are particular skills lacking, they are able to promote these during the recruitment process. The governance document allows for co-opted trustees so that specialist skills can be brought onto the board. The Chair has experience of business and Human Resources and is not from the voluntary sector, although he chairs another voluntary organisation. The treasurer is a qualified accountant who works in the public sector.

All trustees have a comprehensive induction session with the Chief Executive. They also complete a form to assess any relevant training they may need and these needs are met as far as is practical. Trustees are offered opportunities to find out more about Newcastle CVS and the voluntary and community sector in Newcastle as well as national issues affecting voluntary organisations. Trustees receive a full induction pack including examples of best practice and guidance produced by the Charity Commission. Trustees are encouraged to be fully involved in the work of Newcastle CVS. During the year, the Chair carried out a confidential interview with each trustee to identify any challenges, concerns and priorities. These were collated into a single document and discussed openly at Board.

The Board engaged in the consultation on the new Charity Governance Code and are using the seven principles as set out in the Code to improve governance practice. The Newcastle CVS Board has signed up to the (new) Charity Governance Code.

### **Organisational structure**

The Board of trustees, which can have up to sixteen members, has control of the charity, including its property and its funds. The Board normally meets bimonthly and there are four sub groups covering finance, business development, policy and advocacy which also meet bimonthly or quarterly and report into the Board. The Chief Executive is appointed by the trustees to manage the charity and has delegated authority for all operational matters.

### **Pay policy for senior staff**

The Chief Executive implements the pay policy on an ongoing basis and is responsible for pay reviews and setting salaries for senior staff. The Board reviews the Chief Executive's salary annually and is responsible for making any decisions about remuneration of the Chief Executive. Remuneration is benchmarked against similar roles within voluntary and community sector organisations of similar size in the North East. The need for major changes to the salary structure may be informed by a number of factors such as changes to the organisation's annual turnover and the number of employees.

Newcastle CVS has a Remuneration Policy which covers all staff. Senior staff are not treated differently to other staff and all benefits (including pension contributions) are applied equally across all staff groups.

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2018

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## **STRUCTURE, GOVERNANCE AND MANAGEMENT continued**

### **Related parties and co-operation with other organisations**

None of the trustees receive remuneration or other benefit from their work with the charity. Any connection between trustees or senior managers of the charity with suppliers must be disclosed to the full Board of trustees. In the current year no such related party transactions were reported. Trustees are asked to declare their interests before each board meeting and there is a Register of Interests.

The charity's wholly owned subsidiary, **Ellison Services Ltd**, was established to operate as a commercial accountancy service and gift aids all of its profits to the charity (see note 24 to the accounts).

### **Risk management**

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks. The Board has agreed to review these risks on a regular basis and a full report is discussed at a Board meeting annually where risks are reviewed and mitigating actions identified and taken. Health and Safety information is presented on a quarterly basis to the Board.

### **Indemnity insurance**

The charity has Professional Indemnity Insurance cover in respect of the Trustees and Officers of the charity.

## **TRUSTEES' RESPONSIBILITIES STATEMENTS**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company, the group and of the incoming resources and application of resources including the income and expenditure of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2016 (FRS 102);
- 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 charity will continue in business.

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2018

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#### **TRUSTEES' RESPONSIBILITIES STATEMENTS continued**

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and the group, and hence 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by the board of trustees on 30/08/2018 and signed on behalf by:

.....  
**Simon Elliott – Chair**

# NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE

(A company limited by guarantee)

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE

For the year ended 31 March 2018

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### Opinion

We have audited the financial statements of Newcastle Council for Voluntary Service (the 'charitable company') and its subsidiary (the 'group') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, Group and Charitable Company, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and charitable company's affairs as at 31 March 2018, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

For the year ended 31 March 2018

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In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

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

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

#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on pages 24 to 25, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

# **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

For the year ended 31 March 2018

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### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

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.

**Donna Bulmer BA (Hons) ACA (Senior Statutory Auditor)**

**For and on behalf of Haines Watts**

.....

**Statutory Auditors**

Floor 11, Cale Cross House  
156 Pilgrim Street  
Newcastle upon Tyne  
NE1 6SU

**NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**

(INCLUDING SUMMARY INCOME &amp; EXPENDITURE ACCOUNT)

For the year ended 31 March 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>Income from:</b>					
Donations and legacies	8				
Donations		23,442	5,000	<b>28,442</b>	15,140
Transfer of funds from HAREF		-	68,901	<b>68,901</b>	-
Charitable activities	9				
Grants and contracts		700,198	452,110	<b>1,152,308</b>	1,019,497
Chargeable services		96,304	4,429	<b>100,733</b>	79,867
Other trading activities	10				
Subsidiary income		177,128	-	<b>177,128</b>	198,240
Other trading income		1,719	-	<b>1,719</b>	5,341
Investments	11	12,820	-	<b>12,820</b>	10,896
<b>Total income</b>		<b>1,011,611</b>	<b>530,440</b>	<b>1,542,051</b>	<b>1,328,981</b>
<b>Expenditure on:</b>					
Costs of raising funds	12				
Subsidiary expenditure		170,313	-	<b>170,313</b>	168,439
Investment management fees		4,678	-	<b>4,678</b>	4,004
Charitable activities					
Operation of the charity	13	806,663	393,618	<b>1,200,281</b>	1,208,098
<b>Total expenditure</b>		<b>981,654</b>	<b>393,618</b>	<b>1,375,272</b>	<b>1,380,541</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>		<b>29,957</b>	<b>136,822</b>	<b>166,779</b>	<b>( 51,560 )</b>
Net (losses)/gains on investments	23	( 2,422 )	-	<b>( 2,422 )</b>	64,428
<b>Net movement of funds</b>		<b>27,535</b>	<b>136,822</b>	<b>164,357</b>	<b>12,868</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		780,736	8,890	<b>789,626</b>	776,758
<b>Total funds carried forward</b>		<b>808,271</b>	<b>145,712</b>	<b>953,983</b>	<b>789,626</b>

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 32 to 47 form an integral part of these accounts.

**NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

Charity Number 1125877

Company Number 06681475

**CONSOLIDATED BALANCE SHEET**

As at 31 March 2018

	Notes	Group		Charity	
		2018 £	2017 £	2018 £	2017 £
<b>Fixed assets</b>					
Tangible assets	22	5,330	2,692	5,330	2,692
Investments	23	480,756	510,594	480,758	510,596
<b>Total fixed assets</b>		<b>486,086</b>	<b>513,286</b>	<b>486,088</b>	<b>513,288</b>
<b>Current assets</b>					
Stock	26	2,855	7,123	-	-
Debtors	27	268,892	162,692	251,129	161,090
Cash at bank and in hand		511,739	473,937	51,508	461,566
<b>Total current assets</b>		<b>783,486</b>	<b>643,752</b>	<b>302,637</b>	<b>622,656</b>
<b>Creditors: amounts falling due within one year</b>	28	<b>( 169,589 )</b>	<b>( 203,412 )</b>	<b>( 152,742 )</b>	<b>( 182,318 )</b>
<b>Net current assets</b>		<b>613,897</b>	<b>440,340</b>	<b>149,895</b>	<b>440,338</b>
<b>Total assets less current liabilities</b>		<b>1,099,983</b>	<b>953,626</b>	<b>635,983</b>	<b>953,626</b>
<b>Creditors: amounts falling due after more than one year</b>	30	<b>( 146,000 )</b>	<b>( 164,000 )</b>	<b>( 146,000 )</b>	<b>( 164,000 )</b>
<b>Total net assets or liabilities</b>		<b>953,983</b>	<b>789,626</b>	<b>489,983</b>	<b>789,626</b>
<b>Funds of the charity</b>					
Unrestricted income funds		808,271	780,736	808,271	780,736
Restricted income funds		145,712	8,890	145,712	8,890
<b>Total funds</b>		<b>953,983</b>	<b>789,626</b>	<b>953,983</b>	<b>789,626</b>

The notes on pages 32 to 47 form an integral part of these accounts.

These financial statements were approved by the Board on: 30/08/2018

and are signed on its behalf by:

Martin Horrocks  
Treasurer

**NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

Charity Number 1125877

Company Number 06681475

**CONSOLIDATED STATEMENT OF CASH FLOWS**

For the year ended 31 March 2018

	Notes	2018 £	2017 £
<b><u>Cash flows from operating activities</u></b>			
Net movement in funds		164,357	12,868
<b><u>Add back:</u></b>			
Depreciation		3,392	8,001
Loss on disposal of tangible fixed assets		-	3,105
Interest and dividends received		( 12,820 )	( 10,896 )
Losses on investments		2,422	( 64,428 )
Decrease in stock and work in progress		4,268	( 2,139 )
Increase in debtors		( 106,200 )	209,128
Decrease in creditors		( 33,823 )	66,538
Decrease in creditors due more than one year		( 18,000 )	( 9,000 )
		<b>3,596</b>	<b>213,177</b>
		<b>3,596</b>	<b>213,177</b>
<b><u>Cash flow from investing activities</u></b>			
Purchase of property, plant and equipment		( 6,030 )	-
Payments to acquire investments		( 18,804 )	( 114,671 )
Receipts of sale of investments		46,220	90,853
Interest and dividends received		12,820	10,896
		<b>34,206</b>	<b>( 12,922 )</b>
		<b>34,206</b>	<b>( 12,922 )</b>
<b>Increase in cash and cash equivalents</b>		37,802	200,255
<b>Cash and cash equivalents at start of year</b>		473,937	273,682
		<b>511,739</b>	<b>473,937</b>
<b>Cash and cash equivalents consist of:</b>			
Cash at bank and in hand		<b>511,739</b>	<b>473,937</b>

The notes on pages 32 to 47 form an integral part of these accounts.

# **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

## **NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the year ended 31 March 2018

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### **1 Accounting Policies**

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

### **2 Basis of accounting**

#### **2.1 Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Newcastle Council For Voluntary Service meets the definition of a public benefit entity under FRS 102.

#### **2.2 Preparation of the accounts on a going concern basis**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The charity reported total unrestricted funds at the year end of £808,271 and has already secured a significant amount of funding for the current year. The trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern.

#### **2.3 Group financial statements**

These financial statements consolidate the results of the charity and its wholly-owned subsidiary Ellison Services Limited on a line by line basis. A separate Statement of Financial Activities for the charity itself is not presented because the charity has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006.

### **3 Income**

#### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

#### **3.2 Offsetting**

There has been no offsetting of assets and liabilities or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

#### **3.3 Trading activities**

Income from trading activities is to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

### **NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the year ended 31 March 2018

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#### **3.4 Grants and donations**

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance or provision of other specified services is deferred until the criteria of income recognition are met.

#### **3.5 Volunteer help**

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

#### **3.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

#### **3.7 Investment income**

Investment Income is earned through holding assets for investment purposes such as shares and cash deposits. It includes dividends and interest and amounts are recognised when the charity's right to receive payment is established.

#### **3.8 Investment gains and losses**

This includes any realised or unrealised gains or losses on the sale of investment and any gain or loss resulting from revaluing investments to market value at the end of the year.

#### **3.9 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charities' work or for specific projects being undertaken by the charity.

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of voluntary sector support, advocacy and other activities undertaken to further the purposes of the charity and their associated support costs.

## **NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE**

(A company limited by guarantee)

### **NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the year ended 31 March 2018

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#### **4.3 Governance and support costs**

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly relate to the charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **4.4 Holding accounts**

The charity and its subsidiary hold monies on behalf of other organisations as part of their payroll service. The balances held by the charity are not included within the balance sheet in accordance with SORP 2015; the balances of the subsidiary are recognised as an asset with the corresponding liability.

#### **4.5 Operating lease**

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease

#### **4.6 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **4.7 Creditors**

The charity has creditors which are measured at their settlement amount less any trade discounts due.

#### **4.8 Provisions for liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

### **5 Assets**

#### **5.1 Tangible fixed assets for use by the charity**

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Electronic office equipment	25% straight line basis
Office equipment	10% straight line basis

#### **5.2 Investments**

Fixed asset investments in quoted shares, traded bonds and similar investments are valued initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.

#### **5.3 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discount due.

## NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE

(A company limited by guarantee)

### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2018

#### 6 Legal status

Newcastle Council for Voluntary Service is a company limited by guarantee, registered in England and Wales, (number 06681475) and not having share capital. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

#### 7 Financial performance of the charity

The Consolidated Statement of Financial Activities includes the results of the wholly owned subsidiary.

The summary financial performance of the charity alone is:

	<b>Total 2018 £</b>	<b>Total 2017 £</b>
Income	<b>1,364,923</b>	1,130,741
Gift aid from subsidiary company	<b>21,491</b>	12,258
	<b>1,386,414</b>	1,142,999
Expenditure	<b>( 1,219,635 )</b>	( 1,194,502 )
Net gains/(losses) on investments	<b>( 2,422 )</b>	64,428
<b>Net movement in funds for the year</b>	<b>164,357</b>	12,925
Total funds brought forward	<b>789,626</b>	776,701
<b>Total funds carried forward</b>	<b>953,983</b>	789,626
Represented by:		
Unrestricted income funds	<b>808,271</b>	780,736
Restricted income funds	<b>145,712</b>	8,890
	<b>953,983</b>	789,626

#### Analysis of income

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2018 £</b>	<b>Total 2017 £</b>
<b>8 Donations and legacies</b>				
Sir James Knott Trust	7,000	-	<b>7,000</b>	7,000
RW Mann Trust	1,000	-	<b>1,000</b>	1,000
The Joicey Trust	2,000	-	<b>2,000</b>	2,000
Hadrian Trust	3,000	-	<b>3,000</b>	3,000
The Rothley Trust	-	-	-	1,500
Donations and gifts	6,738	-	<b>6,738</b>	640
Welfare Advocate crowd funding	3,562	-	<b>3,562</b>	-
Community Foundation GHD Housing Co	-	5,000	<b>5,000</b>	-
Community Fund				
HMRC Gift Aid	142	-	<b>142</b>	-
Donation from discontinued charity HAREF *	-	68,901	<b>68,901</b>	-
	<b>23,442</b>	<b>73,901</b>	<b>97,343</b>	15,140

\* As at 11 November 2017 the assets of HAREF charity number 1148472 and company number 07992722 were transferred to Newcastle Council for Voluntary Service to operate a HAREF project, focusing on reducing health inequalities experienced by people from BME communities

## NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE

(A company limited by guarantee)

### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2018

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>9 Charitable activities</b>				
<u>Income from grants and contracts</u>				
NHS Newcastle and Gateshead CCG	210,286	47,994	<b>258,280</b>	225,026
Big Lottery Fund – Neurological	-	120,841	<b>120,841</b>	118,898
The Northstar Foundation	-	6,821	<b>6,821</b>	42,835
Newcastle Fund - Advocacy	-	-	-	50,000
Big Lottery Fund via North East Law Centre	-	23,945	<b>23,945</b>	18,187
Newcastle Healthwatch	-	-	-	144,764
Durham Police Crime & Victims' Commissioner	-	39,323	<b>39,323</b>	10,262
Police & Crime Commissioner Northumbria	-	45,000	<b>45,000</b>	2,000
Big Lottery Fund via Fulfilling Lives	-	64,081	<b>64,081</b>	58,317
Gateshead Metropolitan Borough Council	319,912	-	<b>319,912</b>	174,000
Newcastle City Council	170,000	30,000	<b>200,000</b>	170,000
Byker Trust	-	-	-	5,208
The Home office via County Durham Community Fund	-	19,105	<b>19,105</b>	-
The Esmée Fairbairn Foundation	-	25,000	<b>25,000</b>	-
Peoples Postcode Trust	-	20,000	<b>20,000</b>	-
Community Foundation Joseph Brough Charitable Trust	-	10,000	<b>10,000</b>	-
	<u>700,198</u>	<u>452,110</u>	<u><b>1,152,308</b></u>	<u>1,019,497</u>
<u>Chargeable services</u>				
Individual advocacy client spot contracts	60,859	-	<b>60,859</b>	45,674
Paid for services to the voluntary sector	34,405	4,429	<b>38,834</b>	26,452
Training and support to the voluntary sector	1,040	-	<b>1,040</b>	7,741
	<u>96,304</u>	<u>4,429</u>	<u><b>100,733</b></u>	<u>79,867</u>
<b>10 Other trading activities</b>				
<u>Subsidiary income</u>				
Accountancy services to the charity sector	177,128	-	<b>177,128</b>	198,240
	<u>177,128</u>	<u>-</u>	<u><b>177,128</b></u>	<u>198,240</u>
<u>Other trading income</u>				
Room hire, rent office space	417	-	<b>417</b>	2,919
Website advertising and admin services	1,302	-	<b>1,302</b>	2,422
	<u>1,719</u>	<u>-</u>	<u><b>1,719</b></u>	<u>5,341</u>

## NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE

(A company limited by guarantee)

### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2018

#### Analysis of income continued

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>11 Investments</b>				
Interest receivable	325	-	<b>325</b>	132
Income on investments	12,495	-	<b>12,495</b>	10,764
	<b>12,820</b>	<b>-</b>	<b>12,820</b>	<b>10,896</b>

Income was £1,542,051 (2017: £1,328,981) of which £1,011,611 was unrestricted or designated (2017: £865,691) and £530,440 was restricted (2017: £463,290)

#### Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>12 Raising funds</b>				
Trading subsidiary costs				
Staff costs	159,950	-	<b>159,950</b>	154,194
Overheads	10,363	-	<b>10,363</b>	14,245
	<b>170,313</b>	<b>-</b>	<b>170,313</b>	<b>168,439</b>
Investment management costs	4,678	-	<b>4,678</b>	4,004
	<b>4,678</b>	<b>-</b>	<b>4,678</b>	<b>4,004</b>
<b>13 Charitable activities</b>				
<u>Direct costs</u>				
Project staff salaries	602,266	294,807	<b>897,073</b>	620,989
Direct project costs	49,253	66,595	<b>115,848</b>	362,366
<u>Support costs</u>				
Management & admin staff salaries	56,350	10,060	<b>66,410</b>	79,183
Facility costs	38,590	6,890	<b>45,480</b>	46,681
Office costs	42,867	7,701	<b>50,568</b>	40,397
Professional fees	9,609	7,014	<b>16,623</b>	31,520
Pension deficit	207	37	<b>244</b>	8,712
Depreciation	2,878	514	<b>3,392</b>	8,001
Loss on disposal	-	-	<b>-</b>	3,105
<u>Governance costs</u>				
Audit fee (charity)	2,900	-	<b>2,900</b>	5,400
Annual review, AGM and trustee planning	1,743	-	<b>1,743</b>	1,744
	<b>806,663</b>	<b>393,618</b>	<b>1,200,281</b>	<b>1,208,098</b>

Expenditure was £1,375,272 (2017: £1,380,541) of which £981,654 was unrestricted or designated (2017: £865,659) and £393,618 was restricted (2017: £514,882)

## NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE

(A company limited by guarantee)

### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2018

#### Analysis of charitable activities by activity type

	Voluntary Sector Support £	Equality & Diversity Projects £	Advocacy £	Total 2018 £	Total 2017 £
<b>14 Expenditure by activity type</b>					
Project staff salaries	272,846	45,609	578,618	<b>897,073</b>	620,989
Direct project costs	23,916	14,653	77,279	<b>115,848</b>	362,366
Support costs	122,770	6,620	53,327	<b>182,717</b>	217,599
Governance costs	4,643	-	-	<b>4,643</b>	7,144
	<u>424,175</u>	<u>66,882</u>	<u>709,224</u>	<u><b>1,200,281</b></u>	<u>1,208,098</u>

#### 15 Summary analysis of expenditure and related income for charitable activities

Costs	( 424,175 )	( 66,882 )	( 709,224 )	<b>( 1,200,281 )</b>	( 1,208,098 )
<u>Income</u>					
Donations and legacies	19,698	68,900	3,745	<b>92,343</b>	27,398
Grants and contracts	360,992	80,432	715,884	<b>1,157,308</b>	1,019,497
Chargeable services	37,044	2,710	60,979	<b>100,733</b>	79,867
Other trading activities	1,719	-	-	<b>1,719</b>	5,341
	<u>( 4,722 )</u>	<u>85,160</u>	<u>71,384</u>	<u><b>151,822</b></u>	<u>( 75,995 )</u>
Investment income	12,820	-	-	<b>12,820</b>	10,896
Net income/(expenditure)	<u>8,098</u>	<u>85,160</u>	<u>71,384</u>	<u><b>164,642</b></u>	<u>( 65,099 )</u>

#### 16 Net income/(expenditure) for the year

This is stated after charging

	2018 £	2017 £
Depreciation on tangible fixed assets	<b>3,392</b>	8,001
Loss on disposal of tangible fixed assets	-	3,105
Operating lease rentals	<b>15,158</b>	14,681
	<u><b>18,550</b></u>	<u>25,787</u>

#### 17 Auditor's remuneration

	2018 £	2017 £
Fees payable to the charity's auditors for the audit of the groups' annual accounts	<b>4,100</b>	5,400
Other fees paid to the charity's auditors	<b>300</b>	300
	<u><b>4,400</b></u>	<u>5,700</u>

## NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE

(A company limited by guarantee)

### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2018

#### 18 Analysis of staff costs, and the cost of key management personnel

	2018 £	2017 £
Salaries and wages	999,307	852,264
Social security costs	86,970	93,152
Pension costs	40,555	34,793
	<b>1,126,832</b>	<b>980,209</b>

No employee received remuneration above £60,000 (2017: £nil)

The key management personnel of the charity, comprise the trustees, the Chief Executive and the Deputy Chief Executive (to 31 September 2017). The total employee benefits of the key management personnel of the charity were £72,429. (2017: £68,434)

#### 19 Staff Numbers

The average monthly head count and the average monthly number of full-time equivalent (FTE) employees during the year were as follows:

The parts of the charity in which the employee's work	2018 Number	2018 FTE	2017 Number	2017 FTE
Voluntary sector support	9.0	7.5	9.0	7.6
Equality and diversity projects	3.0	1.8	-	-
Advocacy	26.0	18.5	17.0	14.0
Healthwatch	-	-	4.0	3.6
Ellison Services	9.0	5.9	9.0	6.2
Management and support	5.0	3.3	3.0	2.0
	<b>52.0</b>	<b>37.0</b>	42.0	33.4

#### 20 Transactions with trustees and related parties

None of the trustees have been paid any remuneration or received any other benefits from employment with the charity or a related entity. (2017: none)

##### Trustees' expenses

The following detail the expenses incurred by the trustees.

	2018 £	2017 £
Travel expenses	112	-

##### Transaction(s) with related parties

There have been no related party transactions in the reporting period. (2017: none)

## NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE

(A company limited by guarantee)

### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2018

#### 21 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

#### 22 Tangible fixed assets

	<b>Electronic Office Equipment £</b>	<b>Office Equipment £</b>	<b>Total £</b>
<b>Cost</b>			
Balance brought forward	25,071	2,498	<b>27,569</b>
Additions	6,030	-	<b>6,030</b>
Disposals	-	-	-
<b>Balance carried forward</b>	<b>31,101</b>	<b>2,498</b>	<b>33,599</b>
<b>Depreciation</b>			
Basis	SL	SL	
Rate	25%	10%	
Balance brought forward	22,379	2,498	<b>24,877</b>
Depreciation charge for year	3,392	-	<b>3,392</b>
Disposals	-	-	-
<b>Balance carried forward</b>	<b>25,771</b>	<b>2,498</b>	<b>28,269</b>
<b>Net book value</b>			
<b>Brought forward</b>	<b>2,692</b>	<b>-</b>	<b>2,692</b>
<b>Carried forward</b>	<b>5,330</b>	<b>-</b>	<b>5,330</b>

#### 23 Fixed asset investments

	<b>Group</b>		<b>Charity</b>	
	<b>2018 £</b>	<b>2017 £</b>	<b>2018 £</b>	<b>2017 £</b>
Listed investments	<b>480,756</b>	510,594	<b>480,756</b>	510,594
Investment in subsidiary undertaking at cost	-	-	<b>2</b>	2
	<b>480,756</b>	510,594	<b>480,758</b>	510,596

## NEWCASTLE COUNCIL FOR VOLUNTARY SERVICE

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### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

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#### 24 Net income of trading subsidiary

The charitable company owns two £1 ordinary shares, 100% of the voting capital of Ellison Services Limited, a company incorporated and registered in England and Wales. The principal activity of this company is the provision of financial and administrative services for charitable organisations.

The audit report for 31 March 2018 was unqualified.

#### A summary of the trading results is shown below

	2018 £	2017 £
Turnover	206,786	198,129
Other income	18	110
Gross income	206,804	198,239
Administration costs	( 185,313 )	( 186,037 )
Net profit/(loss)	21,491	12,202
Amount gift aided to parent charity	( 21,491 )	( 12,258 )
Retained in subsidiary	-	( 56 )
Total assets	250,016	257,465
Total liabilities	( 250,014 )	( 257,463 )
	2	2

#### 25 Listed investments

	£
Market value at 1 April 2017	510,594
Additions at cost	18,805
Disposals at open market value	( 46,221 )
Net unrealised investment loss	( 2,422 )
Market value at 31 March 2018	480,756
Original cost	441,695

#### 26 Stock and work in progress

	Group		Charity	
	2018 £	2017 £	2018 £	2017 £
Work in progress	2,855	7,123	-	-

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**27 Debtors and prepayments (receivable within 1 year)**

	Group		Charity	
	2018 £	2017 £	2018 £	2017 £
Trade debtors	233,162	141,163	193,908	94,678
Prepayments and other debtors	35,730	21,529	35,730	21,530
Amounts due from subsidiary undertaking	-	-	21,491	44,882
	<b>268,892</b>	162,692	<b>251,129</b>	161,090

**28 Creditors and accruals (payable within 1 year)**

	Group		Charity	
	2018 £	2017 £	2018 £	2017 £
Trade creditors	10,030	21,738	10,030	16,761
Taxation and social security	99,472	62,556	90,324	52,303
Accruals and other creditors	26,932	33,342	25,732	33,343
Deferred income (note 29)	33,155	85,776	26,656	79,911
	<b>169,589</b>	203,412	<b>152,742</b>	182,318

**29 Deferred income**

Deferred income comprises advance payments from grants and trading income that relate to future periods

	2018 £
Balance brought forward	85,776
Amount released to income earned from charitable activities	( 85,776 )
Amount deferred in year	33,155
Balance carried forward	<b>33,155</b>

**30 Creditors and accruals (payable after more than 1 year)**

	Group		Charity	
	2018 £	2017 £	2018 £	2017 £
Pension deficit (note 31)	146,000	164,000	146,000	164,000

**31 Pension scheme**

NCVS operates two pension schemes both held with The Pension Trust; a defined contribution scheme relating to Series 4 and a defined benefit scheme relating to Series 1, 2 and 3.

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#### 31 Pension scheme continued

##### Defined contribution scheme

The charity operates a defined contribution plan for its employees. The assets of the scheme are held separately from those of the charitable company. The amount recognised as an expense in the period was £32,176 (2017 £26,090).

##### Defined benefit scheme

The company participates in the scheme, a multi-employer scheme which provides benefits to some 1,300 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards by the Financial Reporting Council, set out in the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2011. This valuation showed assets of £780m, liabilities of £928m and a deficit of £148m.

A full actuarial valuation for the scheme was carried out at 30 September 2014. This valuation showed assets of £793m, liabilities of £970m and a deficit of £177m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

##### Deficit contributions

The valuation of 2011 has this impact

From 1 April 2016 to 30 September 2025: £12,945,440 per annum  
(payable monthly and increasing by 3% each year on 1 April)

The valuation of 2014 has this impact

From 1 April 2016 to 30 September 2028: £54,560 per annum  
(payable monthly and increasing by 3% each year on 1 April)

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

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#### 31 Pension scheme continued

##### Present values of provisions

	31 March 2018 £'000	31 March 2017 £'000	31 March 2016 £'000
Present value of provision	146	164	173

##### Reconciliation of opening and closing provisions

	Period ending 31 March 2018 £'000	Period ending 31 March 2017 £'000
Provision at start of period	164	173
Unwinding of the discount factor (interest expense)	2	4
Deficit contribution paid	( 18 )	( 18 )
Remeasurements – impact of any change in assumptions	( 2 )	5
Remeasurements – amendments to the contribution schedule	-	-
Provision at end of period	146	164

##### Income and expenditure impact

	Period ending 31 March 2018 £'000	Period ending 31 March 2017 £'000
Interest expense	2	4
Remeasurements – impact of any change in assumptions	( 2 )	5
Remeasurements – amendments to the contribution schedule	-	-
Contributions paid in respect of future service*	*	*
Costs recognised in income and expenditure account	*	*

\* Includes defined contribution schemes and future service contributions (i.e. excluding any deficit reduction payments) to defined benefit schemes which are treated as defined contribution schemes.

##### Assumptions

	31 March 2018 % per annum	31 March 2017 % per annum	31 March 2016 % per annum
Rate of discount	1.71	1.32	2.07

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

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#### 32 Holding accounts

During the year Newcastle CVS' subsidiary held monies on behalf of other organisations. Ellison Services Limited provides a payroll and bookkeeping service to a number of small organisations and holds monies for this purpose.

	Balance at 01.04.17 £	Receipts £	Payments £	Balance at 31.03.18 £
Ellison Services Limited	257,465	8,143,959	8,151,408	250,016

#### 33 Operating Leases

The future minimum lease payments under non-cancellable operating leases are as follows;

	2018 £	2017 £
Not later than one year	12,384	17,472
Later than one and not later than five years	570	13,107
	<b>12,954</b>	<b>30,579</b>

#### 33 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

#### 34 Analysis of charitable funds

##### Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Gains / (losses) £	Fund balances carried forward £
<b>Unrestricted funds</b>					
General unrestricted fund	780,736	1,011,611	( 981,654 )	( 2,422 )	808,271
<b>Totals</b>	<b>780,736</b>	<b>1,011,611</b>	<b>( 981,654 )</b>	<b>( 2,422 )</b>	<b>808,271</b>

##### Purpose of unrestricted funds

General unrestricted fund                      The 'free reserves' of the charity

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### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2018

#### 34 Analysis of charitable funds continued

##### Analysis of movement in restricted funds

Restricted funds	Fund balances brought forward £	Incoming resources £	Resources expended £	Gains / (losses) £	Fund balances carried forward £
Building Stronger Britain Together	-	19,105	( 14,184 )	-	4,921
SkillsBridge	-	25,000	( 11,045 )	-	13,955
BAME Health and Wellbeing	-	30,000	( 14,753 )	-	15,247
HAREF (restricted donation)	-	68,901	( 2,190 )	-	66,711
HAREF	-	35,756	( 35,756 )	-	-
ACN – Neurological Advocacy	6,875	120,841	( 109,883 )	-	17,833
ACN – Partners in Health	539	16,667	( 9,076 )	-	8,130
ACN – Partners for Justice	-	39,323	( 39,323 )	-	-
ACN – Fresh Ideas Project	-	6,821	( 6,821 )	-	-
ACN – Families Through Crisis	1,476	23,945	( 21,506 )	-	3,915
ACN – Fulfilling Lives	-	64,081	( 64,081 )	-	-
ACN – Rights Based Advocacy	-	20,000	( 20,000 )	-	-
ACN – Hate Crime Advocacy	-	45,000	( 45,000 )	-	-
ACN – Welfare Advocacy	-	15,000	-	-	15,000
<b>Totals</b>	<b>8,890</b>	<b>530,440</b>	<b>( 393,618 )</b>	<b>-</b>	<b>145,712</b>

##### Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor

Building Stronger Britain Together	Providing resources for voluntary organisations in Newcastle and Gateshead to tackle prejudice and hate speech
SkillsBridge	Facilitating and maintaining a network of professionals, volunteering their time and expertise to support the ongoing development of voluntary organisations in the North East
BAME Health and Wellbeing	Providing a structured programme of cultural competency training, primarily for staff working in health services so the BAME communities have improved access to health services in Newcastle
HAREF	Working to improve the health and wellbeing of BAME communities in Gateshead and Newcastle by providing regular networks, engagement opportunities and information to organisations in the VCS and public sector
ACN – Neurological Advocacy	Providing specialist advocacy support to people with neurological conditions in Newcastle and Gateshead.
ACN – Partners in Health	Providing advocacy support in six GP surgeries in Newcastle.
ACN – Partners for Justice	Providing support to victims of crime who have mental ill-health conditions in Durham and Darlington.
ACN – Fresh Ideas Project	For the development of an App (DIY Advocate) which will be used to support people to make choices, resolve issues and make sure their voice is heard in decisions that relate to them.

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#### Purpose of restricted funds continued

ACN – Families Through Crisis	Providing support to families in crisis in Newcastle.
ACN – Fulfilling Lives	Providing intensive support to people with complex needs helping them to move from crisis to stability.
ACN – Rights Based Advocacy	For the provision of rights based advocacy, supporting vulnerable adults who have suffered discrimination or disadvantage in Newcastle and Gateshead.
ACN – Hate Crime Advocacy	Providing Hate Crime Advocacy, supporting people who have experienced, or are at risk of hate crime in the Northumbria area.
ACN – Welfare Advocacy	Welfare Advocacy, supporting adults who are in crisis around poverty and benefits, helping them develop skills to navigate the system in Newcastle and Gateshead.

#### 35 Capital commitments

As at 31 March 2018, the charity had no capital commitments (2017 -£nil)

#### 36 Analysis of Group assets between funds

	Unrestricted Funds £	Restricted Funds £	<b>Total 2018 £</b>	Total 2017 £
Tangible fixed assets	5,330	-	<b>5,330</b>	2,692
Investments	480,756	-	<b>480,756</b>	510,594
Cash at bank and in hand	366,027	145,712	<b>511,739</b>	473,937
Other net current assets/(liabilities)	102,158	-	<b>102,158</b>	( 33,597 )
Long term assets/(liabilities)	( 146,000 )	-	<b>( 146,000 )</b>	( 164,000 )
	<u>808,271</u>	<u>145,712</u>	<u><b>953,983</b></u>	<u>789,626</u>