

Charitable Incorporated Organisation

Registered Charity CIO No: 1167515

**REPORT AND ACCOUNTS**

**for the annual financial period ended**  
**31st March, 2018**

for

**Plymouth VCSE (POP+)**

# **Plymouth VCSE (POP+)**

## **INDEX TO THE FINANCIAL STATEMENTS**

**for the financial period to 31st March, 2018**

	Page
Legal and Administrative Information	2
Report of the Trustees	3
Report of the Independent Examiner	4
Statement of Financial Activities	5
Balance Sheet	6
Notes Forming Part of the Financial Statements	7 to 10

## **Plymouth VCSE (POP+)**

### **Legal and Administrative Information**

#### **Charity Name and Number**

Plymouth VCSE (POP+): registered charity number: 1167515.  
Charitable Incorporated Organisation registered on 7th June 2016.

#### **Trustees**

Roger James Mitchell	Treasurer/New Chair	
Tony Fuqua	Chair	Resigned December 2
Gail Jane Wilson		
Alan Butler		
Chris Forster		
Michael Belcher		
Jackie Young		
Stephen Sidney Howard		
Jo Bussell		Appointed March 2018
Rebecca Cheshire		Appointed March 2018
Wendy Hart		Appointed March 2018
Andrew Robertson		Appointed March 2018
Cindy Willcocks		Appointed March 2018
Stephen Waite		Resigned February 20
John Aydin Boyacigiller		Resigned June 2017
Cassie Roberts		Resigned February 20
Sarbaz Ahmed		Resigned October 201

#### **Chairperson**

Tony Fuqua/ Roger James Mitchell

#### **Principal Office**

Devonport Guildhall  
Ker Street  
Plymouth  
PL1 4EL

#### **Independent Examiners**

St Kew Accountancy Ltd.  
Patto Owriak, Allen Park  
St Kew Highway  
Bodmin  
PL30 3AR

#### **Bankers**

CAF Bank Ltd.  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent

## **Plymouth VCSE (POP+)**

### **REPORT OF THE TRUSTEES for the 12 month period ended 31st March, 2018**

The trustees present their report along with the externally examined financial statements of the charity for the first annual period ended 31st March, 2018. The financial statements have been prepared in accordance with the accounting policies set out on page 8 and the recommendations of the Statement of Recommended Practice - Accounting and Reporting by Charities.

#### **CONSTITUTION AND OBJECTS**

Plymouth VCSE (POP+) is a registered charity CIO No. 1167515, registered on 7th June, 2016.

The objects of the charity are to promote the voluntary sector and to promote the efficiency and effectiveness of other charitable organisations for the benefit of the public in the area of Plymouth and its environs.

#### **ORGANISATION**

The trustees who have served during the period under review and since the period end are set out on page 2.

#### **ACHIEVEMENTS AND PERFORMANCE**

The objectives have been satisfactorily achieved during the year.

#### **RISK MANAGEMENT**

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established that enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

#### **TRUSTEES' RESPONSIBILITIES**

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's state of affairs during the financial period and of its financial position at the end of the period.

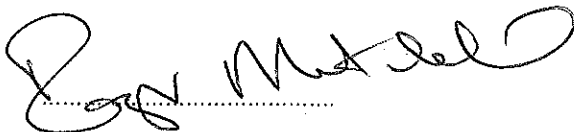
In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993.

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

Approved by the trustees and signed on their behalf by:



Dated: 11th September, 2018

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**REPORT TO THE TRUSTEES OF**  
**Plymouth VCSE (POP+)**  
**for the first annual period to 31st March, 2018**

**Respective Responsibilities of Trustees and Examiner**

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to our attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees, concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

**Independent Examiner's Statement**

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

- 1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met: or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding on the accounts to be reached.

Signed:.....



M. Vickery  
Accountant

24th September, 2018

Plymouth VCSE (POP+)

**Statement of Financial Activities (including an Income and Expenditure Account)**

for the first annual period to 31st March, 2018

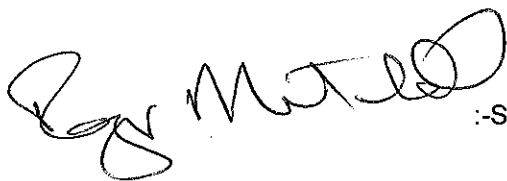
	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>Incoming Resources</b>					
Grants		-	153,025	153,025	23,085
Service Fees		99,756	-	99,756	49,878
Training/ Workshops		2,063	-	2,063	-
Contribution towards Venue Costs		169	-	169	-
Reimbursement - Rent		615	-	615	590
Reimbursement - Admin		223	-	223	750
Reimbursement - Phone		25	-	25	103
Refunds		43	-	43	-
Donations	2	5,000	-	5,000	18,974
<b>Total Incoming Resources</b>	5	<u>107,894</u>	<u>153,025</u>	<u>260,919</u>	<u>93,380</u>
<b>Resources Expended</b>					
Wages	4	99,756	11,536	111,292	33,158
Tax and NI	4	-	22,945	22,945	4,670
Pensions		-	419	419	-
Volunteers' Expenses		-	9,847	9,847	3,380
Travel and Subsistence		-	4,870	4,870	1,156
Payroll Services		-	730	730	225
Training/Delivery		-	3,646	3,646	4,310
Contract Services		-	-	-	3,399
Administration		-	3,224	3,224	2,062
Insurance		-	491	491	-
Phone and Internet		-	4,509	4,509	3,807
Website		-	669	669	-
Memberships/Subscriptions		-	1,214	1,214	234
Promotion/Recruitment		-	8,280	8,280	993
Rent/Venue Hire		-	6,597	6,597	4,751
Venue Hospitality		-	11,017	11,017	162
Workshops		-	656	656	-
Book-keeping		-	4,817	4,817	947
Professional Fees		-	759	759	1,114
Bank Charges		-	55	55	30
Refunds		4,876	1,609	6,485	-
Contributions		-	-	-	334
Miscellaneous		-	4,265	4,265	364
Depreciation	7	-	682	682	169
<b>Total Resources Expended</b>	6	<u>104,632</u>	<u>102,836</u>	<u>207,468</u>	<u>65,265</u>
<b>Balance Brought Forward:</b>		11,593	16,522	28,114	-
<b>Net Incoming Resources:</b>					
<b>Net movement in Funds</b>		3,262	50,189	53,451	28,114
<b>Total Funds at 31st March 2018</b>		<u>14,855</u>	<u>66,711</u>	<u>81,563</u>	<u>28,114</u>

**Plymouth VCSE (POP+)**

**BALANCE SHEET AS AT 31st MARCH, 2018**

	Notes	£	£
		31/03/2018	
<b>FIXED ASSETS</b>			
Tangible Assets	8		2,728
<b>CURRENT ASSETS</b>			
Cash at Bank & in Hand	3	88,905	
Debtors & Prepayments	9	<u>2,142</u>	
			91,047
<b>CREDITORS AND ACCRUALS:</b>			
Amounts falling due within one year	10	<u>12,212</u>	
<b>NET CURRENT ASSETS :</b>			<b>78,835</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>			<u><u><b>81,563</b></u></u>
<b>CAPITAL AND RESERVES</b>			
Restricted Funds	11	59,919	
Designated Funds	11	6,791	
Unrestricted Funds	11	14,855	
			<u><u><b>81,563</b></u></u>

ON BEHALF OF THE TRUSTEES:



:-Signed by Trustee

ROGER JAMES MIRKUSKI:-Print Name

Approved by the Trustees on: *RJM* September, 2018.

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## Plymouth VCSE (POP+)

### NOTES TO THE FINANCIAL STATEMENTS for the first annual period to 31st March, 2018

#### 1. ACCOUNTING POLICIES:

##### Accounting convention

The financial statements have been prepared under the historical cost convention and on an Accruals basis.

##### Expenditure

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which can not be recovered.

##### Unrestricted Funds

Unrestricted funds are donations, fees income and other incoming resources receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

##### Designated Funds

Designated funds are unrestricted funds earmarked by the management committee for particular purposes.

##### Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

#### 2. DONATIONS

	31/03/2018		31/03/2017	
	Unrestricted	Restricted	Total	Total
	£	£	£	£
General donations	5,000	-	5,000	18,974
	<u>5,000</u>	<u>-</u>	<u>5,000</u>	<u>18,974</u>

#### 3. CURRENT ASSETS: Cash and Bank

	31/03/2018	31/03/2017
	£	£
Cash at Bank:		
CAF Bank	88,905	36,753
	<u>88,905</u>	<u>36,753</u>

#### 4. STAFF COSTS

Staff costs were as follows:	31/03/2018	31/03/2017
	£	£
Salaries and wages	111,292	33,158
Tax and NI	22,945	4,670
	<u>134,236</u>	<u>37,828</u>



**Plymouth VCSE (POP+)**

**NOTES TO THE FINANCIAL STATEMENTS  
for the first annual period to 31st March, 2018**

**5. INCOMING RESOURCES**

			31/03/2018	31/03/2017
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Grants	-	153,025	153,025	23,085
Service Fees	99,756	-	99,756	49,878
Training/ Workshops	2,063	-	2,063	-
Contribution towards Venue Costs	169	-	169	-
Reimbursement - Rent	615	-	615	590
Reimbursement - Admin	-	-	-	750
Reimbursement - Phone	25	-	25	103
Refunds	43	-	43	-
Donations	5,000	-	5,000	18,974
Sundry	223	-	223	-
	<b>107,894</b>	<b>153,025</b>	<b>260,919</b>	<b>93,380</b>

**6. DIRECT EXPENDITURE**

	Unrestricted		31/03/2018	31/03/2017
	General	Restricted		
	Fund	Fund	Total	Total
	£	£	£	£
Wages	99,756	11,536	111,292	33,158
Tax and NI	-	22,945	22,945	4,670
Pension	-	419	419	-
Volunteers' Expenses	-	9,847	9,847	3,380
Travel and Subsistence	-	4,870	4,870	1,156
Payroll Services	-	730	730	225
Training and Delivery	-	3,646	3,646	4,310
Contract Services	-	-	-	3,399
Administration	-	3,224	3,224	2,062
Insurance	-	491	491	-
Phone and Internet	-	4,509	4,509	3,807
Website	-	669	669	-
Memberships/Subscriptions	-	1,214	1,214	234
Promotion/Recruitment	-	8,280	8,280	993
Rent/Venue Hire	-	6,597	6,597	4,751
Events	-	11,017	11,017	162
Workshops	-	656	656	-
Book-keeping	-	4,817	4,817	947
Professional Fees	-	759	759	1,114
Bank Charges	-	55	55	30
Refunds	4,876	1,609	6,485	-
Contributions	-	-	-	334
Miscellaneous	-	4,265	4,265	364
Depreciation	-	682	682	169
	<b>104,632</b>	<b>102,836</b>	<b>207,468</b>	<b>65,265</b>

**7. NET INCOMING RESOURCES FOR THE YEAR**

This is stated after charging:

	31/03/2018	31/03/2017
	£	£
Auditors Remuneration	563	500
Depreciation	682	169
	<b>1,245</b>	<b>669</b>

Plymouth VCSE (POP+)

NOTES TO THE FINANCIAL STATEMENTS  
for the first annual period to 31st March, 2018

8. TANGIBLE FIXED ASSETS:

For valuation purposes, depreciation is calculated at the following annual rates, in order to write off each asset over its estimated useful life:

Equipment/Fixtures and Fittings 20% on a straight line basis.

	Equipment £
<b>Cost</b>	
Balance b/f	845
Additions	3,411
Disposals	-
As at 31st March, 2018	<u>3,411</u>
<b>Depreciation</b>	
Balance b/f	169
Charge for the period	682
Disposals	-
As at 31st March, 2018	<u>682</u>
<b>Net Book Value:</b>	
As at 31st March, 2018	<u>2,728</u>
<b>Transferred Net Book Value:</b>	
As at 1st April, 2017	<u>676</u>

9. DEBTORS AND PREPAYMENTS: Amounts falling due within one year

	31/03/2018 £	31/03/2017 £
<b>Debtors</b>	873	705
<b>Prepayments</b>	1,269	66
	<u>2,142</u>	<u>771</u>

10. CREDITORS: Amounts falling due within one year:

	31/03/2018 £	31/03/2017 £
<b>Creditors</b>		
Professional Fees	563	500
Other	7,649	3,101
<b>Accruals</b>		
Big Lottery Grant	4,000	6,485
	<u>12,212</u>	<u>10,086</u>

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	2,728	-	-	2,728
Current assets	22,195	6,791	59,919	88,905
Current liabilities	12,212	-	-	12,212
Net assets at 31st March, 2018	<u>12,712</u>	<u>6,791</u>	<u>59,919</u>	<u>79,422</u>

## Plymouth VCSE (POP+)

### NOTES TO THE FINANCIAL STATEMENTS for the first annual period to 31st March, 2018

#### 12. MOVEMENTS IN FUNDS

	At 01/04/17	Incoming Resources	Outgoing Resources	Transfers	At 31/03/2018
	£	£	£	£	£
<b>Restricted Funds</b>					
<b>Grants:-</b>					
Unltd. Star People/PPCV	2,040	25,276	19,476	-	7,840
Department for Education	825	-	825	-	-
Esmee Fairbairn	-	59,998	16,734	-	43,265
People's Health Trust	1,747	-	1,747	-	-
Big Lottery - Whitleigh	-	24,223	20,917	-	3,306
Big Lottery - BBO	5,118	43,528	43,138	-	5,508
<b>Total Restricted Funds</b>	<b>7,690</b>	<b>153,025</b>	<b>102,836</b>	<b>-</b>	<b>59,919</b>
Contingency Fund - Redundancy	6,791	-	-	-	6,791
<b>Total Designated Funds</b>	<b>6,791</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,791</b>
<b>Total Unrestricted Funds</b>	<b>11,593</b>	<b>107,894</b>	<b>104,632</b>	<b>-</b>	<b>14,855</b>
<b>Total Funds</b>	<b>26,074</b>	<b>260,919</b>	<b>207,468</b>	<b>-</b>	<b>81,563</b>

#### 13. CAPITAL COMMITMENTS

The organisation has no capital commitments as at 31st March 2018 (or 31st March 2017).

#### 14. PURPOSE OF RESTRICTED FUNDS

Grant -Unltd. Star People	This assists with the provision of advice and support to budding social entrepreneurs.
Grant - Esmee Fairbairn	To contribute to the running of the organisation and the support it provides to the voluntary sector in Plymouth.
Grant - Department for Education: Plymouth Parent Carer Voice	These funds are held and managed on behalf of Plymouth Parent Carer Voice (PPCV), a parent carer participation project.
Grant - People's Health Trust	This funding is to encourage and support local groups' bids to the Healthperfect programme.
Grant - Big Lottery - Building Better Opportunities	This funding is to support a help people back to work project. The funding stream is over three years.

These notes form part of the financial statements