

Registered number
SC200094
Registered Charity number
SC020754

Community Volunteers Enabling You Ltd.

Report and Accounts

31 March 2016

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Community Volunteers Enabling You Ltd.
Report and Accounts
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Community Volunteers Enabling You Ltd.
Company Information

Directors

P Bray

H Brozio

L Locke

P McGovern

Resigned 25.09.15

L Morgan

A Penman

Appointed 19.04.15

N Reid

Secretary

R Reid

Independent examiner

James Lochery FCCA

E K Business Centre

14 Stroud Road

East Kilbride

G75 0YA

Bankers

Royal Bank of Scotland plc

Hamilton Duke Street Branch

7 Duke Street

Hamilton

ML3 7DU

Registered office

Regent House

9 High Patrick Street

Hamilton

ML3 7JA

Registered number

SC200094

Registered charity number

SC020754

Community Volunteers Enabling You Ltd.

Registered number: SC200094

Report of the Trustees for the year ended 31 March 2016

The Trustees of the charity, who are also Directors of the company, are pleased to present their annual report together with the financial statements of the charity for the year ended 31 March 2016 which are also prepared to meet the requirements for 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 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

Chairperson's Report

This financial year has been a further year of change and development, providing us with an opportunity to consider how best to use our resources in line with our vision and values. Despite changes in personnel and projects, followed by the subsequent need for flexibility and adjustment, we increased the number of people being supported by our programmes and projects by 50%, with 221 people involved (2015 - 147).

This being the first full year of operation under our new name - Community Volunteers Enabling YOU, (formerly Community Volunteers Enabling YOUTH); we have seen that this has truly more accurately reflected the range of services that we have provided.

We have had 199 young people involved with COVEY and 24 adults also gaining support in this financial year.

South Lanarkshire Council once again provided the funding to support our core work of one to one and group befriending through an ongoing Service Level Agreement. Despite our first ever cut of funding (20%), the quality of support to the children and young people was not diminished; achieving 'very good' in our annual review. Numbers were very slightly affected with 116 young people being involved (2015 - 117). More young people were involved in group befriending, with 48 young people involved in 3 regular befriending groups. This model of support is particularly effective in the rural areas where many of the children and young people are socially isolated. Here we have seen, through a focus on social interaction, young people grow in confidence and self-esteem and engaging more positively within their community.

Covey has been making a contribution to the Local Children's Services Plan in increasing measures since the start of our work in South Lanarkshire in 1992. In line with the GIRFEC (Getting it Right for Every Child) approach we have seen children and young people becoming more successful in their learning, more responsible in their relationships, more confident as individuals and beginning to make a contribution to their world.

A further 83 young people gained support through other programmes:

Funding from 'Henry Smith Charity for Looked After and Accommodated young people' and Lloyds TSB Foundation for young carers, helped us support even more young people in South Lanarkshire.

The Plusone Mentoring programme, in a franchise agreement with YMCA Scotland, was successfully delivered for a third year in South Lanarkshire with Lanarkshire Alcohol and Drugs Partnership providing the required additional funds. Young people aged 8-14 who are at risk of offending behaviour have had the opportunity to build a relationship with a consistent role model and embark, when ready, on setting goals for themselves. The funding from YMCA Scotland and Lanarkshire (ADP) ends in 2016 and ongoing funding for further years has been secured mainly from The Robertson Trust and RS MacDonald Trust.

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Chairperson's Report (cont'd)

Our second YMCA franchise, which is in the West Lothian area was made possible through match funding from Foundation Scotland and has given us cause for learning and reflection in its second year. YMCA Scotland's funding from BIG Lottery Realising Ambitions was to explore the replication of the Plusone model. The fact that we were delivering in a new geographical area which was comparatively rural, affected our ability to develop as we would have liked and there were additional costs in relation to renting office space in Bathgate. Due to these factors the Board took the decision in consultation with our funding partners that we should cease to deliver in West Lothian. In total, 18 young people were involved.

Through growing relationships and positive connections that were built we were pleased to work with a local youth work provider (West Lothian Youth Action Project) to ensure continuity for the service for the number of young people and volunteers who were already involved. Foundation Scotland was also still keen to continue to support services in the area of West Lothian and have agreed to continue funding the local organisation for another year ensuring a smooth transition for young people and volunteers.

This was a very 'rich' learning process for everyone involved and we are pleased to report that the commitment to the young people, their families and volunteers has remained strong, and through a respectful and open working relationship with our stakeholders we can expect that the good outcomes we have seen for the young people already involved will continue.

Our work with young people with additional needs, supported by South Lanarkshire Council and BBC Children in Need has settled well. ANGELS (Additional Needs Gaining Experience for Life Skills) takes the form of group activities and paired befriending with 40 young people being involved. The three groups operating are supported in partnership with the East Kilbride Integrated Children's Services Schools Volunteering Project where young volunteers from local schools help out on a weekly basis. We have had 6 young volunteers help in the groups, with one, who has now left school, becoming an adult volunteer with us. This is a valuable consequence for our ANGELS work which we hope to see replicated in other areas in the future.

Shared Care Scotland through Better Breaks funded a new initiative for young people with additional needs who are in their transition years (15-19). These older young people are enabled to meet up with their peers through group befriending. Feedback from parents and referrers has underlined the benefit for those teenagers when they are enabled to participate in social activities, growing in confidence and making friends. Part of this funding package also included a monthly support for parents. Due to staffing challenges this project was slow to get started. This prevented us from achieving the targets with regard to numbers supported. Due to our openness with Shared Care Scotland we agreed to return the unspent funds to be spent on their other projects. Despite this slow start this transitions group has proven to be very successful and is now a well established group which has been funded for next year by the Baily Thomas Fund. The parents support group also took some time to get established and is now proving, in the words of a participant, 'a lifeline'. We have also secured funding for the next two years for the development of parent support groups.

It is our ethos of putting the person first; listening to their needs and what they want to achieve that is highly appreciated by those we work with. This is especially true in our Pathways to Confidence project.

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Chairperson's Report (cont'd)

Pathways to Confidence operates in a restricted geographical area covering four towns in North and South Lanarkshire, and involves delivery partners Relationship Scotland, Hamilton Information Project for Youth, Airdrie Citizens Advice and Partners in Play.

Pathways to Confidence moved into its second year of operation with a celebratory Milestones event in October 2015. This showcased some of the innovative and inspiring work that has been carried out in partnership with YMCA Bellshill and Mossend who provide befriending support to young people, alongside the parent support work that COVEY offers. Our Family Support Coordinator and Family Support worker have been responsible for the support of 22 local families. This year we have introduced volunteer family mentors to continue the valuable relationship-based support that has seen, for example, some parents and carers be able to go out their house for the first time for many months, access help with housing and benefits and feel that their family life has improved significantly. This is made possible by financial commitment from the William Grant and Sons Youth Opportunity Fund (administered by Foundation Scotland). We have learned what it means to set up an entirely new project, establishing systems and procedures, providing good practice across the partnership.

Additional COVEY activities included seven occasions where young people and their befrienders and some parent/carers were able to get together and enjoy activities such as bowling, arts and crafts and a visit to the pantomime. These activities were enabled by donations from individuals, local companies and fundraising, including a 5K fun run involving staff and volunteers.

The daytime befriending support in a school setting helped one young person. Another four young people were involved in our Transition Befriending opportunity, where we are able to work in a flexible way to provide bespoke support, enabling young people to become young befrienders with COVEY and be supported in their volunteering role. This helps them gain new skills and experience when they move from care receivers to care givers. Though these opportunities cater for a small number of young people they reflect our ability and commitment to taking a flexible approach when considering the needs of a young person.

As a values-driven organisation we were able to share our values journey with partners such as NHS Scotland, Institute of Management and other local organisations. It is this focus that also ensures that we are always considering how we can develop and grow as individuals and as a company.

Evidence gathered throughout the year confirms that through the provision of a supportive caring relationship, key outcomes have been achieved and exceeded for particular young people. We have seen young people grow in self-esteem, develop in confidence, and also develop new interests and skills. Those who are isolated in their communities have become less isolated and their general quality of life and family relationships is improved.

Our level of service in this financial year was increased through Pathways to Confidence, West Lothian Plusone and the Better Breaks initiative. Generally volunteer hours and number of outings has remained constant.

COVEY highly values the commitment of their volunteers; Board members, befrienders and mentors who over the course of the year donated approximately 4,000 hours of time towards charitable activities.

We offered a wider range of volunteering opportunities this year with volunteers being able to support young people in a group setting, in paired befriending with another volunteer and in working with young people with additional needs as well as Plusone mentoring, Pathways Family Mentoring and fundraising. 32 new volunteers were trained and supported in their roles.

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Chairperson's Report (cont'd)

Volunteer training and support is key to the services we provide. The training has been developed to take into account the specific training needs of the volunteers in order that they be well equipped for their role. Volunteers take part in six sessions of training as well as additional training in group work, additional needs, mentoring skills or schools, where appropriate. Family mentors have 4 sessions of training and additional one to one training for their particular match. A very successful one day volunteer training event was held with a wide range of topics including the necessary Child Protection update and first aid. All volunteers are interviewed and required to provide a medical reference, character references and be subject to an enhanced PVG check. Also through Scottish Autism funding, staff and volunteers gained further training which then helped in the development of specific programmes for our ANGELS groups.

The Board of Directors has seen little turnover with one member leaving through personal circumstances, and a new Board member being appointed in April 2016. We recruit Board members who share our values and can embrace the ethos that marks COVEY out as unique in terms of putting character before competence. All members of the Board participate in annual values-based appraisals in line with staff appraisals, which continue to challenge us to deliver our best for the organisation. Long-standing members of our Youth Forum left due to their age and circumstances, using their new skills in other areas. This left too few young people in the group which is at present under review.

There were some staff moves throughout the year as the Befriending Team Leader resigned due to ill-health. We filled this position in November 2015 and also appointed an Additional Needs Coordinator in January 2016. During these changes the whole staff team pulled together well, demonstrating their commitment and passion to the work we do.

We were able to offer three students worthwhile placements throughout the year and we have learnt that they too need to be able to demonstrate the ability to live by our values to best gain from their experience with us and we have now introduced a clear working agreement and induction process for students, as well as developing our staff induction process further.

We do greatly appreciate the continued provision of office space in Hamilton and Lanark from South Lanarkshire Council and the fact that the team has remained innovative and remarkably flexible in working within the constraints of this environment.

Our Purposes and Activities

The values of the organisation are our guiding principles and are the basis on which all decisions are made. These are as follows:

Respect:	valuing the individual
Openness:	communicating authentically and truthfully
Commitment:	giving our best
Innovation:	providing creative solutions
Passion:	caring deeply

Organisational Vision

Children, young people and families receive consistent, reliable and individual support to be able to deal positively with their life challenges.

Organisational Mission

COVEY supports children, young people and families on their life journey, bringing colour to their lives, while enabling them, through strong relationships, to become more resilient and self aware; better equipped to reach their full potential.

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Organisational Aims

COVEY exists to make a positive difference in the lives of vulnerable young people between the ages of 7 and 18 and also parents or carers who are experiencing a range of difficult circumstances. COVEY provides support through:

1. Promoting a variety of supporting relationships between caring adults and others who are experiencing difficulty in their lives;
2. Making available the support of a reliable, consistent and non-judgemental relationship for those who would benefit from the same;
3. Recruiting, training and supporting volunteers;
4. Pairing those who would benefit with a suitably trained person;
5. Working and co-operating in partnership with local authorities and other agencies to identify and jointly serve those in need of support;
6. Raising and distributing funds to finance pursuits, activities and projects in the furtherance of the objectives.

COVEY is committed to applying the Getting It Right For Every Child (GIRFEC) principles to improve the outcomes for children, young people and families. COVEY contributes to all of the wellbeing indicators, helping young people be safer, healthier, respected and included. Young people are also supported in their achievements and are more active, and as a result of being involved with COVEY can take steps to taking responsibility and making good choices. In addition parents and carers are supported, becoming more confident in their role.

Financial Review

The results for the year and financial position of the charity are as shown in the financial statements on pages 12 to 19.

In the year 2015/2016 the income (excluding donated services) increased to £385,463 (2015 - £350,661) which represents an increase of 9.9% on the prior year, this being the third year that our revenue has increased. This position is forecast to stabilise in the next financial year as we transition from West Lothian and focus our attention on developing and delivering projects in South and North Lanarkshire.

In this financial year the funding from South Lanarkshire Council has for the first time been less than 50% of the revenue, aligning with our longer term strategic vision. We also successfully sustained our first significant cut in funding of 20% from a single funder (South Lanarkshire Council). They have however continued to be the largest source of funds, providing 42% of available income through a Service Level Agreement. In order to accommodate this funding cut the service delivery has been adapted to reflect the changing needs of the young people we support; delivering targeted befriending and more group support. This arrangement is set to continue for the forthcoming financial year. Despite the reduction in income the relationship with the South Lanarkshire Council team remains a rich source of referrals, open dialogue and ongoing review of the services COVEY delivers.

A mixture of other funders made up the 58% of the current year revenue. These are as follows:

BBC Children in Need
Better Breaks
Foundation Scotland
The Henry Smith Charity
Lanarkshire Alcohol and Drugs Partnership
Lloyds TSB Foundation for Scotland
Scottish Autism
William Grant and Sons Youth Opportunities Fund (Administered by Foundation Scotland)
YMCA Scotland

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Financial Review (cont'd)

Without funding and support from these organisations listed, COVEY would not have been able to provide befriending and mentoring services to the young people and families we support in South Lanarkshire and other areas and are very grateful and appreciative of their continued involvement and partnership with our team. We take a targeted funding approach, ensuring that each application reflects the needs of the community and is also aligned to the donors aims and themes. Our processes enable us to clearly demonstrate the on-the-ground benefit and results which each project delivers, linked with each funding source. We build strong, open and trusting relationships with our funders through ongoing conversations and where necessary have re-profiled the budget and spend for individual projects.

Donations from supporters came to just under £6,000 in this financial year. This included Peter Vardy Foundation, Serenity Funeral Services Limited, Youthlink Scotland, individual donations from interested individuals, and a staff and volunteer team effort which raised £2,250 by participating in the Colour Me Rad 5K event.

Our costs (excluding donated services) were £379,519 (2015 - £349,667) which resulted in an underspend in the year of £5,944. The Board and Staff team continue to prudentially manage our resources whilst using all the available funds to the organisation within the appropriate timescales.

The expenditure associated with the programme costs, providing outings and group activities for the young people was £59,783 (2015 - £69,751) which provided 4,029 hours of befriending over the year. (Whilst lower than the previous year this reflects the changing nature of our service delivery). The cost of providing outings has continued to decline in the year due to a combination of lower costs in running groups and reduced costs in one-to-one provision of matches as compared to previous years. Staffing costs remain the largest portion of our overall spending, having increased by 16.7% as a result of having two FTE staff members for a full year to support and deliver our Pathways to Confidence project. (In the previous financial year we reflected 0.5 FTE in our costs). The Pathways to Confidence project is more staff intensive due to the complexities of supporting adult parents and carers. In this financial year the project expanded significantly which drove the requirement for an increased staffing level who delivered 365 face to face support sessions in the year. This additional staff time was agreed with the funder and also forecast with the service delivery expected to increase further in the forthcoming financial year.

Reserves at the end of the year contain £37,593 of funds received in advance of the 2016/17 financial year. This is a slight reduction on prior year but remains a healthy position for a small charity.

For the Financial Year 2016/2017 COVEY will again enjoy a further year of fully secured funding being our fifth year in this position with no outstanding long term liabilities. This puts us in the best possible financial position to focus on the young people and families in the year ahead and see our programmes evolve and meet the changing challenges and needs in the community and of our Local Authority partners. The Directors recognise that a funding gap currently exists for the financial year 2017/2018 and are already working on proposals to meet the shortfall.

Reserves Policy and Going Concern

The organisation pledges any reserves to the continued development of all activities and projects; current and future. The Directors are satisfied that the current level of reserves reflects an appropriate level for such an organisation. During the year the Board of Directors reviewed the reserve policy made at the meeting of the Board of Directors on 27 September 2011 and it was decided that reserves will continue to be one and one half month's operating expenditure, and that this policy will be reviewed on an annual basis.

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Future Plans

It is the commitment to continuing and increasing the valued support to children, young people and their families that gives COVEY our motivation to further develop services.

Despite the first ever budget cut from South Lanarkshire Council of 20%, the Council have been able to commit to a further year at this reduced level. This has encouraged COVEY not to be detracted from our three strategic objectives for 2016/17; excellence in service delivery, developing services in scope and scale, and raising our profile.

With the structure of COVEY now settled, with a Befriending Team Leader responsible for the operational side of befriending and mentoring children and young people, and adult support headed by our Pathways to Confidence Coordinator, this releases the Project Leader to be more strategic and outward facing for all services.

We have developed standard operating procedures (S.O.P.) for all our activities to ensure an ever improving quality in delivery. These are now also audited internally on a monthly basis. Staff and volunteers are encouraged to access any relevant training and the continued focus on professional development will ensure that as we constantly reflect on our practice we will improve our service to children, young people and families.

Though seeing some funding and projects coming to an end we have attracted funding for 2016/17 from new sources. This will give us the opportunity to develop our parent support groups further and be able to continue with support for Plusone mentoring for the next two years.

The uniqueness of what we do in COVEY - person-centred rather than programme or issues led, leads participants to say that 'no other group is like this'. It is this flavour that we want to ensure becomes such a part of our ethos; not being about us and what we want for children, young people or parents and carers, but what they want to achieve. Our role is in supporting them to make steps towards achieving their individual ambitions.

Through our Pathways to Confidence Project (which is, due to funding, restricted to the Hamilton, Blantyre and Uddingston areas of South Lanarkshire and Bellshill in North Lanarkshire), we are aware of a demand for this flexible person-centred service in other geographical areas. It has become evident that there is a need for parents and carers to have the support they need in order to ensure good outcomes for the whole family and we will be further exploring these possibilities. It is expected that this project, now in its second year will be established as an effective model of intervention and also an exemplar of good practice in authentic partnership working.

We are passionate in our belief that early intervention in a young person's life can transform their lives and we will continue to seek funding to enable more children, young people and families to have the support they need in order for them to reach their potential. This will be done while being respectful and committed to what we currently are contracted to deliver.

We will continue to discuss with the Council how we can serve their priorities towards achieving the best sustainable outcomes, aligning with the South Lanarkshire Council Children's Services Plan and the areas which they consider a priority; young carers, those in kinship care, those leaving Local Authority Care and those with additional needs.

With a more settled staff team, moving forward we will continue to develop our culture internally, reflecting our belief that when the culture of an organisation is rightly aligned then we can build trusting relationships which stand us in good stead in creating valuable connections for the good of the communities we serve.

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Future Plans (Cont'd)

Staff and Board will continue to be personally measured on our values, with weekly recognition within the staff team when our behaviours are aligned by use of a 'values board'.

COVEY is an organisation which seeks to live out those values of Respect, Openness, Commitment, Passion and Innovation in an authentic way, and this will be the guiding principle for the year ahead.

Structure, Governance and Management

Governing Document

Community Volunteers Enabling You (COVEY) is a company limited by guarantee (as defined by the Companies Act 2006), and a registered charity governed by its Memorandum and Articles of Association.

Organisational Structure

The Board of Directors meet every six weeks to administer the charity. The Board of Directors is made up of people who bring specific and appropriate knowledge and expertise to the organisation and are familiar with the work of the organisation.

The Youth Forum is facilitated by a staff member and volunteers. They are represented on a rota basis at the Board meetings.

A staff member also attends each Board meeting to directly contribute to the decision-making process.

Recruitment and Appointment of New Directors

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Directors. Directors are appointed in accordance with COVEY Memorandum and Articles of Association. They must be members of COVEY and can be appointed at any time during the year and stand for election at the Annual General Meeting. COVEY recruit on the basis of character before competence and the selection process gives opportunity to underline the need for Directors to demonstrate the COVEY values of Respect, Openness, Commitment, Passion and Innovation.

Induction and Training of New Directors

On appointment Directors receive an introduction pack detailing their specific roles and responsibilities. Two members of the staff team are involved in induction training for new Directors giving them an overview of the operational side of the business. Ongoing development opportunities are given to enable the Board to be effective in its role. At the commencement of each Board meeting time is given towards the development of an emotionally aware and cohesive team.

The Board may delegate powers to any sub-group consisting of one or more Directors as necessary.

Pay Policy for Senior Staff

COVEY employs 2 Senior staff whose remuneration totalled £53,507.

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Risk Management

The Directors have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Directors have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate these risks.

The organisation provides monthly management accounts for perusal and analysis by the Board of Directors. The accounts include budget variances which highlight potential shortfalls in funding in a timely manner, allowing action to be taken to reverse any negative trends which may adversely affect the organisation.

Trustees Responsibilities in relation to the financial 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).

The law applicable to charities in Scotland 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 charity and of the incoming resources and application of resources, of the charity 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 applicable Charities SORP;
- * make judgements and estimates that are reasonable and prudent;
- * State whether applicable 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.

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 Charities and Trustee Investment (Scotland) Act 2005, the Charity Accounts (Scotland) Regulations 2006 (amended), and the provision of the Charitable Trust Deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Approved by the Trustees on 24 May 2016 and signed on their behalf by:



L Morgan
Director

**Community Volunteers Enabling You Ltd.
Independent Examiner's Report**

**Independent examiner's report to the Directors of
Community Volunteers Enabling You Ltd.**

I report on the financial statements of the charity for the year ended 31 March 2016, which are set out on pages 12 to 19.

Respective responsibilities of directors and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the trustees concerning any 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 financial statements.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:-
 - a) to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - b) to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

James Lochery FCCA
E K Business Centre
14 Stroud Road
East Kilbride
G75 0YA
24 May 2016

Community Volunteers Enabling You Ltd.
Statement of Financial Activities
for the year ended 31 March 2016

	Note	Unrestricted Funds £	Restricted Funds £	2016 £	2015 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	185,217	218,574	403,791	368,991
Interest receivable	3	172	-	172	170
Total incoming resources		<u>185,389</u>	<u>218,574</u>	<u>403,963</u>	<u>369,161</u>
RESOURCES EXPENDED					
Costs of generating funds					
Cost of generating voluntary income	4	8,169	11,755	19,924	17,070
Costs of charitable applications					
Charitable activities	5	172,245	205,850	378,095	351,097
Total resources expended		<u>180,414</u>	<u>217,605</u>	<u>398,019</u>	<u>368,167</u>
Net surplus/(deficit) for the year		4,975	969	5,944	994
Total funds brought forward		48,799	-	48,799	47,805
Transfers between funds		-	-	-	-
Total funds carried forward		<u>53,774</u>	<u>969</u>	<u>54,743</u>	<u>48,799</u>

Community Volunteers Enabling You Ltd.
Balance Sheet
as at 31 March 2016

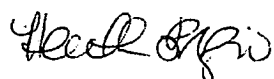
	Note	Unrestricted Funds £	Restricted Funds £	2016 £	2015 £
Current assets					
Debtors	10	2,892	8,100	10,992	-
Cash at bank and in hand		90,542	-	90,542	162,963
		<u>93,434</u>	<u>8,100</u>	<u>101,534</u>	<u>162,963</u>
Creditors: amounts falling due within one year	11	<u>(45,558)</u>	<u>(1,233)</u>	<u>(46,791)</u>	<u>(114,164)</u>
Net current assets		<u>47,876</u>	<u>6,867</u>	<u>54,743</u>	<u>48,799</u>
Net assets		<u>47,876</u>	<u>6,867</u>	<u>54,743</u>	<u>48,799</u>
Funds	12				
Unrestricted funds				53,774	48,799
Restricted funds				969	-
Total Funds				<u>54,743</u>	<u>48,799</u>

For the year ended 31 March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime.



H Brozio
Director
Approved by the Board on 24 May 2016

Community Volunteers Enabling You Ltd.
Notes to the Accounts
for the year ended 31 March 2016

1 Accounting policies

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities (effective March 2005).

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributable to particular headings, they have been allocated to activities on a basis consistent with the use of resources. The charity is not registered for VAT and therefore all expenditure is shown gross of irrecoverable VAT.

Tangible fixed assets

Depreciation has been provided at the following annual rates in order to write off the assets over their estimated useful lives.

Office equipment	25% straight line
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Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Directors.

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

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

Pensions

The charity contributes to a defined contribution pension scheme which is open to all employees. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme, in the period to which they relate.

Community Volunteers Enabling You Ltd.
Notes to the Accounts
for the year ended 31 March 2016

2 Voluntary income	2016	2015
	£	£
Grants	381,728	348,595
Donations	3,563	1,896
Donated services	18,500	18,500
	<u>403,791</u>	<u>368,991</u>
 3 Investment income	 2016	 2015
	£	£
Interest receivable	172	170
	<u>172</u>	<u>170</u>
 4 Costs of Generating Voluntary Income	 2016	 2015
	£	£
Staff costs	19,924	17,070
	<u>19,924</u>	<u>17,070</u>
 5 Charitable Activities Costs	 2016	 2015
	£	£
Charitable Activities (details below)	378,095	351,097
	<u>378,095</u>	<u>351,097</u>
 6 Direct Costs of Charitable Activities	 2016	 2015
	£	£
Programme costs		
- Volunteer costs	6,823	11,527
- Activity costs	31,256	36,435
- Travel costs	21,704	21,789
	<u>59,783</u>	<u>69,751</u>
 Staff costs	 245,750	 210,546
Staff training	3,352	224
Staff travel	13,003	9,380
Information and promotion	5,348	8,592
Partnership costs	-	8,950
Office equipment and software	-	10,009
Premises costs	22,843	18,500
General running costs	26,866	14,137
Accountancy costs	1,150	1,008
	<u>378,095</u>	<u>351,097</u>

Premises costs are higher this year due to additional rent expense of the Bathgate office.

Community Volunteers Enabling You Ltd.
Notes to the Accounts
for the year ended 31 March 2016

7 Directors' Remuneration and Benefits

There were no Directors' remuneration or benefits for the year ended 31 March 2016, nor for the year ended 31 March 2015.

Directors' expenses

Directors were reimbursed for expenses incurred totalling £1,837 (2015 - £969) during the year, with some directors waiving their entitlement to expenses during the year of £918.

8 Staff Costs	2016	2015
	£	£
Wages and salaries	241,912	207,459
National insurance costs	18,578	17,747
Pension costs	5,184	2,411
	<u>265,674</u>	<u>227,617</u>

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

	2016	2015
Management	2	2
Befriending Co-ordinators	8	7
Administration	1	1
	<u>11</u>	<u>10</u>

This is calculated on a full-time equivalent basis.

9 Tangible fixed assets

	Office equipment
	£
Cost	
At 1 April 2015 and at 31 March 2016	<u>15,840</u>
Depreciation	
At 1 April 2015 and at 31 March 2016	<u>15,840</u>
Net book value	
At 1 April 2015 and at 31 March 2016	<u>-</u>

10 Debtors	2016	2015
	£	£
Trade debtors - Pathways	8,100	-
Other debtors	2,892	-
	<u>10,992</u>	<u>-</u>

Community Volunteers Enabling You Ltd.
Notes to the Accounts
for the year ended 31 March 2016

11 Creditors: amounts falling due within one year	2016	2015
	£	£
Accruals	2,199	2,008
Other taxes and social security costs	6,999	6,029
Deferred income	37,593	106,127
	<u>46,791</u>	<u>114,164</u>

Deferred income relates to sums received before the year end, restricted to activities to take place in subsequent years, as follows:

Lloyds TSB Foundation for Scotland	4,500
Awards Henry Smith	1,809
Alcohol and Drugs Partnership (ADP)	10,233
Other Restricted	1,233
Other Unrestricted	19,818
	<u>37,593</u>

12 Movement in Funds

	At 31 March 2015	Transfer Between Funds	Net Movement in Funds	At 31 March 2016
	£	£	£	£
Unrestricted funds	<u>48,799</u>		<u>4,975</u>	<u>53,774</u>
Restricted Funds	-	-	969	969
Total Funds	<u>48,799</u>	<u>-</u>	<u>5,944</u>	<u>54,743</u>

Community Volunteers Enabling You Ltd.
Notes to the Accounts
for the year ended 31 March 2016

12 Movement in Funds (continued)

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Lloyds TSB	4,000	4,000	-
General Fund	181,389	176,414	4,975
	<u>185,389</u>	<u>180,414</u>	<u>4,975</u>
Restricted Funds			
YMCA (West Lothian)	25,000	25,000	-
Foundation Scotland (West Lothian)	23,250	22,281	969
BBC Children in Need	21,951	21,951	-
YMCA (South Lanarkshire)	17,500	17,500	-
Lanarkshire ADP	22,719	22,719	-
The Henry Smith Charity	19,191	19,191	-
Foundation Scotland (Pathways to Confidence)	68,588	68,588	-
Scottish Autism	3,588	3,588	-
Shared Care Scotland (Better Breaks)	15,920	15,920	-
Youth Link	867	867	-
	<u>218,574</u>	<u>217,605</u>	<u>969</u>

Better Breaks grants received in 2015/16 £18,620, with refund paid of £2,700 due to underspend.

Community Volunteers Enabling You Ltd.
Notes to the Accounts
for the year ended 31 March 2016

12 Movement in Funds (continued)

Foundation Scotland

1. Grant for match funding for the Plusone mentoring programme in West Lothian, giving young people aged 8 - 14 who are at risk of offending, the opportunity to have one-to-one mentoring support.

2. Grant for the Pathways to Confidence Project from the William Grant and Sons Youth Opportunities Fund providing support to parents and carers of young people 8 - 14 who are affected by difficulties in their lives.

BBC Children in Need

Grant to provide support in a group setting for young people with additional needs.

The Henry Smith Charity

Grant to enable young people who are in Local Authority care gain support through one-to-one befriending.

Lloyds TSB Foundation for Scotland - Henry Duncan Awards

Grant towards the salary costs of supporting young people who are in Local Authority care.

Lanarkshire Alcohol and Drugs Partnership (ADP)

Match funding for Plusone mentoring programme in South Lanarkshire.

YMCA Scotland

Franchise agreement to provide Plusone mentoring in South Lanarkshire and West Lothian.

Shared Care Scotland

Total grant of £18,620 to provide group support to young people with additional needs who are in their transitional years and also to provide monthly support to their parents. (£2,700 was refunded at the end of the year due to underspend).

Scottish Autism

Funding for Autism training for staff and volunteers. Also group activities for young people on the Autistic spectrum.

Youth Link

Contribution to young people's outdoor activities.

13 ASB Ethical Standard

Provision available for small entities

In common with many other organisations of our size and nature, we use the services of our independent examiner to prepare and submit returns to the tax authorities and charity regulator, and to assist with the preparation of the financial statements and payroll function.

Community Volunteers Enabling You Ltd.
Detailed Statement of Financial Activities
for the year ended 31 March 2016
for the information of the Directors only

	2016	2015
	£	£
INCOMING RESOURCES		
Voluntary income		
Grants	381,728	348,595
Donations	3,563	1,896
Donated services	18,500	18,500
	<u>403,791</u>	<u>368,991</u>
Investment income		
Interest receivable	<u>172</u>	<u>170</u>
Total Incoming resources	<u>403,963</u>	<u>369,161</u>
RESOURCES EXPENDED		
Cost of generating voluntary income		
Staff costs	19,924	17,070
	<u>19,924</u>	<u>17,070</u>
Charitable activities		
Programme costs		
- Volunteer costs	6,823	11,527
- Activity costs	31,256	36,435
- Travel costs	21,704	21,789
	<u>59,783</u>	<u>69,751</u>
Staff costs	245,750	210,546
Staff training	3,352	224
Staff travel	13,003	9,380
Information and promotion	5,348	8,592
Partnership Costs	-	8,950
Office equipment and software	-	10,009
Premises costs	22,843	18,500
Other legal and professional	-	234
General running costs	26,866	13,903
Accountancy Costs	1,150	1,008
	<u>378,095</u>	<u>351,097</u>
Total resources expended	<u>398,019</u>	<u>368,167</u>