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Trustees Report & Financial Statements 2010—2011

FOR THE YEAR ENDED 31 MARCH 2011



HYNDBURN COMMUNITY NETWORK TRUSTEES/DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2011

The Trustees/directors of Hyndburn Community Network Limited (the Network) present their Annual Report and the financial statements for the year ended 31 March 2011.

Structure, governance and management

Governing document

Hyndburn Community Network Limited (the Network) is a not-for-profit company limited by guarantee registered in England with the Registrar of Companies under company number 5741364. Hyndburn Community Network Limited (the Network) registered with the Charity Commission on 24th June 2009 under charity number 1130310. The Network is governed by a Memorandum of Articles and Association dated 22 January 2009.

Organisational Structure

The charity trustees/directors are responsible for the general control and management of the charity. The charity trustees/directors' give their time freely and receive no remuneration or other financial benefits.

The trustees/directors meet together as a body quarterly and are responsible for all decisions taken in relation to running the Network and the activities provided by the charity. To assist in the smooth and efficient running of the charity the trustees/directors set up a sub committee, the Core Management Team (CMT), which would normally oversee the day-to-day operation of the charity. However, due to the small number of Trustees on the Board the Board has acted as the CMT during this financial year. The membership of the Board reflects the particular knowledge, skills and experience that individuals can bring to the work of the Board. The day-to-day management of the Network and projects is delegated to staff managed by a Network Manager.

Recruitment and appointment of trustees/trustees/directors

The existing trustees/directors are responsible for the recruitment of new trustees/directors but in doing so seek the views and recommendations of the Network Manager. The Network is an infrastructure organisation and trustees/directors are nominated by member organisations of the Network. Each year the Board actively seeks to appoint new Trustees to bring additional experience to the Board inline with the Trustee Recruitment Policy and Skills Audit which is conducted each year. This approach ensures that new trustees/directors are respected members of the voluntary, community and faith sector in the geographical area of Hyndburn and good relations are fostered between the Network and the people of the local community of Hyndburn that we serve.

Trustees/directors are nominated by members of the Network and appointed at the Annual General Meeting.

Nominations are invited from member organisations and the Network takes steps to ensure that candidates reflect the diversity, priority areas, community interest groups and the geographical townships of the borough of Hyndburn and includes community, voluntary and faith organisations to truly reflect the diversity of the community it serves.

Trustees/directors can be co-opted to the Board during the financial year but must be approved by the members at the first Annual General Meeting following their appointment.

In selecting new trustees/directors the Network seeks to identify people who regularly attend meetings, events and functions organised by the Network and are willing and able to volunteer and help broaden our community engagement, development and empowerment work. Potential trustees/directors are given more details of the charity's aims and objectives and the role and activities of the Network together with information on the role of a charity trustee.

During the last three years the Network has diversified from an infrastructure only organisation and has undertaken frontline community work especially in hard-to-reach communities.

The Network undertakes a skills audit of existing trustees/directors to identify gaps where specialist knowledge and skills is required.

This process allows for due consideration of the person's eligibility, personal competence and also allows the trustees to recruit new trustees/directors with specialist knowledge and skills during the financial year for the benefit and efficiency of the Network.

Induction and training of trustees/directors

Following appointment, new trustees/directors are given copies of the Memorandum and Articles of Association, a copy of the latest accounts and an induction pack containing policies and procedures adopted by the charity. A number of publications from the Charity Commission are also provided and additional information on the Network and its projects is provided throughout the year and added to the induction packs. Information on being a company director is also included in the induction pack. This ensures that trustees/directors are aware of the scope of their responsibilities under both the Charities Act 2006 and the Companies Act 2006. Trustees/directors are made aware of training opportunities in governance and the quality assurance system (PQASSO) available to them.

Objectives and Activities

The Network is a non political organisation and is an independent charity. The Network has been a company limited by guarantee since March 2006 and became a charity in June 2009. When registering as a charity and planning our activities for the year, the trustees considered the Commission's guidance on public benefit.

Our Purpose - Mission Statement

The Network is a not-for-profit company limited by guarantee and a charity that exists in order to promote general charitable purposes for the benefit of the community of Hyndburn and the surrounding area. Hyndburn Community Network's aim is to work with communities to develop strong, active and empowered communities, in which people are able to do things for themselves, define the problems they face and tackle them in partnership with public bodies and Government.

Objects

The charity's objects (the Objects) are:

1. To promote the voluntary sector for the benefit of the public within Hyndburn and its' neighbourhoods. Voluntary sector shall mean charities and voluntary and community organisations. Charities are organisations which are established exclusively for charity purposes in accordance with the law of England and Wales, voluntary and community organisations which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution.

2. To develop the capacity and skills of the members of the socially and economically disadvantaged community of Hyndburn in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.

3. To further any purpose for the benefit of the public that is charitable according to the laws of England and Wales.

Powers

The Network is based at Hyndburn Voluntary & Community Resource Centre in Accrington and in addition to the powers contained in Clause 4, in order to further the objects in Clause 3, of the Memorandum and Articles of Association has the following powers:

1) To advance the education of the public in the subject of community engagement & empowerment by:

a) acting as a resource for the voluntary, community and faith organisations in Hyndburn.

2) To develop the capacity and skills of the members of the socially and economically disadvantaged community of Hyndburn in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society by:

- a) the advancement of citizenship and community development;
- b) acting as an umbrella organisation, where necessary, when making representation to local authorities, statutory agencies and other organisations;
- c) providing a platform where matters of concern to people of Hyndburn can be raised and policies developed.

3) To promote equality and diversity for the public benefit by:

- a) the elimination of discrimination on the grounds of race, gender, disability , sexual orientation or religion;
- b) promoting activities to foster understanding between people from diverse backgrounds;
- c) being non-party political and non-sectarian and seeking to represent all voluntary and community organisations located and active in Hyndburn.

4) To promote racial harmony for the public benefit by:

- a) promoting knowledge and mutual understanding between different racial groups;
- b) advancing education and raising awareness about different racial groups to promote good relations between persons of different racial groups;
- c) working towards the elimination of discrimination on the grounds of race.

5) To advance the relief of unemployment for the benefit of the public in such ways as may be thought fit, including assistance to find employment by:

- a) providing opportunities for the aforementioned residents to participate fully in the life of their community in ways which address and alleviate social and economic disadvantage.

- 6) To promote religious harmony for the benefit of the public by:**
- a) educating the public in different religious beliefs including an awareness of their distinctive features and their common ground to promote good relations between persons of different faiths;
 - b) promoting knowledge and mutual understanding and respect of the beliefs and practices of different religious faiths.
- 7) To promote sustainable development for the benefit of the public by:**
- a) the relief of poverty and the improvement of the conditions of life in socially and economically disadvantaged communities;
 - b) providing relief from financial hardship and social and/or economic disadvantage;
 - c) the promotion of sustainable means of achieving economic growth and regeneration.
- 8) To act as a resource for young people up to the age of 24 living in Hyndburn by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:**
- a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
 - b) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

Strategies

The Network aims to be welcoming and accessible to the voluntary, community and faith sector in Hyndburn. All our activities are widely promoted and we welcome the participation of all in our local community of Hyndburn. All of our activities are free and are supported by grant funding.

Use of volunteers

Volunteers are an important resource in our community engagement, empowerment and development work. Volunteers are involved in all our Forums and during the year 123 volunteers regularly gave their time to organise and manage the Forums and Network activities. We also encourage volunteering at the Network office to enable volunteers to gain skills, knowledge and experience for future employed work or to assist them to run their own voluntary and community groups. The Network recognises the value of volunteers and utilises the Volunteering in Lancashire and SAMS resources when recruiting and supporting volunteers. All our trustees also give of their time freely. We encourage all volunteers to be involved across the voluntary, community and faith sector and to share their knowledge, skills and experience with others especially those new to volunteering.

We would like to thank all the volunteers who work so hard to make the Forums, community interest groups, the Network and member organisations the successful, lively and vibrant communities of Hyndburn.

During the year our trustees put in over 88 hours of their time to attend Board and CMT meetings. This does not included one-to-one meetings between trustees and/or Network staff.

More than 727 volunteer hours were recorded for Forum meetings including organising, hosting and attending events. This includes the hours the Forum volunteers spend in executive meetings but not representing the various Forums at external meetings and events.

Volunteer time at the Annual General Meeting was recorded as 58 hours.

The Network engaged volunteers from April 2010 to March 2011 and the total number of volunteer hours was 272 calculated at the minimum hourly wage as the volunteers performed similar tasks to the Network's funded apprentice.

Using the 2009 Median hourly rate for Hyndburn of £9.59 (taken from www.statistics.gov.uk) or the minimum wage the value of volunteer hours (income in-kind) for this accounting period is in excess of £12,876.

Achievements and Performance

The Network carries out a wide range of activities in pursuance of its charitable aims. The trustees consider that these activities, summarised below, provide benefit both to those who engage with the Forums, community interest groups and projects, our member organisations and the wider community of Hyndburn. The Network provides these activities in order to carry out the charity's aims for public benefit

Community engagement and empowerment is provided through representation, the various Forum meetings and outreach work with voluntary, community and faith groups and through regular topic specific workshops or consultations. During the year we have engaged with 336 VCFS groups on a regular basis through representation, consultations, workshops, ebulletins, postal mail outs, meetings and events.

Representation & Consultation

During 2010-2011 the Network provided a hub for representation, participation, activities and workshops associated with public bodies and until October 2010 the Local Strategic Partnership.

The specific aims of this work were:

- to bring the voluntary, community and faith sector together to work in partnership with the public and private sector and the Hyndburn Local Strategic Partnership Board (LSP)
- to tackle and overcome problems for the benefit of citizens to encourage improvement and achieve success. The Network acts as the first point of contact and a conduit to the public sector, statutory bodies, agencies and the media for community engagement, empowerment and development in Hyndburn;
- to increase voluntary, community and faith sector participation in the LSP and the LSP themed and sub groups;
- to provide a platform where matters of concern to the people of Hyndburn can be raised and policies developed.

During 2010-2011 the VCFS was invited, via e-bulletins and meetings, to take part in 14 consultations for key agencies.

Citizens have taken part in 1 workshop and had questionnaires mailed out to them. This supports the role of the Network in acting as a funnel through which the public sector can engage with key communities.

Public Benefit - Representation & Consultation

At meetings we have interacted with participants to gain views and motivations for getting involved, explored barriers to getting involved and what makes people feel they are able to

have influence on decisions being made. In April 2010 a member of the Network staff became a trained facilitator in NAVCA's 'Skilling Up for Stronger Voices'.

The Network has acted as an umbrella organisation, where necessary, when making representation to local authorities, statutory agencies and other organisations. Being involved has helped to promote a sense of community and shared identity in local areas and between groups of people with a common interest. Through the Network and its links it has been easier for local people to get more involved in local decision-making.

Through our close work with the local authority we have been able to inform people of what decisions were taking place; how people could get involved; given information on areas where the local authority has performed well and where it is not doing so well. We have made information relevant by personalising communications and making them specific to a neighbourhood, service user or people with a common interest or representing an equality strand.

Representation and Consultation are key activities to advance the education of the public in the subject of community engagement & empowerment. A key indicator of community empowerment is the extent to which people feel able to influence decisions affecting their local area.

Via meaningful representation on various partnerships, thematic forums and networks we have enabled members of the Hyndburn community to work alongside the public sector to deliver action plans to achieve local targets associated with community safety, health, economy and enterprise, the five outcomes of every child matters, the environment and many others. We have helped to remove barriers and enabled local people to be more involved in local decision-making and participants have aired their views on the implementation of the key strategies they have helped to prioritise. Local people have felt that there has been greater accountability because they have been involved.

The local authority has used the Network as a mechanism for engaging with local people to be involved with consultations. The Consultations have been made more convenient for people because they have been made available through the Network's website, e-bulletins and mail outs which have enabled people to have their voice heard. We have given local people an opportunity to have their say on 14 key issues such as mental health and dementia, equality and diversity, the local authority Beacon newspaper and sexual entertainment venues, faith and how people use local parks.

Through consultations we have provided a platform where matters of concern to people of Hyndburn can be raised and policies developed and we have given local people an opportunity to be active citizens and this has helped the advancement of citizenship and community development in the Borough.

Forums

The Network involves citizens in collective effort through 'communities of interest' so that they gain confidence in their own abilities and their ability to influence decisions that affect them. The 'communities of interest' are known as forums and many reflect the interests of 'hard to reach' groups or the interests of one of the diverse groups in Hyndburn. The Network administers the forums and supports their activities and annual programme of events.

The Forums have continued to grow during the period under review and most continue to operate successfully. Some of the Forums have grown since they started to meet at different venues across Hyndburn instead of always meeting at the Resource Centre. The Forums have had an annual plan for meeting dates, business meetings, themed workshops, socials

and guest speakers. This forward planning has enabled the forums to grow and for volunteers to be more active in the decision-making process and the delivery of the activities undertaken by the forums.

The mainstay of the Network's activities is the many volunteers who are involved with the Forums which include:

- Hyndburn Children and Young Peoples VCFS Reference Group
- Hyndburn Disabled Persons' Forum
- Hyndburn Inter Faith Forum
- Hyndburn Over 50's Forum
- Hyndburn Voluntary Sector Forum
- Lone Parents in Hyndburn

Below are just some of the examples of the Forums and activities making local life better through joint activities supported by the team at the Network.

There were a total of 29 Forum or community interest meetings held during the year and the Network produced agenda and minutes for each meeting together with 44 posters or pieces of publicity information including press releases for meetings and events.

The trustees are committed to developing both individual representatives and the forums as a whole. The forums provided opportunities for members to share information and concerns, and to receive relevant policy information and provide a vehicle for consultation as well as social events.

Hyndburn Borough Council appoints four community champions – Hyndburn Inter Faith Champion, Hyndburn Disabled Persons' Champion, an Older Persons Champion and a Voluntary Sector Champion. These champions hold the civic mandate, attend meetings and are able to inform and support the Forums on key issues as they arise locally or nationally.

Hyndburn Children and Young Peoples VCFS Reference Group (HC&YP VCFS)

This Forum was in its second year and has given the sector a strong link to the Hyndburn Local Children's Trust Board and the Lancashire Children's Trust. Attendees are from the voluntary and community sector and the main issues covered have been safeguarding children, workforce development and funding for organisations and activities.

The Forum aims to provide diverse voluntary, community and faith sector representation on the Hyndburn Children's Trust and sub groups to ensure the sector's views and interests are heard. It also aims to provide a mechanism for accountability to voluntary, community and faith sector groups providing services to children, young people and families.

Public benefit - (HC&YP VCFS)

Attendees benefited from discussion on Children's Workforce Development, the Common Assessment Framework (CAF) fact sheet and lead professional, CAF fact sheet, Why use the 5 Every Child Matters outcomes to monitor and evaluate?, and the Every Child Matters outcomes framework. A practical activity, in the form of a quiz, was held on 'What do you know about safeguarding? Members undertook a CAF Level 1 certificate as a minimum requirement and others went on to do CAF Levels 2 & 3.

Other activities were around funding, funding applications, PQASSO quality assurance standard and monitoring and evaluation of projects.

Children, young people and families have benefited because the people delivering services were better informed and equipped as a result of the discussions and activities undertaken at

the Forum meetings. This work has helped to strengthen organisations working with children and young people.

Hyndburn Disabled Persons' Form

The Forum first began to meet in 2007. In the winter of 2010 the Forum became a Constituted group and appointed a management committee.

Through the support received from the Network the knowledge and skills of Forum members has grown to an extent where they felt confident to be more independent. The Network continues to provide an administrative role and advice, information and guidance to support the Forum but the decision-making, planning and events are now managed by the committee. In April and July workshops were held to develop the skills of the members especially in relation to funding, governance and training available for Forum members.

Public Benefit - Hyndburn Disabled Persons' Form

The Forum works to eliminate discrimination on the grounds of disability and is the main focus group and voice on issues relating to disability in Hyndburn, often being contacted by the media for a spokesperson on a specific topic. The Forum has raised disability at many meetings with the public sector and made sure the voice of people with disabilities is heard. The Forum has strong links with the public sector and other voluntary organisations across Lancashire and especially East Lancashire. The Forum members continue to develop their partnership work with voluntary and community organisations providing services to people with disabilities and are able to signpost people with individual needs.

The public have benefited from events with guests speakers who were able to provide up to date information on local services and activities such as:

- allotments and how they can be modified for people with disabilities such as high beds, easy access, paved areas for wheelchair access and specially adapted tools;
- the Cultivate Project which aims to help and support all manner of community groups and individuals to grow their own organic vegetables and fruit;
- thrive - the benefits of gardening so that anyone with a disability can take part in and enjoy gardening;
- Hyndburn Nature Walks Festival including walks for people with mobility difficulties or using a wheelchair;
- Stepping out project - community health walks led by trained walk volunteers.
- Transport for Lancashire – the NowCard, Bus Hailers in Braille, disability and equality for all travellers and the revamped Accrington train station;
- The Big Society – and implications for funding and the future of the Forum.

The Forum also started plans to develop a disability centre in Hyndburn incorporating Shopmobility for the benefit of local people and people visiting Accrington town centre...

Hyndburn Inter Faith Forum

The Hyndburn Inter Faith Forum has held events as part of the PREVENT agenda as well as holding regular business meetings. E-bulletins were sent out on a regular basis to members of the Forum and covered a wide range of topics often relating to articles and statements made in the national press.

The Forum lobbies on key issues and hosted a 'hustings' during the general elections in 2010 where members of the audience had an opportunity to interview all the Hyndburn prospective parliamentary candidates. The Forum provides a voice for issues associated with faith, a platform to promote inter-faith dialogue and an opportunity for inter-faith activities and social/community cohesion.

The Forum became a constituted organisation in November 2010 and now has a management committee supported by the Network. The committee plan meetings, social events and an activities calendar including guest speakers. The Forum is closely linked with the Hyndburn and Ribble Valley BME Forum through the vice chairperson.

Public Benefit – Hyndburn Inter Faith Forum

The Forum actively promotes religious harmony for the benefit of the public by educating the public in different religious beliefs including an awareness of their distinctive features and their common ground to promote good relations between persons of different faiths. It does this by hosting events such as dialogues and providing a safe space for open discussions.

Through working together as an inter faith organisation the Forum, assisted by the Network, has promoted knowledge and mutual understanding and respect of the beliefs and practices of different religious faiths through the website, quick guides and e-bulletins. A key event was the ‘parliamentary interviews’ with prospective candidates during the run up to the 2010 local elections. This was run over two days and all the candidates were asked the same questions. This helped to raise the profile of the Forum and gave local faith people an opportunity to get answers to some very pertinent issues that might affect the way they vote.

The Forum had two representatives on the Local Strategic partnership Board and in addition members attended:

- Hyndburn Local Children’s Trust Board 0-11yrs & 11-18 yrs sub groups;
- Violent Crime Group, Criminal Damage Group, Reduce & Re-Offending Group and the Alcohol & Substance Misuse Group sub groups of the Community Safety Partnership.

This enabled the Forum to keep members up-to-date on current concerns and issues.

Hyndburn Over 50’s Forum

Since 2007 the Forum has grown steadily with the support of the Network. Since 2009 it has had a Constitution, an executive sub group with elected officers, holds an annual Full of Life Older Peoples Day event in October and manages its own funding from Lancashire County Council. The Forum has representatives on many Hyndburn, East Lancashire and Lancashire wide bodies in both the third and public sectors. We envisage that the Forum will become independent of the Network in the next financial year.

Public Benefit - Hyndburn Over 50’s Forum

The Forum is now the main point of contact for public sector agencies wishing to engage with older people and is represented at regional, Lancashire and East Lancashire meetings and committee members attend many other partnership meetings between them to keep the Forum up-to-date and networked with key organisations from the public and voluntary sectors. At their AGM the Forum elected 15 representatives to outside bodies which demonstrates the commitment of members and the depth and spread of their interests and links.

The Forum has a guest speaker at each meeting and topics have included those of a light-hearted and social nature such as tramways, the Haworth Art Gallery, a morning of poetry and humour and growing your own food.

Other speakers have spoken on more strategic issues such as Lancashire County Council and commissioning (Hyndburn area) and Help Direct.

The full of Life event was an Older People’s Day Nostalgic Event with Lunch & Entertainment and a Christmas party was held in December. These events are used to create awareness of the Forum and encourage new membership. The Forum also attends community events

to promote the Forum. The public benefit as these social events get people out of their homes and give them an opportunity to socialise which is part of the social prescribing agenda.

Hyndburn Voluntary Sector Forum

This Forum is for chief officers and is a vehicle for sharing information and support, and provides an opportunity for key agencies in the sector to work together and learn from each other. Key topics have been representation, funding, procurement and commissioning, the COMPACT and the Local Area Agreement targets.

Public Benefit - Hyndburn Voluntary Sector Forum

The Network aims to promote the voluntary sector for the benefit of the public within Hyndburn and its' neighbourhoods (Object 1).

The voluntary sector organisations benefit by bringing them together into one Forum (Hyndburn Voluntary Sector Forum) where they can discuss topical issues, share resources, build partnerships and undertake networking.

The residents benefit from this because the voluntary organisations have greater knowledge of other organisations delivering services in Hyndburn, can form appropriate partnerships for funding applications to bring more money into the borough, can avoid duplication of services and are better able to signpost individuals to other organisations where a need is identified.

By acting as a resource for the voluntary, community and faith organisations in Hyndburn the Network provides advice, information and guidance to many organisations so they are better able to deliver their own services. The support we give is the circulation of available funding, quick guides on funding aimed at specific sectors of society i.e. children and young people or older people, disability and faith.

The Network has compiled a resource of quick guides that are only available to member organisations especially those in the voluntary sector that occupy premises, have employees and provided much needed services in the borough.

The Forum suspended meetings from October 2010 to the end of the financial year as most organisations were reacting to changes to their funding following the cuts and were having to diversify or amend their operational activities although it operated as a virtual network.

Forum Summary

Finally, through these Forums the trustees believe that people are involved in collective effort and gain confidence in their own ability to influence decisions that affect them and that the voluntary sector has been promoted.

Information and Advice (Resources)

The trustees recognise that quality and timely information is very important to help build the capacity of the third sector in Hyndburn. We continued to develop our website to contain increased information and downloadable resources, funding guides and quick guide fact sheets.

The Network acts as a resource for the voluntary, community and faith sector in Hyndburn. Several information leaflets, Quick Guides and posters have been produced and these are now available in public, community and faith buildings across Hyndburn and are also available to download from the Network's website.

The 48 Quick Guides were updated during the financial year and include:

- a series of funding guides targeted at key groups such as those working with children and young people or in the BME community;
- how to get involved – citizenship, how to take part and have your say and representation;
- a series of 21 reference guides on a wide range of topics from – Managing community and voluntary organisations; Equal access; Looking after your money; Monitoring and evaluation; Contracts, compacts and partnerships etc.
- Quick Guides to each of the Forums, community engagement, the Local Strategic Partnership

We have continued to provide details of funding and training available to the VCFS and also promote the events of our member organisations and the VCFS in the events section of the website. A total of 44 training opportunities were promoted on the website. The Network trustees, staff and volunteers took up 13 training opportunities and attended several conferences throughout the year which demonstrates the Trustees commitment to personal development.

Key documents are made available through the website and these cover such diverse topics as 'Carers' Awareness, Radicalisation, Healthy Mums Happy Families, Healthy Lifestyle Active Pledge, How Parliament Works, Human Rights and Volunteering and we also made available national and locally developed strategies. More than 65 downloadable documents were added to the website this year to provided information to member organisations and for the benefit of the general public.

To assist our member organisations and to help strengthen the third sector we promoted more than 95 VCFS events through the website and in our e-bulletins.

In addition the Network has sent out regular e-bulletins on key topics to member organisations and to the membership of the Forums. The number of e-bulletins sent out was 68 (which often included references to the latest downloadable documents) and this was way in excess of our annual target of 12.

We regularly monitor the usage of our website and produced several reports a year. In 2006 – 2007 the first year of the new website we had 24,612 page views but by 2009-2010 this had reached 85,049 and in this financial year was 137,082. The most popular pages are those of the Forums and community interest groups followed by training, events, latest news and the home page.

Working Neighbourhoods Fund

The Working Neighbourhoods Fund (WNF) was a dedicated fund for local councils and communities to develop more concentrated, concerted, community-led approaches to getting people in the most deprived areas of England back to work and ran from 2008-2011. It replaced the Neighbourhood Renewal Fund (NRF) and incorporated the Department of Work and Pensions Deprived Areas Fund (DAF).

The funding was to work with lone parents to encourage active participation and help lone parents to develop a higher level of personal organisation and drive and help them address barriers to learning, work or volunteering. The Network provided support and guidance to lone parents and those engaged with them, by removing barriers in order to promote effective participation, enhance individual confidence, raise aspirations and help them achieve full potential. The project contributed to the reduction of lone parents not in education, learning work or volunteering through community engagement and empowerment by helping lone parents to tackle issues that affect their daily lives.

The outcomes and outputs achieved were:

- To engage and provide greater support to individuals to help address issues and concerns to increase lone parents lifestyle stability.
- To deliver workshop sessions to increase users confidence and motivation.
- To develop the range of information to lone parents on services available to them to increase lone parent skills to manage own circumstances.
- To support individuals through progressions towards education, employment, training or volunteering to enable lone parents to find employment, take up fulltime education or become a volunteer.
- To deliver training sessions or signpost lone parents to training available through other VCFS organisations.
- To provide advice, information and guidance through drop-in sessions for Lone Parents.
- To provided Lone Parents with information on parent support groups.
- To deliver one to one and small group support sessions in local venues.
- To signposting to other agencies and organisations.
- To provided one-to-one support to Lone Parents.
- To deliver joint work with RSL's.

We work in close cooperation with Hyndburn Borough Council in operating this project and with the Local Strategic Partnership (LSP) Economic Development and Enterprise working group for monitoring and evaluating the project.

Benefits

In year 3, and in partnership with the Hyndburn and Ribble Valley CVS Leapfrog project, the lone parents were offered opportunities to attend courses and undertake further training which provided them with skills to enhance their job and volunteering opportunities. These included: Emergency First Aid at Work, Data Protection, Risk Assessments (CIEH), CIEH Level 2 Award in Food Safety and CIEH Level 2 Award in Food Safety

In addition those with an interest in child care and/or working with children and families or the Lone Parents in Hyndburn group were offered Autism Awareness, Domestic Violence, and Young People and Epilepsy Awareness training in the summer of 2011. This demonstrated that the Lone Parents accessing the support through the WNF project had developed sufficiently to continue to undergo personal development once the programme ended on 31 March 2011.

Many lone parents were reluctant to access traditional services for learning or employment, due to confidence, low self esteem or they had previously had a bad experience of supporting services or did not have the correct information, advice or guidance.

They did not have the knowledge on where to find the information on available courses. Some of the lone parents accessed further courses once the project ended in March 2011.

The project addressed these issues with lone parents accessing accredited training courses which they would not previously have had the confidence to access and/or did not have the information about these courses which added to their qualifications and will be included on their CVs. They did not have the knowledge on where to find the information on available courses. Some of the lone parents accessed further courses once the project ended in March 2011.

Throughout the project a tailor-made service was provided aimed at individuals not considering or able to envisage a life off benefits. Many off these were experiencing financial hardship and living in rented accommodation in the priority wards.

The focus of the work in the final year was to provide the Lone Parents with improved confidence and skills so they would attend training not specifically aimed at lone parents. Through the training courses provide by the Network addressed the barriers to seeking employment or volunteering. The attendees now know how to prepare and present themselves for interview and volunteering opportunities.

Partnership working throughout the three years was essential and it enabled the Lone Parents to access services and gain extra help or support when required. We worked with many other public and third sector organisations in the delivery of this project. We are grateful for the support and funding from Hyndburn Borough Council.

The Network will continue to look at the future of the work with lone parents and to ensure that the Lone Parents have the support available once the funding finishes. The information gathered will be used as evidence of need to support future funding bids.

PREVENT

The trustees are committed to creating strong, prosperous and empowered communities, where individuals, families and communities can realise their potential, culture is embraced and shared, and there is mutual trust and respect is engendered.

One of the many challenges to achieving this vision is the threat of violent extremism. Hyndburn Borough Council funds the Network to deliver part of the PREVENT strategy. The PVE PREVENT Strategy has been delivered by Hyndburn Community Network for two years and prior to this was one of the two agencies invited to deliver in the pilot year.

For Year 3 it was agreed there should be more partnership working and that the projects needed to be more PREVENT strategy led and less community cohesion led although it was acknowledge that community cohesions links to increasing the resilience of communities to violent extremism.

The parts of the community we aimed to work with in Year 3 of the project included BME women, non BME women, Islamic faith, other faiths, young Muslim males and Hyndburn community leaders/representatives.

Our key partners were Aawaz, Hyndburn Cultural Association, Woman's Voice in Hyndburn, Hyndburn Inter Faith Forum, the voluntary, community and faith sector in Hyndburn, Hyndburn Borough Council and Lancashire Constabulary.

The key activities were:

- HIFF business meetings supported, governance improved and the One Peace One Goal event held;
- activities undertaken under PVE to contribute to one or more outcomes of the Hyndburn Community Cohesion Strategy with capacity building on PREVENT strategy
- dialogues/debates at community level to discuss grievances with key speakers;
- e-bulletins distributed including RICU and other documents circulated to key community activists/leaders and VCFS audiences so counter arguments could be cascaded out to the wider community to challenge media communications and to explain policing activity to community groups when issues arose – e.g. stop and search;
- How Hyndburn Works Quick Guides made available to BME groups to demonstrate how they can get involved in democracy and decision-making and register their grievances and have influence over issues that affect their quality of life;
- information and advice sessions with partner agencies and invitations to key groups and individuals to all activities/events;

- promotion of dialogues events to encourage women from all ethnic groups, religions and backgrounds to network and to allow women to discuss vulnerability issues and other factors that contribute to vulnerability and extremism;
- outreach visits to women's groups and attendance of women at events to encourage multicultural membership in their organisations;
- staff and volunteer training.

Benefits

This was the final year of three year funding and by this stage it was possible to host dialogues on quite controversial topics which could not have taken place in the pilot year or year 1. The wider public are better informed about PREVENT.

We worked in close cooperation with Hyndburn Borough Council and Lancashire Constabulary in operating this project and with key partners who also received funding for the PREVENT agenda. We also worked with many other public and third sector organisations in the Year 3 delivery of this project. We are grateful for the support and funding from Hyndburn Borough Council.

Migration Impact Fund

The project ran alongside the Reaching Communities project.

The funding for this project was withdrawn by the UK Government in September but as early as June we were notified to reduce activity so the key activities were information, advice and guidance; supporting new arrivals; providing information on key issues such as housing and welfare, community safety, recreational activities, health, training and local community groups, clubs and societies that the migrant workers could join. We support some new groups such as the Accrington Saturday Polish School.

Improving Reach

The Improving Reach project was in its final year and covered the whole of East Lancashire including Hyndburn. We provided support and information to assist the development of migrant communities so they could present their views and ideas. We did this by:-

- one-to-one learning opportunities for personal development;
- helping groups to engage in decision-making processes which affect them;
- information advice and guidance to existing groups;
- group learning opportunities for organisational development;
- supporting new and emerging groups;
- enabling groups to effectively express their views and opinions.

Benefits

One of the key benefits is demonstrated by the number of migrant communities that have settled in Hyndburn and the way they have blended in to existing communities.

Many of the problems that arose with the arrival of many migrants from the EU in 2006 and 2007 are no longer an issue.

One of the groups set up to support migrant workers, PARASOL, has ceased to function due to reduced need for its support and the Accrington Saturday Polish School networks with many established community groups and faith organisations.

Partnership working

In developing our community engagement programmes we are pleased to have worked so closely with Hyndburn Borough Council who provided funding and invaluable support and advice. We have worked in partnership with many VCFS organisations during the year. Many of our stakeholders including the East Lancs NHS PCT, Lancashire County Council, Lancashire Constabulary, Lancashire Fire and Rescue Service, Leisure in Hyndburn have

worked closely with us during the year. We look to all our partners and stakeholders to give feedback on our initiatives so that the trustees can review progress. We have continued to develop strong relationships with a wide range of partner organisations from the VCFS and public sector.

Summary of 2010-2011

As a result of the Network's activity VCFS groups know more about the needs in their communities in their areas; are able to review/change their services in response about changing or emerging needs; involve a range of individuals/organisations, reflect on the diversity of their local community and identify needs and solutions.

The VCFS organisations know about the Network and other available support services in the area; have increased their knowledge, skills and qualifications in their workforce/volunteers; have increased their knowledge of current local, regional and national developments affecting their work; have access to a range of funding sources; have increased their knowledge of how to improve their performance and use quality tools and techniques; have accessed the Network's services to reflect the diversity of the local community.

VCFS groups have benefited from meeting and communicating with each other; worked more collaboratively and, where relevant, formed partnerships or consortia to address particular needs or tasks; made better use of resources by sharing good practice, expertise and/or equipment, premises etc., where possible.

We have enabled the diverse views of the local VCFS to be represented and we have supported structures which promote effective cross-sector partnership working.

VCFS groups have had a more integral role in local planning and policy making; have had access to appropriate and sufficient information to enable them to develop views about key issues and to respond to consultation; have had their views sought by key external agencies through consultation processes; have been more actively involved in the development and operation of working partnerships and benefited from working agreements, protocols and/or compacts with statutory bodies and other support organisations.

VCFS groups now have the knowledge and skills to become more involved in local planning structures. As a result of the Network's activity, the local VCFS have genuinely accountable members involved in key local strategic initiatives with feedback to the whole sector; provide representatives from a wide range of voluntary organisations and community groups for planning and policy-making bodies.

Strategic Direction

During the year the trustees/directors acquired more office space to accommodate additional staff, funded apprentices and volunteers.

We offered increased support to the volunteers who represent the various 'communities of interest' by using the NAVCA 'Skilling Up for Stronger Voices' training resources. A full-time member of staff was appointed for 2010-2011 to work on funded projects.

Through the Future Jobs Fund initiative a Finance Support Officer was appointed and at the end of the funding in October 2010 was retained as a part-time employee. We continued to offer volunteering opportunities and work experience to local people.

We maintained our existing range of voluntary, community and faith activities working in partnership with the communities of Hyndburn. We continued to explore opportunities for

joint working with other voluntary, community and faith sector organisations and to secure funding for activities to work with hard to reach groups and those living in the most deprived areas of Hyndburn.

We placed great importance on sharing good understanding of community engagement, empowerment and development whilst gaining an even greater understanding of the established and emerging communities we support and we sought ways to continue this work when funding ended at the end of March 2011.

Whilst we continued to operate as an infrastructure organisation our diversification, in 2008, into frontline grassroots project activities strengthened the Network for the challenges ahead. A new Strategic Plan was approved in July 2010 but this had to be put under review in January 2011 due to changes in funding and new initiatives from the UK Government.

The Future

In delivering the NETWORK'S Strategic Plan community work processes will be implemented to: -

- Develop working relationships with communities and organisations
- Encourage people to work with and learn from each other
- Work with people in communities to plan for change and take collective action
- Work with people in communities to develop and use frameworks for evaluation
- Develop community organisations
- Reflect on and develop own practice and role

The infrastructure work will include:

- pro-actively identifying needs in the local community and facilitate improvement in services provision to meet those needs.
- assisting the local VCFS organisations to function more effectively and deliver quality services to their users, members and constituents.
- facilitating effective communication, networking and collaboration amongst local VCFS groups.
- ensuring the third sector's role as an integral part of local planning and policy making.

We will continue to assess need in the community and to develop projects for direct frontline delivery. The Network will continue to provide direct services where it is more appropriate and effective to do so and where funding is secured to deliver grassroots community work especially in the areas of education, training and volunteering.

The Network will continue to develop and diversify and to seek ways in which to raise its own income and be less reliable on grant funding and to investigate joint delivery opportunities with other not for profit organisations.

The Board will consider the setting up of a community interest company (CIC) as a trading arm with an asset lock to Hyndburn Community Network. The CIC may take over the frontline delivery of services aimed at individuals leaving the Network to concentrate on its core work as an infrastructure organisation supporting the voluntary, community and faith sector.

The Board will consider the best use of unrestricted reserves to deliver infrastructure and frontline services in line with the Network's objects and powers for public benefit.

Financial Review

Total funds at 1st April 2010 was £63,948

Total income for this accounting period was £116,832
Total receipts of unrestricted funds were £68,239
Restricted grants of £48,593 were also received and detailed in the Financial Statements.

The total income went up by £15,385 on the previous year and totals funds at 31st March 2011 were £64,720 which is slightly up (£772) on the previous year. The reduced income from the Migration Impact Fund meant that the total income expected was reduced.

The balances carried forward at 31st March 2011 on unrestricted funds totaled £62,021.
The balances carried forward at 31st March 2011 on restricted funds totaled £2,699.
Total balances carried forward at 31st March 2011 are £64,720.

Principal Funding Sources

The Network's main source of income was grant funding. Core funding of £15,000 was received from Hyndburn Borough Council. This represented the same amount as in previous years and given the economic conditions currently affecting the public, voluntary, community and faith sectors was both generous and encouraging. The Network also received Local Area Agreement Reward Grant Funding of £15,000 for its work with the Local Strategic partnership and representation work.

Restricted funding was received from the Working Neighbourhoods Fund (WNF); Preventing Violent Extremism (PVE); Migration Impact Fund; funding to administer and facilitate the Hyndburn Over 50s Forum, via the East Lancashire Cluster Group, from Lancashire County Council; Improving Reach made a contribution to overheads in relation to the Network and activities with migrant communities.

The salary and associated costs of two apprentices were met through the Working Neighbourhoods Fund and an arrangement between Hyndburn Borough Council and Accrington & Rossendale College. For six months the role of the Finance Support Officer was met from the Future Jobs Fund.

Reserves Policy

The trustees/directors maintained a reserves policy whereby the unrestricted funds not committed or invested in tangible assets should be between 3 and 6 months of annual running costs, which equated in 2010 -2011 as £ 51048.54 in general funds for a six month period. This would enable the Network to continue the current activities in the event of a drop in income, while the trustees/directors consider how to replace the funding or change the activities and to cover emergency situations that might arise from time to time.

During the year under review the level of reserves was £50,000 and therefore reaches the target level. The trustees/directors are considering ways in which the target level can be maintained as part of the Network's strategic financial plan.

Investment Policy

Sufficient funds were retained in twelve, six and three month fixed term deposit accounts and ensured that the Network was making the best use of reserves whilst ensuring it could meet all its liabilities on a day-to-day basis. Only sufficient funds were kept in the current account for day-to-day operation of the Network

The Network has also made new arrangements for banking to make best use of income and unrestricted funds. We accept that the receipt of interest on bank accounts is a feature of the UK banking industry and used interest to further our aims and objectives for public benefit. Any interest earned is considered by the trustees/directors as a gift of the UK banking system.

Risk Review

The trustees/directors assess the risks the charity faces and review the risks at meetings. The trustees/directors are satisfied that systems are in place, or arrangements are in hand, to manage the risks that have been identified. In particular, insurance cover is in place and the finances of the Network are kept under monthly and quarterly review and the Network's financial management system is reviewed and updated regularly. Appropriate Criminal Records Bureau (CRB) checks, supported by regularly reviewed policies, are made for all those who work with children and/or vulnerable adults.

The trustees/directors have undertaken their own review of the major risks to which the charity is exposed through the strategic, business and financial planning processes. Systems are currently being established to mitigate the risks. Significant external risks to funding have led to the development of a financial strategic plan which allows for the diversification of funding and activities and which will be completed during the 2011-2012 accounting period. Internal risks are minimised by the implementation of procedures for authorisation of transactions and projects to ensure consistent quality of delivery for all aspects of the Network. These procedures are periodically reviewed to ensure they meet the needs of the Network.

Quality Assurance

During the period under review the Network has concentrated on working towards satisfying Levels 1, 2 and 3 in Managing Money through the PQASSO quality assurance system. Level 2 in planning for quality, governance and management and networking and partnership working is well underway.

Improvements in managing staff and volunteers together with training and development have been implemented with new policies introduced in quarter 4 and there was a slight increase in the amount of training undertaken by the board, staff and volunteers.

Managing Resources – the legal requirements are met but this is an area of work to be developed in the next financial year. Lots of records are kept in relation to our service users and we have good relationships with them. We reviewed our services to meet their requirements in the autumn of 2010 and have encouraged them to make a positive contribution to the Network. However, we aim to improve our feedback systems during 2011-2012.

We have identified our core activities and developed appropriate policies, processes and checklists to deliver and improve them.

The processes are reviewed annually with staff as part of the appraisal system. Staff and volunteers are informed about the Network's processes and standards and supported to help them maintain consistency and efficiency.

The Network collects and analyses relevant information appropriately and systematically but further development is needed to make sure the information is used to evaluate and improve the Network.

The Network uses the Code of Governance and associated toolkit as its induction and training process for all trustees/directors who can also undertake PQASSO training. An annual skills audit of Directors is undertaken.

Administrative Information

Hyndburn Community Network Ltd is situated in Accrington but covers the whole of the borough of Hyndburn. The correspondence address is Suite 4, HV&CRC (Old St James School), Cannon Street, Accrington BB5 2ER.

Auditors & Audit

The accountants producing the Statement of Financial Activities have expressed their willingness to be reappointed in accordance with the Companies Act 2006. For the year ending 31/03/2011 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities:-

- 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

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. The accounts have been delivered in accordance with the provisions applicable to companies subject to the small company's regime.

Trustees/directors

The Directors/Trustees were elected and approved at the Annual General Meeting on 10th June 2010. The trustees introduced a rotation policy during 2008-2009 which covered the 10th June 2010 election of trustees/directors.

Those who were elected and served as charity trustees and company directors during the year and up to the date of this report were as follows:

		Appointed		Retired	
Bateman	Arthur	26/4/2007	current		Director
Gibson	Kevin	24/1/2008	current		Director
Haralambos	Pam	11/6/2009	current		Director
Hartley-Smith	Martin	11/6/2009	current		Treasurer
Shaw	Peter	14/3/2006	current		Chairman
Wolstenholme	Michael	07/12/2006	current		Director
Jackson	Lesley	30/8/2007	10/06/2010		Director
Sanderson	David	07/5/2009	17/11/2010		Vice Chairperson
Usman	Nazmun	11/6/2009	04/01/2011		Director

The Company Secretary is Barbara Sharples who was appointed on 1st March 2007 but is not a director or charity trustee.

Trustees/trustees/directors' Responsibilities

Company law requires the directors, who are also the charity trustees, to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Network, and of the incoming resources and application of the resources of the charity for that period and of the results of the Network for that period.

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

In preparing these financial statements, the trustees/directors are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;
- make judgments 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 assume that the Network will continue in business on that basis.

The trustees/directors are responsible for keeping 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 2006, the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the asset of the Network and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

The trustees for the purposes of charity law who served during the year and up to the date of this report are set out on page 20.

Approved by the trustees/directors on 25th August 2011

A handwritten signature in black ink, appearing to read 'P. Shaw', written in a cursive style.

and signed on their behalf by Peter Shaw (Chairman)

HYNDBURN COMMUNITY NETWORK (A Company limited by guarantee)

Accountant's report to the trustees of Hyndburn Community Network

31 MARCH 2011

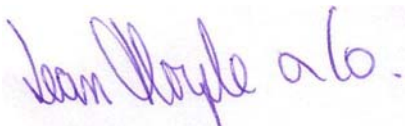
In accordance with the engagement letter, and in order to assist you to fulfill your duties under the Companies Act 2006, we have compiled the financial statements of the charity which comprise the Statement of Financial Activities, and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Charity's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Charity's Board of Directors that we have done so, and state those matters that we have agreed to state in them in this 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 Charity and the Charity's Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with the technical guidance issued by the Chartered Association of Certified Accountants and have complied with the ethical guidance laid down by the Association relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31 March 2011 your duty to ensure that the charity has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the charity is exempt from the statutory requirements for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



Signed:

Dated: 29th July 2011

Jean Hoyle B A Hons., FCCA

Jean Hoyle & Co
Chartered Certified Accountants
19 Rolleston Road
Blackburn BB2 6SX

HYNDBURN COMMUNITY NETWORK

(A Company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (incorporating the income and expenditure account)

YEAR ENDED 31 MARCH 2011

			Total Funds	
	Note	2011	2010	
		£	£	
Incoming Resources				
Incoming resources from generating funds				
	Restricted	Unrestricted		
Voluntary income	48,593	54,989	2	103,582
Other incoming resource	<u> </u>	<u>13,250</u>	3	<u>13,250</u>
Total Incoming Resources	<u>48,593</u>	<u>68,239</u>		<u>116,832</u>
Resources expended				
Charitable activities	(48,842)	(65,468)	4	(99,763)
Governance costs	<u> </u>	<u>(1,750)</u>	5	<u>(2,139)</u>
Total Resources expended	<u>(48,842)</u>	<u>(67,218)</u>		<u>(101,902)</u>
Net Movement in Funds	<u>(249)</u>	<u>1,021</u>		<u>772</u>
Reconciliation of Funds				
Total Funds at 1 April 2010	8,444	55,504		<u>63,948</u>
Prior year release of restricted fund	<u>(5,496)</u>	<u>5,496</u>		
Total Funds at 31st March 2011	<u>2,699</u>	<u>62,021</u>		<u>64,720</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

HYNDBURN COMMUNITY NETWORK

(A Company limited by guarantee)

BALANCE SHEET

31 MARCH 2011

	Note	2011		2010	
		£	£	£	£
Current Assets					
Debtors	7	6,723		4,047	
Cash at bank & in hand		<u>58,597</u>		<u>60,900</u>	
			65,320		64,947
Creditors: Amounts falling Due within one year (999)	8		<u>(600)</u>		
Total assets less liabilities			<u>64,720</u>		<u>63,948</u>
Charity Funds					
Restricted funds	9		8,305		8,444
Unrestricted funds	10		<u>56,415</u>		<u>55,504</u>
Total Charity Funds			<u>64,720</u>		<u>63,948</u>

For the financial year ended 31 March 2011, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity 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 companies subject to the small companies regime.

Approved by the board on 25th August 2011 and signed on its behalf by:-



Mr Peter Shaw (Chairman)

HYNDBURN COMMUNITY NETWORK
(A Company limited by guarantee)
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2011

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (Sorp.2005)', issued in March 2005, applicable accounting standards and the Companies Act 2006.

Cash Flow Statement

The Trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

Fund Accounting Policy

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in preparation area or for specific purposes, the use of which is restricted to that area or purpose.

Incoming resources

Grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Pension

The charitable company operates a defined contribution pension scheme and the pension charge represents amounts payable by the charitable company to the fund in respect of the year.

Fixed assets

Fixed assets would be stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1,000 are not capitalized.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

YEAR ENDED 31 MARCH 2011

Fixed assets

Fixed assets would be stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1,000 are not capitalized.

2. VOLUNTARY INCOME	Restricted	Unrestricted	Total Funds	
	£	£	2011	2010
	£	£	£	£
Acc & Ross College		8,111	8,111	12,851
H B C Core		15,000	15,000	15,000
HBC LAA Reward		15,000	15,000	
M I F	3,593		3,593	5,630
LCC SLA		1,000	1,000	3,097
Improving Reach		9,515	9,515	9,238
P V E	20,000		20,000	20,777
W N F	25,000		25,000	22,500
Future Jobs Fund		4,076	4,076	
Other income		<u>2,287</u>	<u>2,287</u>	<u>2,000</u>
		<u>48,593</u>	<u>103,582</u>	<u>91,093</u>

3. OTHER INCOMING RESOURCES	Restricted	Unrestricted	Total Funds	
	£	£	2011	2010
	£	£	£	£
Management recharges		12,955	12,955	9,671
Other income		<u>295</u>	<u>295</u>	<u>683</u>
		<u>12,955</u>	<u>12,955</u>	<u>10,354</u>

4. COSTS OF CHARITABLE ACTIVITY BY TYPE	Restricted	Unrestricted	Total Funds	
	£	£	2011	2010
	£	£	£	£
Charitable activities	<u>48,842</u>	<u>65,468</u>	<u>114,310</u>	<u>99,763</u>

NOTES TO THE FINANCIAL STATEMENTS (Continued)

YEAR ENDED 31 MARCH 2011

5. GOVERNANCE COSTS

	Restricted	Unrestricted	Total Funds	
	£	£	2011	2010
	£	£	£	£
Independent examination		600	600	999
Insurance		<u>1,150</u>	<u>1,150</u>	<u>1,140</u>
		<u>1,750</u>	<u>1,750</u>	<u>2,139</u>

6. RETAINED INCOME

Due to a prior year error in expenditure being classified as restricted, the charity has become aware that £5,496 needed to be transferred from restricted to unrestricted reserves.

7. STAFF COSTS AND EMOLUMENTS

This is stated after charging

	2011	2010
	£	£
Total staff costs were as follows;		
Wages and salaries	77,239	55,300
Pension costs	1,543	1,543
Recruitment & staff training	<u>430</u>	<u>1,017</u>
	<u>79,212</u>	<u>57,860</u>

Particulars of employees:

The average number of employees during the year, calculated on the basis of full time equivalents was as follows:

	2011	2010
Full Time	2	3
Part time	1	1

No employee received emoluments of more than £60,000 during the year. (2010 – Nil.)

8. TRUSTEES' REMUNERATION

The Trustees neither received nor waived any remuneration in the current or prior accounting periods.

Expenses reclaimed by trustees in the year amounted to £187.60 (2010 – Nil)

NOTES TO THE FINANCIAL STATEMENTS (Continued)

YEAR ENDED 31 MARCH 2011

9	DEBTORS			2011		2010
				£		£
	Voluntary income not yet received			6,724		13,169
	Rent paid in advance			<u> </u>		<u>1,116</u>
				<u>6,724</u>		<u>14,285</u>
10	CREDITORS: Amounts falling due within one year			£		£
	Accruals			<u>600</u>		<u>999</u>
11	CHARITABLE FUNDS					
		Open	Income	Moved	Expended	Closing
	UNRESTRICTED FUNDS	£	£	£	£	
	General funds	<u>55,504</u>	<u>68,239</u>	<u>5,496</u>	<u>(67,218)</u>	<u>62,021</u>
	RESTRICTED FUNDS					
		<u>8,444</u>	<u>48,593</u>	<u>(5,496)</u>	<u>(48,842)</u>	<u>2,699</u>

12 CONTROLLING PARTY

The Charity is under the control of the Trustees named in the Trustees Report.