

Company No. 07251141  
Charity No. 1137143

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD**  
(A company limited by guarantee)

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2015**

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2015**

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**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
TRUSTEES' REPORT - STATUTORY INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2015**

**TRUSTEES**

Helal Ahmed, Poplar HARCA (to 23 October 2014)  
Suzanne Firth, Green Candle Dance Company  
Sharon Hanoomansingh, Women's Health and Family Services  
Abdi Hassan, Ocean Somali Community Action (to 23 October 2014)  
Anne Wilding, Heba.  
Abdur Rashid  
Mustafa Ibrahim (from 23 October 2014)  
Preeti Udas (from 11 December 2014)  
Aulad Miah (from 23 October 2014)  
Salman Alam (from 23 October 2014)

**CHIEF EXECUTIVE**

Kirsty Cornell from 2 March 2015  
Gemma Cossins (interim CEO) January to March 2015  
Khadiru Mahdi to 31 December 2014

**STAFF**

The trustees delegate day to day management of the charity to the Chief Executive Officer and members of staff.

Kirsty Cornell, Chief Executive Officer (from March 2015)  
Khadiru Mahdi, Chief Executive Officer (to January 2015)  
Gemma Cossins, Development Manager  
Abiodun Noibi, P/T Finance Manager (to September 2014)  
Ryan O'Kane, Administration and Information Officer  
Rushena Miah, P/T Admin & Information Officer  
Sanober Ismail, Finance Officer

**REGISTERED OFFICE**

3 Birkbeck Street  
London  
E2 6JY

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
TRUSTEES' REPORT - STATUTORY INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2015**

**ADMINISTRATIVE OFFICE**

15a St Margaret's House  
Old Ford Road  
London E2 9PL

Telephone: 020 8980 8427  
E-mail: [info@thcvs.org.uk](mailto:info@thcvs.org.uk)  
<http://www.thcvs.org.uk/>

**COMPANY NUMBER**

07251141

**CHARITY NUMBER**

1137143

**BANKERS**

Unity Trust Bank plc  
Nine Brindleyplace  
Birmingham B1 2HB

**INDEPENDENT EXAMINER**

Morlai Kargbo  
Moracle Limited  
Chartered Certified Accountants  
Ashley House  
Ashley Road  
London  
N17 9LZ

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2015**

**Chair's Introduction**

In 2014 - 2015, THCVS continued to make its mark in providing infrastructure support to local front line voluntary and community organisations in Tower Hamlets. We delivered development, support, liaison and representation for the voluntary and community sector in the borough, working with and engaging with a growing number of organisations through one to one support and advice, forums and networks and by providing events and information. We also developed our relationship as a strategic partner to the Council, representing the sector and contributing to core Council policies and strategies.

We have strengthened our organisation, developing our internal systems and processes and undertaking an external evaluation of our services to ensure we are delivering our targets and meeting the needs of our funders and of those we support. This evaluation will also form part of our ongoing strategic review of our activities as we develop our plans for the future.

THCVS developed two key new funding relationships – with the CCG and the City Bridge Trust. Both of these organisations will continue their relationships with us into 2015 – 2016.

As always, we could not have been effective without the collaboration and support of the wider voluntary and community sector in Tower Hamlets. Key for us in the coming year will be to ensure we are hearing the voices of all those we represent and grow our networks and membership.

This is now the end of my second year as Chair of THCVS and I would like to extend my thanks to my fellow trustees for their support, leadership and wisdom over the year. Particular thanks are extended to Helal Ahmed and Abdi Hassan who both stepped down from the Board this year.

Finally, our sincere gratitude to the London Borough of Tower Hamlets for its continued commitment and support for THCVS and the wider local voluntary and community sector. Thanks also to our other funders, the City Bridge Trust and the Tower Hamlets Clinical Commissioning Group.

**Suzanne Firth  
THCVS Chair  
30<sup>th</sup> July 2015**

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

The trustees are pleased to present their report and independently examined financial statement of Tower Hamlets Council for Voluntary Service LTD (THCVS) for the year ended 31st March 2015. These comply with the current statutory requirements, the Memorandum and Articles of Association and the requirements of the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005).

The statutory information is shown on Pages 1 and 2.

**Status**

The company, number 07251141, is limited by guarantee. It was incorporated on 1 April 2012 and gained charitable status on 28 July 2010. The charity registration number is 1137143. It has a Memorandum and Articles of Association as its governing document.

**Objects of the charity**

To promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Tower Hamlets and its environs (hereinafter called "the area of benefit") and, in particular, build the capacity of third sector organisations and provide them with necessary support, information and services to enable them to pursue or contribute to any charitable purposes.

To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

**Principal activities**

The principal activities of the charitable company are the provision of services; advocacy, advice and information; undertaking research; and acting as an umbrella or resource organisation for the voluntary and community sector in Tower Hamlets.

**Public benefit**

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning the future activities of Tower Hamlets Council for Voluntary Service.

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

The work of THCVS this year remained true to its vision, values and objectives.

**Vision**

To create an independent inclusive, trusted and sustainable body that will enable voluntary, community and faith sectors to develop a thriving Third Sector.

**Values**

Equality and diversity, innovation, collaboration, inclusivity, openness & transparency, learning and inspiration.

**Aims**

Support people and organisations that actively seek to enrich the quality of life for their communities:

- To increase the involvement of the VCS in policy making processes.
- To improve the capacity of the VCS to deliver their services.
- To improve partnership working across the sector and with LBTH to avoid duplication and maximise impact to TH civil Society.

**Core functions**

Support services, liaison, development, representation, partnerships.

**Objectives**

Influence, development and support, connect - partnerships and liaison.

**Achievements**

**Highlights of 2014-15**

**Projects and Partnerships**

We have continued to act as the **Council's strategic partner**, working closely with (but independently of) the Council to support its delivery of key Council priorities and strategies. This has included:

- Being an active member of the Community Safety Partnership and the Safeguarding Adults Board;
- Working with the Council on the development of the Community plan;
- Helping to deliver the borough's Voluntary and Community strategy;
- Supporting the Council's Big Lunch Club Conversation in April 2014;
- Assisting the Council in their communication and consultation about the 2015 – 2018 Mainstream Grants Programme.

Over the course of the year we have strengthened our partnership with the **Tower Hamlets Clinical Commissioning Group**, supporting the CCG's Innovation Bursary in June 2014 through the launch, assessment and interview process. This close working relationship between THCVS and the CCG will continue into 2015 – 2016 with THCVS undertaking some funded work on health and wellbeing on behalf of the CCG.

Support to Bursary programmes is now an area of strength for THCVS, and towards the end of March 2015 we commenced work with **Tower Hamlets Healthwatch** to support them in their Bursary programme. This will also continue into 2015 – 2016.

At the start of 2015 we began a project funded by **City Bridge Trust** and in conjunction with the **Volunteer Centre in Tower Hamlets** to continue our trustee matching project, and also to provide organisations with in-depth, tailored advice and guidance relating to governance, finance and measuring impact. This work is funded for 3 years and will bring in a total of £180,000.

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

In October 2014 we worked with **ELBA, the East London Business Alliance**, to help plan and promote their mentoring programme for managers in the voluntary sector.

**Development, Advice and Support**

- In 2014 - 2015 THCVS Organisational Development service dealt with 166 separate enquiries, providing over 265 hours of development advice, guidance and support.
- 90 of the organisations who received our development service were small organisations, and a further 36 were organisations starting up in the Borough. 85 of our 166 enquiries were organisations who were returning to us for further advice having previously received support from THCVS.
- Of the most common requests for support, 55 queries were about accessing funding or developing a fundraising strategy; 32 queries were related to charity registration; 28 queries to governing documents; and 23 queries related to premises.

**Training**

- We delivered 10 courses, with 114 participants over the year, as well as 3 PQASSO workshops aimed at those organisations wishing to apply for the PQASSO standard.
- We moved to offering free, short sessions the first Thursday of each month delivered by our own in-house staff, in addition to our usual programme of courses. These have proved popular with the sector.
- In 2014 we ran three sessions with the Big Lottery on their Reaching Communities Programme, with follow up one to one advice sessions and feedback on draft applications.
- Feedback from our courses continues to be excellent, with learners reporting positively on how their knowledge and skills have increased from the courses.

**Events**

AGM, 24<sup>th</sup> October 2014,

- The theme for the day was *'Learning from the past, celebrating the present, shaping the future'*
- 46 delegates attended
- 3 new trustees were appointed to the THCVS Board at the AGM by way of member votes.
- The AGM included a workshop to gather member's experiences and opinions of their CVS and what kind of support they thought the local sector needs for the future. This was led by the external consultant, appointed in August 2014, to undertake an evaluation of the CVS' activities.

**Voice, Representation and Influence**

- THCVS supported VCS forums and networks, facilitating information sharing and networking opportunities for VCS organisations and enhancing their participation and influence of strategic partnerships.
- This included the joint facilitation, with the Council, of the Third Sector Advisory Board (TSAB). One of its main roles of the TSAB was to oversee the implementation of the borough's VCS Strategy Action Plan.
- We also continued to facilitate the Health and Wellbeing Board, and from November 2014 to the end of March 2015 this work was supported further by the Council's funding of a post dedicated to the forum, funded by their Better Care fund. This work will continue in 2015 – 2016 through funding from Tower Hamlets CCG.
- THCVS also facilitated the Training, Employment and Enterprise Forum, the Leadership Forum and the Premises Forum.
- THCVS provided the sector's voice on the Economic Taskforce, the budget congress, the Corporate Grants Board and the MSG review group.



- We have continued to provide information to the sector through our twice yearly newsletter “the Sparrow” and through on-going information, funding and health e-bulletins. These provide a valuable resource to the sector.

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

**Other developments**

- We continued to develop our website and database, the database providing a searchable directory of local organisations and premises. Organisations can check and update their details on both.
- In August 2014 an independent external evaluation of our activities was commissioned. This was undertaken by an external consultant who consulted with stakeholders including members, non-members, the Council and the CCG. A report of her findings is being finalised and will be used to form our future plans and strategy.
- We have worked with LVSC's PEACe service to develop staff and managers' handbook with comprehensive policies and procedures.
- We have rationalised our finance arrangements. Following the departure of THCVS' Finance Manager we have reviewed our finance activities and continue to employ a Finance Officer whilst also outsourcing our more senior level finance support to Accountability EU.
- We have started work towards NAVCA accreditation and will be looking to gain this accreditation in the summer of 2015.
- In 2014 we created a promotional leaflet of our activities to provide an easy reference guide for anyone who may want to use our services.

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

**Financial Review**

During the year, the total incoming resources was £242,978 (March 2014: 453,972), against total resources expended of £246,502 (March 2014: £481,048) resulting in a deficit of £3,524, funded from restricted reserves for 2014-15.

We continue to receive our core funding from London Borough of Tower Hamlets, other major funding sources for the year are the Tower Hamlets Clinical Commissioning Group and the City Bridge Trust.

As at the year end, the total bank and cash balances were £108,873 (March 2014: £82,812). The Unrestricted reserves stood at £83,908 (March 2014: £102,951).

**Investment Policy**

THCVS policy is for uncommitted funds to be kept in a bank earning interest where this is possible. During the year, a Deposit account was opened with Unity Trust Bank. Funds were moved between the deposit and current account to maximise income from interest whilst ensuring that funds are available for the day-to-day expenditure.

**Reserves Policy**

**THCVS** has agreed a policy to accumulate a target of free reserve for six months operating costs for the organisation and this has now been achieved.

**THCVS** will maintain its reserves by minimising controllable expenditures through promoting a culture of good housekeeping to minimise waste and inappropriate expenditures. Also we will build unrestricted income from membership fees, training, consultancy work and bank interests.

Reserves are monitored by the finance committee on a regular basis and kept up to date to reflect the true representation of operating cost.

The desired level of reserves, as stated above, amounts to six months operating costs. At the year-end free reserves amounted to £83,284.

The policy is reviewed annually.

The charitable company's financial performance is set out in the Statement of Financial Activities on page 12.

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

**Plans for the future**

**Key aims for 2015-16**

Our current Council funding, through their mainstream grants programme, comes to an end on 31<sup>st</sup> August 2015. A key priority for THCVS in 2015 – 2016 will be to secure this funding for a further 3 years. We will also be looking to diversify our income in the coming year, drawing on other sources of funding to ensure we are a stable and sustainable organisation moving forward.

In order to do this, we are refreshing our strategy, looking at what the sector wants us to provide, what the needs are in the borough and what services we can grow. This strategy will be supported by a fundraising plan that will help us to secure the funds to deliver our work. We will be launching our new strategy at our AGM in October 2015.

This year we will demonstrate our quality by applying for NAVCA accreditation and reaccreditation of the PQASSO standard.

**Training**

We will continue to review and develop our training provision to meet the needs of the sector, paying particular attention to improving skills and expertise of staff, volunteers and trustees. Our training programme will be closely aligned to our Development Work.

We plan to structure our training services around the areas that the PQASSO standards identifies as those necessary for good, strong organisations, such as governance, monitoring and evaluation, managing people and managing finance and resources.

**Development & Advice**

We will continue our more in-depth development work with fewer organisations, helping with organisational governance, leadership and management, fundraising and sustainability and growth.

**Information & Communication**

We will maximise the communication functions and services provided by our new website to expand our provision of sector resources, information and knowledge.

**Annual Conference**

This is now an important calendar event to showcase local VCS organisations. We will make it more and more relevant for the sector by a combination of specialist workshops, keynote speakers and networking.

**Commissioning Support**

As the local authority and Clinical Commissioning Group (CCG) continue their procurement of services through commissioning of contracts, we anticipate commissioning support becoming one of the fastest growing areas of need for local VCS organisations. We will promote TH3, the local VCS Consortium, and build our capacity to provide a range of technical support services relating to consortium working, contract management, service delivery and demonstrating value for money and impact.

**Voice, Representation and Influence**

We will maintain our commitment to providing strategic representation to multi sector bodies such as the Health and wellbeing Board, Community Safety Partnership and together with Tower Hamlets Council; we will co-chair and service the Third Sector Advisory Board (TSAB).

We will work with front line organisations to sustain forums and networks and strengthen their strategic representation, engagement and influence for collaboration and co-production. To help achieve this, we will be employing an additional officer to support the Health and Well Being forum.

**Sustainability and Growth**

Our enterprise ventures will be explored through THCVS Trading Limited which will look at new products and markets particularly in relation to consultancy services.

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

**Trustees**

Trustees who served during the year were:

Helal Ahmed, Poplar HARCA (to 23 October 2014)  
Suzanne Firth, Green Candle Dance Company  
Sharon Hanoomansingh, Women's Health and Family Services  
Abdi Hassan, Ocean Somali Community Action (to 23 October 2014)  
Anne Wilding, Heba.  
Abdur Rashid  
Mustafa Ibrahim (from 23 October 2014)  
Preeti Udas (from 11 December 2014)  
Aulad Miah (from 23 October 2014)  
Salman Alam (from 23 October 2014)

Mustafa Ibrahim, Aulad Miah and Salman Alam were all appointed by way of THCVS member votes at the Annual General Meeting on the 23<sup>rd</sup> October 2014.

**Trustees' responsibilities**

Company and charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing those financial statements, the trustees are required to:-

- 1) select suitable accounting policies and then apply them consistently.
- 2) make judgements and estimates that are reasonable and prudent.
- 3) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 2011. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

As far as the directors are aware at the time the report is approved

- there is no relevant audit information of which the company's Independent examiner are unaware, and
- the directors have taken all the steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner are aware of that information.

**Small company exemptions**

This report has been prepared and delivered in accordance with the provisions in Part 15 of Companies Act 2006 applicable to companies subject to the small companies' regime.

This report was approved by the board on 30<sup>th</sup> July 2015 and signed on their behalf.

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**Suzanne Firth, Chair**

**INDEPENDENT EXAMINER'S REPORT LTD  
TO THE MEMBERS OF TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE  
FOR THE YEAR ENDED 31 MARCH 2015**

I report on the financial statements of Tower Hamlets Council for Voluntary Service for the year ended 31<sup>st</sup> March 2015 which comprise of the Statement of Financial Activities, the Balance Sheet and the related notes set out on pages 15 to 21.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Moracle.

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

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

**Basis of the independent examiner's report**

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

**Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.

have not been met; or

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

**Morlai Kargbo**

For and on behalf of Moracle Limited  
Chartered Certified Accountants  
Ashley House  
Ashley Road  
London  
N17 9LZ

Date: 30<sup>th</sup> July 2015

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD**  
**STATEMENT OF FINANCIAL ACTIVITIES (including the Income and Expenditure Account)**  
**FOR THE PERIOD FROM 1 APRIL 2014 TO 31 MARCH 2015**

	Notes	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2015 £	Total 2014 £
<b>Incoming Resources from generated funds:</b>						
Voluntary income	5	3,792	35,781	-	<b>39,573</b>	242,587
<b>Incoming resources from charitable activities</b>						
To promote and train for public benefit	6	3,398	200,007	-	<b>203,405</b>	211,385
<b>Total Incoming Resources</b>		<b>7,190</b>	<b>235,788</b>	-	<b>242,978</b>	453,972
<b>Resources Expended</b>						
<b>Cost of generating funds</b>						
<b>Charitable activities</b>						
Promote and train for the benefit of the public	7	36	242,085	-	<b>242,121</b>	476,478
<b>Governance costs</b>	8	-	4,381	-	<b>4,381</b>	4,570
Other resources expended - provision for doubtful debts		-	-	-	-	-
<b>Total Resources Expended</b>		<b>36</b>	<b>246,466</b>	-	<b>246,502</b>	481,048
<b>Net Incoming/(Outgoing) Resources before Transfers</b>						
		7,154	(10,678)	-	<b>(3,524)</b>	(27,076)
Transfer between Funds		(26,197)	26,197	-	-	-
<b>Net incoming/(Outgoing) Resources</b>						
		<b>(19,043)</b>	<b>15,519</b>	-	<b>(3,524)</b>	(27,076)
Reconciliation of Funds						
Total funds brought forward at 1 April 2014	13	102,951	861	9,000	<b>112,812</b>	139,888
<b>Total funds carried forward at 31 MARCH 2015</b>		<b>83,908</b>	<b>16,380</b>	<b>9,000</b>	<b>109,288</b>	112,812

The Statement of Financial Activities includes all gains and losses recognised in the year.  
The Notes on pages 15 to 21 form part of the financial statements.

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
BALANCE SHEET  
AS AT 31 MARCH 2015**

**Company No. 07251141**

	<b>Note</b>	<b>2015</b>	<b>2014</b>
		<b>£</b>	<b>£</b>
<b>Tangible assets</b>	<b>4</b>	<b>624</b>	<b>1,491</b>
<b>CURRENT ASSETS</b>			
Debtors	<b>10</b>	<b>239,683</b>	<b>46,989</b>
Cash at bank and in hand		<b>108,873</b>	<b>82,812</b>
		<b>348,556</b>	<b>129,801</b>
<b>CREDITORS: Amounts falling due within one year</b>	<b>11</b>	<b>(239,892)</b>	<b>(18,480)</b>
<b>NET CURRENT ASSETS</b>		<b>108,664</b>	<b>111,321</b>
<b>NET ASSETS</b>		<b>109,288</b>	<b>112,812</b>
<b>FINANCED BY:</b>			
<b>Unrestricted funds</b>	<b>13</b>	<b>83,908</b>	<b>102,951</b>
<b>Restricted funds</b>	<b>13</b>	<b>16,380</b>	<b>861</b>
<b>Designated funds</b>	<b>13</b>	<b>9,000</b>	<b>9,000</b>
		<b>109,288</b>	<b>112,812</b>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2015 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

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

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
BALANCE SHEET (Continued)  
AS AT 31 MARCH 2015**

**Company No. 07251141**

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved and authorised for issue by the Board of Trustees on 30<sup>th</sup> July 2015 and were signed on its behalf by:

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**Suzanne Firth, Chair**

The Notes on pages 15 to 21 form part of the financial statements.



**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2015**

**1. ACCOUNTING POLICIES**

**1a. Basis of accounting**

The accounts have been prepared under the historical cost convention and comply with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are as follows:

**1b. Tangible fixed assets**

Capital items costing in excess of £500 are capitalised. Fixed assets are shown at historical cost.

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

Equipment	%
	33

**1c. Taxation**

The charitable company is exempt from taxation under sections 466 to 493 of the Corporation Tax Act 2010.

**1d. Pensions**

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

**1e. Incoming resources**

Grant income is 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.

Bank interest and donations are accounted for when received.

**1f. Resources expended**

Resources expended are allocated to a particular activity where the cost relates directly to that activity. They include irrecoverable VAT.

Governance costs are the costs of complying with constitutional and statutory requirements and include the costs associated with the strategic management of the charity.

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
 NOTES TO THE ACCOUNTS (CONTINUED)  
 FOR THE YEAR ENDED 31 MARCH 2015**

**1. ACCOUNTING POLICIES (CONTINUED)**

**1g. Funds**

Restricted Funds are restricted income funds given to the charity for specific purposes. They are expendable by the trustees in furtherance of particular projects within the charity objects.

Unrestricted Funds are funds expendable at the discretion of the trustees in furtherance of the objects of the charity.

**2. NET INCOME/ (EXPENDITURE)**

	<b>2015</b>	<i>2014</i>
	<b>£</b>	<i>£</i>
Net Income/ (Expenditure) is stated after charging:		
Independent Examiner / Audit services	<b>1,200</b>	<i>1,200</i>
Depreciation	<b>867</b>	<i>839</i>
Staff costs (note 3)	<b>172,594</b>	<i>252,116</i>

**3. EMPLOYEES**

Employee costs during the year amounted to:

	<b>2015</b>	<i>2014</i>
	<b>£</b>	<i>£</i>
Wages and salaries	150,633	<i>218,613</i>
Social security costs	12,922	<i>20,807</i>
Pension costs	9,039	<i>12,696</i>
	<b>172,594</b>	<i>252,116</i>

The average monthly numbers of employees during the year was 7 (for year ended 31 March 2014 - 8)

No employee earned more than £60,000 per annum (2014: None)

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

**4. TANGIBLE FIXED ASSETS**

	Equipment £	Total £
<b>Cost</b>		
At 1 April 2014	2,603	2,603
Additions in the year	-	-
At 31 March 2015	<b>2,603</b>	<b>2,603</b>
<b>Depreciation</b>		
For the year	1,112	1,112
Charge for the year	867	867
At 31 March 2015	<b>1,979</b>	<b>1,979</b>
Net Book Amounts		
At 31 March 2015	<b>624</b>	<b>624</b>
At 31 March 2014	1,491	1,491

**5. VOLUNTARY INCOME**

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	<i>Total 2014 £</i>
European Social Fund	-	-	-	110,290
Office for Civil Society (via BIG Lottery - TLI)	-	-	-	119,800
Department for Communities & Local Government (via Social Investment Business Limited SIB)	-	-	-	10,000
City of London(City Bridge Trust) Fund	-	11,333	<b>11,333</b>	-
Better Care Fund	-	18,749	<b>18,749</b>	-
NHS Tower Hamlets CCG	-	4,990	<b>4,990</b>	-
Membership fees	3,698	-	<b>3,698</b>	2,360
Bank Interest	94	-	<b>94</b>	137
Other Income	-	709	<b>709</b>	-
	<b>3,792</b>	<b>35,781</b>	<b>39,573</b>	<i>242,587</i>

**6. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

<b>To promote and train for public benefit</b>	Unrestricted Funds £	Restricted Funds £	Total 2015 £	<i>Total 2014 £</i>
London Borough of Tower Hamlets (SLA)	-	200,007	<b>200,007</b>	<i>200,000</i>
London Borough of Tower Hamlets (TH3 Support)	-	-	-	<i>5,000</i>
Training income	3,088	-	<b>3,088</b>	<i>2,937</i>
Consultancy	310	-	<b>310</b>	<i>3,448</i>
	<b>3,398</b>	<b>200,007</b>	<b>203,405</b>	<i>211,385</i>

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

**7. CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2015 £	Total 2014 £
<b>To promote and train for public benefit</b>					
Events and Training	-	9,444	-	9,444	19,192
Newsletter and Publications	-	633	-	633	1,046
Forums and Networks	-	982	-	982	1,324
Payments to Partners	-	-	-	-	66,133
Commissioning costs	-	-	-	-	4,156
Consortium toolkit	-	-	-	-	12,600
Salaries	-	172,594	-	172,594	252,116
Agency Staff	-	-	-	-	6,420
Consultancy fees	-	-	-	-	41,938
Recruitment	-	2,295	-	2,295	-
Staff training and reference materials	-	2,014	-	2,014	2,046
Travel Expenses	-	342	-	342	205
Rent	-	20,508	-	20,508	20,563
	-	<b>208,812</b>	-	<b>208,812</b>	427,793
 <b>SUPPORT COSTS IN FURTHERANCE OF CHARITABLE ACTIVITY</b>					
Light and Heat	-	2,001	-	2,001	2,202
Insurance	-	1,015	-	1,015	1,048
Repairs and renewals	-	-	-	-	194
Telephone	-	3,667	-	3,667	3,849
Publicity	-	209	-	209	1,000
Printing, postage and stationery	-	2,659	-	2,659	3,834
Computer and website costs	-	4,091	-	4,091	20,372
Quality assurance	-	9,547	-	9,547	5,875
Cleaning	-	2,077	-	2,077	1,885
Bookkeeping and payroll costs	-	6,540	-	6,540	2,185
Legal costs	-	600	-	600	5,013
Bank charges	36	-	-	36	4
Sundry expenses	-	-	-	-	439
Depreciation	-	867	-	867	839
	<b>36</b>	<b>33,273</b>	-	<b>33,309</b>	48,739
 <b>Total charitable activity costs</b>	 <b>36</b>	 <b>242,085</b>	 <b>-</b>	 <b>242,121</b>	 <b>476,478</b>

The support costs have been allocated to 100% of the total charitable activity costs.

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

**8. GOVERNANCE COSTS**

	<b>Restricted Funds £</b>	<b>Total 2015 £</b>	<i>Total 2014 £</i>
Independent examination / Audit fees	1,440	<b>1,440</b>	1,200
Trustee recruitment and training	-	-	32
Trustee meeting and AGM costs	2,934	<b>2,934</b>	3,317
Trustee expenses	7	<b>7</b>	21
	<b>4,381</b>	<b>4,381</b>	4,570

**9. TRANSFER BETWEEN FUNDS**

The transfer from unrestricted funds to restricted funds relates to the LBTH, was necessary to cover the costs associated with shortfall in LBTH funding.

**10. DEBTORS**

	<b>2015 £</b>	<i>2014 £</i>
Trade debtors	236,478	49,419
Provision for doubtful debts - memberships	(2,010)	(2,430)
Other Debtors	225	-
Accrued Income	4,990	-
	<b>239,683</b>	46,989

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2015 £</b>	<i>2014 £</i>
Trade creditors including taxation and social security	8,274	15,003
Accruals	7,409	3,477
Deferred Income	224,209	-
	<b>239,892</b>	18,480

Deferred income relate to following:

£200,000 from CCG to deliver a health & wellbeing project, including employment of health & wellbeing officer for period 2015-2017.

£15,000 from Tower Hamlets CCG relating to future bursary evaluation.

£5,667 from City Bridge Trust for governance, finance and impact project in the first half of next year.

£3,542 from CCG for secondment of administration and information officer for 2015-2016.

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2015 £	<i>Total 2014 £</i>
Fund Balances at 31 March 2015 are represented by:					
Tangible fixed assets	624	-	-	624	1,491
Current assets	83,284	256,272	9,000	348,556	129,801
Current liabilities	-	(239,892)	-	(239,892)	(18,480)
<b>Total Net Assets</b>	<b>83,908</b>	<b>16,380</b>	<b>9,000</b>	<b>109,288</b>	<b>112,812</b>

**13. MOVEMENTS IN FUNDS**

	At 1 April 2014 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2015 £
<u>Restricted Funds</u>					
LBTH	861	200,007	(227,065)	26,197	-
Better Care Fund	-	18,749	(12,764)	-	5,985
City Bridge Trust	-	11,333	(1,647)	-	9,686
LBTH- CCG	-	709	-	-	709
NHS Tower Hamlets	-	4,990	(4,990)	-	-
	861	235,788	(246,466)	26,197	16,380
<u>Unrestricted Funds</u>					
General funds	102,951	7,190	(36)	(26,197)	83,908
<u>Designated Funds</u>					
SPV (Development of TH3 and THCVS Trading Limited)	9,000	-	-	-	9,000
<b>TOTAL FUNDS</b>	<b>112,812</b>	<b>242,978</b>	<b>(246,502)</b>	<b>-</b>	<b>109,288</b>

**TOWER HAMLETS COUNCIL FOR VOLUNTARY SERVICE LTD  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2015**

**Restricted funds are for the following purposes:**

London Borough of Tower Hamlets (LBTH) – Our main SLA grant to carry out the charitable activities for voluntary and community organisations in the borough.

City Bridge Trust enables us to provide organisations with in-depth, tailored advice and guidance relating to governance, finance and measuring impact.

CCG to provide health and wellbeing support to VCS organisations in the borough.

**Designated funds:**

These are funds set aside by the Trustees for the development of TH3 consortium and THCVS Trading Limited. This development is expected to happen in 2015/ 2016.

**15. RELATED PARTIES**

The following trustees are drawn from organisations which are members of Tower Hamlets Council for Voluntary Service. The trustees and the organisations with which they are linked are:-

Helal Ahmed, Poplar HARCA (to 23 October 2014)  
Suzanne Firth, Green Candle Dance Company  
Sharon Hanoomansingh, Women's Health and Family Services  
Abdi Hassan, Ocean Somali Community Action (to 23 October 2014)  
Anne Wilding, Heba.  
Abdur Rashid, Community Development Initiative  
Mustafa Ibrahim, Tower hamlets Somali Organisations Network (from 23 October 2014)  
Aulad Miah, St Hilda's (from 23 October 2014)  
Salman Alam, The Stifford Centre (from 23 October 2014)

**16. SHARE CAPITAL**

Tower Hamlets Council for Voluntary Service is a company limited by guarantee and has no share capital. Each member is liable to contribute a sum not exceeding £1 in the event of the charity being wound up.

**17. TAXATION**

The charity is not liable to tax on its charitable grants, donations or fee income earned in the course of its charitable activities, so long as the income is applied for the purposes of its charitable aims.