Charity number: SC020754

Company number: SC200094

Community Volunteers Enabling You Ltd

Report of the Trustees and Financial Statements

For the year ended 31 March 2018

Community Volunteers Enabling You Ltd

Contents

Report of the Trustees	1 to 15
Independent Examiner's Report to the Trustees	16
Statement of Financial Activities	17
Statement of Financial Position	18
Notes to the Financial Statements	19 to 27
Detailed Statement of Financial Activities	28

Community Volunteers Enabling You Ltd
Report of the Trustees
For the year ended 31 March 2018

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 March 2018. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015).

CHAIRPERSON'S REPORT

Our passion drives us as an organisation to seek to make a real difference in the lives of those in our communities. This financial year saw us continue to do just that, with increasing flexibility and influence. Despite the ongoing challenging financial climate, we have seen the wise use of resources (from a total of fourteen funding sources) enable us to deliver across nine projects and help even more people.

In the financial year 2017/18, we have welcomed three more funders and introduced two further projects. We have also seen changes in our personnel and on our Board. Importantly, due to our strong adherence to our values base, we have continued to put the children, young people and their families first and seen real change in the lives of those we work with.

We continued with our three strategic objectives of excellence in service delivery, developing services in scope and scale, and raising our profile. These objectives were considered to be worthy of continued focus and provided a framework for our action plan linked to these objectives; regularly reviewed at Board and staff meetings.

Service Delivery

Each of the projects that we deliver has common outcomes that we seek to achieve for every person we support. These are:

Improved & sustained self-esteem
Increased skills & interests
Growth in confidence
Improved well-being
Reduced social isolation.

This year we have seen these outcomes achieved, for the young people and families we work with. In addition, and in line with the national GIRFEC (Getting it Right for Every Child) approach, we have seen children and young people becoming more successful in their learning, more responsible in their relationships, more confident as individuals, and beginning to make a contribution to their world.

In total 166 young people were involved over the year along with 71 parents/carers. This reflects a change from the prior year with 22 less young people involved. This is as a result of us providing a longer term support to the young people with less movement and closures, and increased stability for those we support. The development of our parent support work resulted in a 30% increase in the number of adults that have been involved.

The following gives detail of COVEY's individual projects:

1. Projects Supporting Young People

1.1 South Lanarkshire Council (One-to-one and Group Befriending)

We consider the continued partnership with South Lanarkshire Council as vital in helping achieve the outcomes aspired to in their Local Children's Services Plan and we were able to maintain a high level of commitment to their vision. Once again we achieved 'very good' in our annual review and worked closely with the Council to ensure that our services are aligned with the needs of the community. We continued to achieve our targets overall, with 95 young people funded through SLC (93 for year 2016/17). 44 were supported on a one-to-one basis and 51 young people were involved in 3 regular befriending groups. This model of support is particularly effective in the rural areas where many of the children and young people are socially isolated. Here we have seen, due to a greater focus on social interaction, young people grow in confidence and self-esteem and engaging more positively within their home, school and community.

A further 71 young people gained support through other programmes.

1.2 ANGELS (Additional Needs Gaining Experience for Life Skills)

ANGELS takes the form of group activities, with 37 young people involved. Our work with young people with additional needs, supported by South Lanarkshire Council and BBC Children in Need, takes place in the Hamilton and East Kilbride areas of South Lanarkshire. With funding from Foundation Scotland (administered on behalf of the William Grant Foundation Youth Opportunities Fund) the ANGELS project has developed further and we were able to provide the same service in the Clydesdale area with a group being established in Carluke. This has proven a very welcome addition with nine young people in that area attending the group with five young volunteers from the local schools.

During the year we consolidated our groups in the urban area ensuring best use of our resources (moving from providing three groups to two). This resulted in a small decline in the numbers of young people supported initially, however we have been able to take more time to ensure we provide the right support for each young person. One group focussed on enabling older young people to develop skills to help in their transition years, addressing social isolation and the other, for younger children, helps with their health, wellbeing and confidence. The young volunteers from previous years have continued to be involved.

1.3 Plusone Mentoring

This programme is delivered under a franchise agreement with YMCA Scotland. No further funding from YMCA Scotland was given, but a combination of funding from The Robertson Trust, The RS Macdonald Trust and South Lanarkshire Community Safety Partnership enabled us to successfully deliver the project for a fourth year in South Lanarkshire. 15 young people aged 8-14 who are at risk of offending behaviour have had the opportunity to build a relationship with a consistent role model and embark, when ready, on setting goals for themselves.

1.4 intandem

A Scottish Government initiative administered by Inspiring Scotland for mentoring young people aged 8-14 living at home with their parents and under a compulsory supervision order. The first full year of operation saw us meeting our targets for this particularly vulnerable and challenging cohort with 10 young people gaining support.

1.5 TIME OUT

Following on from the work now established with our ANGELS groups, it had become evident that there was a need in the area to support children who had siblings with an additional need. Funding from Shared Care Scotland enabled us to pilot this group project which started in January 2018 and very quickly we were able to establish our first group of 9 young people in the Hamilton area.

1.6 COVEY Connect

Ever mindful of the challenges of providing support in the rural areas of Lanarkshire we secured funding from SSE to develop a new programme of work to provide one-to-one support to young people affected by poverty and social isolation. This commenced in April 2018 with a view to match young people with their outreach workers in June 2018.

1.7 Looked After Young People

The Henry Smith Charity had supported 'Looked After and Accommodated' young people for three years. With the funders permission we directed a small under-spend from the year 2016/17 towards a group activity. This helped alleviate the social isolation of the young people and enabled robust assessment of their needs. This helped 8 young people to be incorporated into further group provision.

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

All COVEY participants enjoyed an outing to the pantomime and six young people were involved in work experience at Peter Vardy in Motherwell.

2. Projects supporting parents and carers

Our work in supporting the parents and carers of young people has been a learning experience with the need to remain flexible and able to adjust our practice. This is due to the increasing complexity of cases we have been working with. We have found that the adults we support begin to share at a deeper level due to the trusting relationships that are built with COVEY staff and volunteers.

2.1 Pathways to Confidence

This partnership project with Bellshill and Mossend YMCA enabled us to help 34 families in total. Bellshill and Mossend YMCA provide befriending support to young people, alongside the individual parent support work that COVEY gives. Our Family Support Coordinator, Family Support workers and volunteer family mentors have been responsible for the support of local families, with staff providing 601 sessions of support. This was fully funded by the Wm. Grant & Son Youth Opportunities Fund (administered by Foundation Scotland) to September 2017. We are grateful to the Big Lottery who committed to fund 56% of the project until 2020, with Wm. Grant committing to provide the additional resources to September 2018.

Working with Airdrie Citizen's Advice Families First project based in Bellshill and Mossend YMCA, we have supported over 27 families to access the help they need, with those families making a financial gain to the value of more than £45,000 in the year. The resultant significant increase in the families' wellbeing has been life changing. A total of 75 children and young people have been impacted as a result of their parents' involvement with Pathways to Confidence.

2.2 PACT (Parents and Carers Together)

The development of our parent support groups, PACT (Parents and Carers Together) has enabled us to provide monthly opportunities for parents to meet. 37 parents have been involved in four groups throughout South Lanarkshire. These parents all have a health condition of their own or are a carer of a child who has an additional need. The South Lanarkshire Health and Social Care Integration Fund and the ALLIANCE, together funded these groups and we have seen remarkable results in participants noting that their health has improved; they have more confidence and have begun, with support from the staff and their peers, to access other services in their community. Our role is in supporting them to make steps towards achieving their individual ambitions.

3. Volunteers

Over and above the impact on the children, young people and families supported, the volunteers also benefit from being involved with COVEY. Without their continued passion and commitment we would not be able to achieve what we do, and many report gaining from their experience, learning new skills and finding more self-confidence. The number of hours and outings significantly increased this financial year. Volunteers gave 4567 hours of direct support (through 2474 outings) to young people and adults. We recruited and trained 32 new volunteers over the year, bringing the numbers of volunteers involved to 121.

All our volunteers are trained, interviewed and required to provide a medical reference and character references. They are also subject to an enhanced PVG check. Volunteer training and support is key to the services we provide and as such, our training has been developed to take into account the specific training needs of the volunteers, so that they are as well-equipped as possible for their role. Volunteers take part in six sessions of training as well as additional training in group work, additional needs, mentoring skills or looked-after children, where appropriate. During the year we introduced further training in goal-setting, first aid and online safety.

Demonstrating the commitment we have to excellence, we continually review our standard practice document which sets out our Standard Operating Procedures, and our practice is subject to internal audit on a monthly basis. In March 2017 we were re-accredited with the Befriending Networks Quality in Befriending Award which we have held since 2014.

Development of Projects

COVEY is committed to respond to the needs of our communities and has a vision to develop projects in both scope and scale and to share any learning from our experience.

The development of projects is in response to the needs we identify in our communities or in response to national and local policy. During the year we identified needs in the rural area of South Lanarkshire and have secured funding for one-to-one outreach work as well as a group for siblings of those with additional needs. Over and above, negotiations have taken place with South Lanarkshire Council to extend the work we do, to cover all geographical areas of South Lanarkshire. This includes Cambuslang/Rutherglen and forms part of a new Service Level Agreement signed off in February 2018. Development work was carried out prior to launch in April 2018.

The year 2017/18 saw the first full year of delivery of the *intandem* project. We were one of 13 charities who successfully applied for the Scottish Government initiative to support young people aged 8-14 who are on a supervision order and remain in their own home. Due to our local knowledge and connections we have been one of the *intandem* delivery partners who have consistently met targets.

Our continuing franchise agreement with YMCA Scotland for Plusone Mentoring has enabled us to be linked-in to a national scheme and better able to share our learning.

Our ANGELS work was expanded to Clydesdale through funding from the Wm Grant Foundation. This took time to develop in a new geographical area but led to young people (who would not usually have support) being less isolated. Senior pupils from local schools had the opportunity to volunteer and develop their own skills through involvement in this project.

Our parent support groups were developed further with a stronger link to our Pathways to Confidence one-to-one support. This provided additional access to support for those who most needed it. Over the year we have seen changes to personnel in the team that supports parents. The high level of service to parents and carers during these changes has remained consistent and effective.

Having an established policy and process for supporting students on their placements, we have been able to increase the number of opportunities during the year. The students undertook various roles and contributed to the overall work of the organisation. Their courses ranged from HNC and HND Health and Social Care, Community Development, and Education and Social Services at degree level. Students have supported young people and parents on a one-to-one basis, helped in our groups, carried out research and completed a mapping exercise. This year we provided 6 student placements.

Raising our Profile

We enjoyed the benefit of having introduced a new post of Funding, Marketing and Relationship Champion in February 2017. This was for a one-year duration and concluded in February 2018. This post gave us insight into the opportunities to raise our profile and helped take us forward into the realms of social media, business and political connections and our approach to funding. The staff team are now in a position to take forward the work begun through this initiative.

Our 25th Anniversary AGM, the Pathways to Confidence Milestones event, and a partners event all served to celebrate and showcase our work. These events helped to raise our profile with many stakeholders attending and participants sharing their personal stories.

Over and above the bigger events it is the growth of relationships that forms the basis of raising our profile. The Project Leader made connections with many other third sector and statutory services in order to share learning and further build relationships.

As a values-driven organisation we were able to share our values journey and resources with a diverse range of organisations including VASLan – South Lanarkshire's Third Sector interface, and Cyrenians.

It is our ethos of putting the person first; focussing on their strengths and what they personally want to achieve that is highly appreciated by those we work with.

Governance and Staffing

The Board continue to provide strong governance, meeting at least 8 times in the year. We added to the number of Board members during the year and now have five, whose skills cover business development, strategic planning, funding, volunteer experience and educational psychology. A manager for South Lanarkshire Social Work also attends Board meetings and is available to advise on all social work matters. Financial reporting to the Board is covered by our accountant who also prepares and presents quarterly management accounts. There were no resignations this year and we are currently considering two further applications for Board membership (May 2018).

All members of the Board participate in annual values-based peer appraisals in line with staff appraisals, which continue to challenge us to deliver our best for the organisation.

The staff team changed with three staff members leaving and three being added. The staff team now number 15, (11.7 full-time equivalent) as at 31 March 2018. As we recruit primarily on the basis of character, this approach has benefited the organisation and we appreciate the contribution each makes to a cohesive and committed team.

Future Plans

Moving on from what has been a very successful year in COVEY, seeing an increase in all areas, we hope to face any challenges ahead with confidence that we are in a strong position to adapt where necessary.

We are very mindful that our aspirations and vision for the future may require a review of some activities, and we will work to sustain and resource the many projects that support our young people and families.

The key challenge for any small charitable organisation is to be both outward looking (to navigate the new service paths) and thus attract ongoing funds, while also ensuring that processes and procedures fulfil increasingly complex contracts. It is no different for COVEY.

The Board of Directors are mindful of the changing landscape in which we operate and the important issues that need to be considered when planning for the future:

- The continued reform of public services (built on the four pillars of the Christie report) including:
  - The integration of Health and Social Care – creating significant change in the way services are designed and delivered as well as how NHS Boards, Local Authorities and the third sector work together, and
  - The introduction of the Community Empowerment Act creating new rights for community bodies and new duties on public bodies
- Reducing public funds – both central and local government
- Increasing community needs
- Greater and tighter legislation e.g. the introduction of the Fairer Scotland Duty
- Reducing number of providers
- Educational changes – devolved school funding for challenged families
- Aligning with relevant Scottish Government legislation and policy e.g. Child Poverty (Scotland) Act 2017, Fairer Scotland Action Plan, Carers (Scotland) Act 2016, Adverse Childhood Experiences (ACEs) work reforms in community justice, care-experienced young people
- Realigning Children's Services, and
- Advancing the Getting It Right for Every Child (GIRFEC) approach.

Having established our values with staff and Board members and subsequently translating those into behaviours, we have a culture in COVEY which everyone is happy to be aligned to. This ensures a level of employee and Board engagement where the tough decisions can be made with integrity.

Against the framework of our values the COVEY staff are actively encouraged to grow and develop. They take sole responsibility for their actions, as leaders in their own right. Because of this culture, being open and flexible, we consider COVEY to be well placed to navigate the ever-changing challenges that present themselves in the Third Sector.

We believe it is this values-based approach which enables us create and sustain partnerships. We will seek to create new partnerships, working towards a more integrated third sector, acknowledging the collaborative advantage to enable those in our communities to have the right help, at the right time, from the right people.

The work of South Lanarkshire Council in relation to their Strategic Commissioning plan, will certainly affect how services are delivered. We trust that this will encourage a cooperative approach across Council areas, leading to the reduction in inequalities caused by socio-economic disadvantage.

COVEY want to demonstrate leadership in the year ahead, rather than just management, to create the synergy to deliver services in a way which puts those in need first.

This year we want to play an increasingly positive and constructive role with the wider world. COVEY has moved to ensure we are now innovatively working with the whole family and not just young people. We intend to progress this, as we believe that an early intervention approach supporting the whole family is particularly effective. We will seek to do this through working towards the vision of interwoven private, public and third sector support.

We will continue to seek funding to sustain the levels of service we currently offer through our projects, recognising the risks involved. Funding for four projects will come to an end in March 2019 therefore the year ahead will be used to attract further funding, develop new projects and increase our profile in the wider Social Care environment.

The uniqueness of what we do in COVEY - being person-centred rather than programme or issue led - leads participants to offer comments such as ***'the group helps my son every time, it gives him something that is his'***. It is this message that we want to continue to embed within our culture; not being about us and what we want for children, young people or parents and carers, but about what they want to achieve. Our role is in supporting them to take steps towards achieving their individual ambitions, to become more self-confident and thus self-supporting.

Our vision is that our Pathways to Confidence project could be replicated in other areas; now in its fourth year and established as an effective model of intervention and exemplar of good practice in authentic partnership working. A further evaluation is planned to help us take steps to fulfil this vision.

In addition we will continue to work closely with South Lanarkshire Council to demonstrate our commitment and contribution to their strategic priorities. We will continue to align our work to local strategic plans to achieve the best outcomes.

Underpinning our future at COVEY, there is no doubt that our growth is aligned to the establishment of our values in 2007 (in collaboration with all staff and Board members) resulting in a significant step-change and an ability to create the one thing that changes everything – TRUST.

We believe that if we consistently demonstrate our values of Respect, Openness, Commitment, Innovation and Passion, we can and will affect the lives of more and more people in our community.

COVEY's Values

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

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

COVEY's Vision

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

COVEY's Mission

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

COVEY's Aims and Objectives

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

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

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

FINANCIAL REVIEW

The results for the year and financial position of the charity are as shown in the annexed financial statements.

In the year 2017-18, income (excluding donated services) increased to £433,057 (prior year £396,184) which represents 9.3% increase. This is the fifth consecutive year that our income has increased and is due to additional projects being started within the year. Our financial position is forecast to stabilise in the next financial year as we focus our attention on developing and delivering the new projects that have commenced, and consolidating our position.

South Lanarkshire Council has continued to be the largest source of funds, providing 37% of available income through a Service Level Agreement. Our relationship with the South Lanarkshire Council team remains a rich source of referrals, open dialogue and ongoing review of the services which COVEY delivers.

Further sources provided the balance of 63% of the current year revenue. These are as follows:

Alliance Scotland
BBC Children in Need
The Big Lottery
Corra Foundation– Henry Duncan Awards
Foundation Scotland (on behalf of the William Grant Foundation Youth Opportunities Fund).
Inspiring Scotland
The Robertson Trust
The RS Macdonald Charitable Trust
Shared Care Scotland
The Henry Smith Charity
South Lanarkshire Community Safety Partnership
The South Lanarkshire Health & Social Care Integration Fund
SSE (Scottish and Southern Energy).

One-off donations with individual values of under £5,000, were received from local organisations and interested supporters and amounted to £11,907 (prior year £3,212) which is greatly valued. These included Tesco Bags of Help, UK Steel Enterprise, St Nicholas Care Fund, The WA Cargill Fund, Hollywood bowl, The Munro Partnership, Peter Vardy Foundation, Regenfx, SLC Problem Solving Group, Wm. Grant & Son volunteer match fund, Radio Clyde Cash for Kids and the RKT Harris Charitable Trust.

Without funding and support from these organisations, COVEY would not have been able to provide befriending and mentoring services to the young people and families we support in South Lanarkshire and other areas. We are very grateful and appreciative of their continued involvement and partnership with our team. We take a considered approach to funding, ensuring that each application reflects the needs of the community and is also aligned to the values and vision of the donors.

Our processes enable us to clearly demonstrate the benefit and results which each project delivers, linked with each funding source. We build strong, open and trusting relationships with our funders through ongoing conversations and where necessary have re-profiled the budget and spend for individual projects.

Our costs (excluding donated services) were £435,359 (prior year £375,277) which has resulted in a small deficit in the year of £2,302. The Board and Staff team continue to prudently manage our resources whilst using all the available funds to the organisation within the appropriate timescales.

The expenditure associated with the programme costs, providing outings and group activities was £68,777 (prior year £59,898) which provided 3074 support sessions over the year. The relative cost of providing outings has stabilised in the year with support to the parents or carers of children growing in scale. Some of this adult support is carried out by telephone, resulting in changing the profile of costs. Staffing costs remain the largest portion of our overall spending. We had an increase in staffing costs this year as we appointed additional personnel to assist in the areas of management, group facilitation, marketing and funding. As a result costs connected with promotion were lower as there was a change in emphasis but costs associated with supporting the young people and their families, general running costs and professional fees reflected the significant increase in the level of service we provided.

Reserves at the end of the year include £137,677 received in advance of the 2018-19 financial year. This is over 100% more than we carried forward for the prior year due to the start dates of some of the projects being April 2018. We enter the 2018-19 year without full funding secured. This is partly due to funding for our Pathways to Confidence project ending in September 2018 from the Wm. Grant Foundation and loss of funds for some of our other projects.

The Board are aware of the liabilities and have a plan to attract further funds to ensure that we will be able to continue providing at least the same level of services as in the previous year.

We want to focus on the young people and families in the year ahead and see our programmes evolve; meeting the changing challenges and needs in the community and of our Local Authority partners.

Reserves Policy and Going Concern

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

Structure, Governance and Management

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

The Board of Directors meet every six weeks to administer the charity. The Board of Directors is made up of people who bring specific and appropriate knowledge and expertise to the organisation and are familiar with the work of the organisation. The role of the Board is to ensure effective governance, to monitor the present operations and plan for the future.

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

To enable transparency there is a standing item on the agenda of each board meeting covering conflicts of interest and notifiable events (as set out in the guidance from the Office of the Scottish Charities Regulator).

Safeguarding

As a charity working with vulnerable beneficiaries and volunteers, the Board are aware of the responsibility to have a heightened focus on possible abuses of power that might lead to bullying, harassment, or sexual misconduct.

The Directors create a safe environment for staff, beneficiaries and volunteers through our values and also a comprehensive suite of appropriate policies, procedures and practices to make sure that everyone is kept safe. This enables anyone to report concerns, whilst making sure that those concerns are dealt with appropriately and in a sensitive manner. These policies are added to, updated when necessary, and are read by everyone annually and reviewed bi-annually.

All staff who work with vulnerable people, volunteers and Board members are members of the Protection of Vulnerable Groups scheme. Child and Adult Protection training and review of policies and practice occurs each year.

Recruitment and Appointment of New Directors

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

Induction and Training of New Directors

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

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

Pay policy for Senior Staff

COVEY employs 2 senior staff whose remuneration totalled £60,750.

REFERENCE AND ADMINISTRATIVE INFORMATION

Name of charity	Community Volunteers Enabling You Ltd
Charity registration number	SC020754
Company registration number	SC200094
Principal address	Regent House 9 High Patrick Street Hamilton ML3 7JA

The Trustees and Directors serving during the year and since the year end were as follows:

E Kennedy - appointed 10 August 2017
L Locke
H Macgregor
L Morgan
J Teirney - appointed 2 November 2017

Bankers	Royal Bank of Scotland PLC 7 Duke Street Hamilton ML3 7DU
Independent examiner	James Lochery EK Business Centre 14 Stroud Road East Kilbride G75 0YA

Approved by the Board of Trustees and signed on its behalf by

..... 31 May 2018
L Morgan
Trustee

Community Volunteers Enabling You Ltd
Independent Examiners Report to the Trustees
For the year ended 31 March 2018

I report on the accounts of the charitable company for the year ended 31 March 2018, which comprise the Statement of Financial Activities, the Statement of Financial Position and the related notes.

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

Basis of independent examiner's statement
My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement
In the course of my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

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.

James Lochery
EK Business Centre
14 Stroud Road
East Kilbride
G75 0YA

Community Volunteers Enabling You Ltd
Statement of Financial Activities (including Income and Expenditure Account)
For the year ended 31 March 2018

	Notes	Unrestricted funds £	Restricted funds £	2018 £	2017 £
Income:					
Donations and grants	2	46,253	405,299	451,552	414,543
Investments	3	5	-	5	141
		46,258	405,299	**451,557**	**414,684**
Expenditure:					
Charitable activities	4	51,282	402,577	453,859	393,777
		51,282	402,577	**453,859**	**393,777**
Net Income/Expenditure:		**(5,024)**	**2,722**	**(2,302)**	**20,907**
Reconciliation of funds:					
Total funds brought forward		76,152	(502)	75,650	54,743
Total funds carried forward		71,128	2,220	73,348	75,650

Community Volunteers Enabling You Ltd
Statement of Financial Position
For the year ended 31 March 2018

Debtors	**9**	7,448	10,564
Cash at bank and in hand		214,882	138,942
		222,330	149,506
Creditors: amounts falling due within one year	**10**	148,982	73,856
Net current assets		73,348	75,650
Total assets less current liabilities		73,348	75,650
Net assets		73,348	75,650
Funds of the charity			
Restricted funds	**12**	2,220	(502)
Unrestricted funds	**12**	71,128	76,152
Total Funds		73,348	75,650

For the year ended 31 March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of Financial Statements. These Financial Statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The Financial Statements were approved and authorised for issue by the Board and signed on its behalf by:

..... L Locke ..... 31 May 2018
L Locke
Trustee

ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

Community Volunteers Enabling You Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Incoming Resources

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

Resources Expended

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

Tangible Fixed Assets

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

Office Equipment	25% straight line.

Fund Accounting

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

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

The list of Funders and the nature and purpose of each fund, is as follows:

Alliance Scotland
Parent support groups – PACT Parents and Carers Together.

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

The Big Lottery
Grant for the Pathways to Confidence Project providing support to parents and carers of young people aged 8-14 who are affected by difficulties in their lives.

Corra Foundation – Henry Duncan Awards
Grant towards the salary costs of Befriending Leader.

Foundation Scotland
Grants for 1) Pathways to Confidence Project 2) support in a group setting for young people with additional needs in the Clydesdale Area of South Lanarkshire. These funds are administered by Foundation Scotland on behalf of the William Grant Foundation Youth Opportunities Fund.

Inspiring Scotland
Funding of intandem – the national mentoring programme for young people aged 8-14 who are subject to a supervision order and live with their parents.

The Robertson Trust
Grant towards delivery of the Plusone Mentoring Programme in South Lanarkshire.

The RS Macdonald Charitable Trust
Grant towards Plusone Mentoring Programme in South Lanarkshire.

Shared Care Scotland
Creative Breaks grant to support siblings of family members with additional needs.

The Henry Smith Charity
Funds carried forward as a result of underspend to enable young people to gain support through group befriending.

South Lanarkshire Council
Service Level Agreement to provide befriending support for young people aged 7-16.

South Lanarkshire Community Safety Partnership
Grant towards delivery of the Plusone Mentoring Programme in South Lanarkshire.

South Lanarkshire Health & Social Care Integration Fund
Parent support groups – PACT Parents and Carers Together.

SSE (Scottish and Southern Energy)
Funds for outreach work supporting isolated young people in the rural Clydesdale area.

Additional Funds
Tesco Bags of Help, UK Steel Enterprise, The St Nicholas Care Fund, The WA Cargill Fund, Hollywood bowl, The Munro Partnership, Peter Vardy Foundation, Regenfx, SLC Problem Solving Group, Wm. Grant & Son volunteer match fund, Radio Clyde Cash for Kids and the RKT Harris Charitable Trust.

Pensions

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

2. Income from donations and grants

	Unrestricted funds	Restricted funds	2018	2017
	£	£	£	£
Donations received	11,907	-	11,907	3,212
Grants received	15,846	405,299	421,145	392,831
Donated services	18,500	-	18,500	18,500
	46,253	**405,299**	**451,552**	**414,543**

3. Investment Income

	2018	2017
	£	£
Unrestricted funds		
Bank interest receivable	**5**	**141**

4. Expenditure

	Unrestricted funds	Restricted funds	2018	2017
	£	£	£	£
Cost of generating voluntary income	-	23,896	23,896	18,494
Charitable activities	51,282	378,681	429,963	375,283
	51,282	**402,577**	**453,859**	**393,777**

5. Analysis of charitable activities

	2018	2017
	£	£
Management	294,719	245,701
Staff training	3,172	5,328
Information and promotion	4,170	9,871
Outing travel and expenses	61,884	51,379
Equipment	-	743
Volunteer costs	6,893	8,519
Staff travel	11,420	11,048
General running costs	47,705	42,694
	429,963	**375,283**

6. Net income for the year

Stated after charging:

	2018	2017
	£	£
Staff Pension Contributions	**10,042**	**5,645**

7. Staff costs and emoluments

	2018	2017
	£	£
Salaries and wages	287,206	240,506
Social Security costs	21,367	18,044
Pension costs	10,042	5,645
	318,615	**264,195**

8. Tangible fixed assets

	Furniture and Fittings
	£
Cost or valuation	
as at 1 April 2017 and 31 March 2018	15,840
Depreciation	
as at 1 April 2017 and 31 March 2018	(15,840)
Net book values	
as at 1 April 2017 and 31 March 2018	-

9. Debtors

Amounts due within one year:

	2018	2017
	£	£
Prepayments and accrued income	**7,448**	**10,564**

10. Creditors: amounts falling due within one year

	2018	2017
	£	£
Other creditors	9,204	6,584
Accruals	2,101	1,188
Deferred Income	137,677	66,084
	148,982	**73,856**

11. Provisions for liabilities and charges

Creditors: Amounts falling due within one year includes an adjustment for Deferred Income, relating to sums received before the year end, restricted to activities to take place in subsequent years, as follows:

The Big Lottery

The Children's Lottery

Foundation Scotland (Clydesdale ANGELS)

Foundation Scotland – Pathways to Confidence

Inspiring Scotland

Shared Care Scotland

South Lanarkshire Community Safety Partnership

SSE (Scottish and Southern Energy)

The St Nicholas Care Fund

The WA Cargill Fund

12. Movement in funds

Unrestricted Funds	Balance as at 01.04.17 £	Incoming Resources £	Outgoing Resources £	Balance as at 31.03.18 £
General	76,152	46,258	(51,282)	71,128
	76,152	**46,258**	**(51,282)**	**71,128**

Unrestricted Funds - previous year	Balance as at 01.04.16 £	Incoming Resources £	Outgoing Resources £	Balance as at 31.03.17 £
General	53,774	23,171	(793)	76,152
	53,774	**23,171**	**(793)**	**76,152**

12. Movement in funds (continued)

Restricted Funds	Balance as at 01.04.17 £	Incoming Resources £	Outgoing Resources £	Balance as at 31.03.18 £
Alliance	312	10,047	(10,047)	312
BBC Children in Need	-	24,537	(24,537)	-
The Big Lottery	-	40,942	(40,942)	-
Foundation Scotland	(1,783)	44,310	(42,527)	-
Foundation Scotland - Clydesdale Angels	-	20,370	(20,370)	-
Foundation Scotland - Pathways to Confidence	-	3,692	(3,692)	-
General - Restricted	969	6,670	(6,670)	969
Inspiring Scotland	-	42,147	(41,208)	939
The Robertson Trust	-	15,000	(15,000)	-
The RS McDonald Charitable Trust	-	17,550	(17,550)	-
Shared Care Scotland	-	5,532	(5,532)	-
The Henry Smith Charity	-	5,447	(5,447)	-
South Lanarkshire Council	-	163,152	(163,152)	-
South Lanarkshire Health and Social Care	-	5,903	(5,903)	-
	(502)	**405,299**	**(402,577)**	**2,220**

Restricted Funds - previous year	Balance as at 01.04.16 £	Incoming Resources £	Outgoing Resources £	Balance as at 31.03.17 £
Alliance	-	10,587	(10,275)	312
Bailey Thomas Charitable Fund	-	15,075	(15,075)	-
BBC Children in Need	-	23,248	(23,248)	-
Foundation Scotland	-	89,757	(91,540)	(1,783)
General - Restricted	969	-	-	969
Inspiring Scotland	-	7,960	(7,960)	-
Lanarkshire ADP	-	3,967	(3,967)	-
Lloyds TSB Foundation for Scotland	-	5,733	(5,733)	-
The Robertson Trust	-	15,000	(15,000)	-
The RS McDonald Charitable Trust	-	17,550	(17,550)	-
The Henry Smith Charity	-	17,412	(17,412)	-
South Lanarkshire Council	-	182,952	(182,952)	-
YMCA Scotland	-	2,272	(2,272)	-
	969	**391,513**	**(392,984)**	**(502)**

13. Analysis of net assets between funds

	Tangible fixed assets £	Net current assets/(liabilities) £	Net assets £
Unrestricted	-	71,128	71,128
Restricted	-	2,220	2,220

Analysis of net assets between funds - previous year

	Tangible fixed assets £	Net current assets/(liabilities) £	Net assets £
Unrestricted	-	76,152	76,152
Restricted	-	(502)	(502)

Community Volunteers Enabling You Ltd
Detailed Statement of Financial Activities
For the year ended 31 March 2018

	£	£
INCOME		
Donations and Grants		
Donations	11,907	3,212
Grants	421,145	392,831
Donated services	18,500	18,500
	451,552	**414,543**
Investment		
Bank interest receivable	5	141
Total Incoming Resources	**451,557**	**414,684**
EXPENDITURE		
Costs of generating voluntary income	23,896	18,494
Charitable Activities		
Staff costs	294,719	245,701
Staff training	3,172	5,328
Information and promotion	4,170	9,871
Outing travel and expenses	61,884	51,379
Equipment	-	743
Volunteer costs	6,893	8,519
Staff travel	11,420	11,048
Office accomodation	18,500	18,500
Accountancy services	2,370	1,367
General running costs	26,835	22,827
Total Outgoing Resources	**453,859**	**393,777**
Net Surplus/(Deficit)	**(2,302)**	**20,907**