

**Community Action Southwark  
(A company limited by guarantee)**

**Report and Financial Statements  
For the Year Ended 31 March 2015**

Charity registration number: 1105835  
Company registration number: 5090324

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## **Community Action Southwark**

### **Legal and Administrative Details for the year ended 31 March 2015**

The Board of Trustees presents its report and audited financial statements for the year ended 31 March 2015.

#### **Reference and Administrative Information**

Charity name:	Community Action Southwark	
Charity registration number:	1105835	
Company registration number:	5090324	
Registered office	1 Addington Square	
operational address:	London	SE5 0HF

#### **Board of Trustees**

Verinder Mander	Chair
Beccy Allen	
Matthew Guest	
Stuart Cox	
Mark Parker	
Andrew Rice	
Jim Wintour	Treasurer
Sylvia Clovey	Resigned 23/4/14
Jacky Bourke-White	

#### **Senior Management**

Gordon McCullough Chief Executive/Company Secretary

**Auditors:** Haines Watts, Old Station House, Station Approach, Newport Street, Swindon, SN1 3DU

**Bankers:** Unity Trust Bank, Nine Brindley Place, Birmingham, B1 2HB

**Solicitors:** Bates, Wells & Braithwaites LLP, 2-6 Cannon St, London, EC4M 6YH

## **Community Action Southwark (A company limited by guarantee)**

### **Report of the Board of Trustees for the year ended 31 March 2015**

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and financial statements of Community Action Southwark (CAS) (the company) for the year ended 31 March 2015. The trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005.

### **OUR AIMS AND OBJECTIVES**

#### **Purposes and aims**

As the Council for Voluntary Services in Southwark we equip voluntary organisations and community groups in Southwark with the tools and information they need to help them make a difference in the communities they serve. We provide training and support on a wide range of topics to empower our members to develop and grow, and we represent the voluntary and community sector to local government and more widely.

Our vision is stronger communities in Southwark that can fulfil their potential. In order to achieve this our **mission** is to create and support the conditions for a strong and thriving voluntary and community sector in Southwark.

Our strategic priorities for the years 2012-15 are to:

- To increase the resilience of voluntary and community sector organisations
- To create and maintain an equitable and influential relationship between the public and voluntary and community sectors
- To increase collaboration, sharing and co-ordination of resources, skills and knowledge within the voluntary and community sector
- To ensure that CAS has the resources for continuous improvement and development

The charity's legal objects are:

- To promote any charitable purpose for the benefit of the community in the London Borough of Southwark and adjacent London Boroughs ("the Area of Benefit") and in particular to advance education, protect health, relieve poverty, distress and sickness and provide facilities for recreation and other leisure-time occupation in the interests of social welfare with the aim of improving the conditions of life of those who live and/or work in the Area of Benefit; and
- To promote the efficiency and effectiveness of voluntary and charitable sector organisations providing health, community care and children's and family services for the benefit of the inhabitants in the area of benefit, through promoting good practice and partnerships within the voluntary and charitable sector.

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### **Report of the Board of Trustees for the year ended 31 March 2015**

#### Ensuring our work delivers our aims

Quarterly and annual reviews of our work evaluate our activities against our set aims, targets and outcomes. A structured model of evaluation enables us to identify if we are achieving our outcomes in order to allow us tailor our service delivery to match local need more closely. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

#### The focus of our work

Our work continues to focus on the five NAVCA (National Association for Voluntary and Community Action) performance standards designed for Councils for Voluntary Service. These are:

1. Pro-actively identifying needs in the local community and facilitating improvement in service provision to meet those needs.
2. Assisting local voluntary and community organisations to function more effectively and delivering quality services to our members.
3. Facilitating effective communication or networking and collaboration amongst local voluntary and community groups.
4. Enabling the diverse views of the local voluntary and community sector to be represented to external bodies, developing and facilitating structures that promote effective working relationships and two-way communication.
5. Enhancing the voluntary and community sector's role as an integral part of local planning and policy-making.

In 2015 we were awarded the NAVCA Quality Award that measures our capabilities and impact across each of these areas. In addition CAS was also awarded the PQASSO Level 1 quality assurance mark.

#### How our activities deliver public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit. The trustees are confident that CAS's aims and activities of supporting, connecting, informing, and influencing on behalf of the voluntary and community sector in Southwark are in accordance with the regulations on public benefit, as described below.

#### Who used and benefited from our services?

#### Increasing the resilience of voluntary and community sector organisations

One way to create a strong and resilient organisation is to provide one-to-one support and training. Over the past year CAS has supported 331 voluntary and community organisations in order to achieve this outcome; a 54% increase on 2013/14. The most common areas of support were governance and

## Community Action Southwark (A company limited by guarantee)

### Report of the Board of Trustees for the year ended 31 March 2015

fundraising. Based on a sample of organisations attending our sustainability surgeries (which last for one hour) we found that the following:

- 64% strongly agreed that they understood the options open to them;
- Six out of ten strongly agreed they had a better understanding of the issues they were facing;
- 52% strongly agreed they had the ability to plan next steps;
- 60% understood where to get more information; and,
- Almost seven out of ten (68%) respondents felt that the session had met their needs.

Overall organisations that attended the sustainability surgeries reported the following:

- 83% felt support provided by staff was excellent
- 72% felt follow up was excellent
- 83% felt knowledge of staff was excellent

Groups with an annual income of less than £20,000 accessed almost one quarter of all the support we provided. In many instances the groups were volunteer-led and just establishing themselves. In contrast only one out of every ten organisations we provided direct support to had an income of over £1 million.

CAS provided advice and guidance to 27 voluntary and community organisations which successfully accessed £531,000 of funding. Nearly seven out of ten CAS's stakeholders (66%) felt CAS supported organisations submit quality funding bids. In contrast to 2013/14 when only 39% of stakeholders felt that CAS supported quality bids. CAS continues to produce a monthly funding bulletin that highlights funding opportunities for VCOs in the borough as well as comprehensive set of resources about fundraising and income generation.

A core function of CAS is to ensure that organisations have access to the right skills to run their organisations well and to deliver good services. Many other CVSs have stopped delivering training but we continued to develop a comprehensive programme of training and development opportunities. Over the year we provided 28 training course which were attended by 369 participants. 85% of participants said they felt more confident in the subject matter after having attended one of CAS's training sessions (this figure was 86% in 2013/14).

We also held our Annual conference on *Making an Impact* at which the Minister for Civil Society provided the keynote address. We had 93 delegates; compared with 75 at the 2014 Annual Conference. A total of 793 participants attended a CAS event or training session in 2014/15 (425 in 2013/14, an 86% increase)

We launched our first impact report: [Making a Case](#) at our impact conference. This report showed the difference we felt CAS has made over the last 12 months and how we contributed to developing a stronger sector.

CAS played a role in promoting and supporting a number of new initiatives. For example we:

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### **Report of the Board of Trustees for the year ended 31 March 2015**

- worked with Southwark Clinical Commissioning (CCG) group to deliver a personalisation support programme CCG commissioned training for voluntary and community organisations.
- supported 40 organisations develop better impact and evaluation techniques (funded by City Bridge Trust).
- supported the development of consortia for a mental health, carers and talking therapies contracts. Unfortunately none of these partnerships were successful in their applications.
- worked in partnership with Community Catalysts to support micro-enterprises develop personalised social care services.

CAS has also provided leadership and guidance around a number of areas. Specifically we have worked to develop a sector response to the challenges of social innovation, social prescribing, and the re-design of Dulwich Hospital, the development of a social enterprise network and providing support and development opportunities for voluntary sector providers under the Southwark Emergency Support Scheme. Over half of our stakeholders (57%) strongly agreed/agreed CAS has provided solutions to challenging local issues.

### **To develop equitable and influential relationships with the public sector**

CAS aims to give the voluntary and community sector a voice in order to influence and shape local policy-making. We have a system of elected representatives who sit on key partnerships in Southwark Council and the CCG. We also respond to consultations and host cross-sector meetings designed to develop solutions and joint ways of working.

One of the highlights of the year was the establishment of an Early Action Commission for Southwark and Lambeth. Rt Hon. Margaret Hodge MP chaired the Commission, which came from a direct action identified by our Value the VCS Campaign. The Southwark and Lambeth Early Action Commission aimed to find ways of taking early action at local level to prevent problems that reduce people's quality of life and generate needs for public services. The commission wanted to:

- Understand what currently happens in relation to existing prevention programmes, classifying expenditure and strategic ownership of prevention
- Understand what works, and what might work to forestall/prevent problems
- Determine how things might change at a programme, strategic and cultural level to make that change
- Set out how, as a system, the conditions required to work together earlier are created.

The commission will report its findings in November 2015 which will be followed by a detailed implementation plan.

CAS developed significant online resources designed to help VCOs understand the changing environment and the demographics of Southwark, including a [policy developments overview](#) and [demography statistics](#) signposting section.

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### **Report of the Board of Trustees for the year ended 31 March 2015**

We worked closely with Southwark Council and Southwark CCG on the following areas:

- Market Position Statement and All-Age Commissioning Strategy
- Social Value Act
- 1000 Lives and the new Health and Wellbeing Strategy

CAS facilitated a 'Safeguarding Summit', bringing together over 30 stakeholders from the public sector and VCS to agree actions for improving cross-sector working in safeguarding adults and children. CAS hosted, in the run up to the local elections, a special voluntary and community sector themed hustings. Over 50 attendees heard from 7 political parties standing in the election.

Listed below are some of the view of CAS members and stakeholders with regard to influence role.

- 79% of stakeholders agreed/strongly agreed that VCS as a whole has a positive influence on policy development (67% in 13/14).
- 71% of members agreed/strongly agreed that they could see where CAS's research has influenced what it does (54% in 13/14)
- 42 % of members disagreed/strongly disagreed that CAS's influence was tokenistic (30% in 13/14)
- 78% of members felt that as a result of CAS's influence the VCS was engaged more often in policy development (50% in 13/14)
- 76 % of stakeholders feel CAS acts as a valuable critical friend to my organisation/department, acting in the best interests of the VCS (78% in 13/14)
- 57% of stakeholders feel, over the last year, CAS has become more visible and influential (67% in 13/14)
- 85% of members agreed/strongly agreed that CAS is credible voice for the VCS (78% in 13/14)

### **To increase collaboration and sharing of resources**

A key function of CAS is to communicate with the sector and other stakeholders. It is important that CAS is a trusted a credible source of information. Over the year we have seen a 13% increase in visits to the CAS website, (there was also a 58% increase in page views compared with the previous year). We asked our members' opinion of how we facilitated collaboration and sharing. The responses below are taken from the 2015 members' survey:

- 72% of members strongly agree/agree that CAS's is the central point that brings everything together in one place.
- Over half of members (54%) agreed that CAS put them in touch with organisations they didn't know existed.
- 47% of members felt that CAS needed to get out of Cambridge House more.
- 35% felt CAS still did not provide enough opportunities to network and share.

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### **Report of the Board of Trustees for the year ended 31 March 2015**

Clearly there is still some work to do about creating the conditions that will facilitate more collaboration and sharing as well as having more of a presence outside of Cambridge House. We are going to listen to those opinions and change our approach in 2015/16.

Finally we wanted to get an overview of what our members thought of CAS. In 2013, 92% of respondents to our stakeholder surveys rated CAS as either good or very good (no one stated they thought CAS was excellent. In 2015 77% felt that CAS was good or very good with a further 12% stating they felt, overall, that CAS was excellent.

#### **What next**

The merger with the Volunteer Centre Southwark will be a major development and one that is hoped will build on the strengths of both organisations and help deliver improved services for voluntary and community organisations, volunteers and trustees.

CAS also won a one year contract to deliver a borough wide community engagement model with a particular focus on supporting individuals who want to become more involved in their communities. This work will be done in partnerships with others, not least Southwark Refugee Communities Forum. As part of the contract there will also be an emphasis on providing technical assistance in relation to financial management.

We will continue to develop better cross-sector working relationships with our statutory partners to improve the outcomes for the voluntary and community sector and their users. We will focus on the implementation of the recommendations of the Early Action Commission and working more closely with the Overview and Scrutiny committees in Southwark Council on personalisation, procurement and premises.

We will also seek to develop better relationships with Southwark CCG, Southwark and Lambeth and Integrated Care programme and other key agencies in the health and social care sector. One area that is generating increased interest is social prescribing and we will use our strategic position to help develop this further.

CAS will continue to host and support Healthwatch Southwark, the voice for users of health and social care in the borough. As CAS develops a more community engagement focus the linkages between Healthwatch and CAS will become even more important and there will be significant opportunity for greater joint working.

## **FINANCIAL REVIEW**



## **Community Action Southwark (A company limited by guarantee)**

### **Report of the Board of Trustees for the year ended 31 March 2015**

CAS experienced a decrease in income of 3.5% over the past year (excluding income from SESS for fulfilment), mainly due to the end of the Big Lottery BASIS funding and a 5% cut to our core contract with Southwark Council (this equated to an in-contract cut of £18,000). If income is included for the SESS, there has been an 11.8% decrease in income from 2013/14 – this is due to a lower level of predicted SESS activity when compared with the previous year. The reductions in funding experienced by CAS (outside of the SESS budget) were partially offset by efforts to diversify our funding base (new lines of income were generated through Community Catalysts and City Bridge Trust) and good financial management around indirect and direct costs. Nevertheless CAS has reported a small deficit of £3,427 for this reporting period. Included in the financial statements is a Prior Year Adjustment of £20,000 relating to Healthwatch income. At March 2014 this amount had been recognised as income in the period rather than being treated as deferred income. A Prior Year Adjustment has been carried out in these financial statements to correct the correct accounting treatment.

#### **Principal Funding Sources**

Principal funding sources for the charity are made up of contract and grant income from Southwark Council (the reporting period constitutes the first year of a two year extension to this contract which was originally for three years); Healthwatch Southwark (second year of a three year contract with Southwark Council); income to pay fulfilment partners under Southwark Emergency Support Scheme (Southwark Council); and support from grant making trusts such as the City Bridge Trust and Community Catalysts

#### **Investment Policy**

In 2013 £100,000 was invested in a high interest account for a period of one year. Trustees agreed to continue to hold the funds in the high interest account despite the historically low interest rates.

#### **Reserves Policy**

The trustees have determined to set aside funds not committed or invested in tangible assets. Funds held in this way should be between three and six months running costs. Budgeted expenditure for 2015/16 is £1,075,966 (excluding SESS expenditure) and the target reserve is between £268,991 and £537,983. The reserves are needed to meet the working capital requirements of the charity and the trustees are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding.

Although the present level of free reserves available to the charity of £369,502 (2014: £372,622) equates to just under four months running costs, it falls short of the upper threshold of £537,983. Therefore, the strategy will be to continue to act prudently in relation to the organisation's reserve but to look to reinvest funds into services where there is demonstrable need that cannot be met through traditional sources of funding.

#### **Plans for future periods**

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### **Report of the Board of Trustees for the year ended 31 March 2015**

It is expected that the income and expenditure for the period 2015/16 will be different as there is a projected deficit for the year due to the merger with the Volunteer Centre Southwark and an increasingly tough financial climate (i.e. although income is projected to increase by 44% (due to the transfer of assets from the Volunteer Centre Southwark and excluding SESS) total charitable expenditure will represent 111% of total projected income). Nevertheless, the Board recognises the need for the organisation to diversify its income to ensure long-term financial viability. To achieve this CAS will be pursuing a fundraising/income generation strategy to ensure that the organisation can continue to function and deliver its objectives at a time of continued austerity. A target of 20% of unrestricted earned income has been set for 2015/16 (in 2014/15 a target of 16% was set whereas total earned income represented 16.8% of overall income). CAS will be entering a competitive procurement process for its current contract with Southwark Council in 2015. It is expected that the total value of contract will be reduced by up to 15%.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

Community Action Southwark is a charitable company limited by guarantee. It was founded in 1992 as Southwark Community Care Forum, registered as a charity on 5 January 1998 and incorporated on 1 April 2004. The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association.

On 3 April 2008, SCCF merged with Southwark Action for Voluntary Organisations (SAVO) and changed its name from Southwark Community Care Forum to Community Action Southwark on 9 April 2008. In the event of the company being wound up members would be required to contribute an amount not exceeding £10.

#### **Recruitment and Appointment of Trustees**

Changes to the composition of the board were suggested and approved by CAS's membership at December's AGM. As such, the Selection criteria and composition of the board has been split i.e. 75% of trustees are drawn from membership organisations and 25% appointed on the basis of skills that the organisation might require. Each year one third of the Board of Trustees steps down, chosen either by length of service or, if they have served for the same length of time by lot. They may then go forward for re-election at the Annual General Meeting. Trustees who have served two consecutive terms in office must take a break and may not be reappointed until the annual general meeting following the annual general meeting at which his or her break from office commenced

All members of the Board of Trustees give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in the notes to the financial statements.

#### **Trustee Induction and Training**

## **Community Action Southwark (A company limited by guarantee)**

### **Report of the Board of Trustees for the year ended 31 March 2015**

The induction programme for new trustees includes:

- Written information and induction on Community Action Southwark's activities.
- A meeting with existing trustees and the Chief Executive.
- Time in the office to meet staff and ask questions.
- An invitation to attend any of Community Action Southwark's activities in the community.
- Copies of relevant publications, e.g. The Essential Trustee (Charity Commission).
- Induction in Board and sub-committee terms of reference and objectives.

#### Risk Management

In 2014 the trustees have conducted a review of the major risks to which the charity is exposed. A risks register has been established and is updated annually. The trustees reviewed the risk register in 2015 and concluded that there was no material difference in the risks to the organisation as previously identified. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, beneficiaries and visitors. All procedures are reviewed periodically to ensure that they continue to meet the needs of the charity.

The full risk assessment document is available from CAS's offices.

#### **ORGANISATIONAL STRUCTURE**

See appendix 1.

#### **Responsibilities of the Board of Trustees**

Company law requires the Board of Trustees to prepare financial statements for each financial year that give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Board of Trustees should follow best practice, and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records that 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. The Board of Trustees is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Community Action Southwark  
(A company limited by guarantee)**

**Report of the Board of Trustees for the year ended 31 March 2015**

**Members of the Board of Trustees**

Members of the Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

In accordance with company law, as the company's directors, we certify that:

- So far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- As the directors of the company we have taken all steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

**Auditors**

Haines Watts have expressed their willingness to continue in their capacity as auditors.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of the Companies Act 2006 relating to small entities.

Approved by the Board of Trustees on

and signed on its behalf by:



Verinder Mander  
Chair

## **Community Action Southwark (A company limited by guarantee)**

### **Independent Auditor's Report to the Members of Community Action Southwark**

We have audited the financial statements of Community Action Southwark for the year ended 31 March 2015 that comprise the Statement of Financial Activities (incorporating the summary income and expenditure account), the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement set out on page 9 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board (APB's) Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

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(A company limited by guarantee)**

**Independent Auditor's Report to the Members of Community Action Southwark**

**Opinion on the financial statements**

In our opinion the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 March 2015, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended.
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- Have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- Adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures of trustees' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit. Or
- The trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the directors' report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

Susan Plumb  
Senior Statutory Auditor  
For and on behalf of Haines Watts, Chartered Accountants and Statutory Auditors  
Old Station House  
Station Approach  
Newport Street  
Swindon  
SN1 3DU

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**Community Action Southwark**  
**(A company limited by guarantee)**  
**Statement of Financial Activities**  
**(Incorporating the Income and Expenditure Account)**  
**For the year ended 31 March 2015**

		Unrestricted Funds	Restricted Funds	Total Funds 2015	Total Funds 2014 restated
<b>Incoming Resources from generated funds</b>					
<b>Activities for generating funds</b>					
Other income	3	60,081	-	60,081	73,587
Interest Received	3	2,571	-	2,571	1,263
<b>Incoming resources from charitable activities</b>					
London Borough of Southwark	4	393,502	563,189	956,691	1,069,435
The Big Lottery Fund	4		21,987	21,987	85,836
Other	4	50,850	-	50,850	
Clinks			-	-	8,000
<b>Total Incoming Resources</b>		<b>507,004</b>	<b>585,176</b>	<b>1,092,180</b>	<b>1,238,121</b>
<b>Resources Expended</b>					
Charitable activities	5				
Policy & Participation		133,531	-	133,531	145,404
Capacity Building		263,417	42,969	306,386	256,545
PCT Healthy Workplace Fund		-	-	-	11,915
Emergency Support Scheme		-	423,189	423,189	505,013
Healthwatch		-	143,974	143,974	116,026
Core Costs		84,527	-	84,527	94,189
Governance costs	6	4,000	-	4,000	4,000
<b>Total Resources Expended</b>		<b>485,475</b>	<b>610,132</b>	<b>1,095,607</b>	<b>1,133,092</b>
<b>Net Incoming/(outgoing) resources</b>					
	7	21,529	(24,956)	(3,427)	105,029
Transfers between funds		-	-	-	-
<b>Net Movement in funds</b>		<b>21,529</b>		<b>(3,427)</b>	<b>105,029</b>
<b>Original balance brought forward</b>		<b>348,469</b>	<b>44,956</b>	<b>393,425</b>	<b>268,396</b>
<b>Prior year adjustment</b>	14		(20,000)	(20,000)	-
<b>Restated balance brought forward</b>		<b>348,469</b>	<b>24,956</b>	<b>373,425</b>	<b>268,396</b>
<b>Balances at 31 March</b>		<b>369,998</b>	<b>-</b>	<b>369,998</b>	<b>373,425</b>

The notes on pages 16-24 form part of these financial statements. There were no recognised gains or losses other than those shown above. All of the Company's activities are continuing.

**Community Action Southwark**  
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**Balance Sheet as at 31 March 2015**

		2015		Restated 2014	
	Notes	£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	9		496		803
<b>Current Assets</b>					
Debtors	10	45,278		412,035	
Cash at bank and in hand		480,194		346,516	
		<u>525,472</u>		<u>758,551</u>	
<b>Current Liabilities</b>					
Creditors – Amounts falling due within one year	11	155,970		385,929	
<b>Net current liabilities</b>			369,502		372,622
			<u>369,998</u>		<u>373,425</u>
<b>Net Assets</b>					
			<u>369,998</u>		<u>373,425</u>
<b>Represented By:-</b>					
Restricted funds	12, 13		-		24,956
Unrestricted funds – Designated Funds	13		142,000		142,000
Unrestricted funds – General Funds	13		227,998		206,469
			<u>369,998</u>		<u>373,425</u>

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



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**Balance Sheet as at 31 March 2015**

These accounts were approved by the Trustees on and signed on its behalf by:-

A handwritten signature in blue ink, appearing to read 'Verinder Mander', is written over a long, thin horizontal line that extends across the page.

Verinder Mander

Chair

The notes on pages 16-24 form part of these financial statements.

**Community Action Southwark**  
**(A company limited by guarantee)**

**Notes to the accounts for the year ended 31 March 2015**

**1. ACCOUNTING POLICIES**

The principal accounting policies which have been adopted are set out below:-

**a) Accounting Basis**

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

**b) Restricted Funds**

Restricted funds are to be used for a specific area or purpose as laid down by the donor. Expenditure, which meets these criteria, is identified to the fund.

**c) Unrestricted Funds**

Unrestricted funds are donations or other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

**d) Incoming Resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:-

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Income relating to future periods is deferred.

**1. ACCOUNTING POLICIES (continued)**

**Notes to the accounts for the year ended 31 March 2015**

**e) Expended Resources**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT, which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on the basis of staff time.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**f) Fixed Assets**

Fixed assets are stated at cost less accumulated depreciation.

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

Office Equipment – 33% straight line

Fixed assets with an initial cost of less than £100 are not capitalised.

**g) Cashflow**

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from producing a cash flow statement on the grounds that it is a small company.

**h) Pensions**

The company operates a group stakeholder pension scheme. Contributions are charged to the Statement of Financial Activities as they are incurred.

**Community Action Southwark**  
**(A company limited by guarantee)**

**Notes to the accounts for the year ended 31 March 2015**

**3. OTHER INCOME**

	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	Total Funds <u>2015</u> £	Total Funds <u>2014</u> £
Consultancy and training income	58,150	-	58,150	63,272
Membership income	-	-	-	1,980
Other income	1,931	-	1,931	8,335
Bank interest	2,571	-	2,571	1,263
	62,652	-	62,652	74,850
	62,652	-	62,652	74,850

**4. GRANT INCOME**

	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	Total Funds <u>2015</u> £	Total Funds <u>2014</u> £
London Borough of Southwark				Restated
Core Funds	343,502	-	343,502	361,507
Learning and Development	-	-	-	7,632
Research and Development	-	-	-	20,833
PCT Healthy Workplace Fund	-	-	-	15,000
Emergency Support Scheme	-	423,189	423,189	544,463
Healthwatch	-	140,000	140,000	120,000
Early Action Commission	50,000	-	50,000	-
Community Catalysts	15,000	-	15,000	-
City Bridge	35,850	-	35,850	-
The Big Lottery Fund	-	21,987	21,987	85,836
Clinks	-	-	-	8,000
	444,352	585,176	1,029,528	1,163,271
	444,352	585,176	1,029,528	1,163,271

**Community Action Southwark**  
**(A company limited by guarantee)**

**Notes to the accounts for the year ended 31 March 2015**

**5. Charitable Activities**

Basis of Allocation		Support Costs	Unrestricted	Capacity Building	Restricted		Trustee project	Total 2015
			Policy & Participation		Emergency Support Scheme	Healthwatch		
		£	£	£	£	£	£	£
<b>Costs directly allocated to activities</b>								
Staff costs	Direct	29,323	77,287	159,661	25,278	100,653	10,117	402,319
Miscellaneous	Direct	26,894	18,896	24,681	391,764	31,455	11,870	505,560
Core costs	Staff time	28,310	37,348	79,075	6,147	11,866	20,982	183,728
		<b>84,527</b>	<b>133,531</b>	<b>263,417</b>	<b>423,189</b>	<b>143,974</b>	<b>42,969</b>	<b>1,091,607</b>

**Community Action Southwark**  
**(A company limited by guarantee)**

**Notes to the accounts for the year ended 31 March 2015**

**6. GOVERNANCE**

	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	Total Funds <u>2015</u> £	Total Funds <u>2014</u> £
Audit	4,000	-	4,000	4,000
Sundry	-	-	-	5
	<hr/> 4,000	<hr/> -	<hr/> 4,000	<hr/> 4,005
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**7. NET INCOMING RESOURCES**

Net incoming resources are stated after charging:-

	<u>2015</u> £	<u>2014</u> £
Audit Fees	4,000	4,000
Depreciation	307	110

**8. STAFF**

Staff costs during the year were as follows:-

	<u>2015</u> £	<u>2014</u> £
Salaries and wages	445,964	402,839
Social security costs	46,235	40,651
Pension costs	13,211	12,216
	<hr/> 505,410	<hr/> 455,706
	<hr/> <hr/>	<hr/> <hr/>

The average monthly number of employees during the year was 14 (2014: 12)

No employee earned over £60,000 in the period (2014 same).

**Community Action Southwark**  
**(A company limited by guarantee)**

**Notes to the accounts for the year ended 31 March 2015**

**9. TANGIBLE FIXED ASSETS**

	<b>Office Equipment</b>
	£
<b>Cost</b>	
At 31 March 2014	71,075
Additions	-
Disposals	47,415
At 31 March 2015	<u>23,660</u>
<b>Accumulated Depreciation</b>	
At 31 March 2014	70,272
Charge for year	307
Disposals	47,415
At 31 March 2015	<u>23,164</u>
<b>Net Book Value</b>	
At 31 March 2015	<u>496</u>
At 31 March 2014	<u>803</u>

**10. DEBTORS - Amounts payable within one year**

	<u>2015</u>	<u>2014</u>
	£	£
Trade debtors	14,188	410,273
Prepayments and accrued income	28,013	1,762
Other debtors	3,077	-
	<u>45,278</u>	<u>412,035</u>

**Community Action Southwark**  
**(A company limited by guarantee)**

**Notes to the accounts for the year ended 31 March 2015**

**11. CREDITORS - Amounts falling due within one year**

	<u>2015</u>	<u>2014</u>
	£	£
Accruals	5,285	6,991
Trade creditors	34,700	6,819
Other creditors	3,276	2,933
Project accruals & deferred Income	73,395	359,006
VAT & Social Security Costs	39,314	10,180
	<u>155,970</u>	<u>385,929</u>
	<u><u>155,970</u></u>	<u><u>385,929</u></u>

All deferred income is released in the following financial year.

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

	Unrestricted & Designated £	Restricted £	Total Funds 2015 £	Total Funds 2014 £
				Restated
Tangible assets	496	-	496	803
Current assets	525,472	-	525,472	758,551
Current Liabilities	(155,970)	-	(155,970)	(385,929)
	<u>369,998</u>	<u>-</u>	<u>369,998</u>	<u>373,425</u>
Net assets at end of year	<u><u>369,998</u></u>	<u><u>-</u></u>	<u><u>369,998</u></u>	<u><u>373,425</u></u>



**Community Action Southwark**  
**(A company limited by guarantee)**

**Notes to the accounts for the year ended 31 March 2015**

**13. RESTRICTED AND UNRESTRICTED FUNDS**

The movement on the funds of the charity were as follows:

	Restated			Transfers	Balance 31-Mar-15
	Balance 01-Apr-14	Incoming	Outgoing		
<b>RESTRICTED FUNDS</b>					
<b>Capacity Building</b>					
Trustee Advice	20,982	21,987	(42,969)	-	-
<b>Community Development</b>					
Emergency Support Scheme	-	423,189	(423,189)	-	-
Healthwatch	3,974	140,000	(143,974)	-	-
Total restricted funds	24,956	585,176	(610,132)	-	-
<b>UNRESTRICTED FUNDS</b>					
<b>Policy &amp; Participation</b>					
Policy & Participation	-	89,057	(133,531)	44,474	-
<b>Capacity Building</b>					
Sustainability	-	167,309	(263,417)	96,108	-
<b>General Fund</b>	206,469	250,638	(88,527)	(140,582)	227,998
<b>Designated Funds</b>	142,000	-	-	-	142,000
	348,469	507,004	(485,475)		369,998
<b>Total funds at 31 March 2015</b>	373,425	1,092,180	(1,095,607)		369,998

Details of the restricted funds are as follows:-

- Trustee Advice – relates to the Big Lottery BASIS project designed to support trustees and good governance.
- Emergency Support Scheme – associated with the delivery of services under the emergency support scheme. CAS manages the contracts for voluntary sector providers and reconciles activity with referrals from Southwark Council.
- Healthwatch – all income and surpluses associated with Healthwatch are restricted and can only be used in line with the strategic priorities of the project.

Surpluses on restricted funds are only transferred to unrestricted funds when the donor gives agreement. Deficits in restricted funds are covered by transfers from unrestricted funds.

Designated funds represent £52,000 staff redundancy fund, £50,000 IS development fund and £40,000 innovation and development fund.

**Community Action Southwark**  
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**Notes to the accounts for the year ended 31 March 2015**

**14. PRIOR YEAR ADJUSTMENT**

£20,000 of income relating to the Healthwatch project was recognised as income in 2014 rather than being treated as deferred income at 31 March 2014. A prior year adjustment has been reflected in these financial statements to correct the treatment.

**15. TRUSTEES**

The Trustees received no remuneration during the period (2014: £nil). Expenses of £nil were reimbursed (2014: £nil)

**16. LEASING COMMITMENT**

At 31 March 2015 the company had aggregate annual commitments under non-cancellable operating leases as set out below.

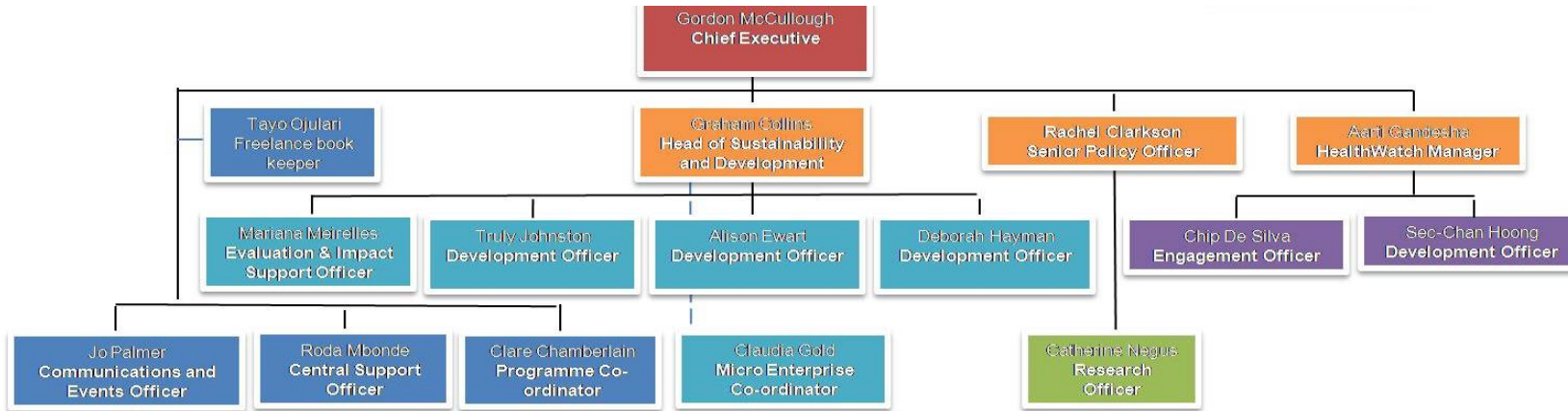
	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Operating leases which expire:		
Within 2 to 5 years	-	1,956
	<u>          </u>	<u>          </u>

**17. CONTROLLING PARTY**

During the year the charity was under the control of the Trustees.

**Appendix 1**

**CAS Organisational Structure at 31 March 2015**



**31<sup>st</sup> March 2015**