

**NDVA**  
**REPORTS AND FINANCIAL STATEMENTS**  
**PERIOD ENDED 31 MARCH 2011**

# NDVA

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# **NDVA**

## **CHAIRS REPORT**

### ***FOR THE PERIOD ENDED 31 MARCH 2011***

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I am pleased to introduce our Annual Report for 2010/11. This is the first report of NDVA, a dual registered limited company and charity, which succeeded North Derbyshire Voluntary Action on 1<sup>st</sup> April 2010. The report highlights the main areas of NDVA's activities during the year, which were aimed at supporting organisations working in the health related voluntary sector across Derbyshire.

Derbyshire LINK, the project hosted in partnership with Amber Valley CVS (AVCVS), continued to build on its impressive range of activities and achievements. In October 2010 our Manager, John Morris, left to take up a senior post with an organisation outside Derbyshire. The Chief Officers of NDVA and AVCVS took responsibility for the overall management of the Project for the remaining five months of its three year contract. (In the event, a one year extension was negotiated with Derbyshire County Council shortly before the end of March thus ensuring Derbyshire LINK continues with its current hosts through to the end of March 2012, when it is anticipated the new Healthwatch will be launched.)

As in previous years, NDVA's activities in 2010/11, including the continuous commitment to improve our services and to find new and better ways of communicating with groups and organisations, required much hard work and a great deal of commitment by our very small staff team. On behalf of the Board of Directors I would like to thank all the members of the staff team for their efforts and commitment during a particularly challenging year.

The Health & Social Care Voluntary Sector Forum remained highly regarded and well attended – not least the October 2010 meeting when the full impact of the proposed NHS reforms had just been announced - and we came close to having 'standing room only' at the venue!. Not only as chair but also as an attendee I have found the information from speakers invaluable and well done to all for arranging them. I would like to also thank the guest speakers, and the organisations and individuals who attend for making these such valuable and informative events.

I would also like to thank my fellow Board of Directors / Trustees for their support and wise counsel in ensuring the sound and progressive management of NDVA. They can be justifiably proud of the organisation's achievements.

**SUE HOWARD**  
**CHAIR**

21 June 2011

# NDVA

## LEGAL AND ADMINISTRATIVE INFORMATION *FOR THE PERIOD ENDED 31 MARCH 2011*

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**Charity Name:** NDVA  
**Charity registration number:** 1134329  
**Company Number:** 6956527

### **Address**

Office 1  
The Market Hall  
Chesterfield  
S40 1AR

### **Board of Directors**

The following Directors served as Board Members during the 2010/11 financial year

Chair: Sue Howard

Directors:	Ann Sullivan	John Wardle
	Teddi Carlson (Hon Treasurer)	Heather Fawbert
	Jackie King-Owen	Roland Brown (Vice-Chair)
	Lisa Briddon (to September 2010)	Dawn Longden-Whiting (co-opted March 2011)

### **Charity Manager**

Mr David Timcke

### **Bankers**

Unity Trust Bank Plc.  
Nine Brindley Place  
Birmingham  
B1 2HB

### **Auditors**

Barber Harrison & Platt  
57/59 Saltergate  
Chesterfield  
Derbyshire  
S40 1UL

# **NDVA**

## **ANNUAL REPORT OF THE TRUSTEES FOR THE PERIOD ENDED 31 MARCH 2011**

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The Directors of NDVA present their report with the financial statements for the period ended 31 March 2011. Legal and administrative information relating to NDVA is set out on the preceding page.

### **Structure, Governance and Management**

NDVA is a charity registered with the Charity Commissioners (No. 1134329) and a company limited by guarantee registered at Companies House (registered in England No. 6956527). It became a dual registered company limited by guarantee and charity on 1 April 2010. NDVA operates independently from Office 1, The Market Hall, Chesterfield, S40 1AR. It is governed by a Constitution, which was adopted on 1 April 2010.

### **The Health & Social Care Voluntary Sector Forum**

The Health & Social Care Voluntary Sector Forum (H&SC) is the General Meeting of the Membership of NDVA, including, once a year, the Annual General Meeting (AGM) to elect Directors to form a Board of Directors (Management Committee). The first General Meeting was held on 21<sup>st</sup> April 2010.

The Board of Directors is elected from the Membership and reports from Board meetings are given to the H&SC Forum. Membership is by application form, which is then approved by the Board at their meetings. Membership can be either as an organisation or as an individual. Attendance at the H&SC Forum is not restricted to members of NDVA; it is open to any health related or social care voluntary group in Derbyshire. However, voting on any issues or elections is restricted to the members. The H&SC Forum meets four times each year and has a membership list of 156 organisations and 9 individual members. The total mailing list for the H&SC Forum is 228 organisations.

### **Board of Directors**

The Charity is administered by a Board of Directors, which is elected annually at the Annual General Meeting. The Chair, Vice-Chair and Treasurer are appointed by the Board at its first meeting. There is the facility to appoint up to 3 co-opted members during the year and the Constitution states that co-opted members will be chosen to ensure that the Committee is representative of the whole geographic area and of the communities of interest in membership of NDVA. All Directors, whether elected or co-opted, must be full individual or organisation members of NDVA.

Under the terms of the Constitution the Board has the power to delegate any of their functions to sub-committees. A sub committee consisting of two Trustees and the Chair deals with personnel issues. All new Directors are offered an induction meeting and are issued with an induction pack for NDVA.

The Directors seek to maintain a suitable balance of skills and interests among those serving on the Board and will recruit new members, subject to the maximum number allowed, should a retirement occur or a skills shortfall be identified.

The Directors meet as an Executive Board at least four times a year, with extra meetings being called as required. The Directors take general responsibility for the Charity. The position of Chief Officer is answerable to the Board of Directors and runs NDVA on a day to day basis with support from the two part time posts of Administrative Assistant and Liaison Officer, together with a Mental Health (MH) Liaison Worker and MH Administrative Assistant. Both MH posts are part time. All staff are supported through regular staff- and supervision meetings. (Note the Chief Officer's role includes the co-hosting of Derbyshire LINK).

### **Risk Assessment**

During the year the Directors reviewed and identified the major risks to which NDVA is exposed and determined the means for mitigating the risks. The risks continued to be primarily financial.

# NDVA

## ANNUAL REPORT OF THE TRUSTEES (CONTINUED)

### FOR THE PERIOD ENDED 31 MARCH 2011

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#### **Public Benefit**

The Directors reaffirmed NDVA's contribution to the public benefit under three main issues.

#### *1. What are the benefits that arise from our aims and actions?*

As a result of our aims and actions, a large number of organisations directly supporting people with health and social care needs are provided with:

- Information about the statutory health and social care services that facilitates communication and effective partnership working
- Representation at partnership forums
- Financial support via grants and advice on applications for funding
- Opportunities to network and explore partnership working between voluntary groups.

#### *2. Is there any detriment or harm that may arise from our work and how is this balanced against benefit?*

NDVA runs an office and travels to meetings. The harm done to the environment from travel, paper use and other office machinery all occur as a result of these actions. It has an Environmental Policy aimed at minimising the impact of its activity via recycling, car sharing, etc to ensure the benefits continue to outweigh the harm. It also takes its health and safety responsibilities seriously and aims to ensure that no harm arises to individuals from the way in which it undertakes its activities. The Directors are unaware of any other harm likely to arise from the activities of NDVA.

#### *3. Who are the beneficiaries of NDVA?*

The beneficiaries of our actions are potentially:

- All voluntary and community groups supporting individuals with health and social care needs in Derbyshire
- Individuals with health and social care needs living in Derbyshire
- Individuals in the statutory agencies who recognise the advantages of a coherent representative voice from the health and social care focussed third sector.

The beneficiaries are actually over 575 groups who are registered with the organisation to receive information plus the 156 registered member organisations and all the individuals who receive direct support from any of these groups.

#### **Objectives**

The objects of NDVA as listed in the Constitution are:

The promotion and protection of good health and social welfare for the public particularly in the County of Derbyshire.

The promotion of the voluntary sector for the benefit of the public in the Area of Benefit.

The promotion of any charitable purpose for the benefit of the public in the Area of Benefit as the Directors in their absolute discretion think fit.

# NDVA

## **ANNUAL REPORT OF THE TRUSTEES (CONTINUED)** ***FOR THE PERIOD ENDED 31 MARCH 2011***

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### **Objectives - continued**

NDVA's main aim is 'to support health related voluntary groups working in Derbyshire'.

NDVA is funded by NHS Derbyshire County Primary Care Trust and Derbyshire County Council via Service Level Agreements to:

- a) Share information, develop strategic plans and to provide mutual support for the benefit of the voluntary sector and the community.
- b) Promote voluntary sector involvement in planning and consultation about health and community care (including children's services).
- c) Assist in the maintenance of channels of communication between voluntary groups and the authorities responsible for health and social care.
- d) Work to support the health related voluntary sector.
- e) Administer grants, travel expenses and user involvement funds which enable voluntary groups and planning groups to improve health and social services.

The activities section illustrates the work, which has been undertaken by NDVA in order to meet these objectives.

### **Activities**

NDVA works with health related voluntary and community organisations, providing networks of information and support. These services are designed to enhance the quality and work of voluntary bodies, which operate within the health related voluntary sector across Derbyshire. The main tools for achieving this work and meeting the objectives are:

#### **The Health & Social Care Forum**

The Forum is the General Meeting of the membership of NDVA, including once a year, the Annual General Meeting to elect a Board of Directors. The Forum is used to provide information through presentations from statutory organisations, information and/or workshops to respond to local and national consultations. The Forum is frequently used as a consultation mechanism by statutory organisations.

This is followed by the business section of the meeting which provides information and the opportunity to debate current issues of interest to the health related voluntary sector. The Forum also provides opportunity to network with other voluntary organisations working in the same area and undertaking health related voluntary services. The Forum is always open to new members and it is important to emphasise that attendance at the Forum is not restricted to Members of NDVA. The Forum has a mailing list of 228 organisations and is regularly attended by an average of 55 organisational representatives.

#### **'Network'**

'Network' is the newsletter produced by NDVA to report on current work and to provide information on current issues, both local and national. It also includes health related funding and training opportunities. The newsletter is produced four times each year to correspond with the Health and Social Care Forum. It is distributed to approximately 575 voluntary organisations and, in addition, 600 copies are distributed to the statutory agencies for information, including NHS Derbyshire County Primary Care Trust, Derbyshire County Council Adult Care- and Children's Departments, Derbyshire Mental Health Trust, High Peak Borough Council, Derbyshire Dales District Council, Chesterfield Borough Council, North East Derbyshire District Council and Bolsover District Council.

# **NDVA**

## **ANNUAL REPORT OF THE TRUSTEES (CONTINUED)** ***FOR THE PERIOD ENDED 31 MARCH 2011***

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### **'ENews' - Electronic Information Bulletin**

Since early in 2010, NDVA has been supplementing the information and news updating services provided through the quarterly Forums and 'Network' newsletter through 'ENews' an electronic bulletin. This continues to be a popular and effective communication channel for many of NDVA's member groups and organisations.

### **Database**

NDVA maintains a database of health related voluntary organisations in Derbyshire. There are currently 590 organisations listed on the database and these are added to as we become aware of new groups. Information and applications forms for the database are sent out to organisations in response to any request for funding in order to increase the numbers listed. The database is maintained regularly and forms the basis of the Website Directory detailed below, although not all organisations are listed in the Directory as this is by the choice of individual organisations.

### **The Directory of Derbyshire Health Related Voluntary Organisations**

The current edition of the Directory can be viewed via the NDVA Website. New organisations that make contact are asked if they wish to be part of the web based Directory, which can be updated as and when needed to keep it more accurate than the previous paper version.

### **Website – [www.ndva.org.uk](http://www.ndva.org.uk)**

The Website is regularly updated with news and events, providing an additional communication channel with groups, statutory agencies and the wider public. NDVA is working towards the acquisition of funding to replace the current Website with a version that is even more useful, accessible and informative.

### **Small Grants Scheme**

NDVA administers the Small Grants Scheme on behalf of NHS Derbyshire County Primary Care Trust and Derbyshire County Council Adult Care Department who provide funding via a Service Level Agreement. The Scheme is designed to offer funding e.g. room hire, transport costs, postage, to support health related voluntary groups, particularly in north Derbyshire. Funding is prioritised for voluntary groups who have limited access to other sources of funding.

The maximum grant is up to £1,000, with the average grant being between £500 and £600. There are four application rounds each year and these are advertised in 'Network' and on our Website. Decisions on the funding are made at our Committee Meetings.

In 2010/11 grants were allocated to support 50 voluntary organisations across North Derbyshire. Reports on the allocation of the funding are provided to Derbyshire County PCT and Derbyshire County Council. In addition, two new groups received small starter grants of £100 each, to help them in 'getting off the ground'.

# **NDVA**

## **ANNUAL REPORT OF THE TRUSTEES (CONTINUED)**

***FOR THE PERIOD ENDED 31 MARCH 2011***

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### **Minority Ethnic Health & Social Care Group**

NDVA assists in the extension of participation in the voluntary sector of sections of the community who are under-represented within the sector through support for the Minority Ethnic Health and Social Care Group. It administers an annual grant fund for minority ethnic organisations to provide health support in their communities on behalf of and in conjunction with Derbyshire County Primary Care Trust. There is an application form for the fund and decisions are taken in conjunction with officers from NHS Derbyshire County PCT. Reports on the allocation of the funding are provided to NHS Derbyshire County PCT.

### **North Derbyshire Health Grants**

This is an amount of money which NDVA distributes on behalf of Derbyshire County Primary Care Trust. The grants are made on an annual basis to a prescribed list of voluntary organisations. Reports on the distribution of the funding are provided to NHS Derbyshire County PCT.

### **Representation through attendance at Strategic Planning Groups and Meetings**

In order to represent the views of health related voluntary organisations in Derbyshire, NDVA attended a variety of strategic meetings with NHS Derbyshire County Primary Care Trust and Derbyshire County Council Adult Care- and Children's Departments. These included specific Local Area Agreement meetings for Derbyshire and Derbyshire Compact Meetings.

### **Derbyshire Contracts Advice Network (Derbyshire CAN)**

This lottery funded project is hosted by Chesterfield Links (Chesterfield & N E Derbyshire CVS & Action Ltd). NDVA is represented on the Project's Steering Group.

### **Derbyshire Local Involvement Network (Derbyshire LINK)**

NDVA hosts Derbyshire LINK in partnership with Amber Valley CVS. The expertise, knowledge and contacts of the two organisations, working in partnership, continued to provide effective support to the countywide activities of the health and social care focussed Derbyshire LINK.

The third year was a very busy one for the staff as they continued building Derbyshire LINK, seeking out public views and developing positive relationships with all relevant stakeholders.

Two Members' Day events were held in October 2010, one in Chesterfield the other in Derby City. Both were well attended and received excellent feedback. The events were open to existing members and their families and friends and, consequently, the number of registered members with Derbyshire LINK significantly increased along with awareness of the LINK project.

In March 2011, LINK hosted a Spring Event which was open to both existing registered LINK members and the public. This, too, was deemed a resounding success.

Following advertisement in the local press at the end of 2010 to encourage further participation in the LINK Steering Group, an additional 5 nominees were received. An election process recruited all 5 on to the group. These additional members served to further strengthen the group and provide a wider representation across the districts of Derbyshire along with representatives for the hard to reach. An additional member, recruited through a co-option policy, served to provide representation for a district of Derbyshire that had been unrepresented following the relocation of a previous member.

# NDVA

## ANNUAL REPORT OF THE TRUSTEES (CONTINUED)

### *FOR THE PERIOD ENDED 31 MARCH 2011*

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#### **Derbyshire Local Involvement Network (Derbyshire LINK – continued)**

During the course of the year LINK trained 11 authorised representatives in the process of Enter and View. (When a service has been flagged up as delivering a particularly good or poor service, Derbyshire LINK can establish contact and, in some circumstances, ask its trained Enter and View "Authorised Representatives" to make an observational visit- announced or unannounced - to that service. The volunteers will be expected to record the information they gather and feed it back to Derbyshire LINK, which can then take appropriate action.) By March 2011 Derbyshire LINK had carried out 1 announced visit to a mental health unit and had tendered for, and won, the requirement for 4 trained Enter and View representatives to carry out audits around the Mental Capacity Act/Deprivation of Liberty Safeguards across a number of randomly selected care homes across the county. These audits were carried out with the assistance of a LINK team member.

Through scrutiny of comments collated on the LINK database, the LINK Steering Group identified three emerging countywide themes for further investigation:

- Hospital Discharge Process
- GP Access
- Provision of Podiatry Services

Three groups were established to look into these areas. Each group consisted of a Lead appointed from the Steering Group and a LINK team member. Additional members were then drawn from either elected members of the Steering Group, individual or group members with LINK and/or co-opted members with skill sets/interest relevant to the focus of the group.

Also, during the course of 2010 /11 Derbyshire LINK has, with the help of its hosts:

- Taken part in promotional events together with press and local radio advertising campaigns to enhance public awareness of LINK and to increase membership numbers
- Achieved a significant increase in membership. By the end of March 2011 Derbyshire LINK had 1032 registered individual members and 240 group members. These figures represent a 154% and 53% increase respectively on the number of members recorded in March 2010.
- Been involved in 127 direct engagement events with the Derbyshire public and communities.
- Visited more voluntary and community groups to seek their views on health and social care.
- Continued to support individuals in representing Derbyshire LINK at various events and regular meetings, feeding the public's views back to health and social care agencies.
- Further improved the website and newsletter.
- Upgraded the databases and administrative systems, improving both communication with members and the recording of issues for analysis and onward reporting.
- Provided further relevant training for staff, steering group members and others.
- Contributed to various health led consultations.

The Derbyshire LINK annual report for 2010 /11 will be published later in the year (2011) and anyone wanting to find out in more detail about activities will be able to find this on the website at ***[www.derbyshirelink.org.uk](http://www.derbyshirelink.org.uk)***

# NDVA

## ANNUAL REPORT OF THE TRUSTEES (CONTINUED)

### FOR THE PERIOD ENDED 31 MARCH 2011

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#### **Mental Health Liaison Service**

The service project workers are Roger Kerry (Mental Health Liaison Worker) and Bryony White (Administration Assistant), both working part time.

#### **Objectives:**

The service is funded by NHS Derbyshire County PCT via a Service Level Agreement to:

- Develop a platform for voluntary agencies delivering mental health services to come together to discuss matters of common interest and influence strategic planning in mental health;
- Represent voluntary sector mental health providers on strategic commissioning and other key planning groups;
- Ensure voluntary sector representation on other joint agency planning groups and review bodies;
- Train and support other voluntary sector representatives.

#### **Activities:**

##### **Developing a Platform for Voluntary Agencies to Discuss Issues and Influence Strategic Planning**

The project facilitates the Voluntary Sector Mental Health Network (VSMHN). VSMHN has 37 voluntary sector service providers as members who meet bi-monthly to discuss issues and inform mental health planning groups. Information is distributed via an email network to a wider group of interested parties. In the year 2010 /11 VSMHN held 6 meetings

##### **Representing the Voluntary Sector on Planning Groups**

The project works in partnership with the Southern Derbyshire Voluntary Sector Mental Health Forum (SDVSMHF)

Project staff regularly attend the following:

- Mental Health Strategic Partnership Group: The meetings are bi-monthly and are the major meeting for the project. The project has presented several reports and consultations on behalf of VSMHN.
- Meetings with Commissioners: The MH Liaison Worker has regular meetings in partnership with DDVSMHF with the head of mental health commissioning and his team. In addition there are two county-wide meetings held to give VSMHN and SDVSMHF members the chance to hear the commissioners' plans and to question strategic decisions.
- Meetings with the Derbyshire Mental Health Services Trust: The MH Liaison Worker represents voluntary sector interests.
- North Derbyshire Mental Health Awareness Group: This is a partnership between the voluntary sector, NHS Derbyshire County PCT, the Mental Health Trust and the local authorities, tasked with promoting awareness and tackling stigma in North Derbyshire. The MH Liaison Worker is on the Steering Group and is also a member of the main group.

# **NDVA**

## **ANNUAL REPORT OF THE TRUSTEES (CONTINUED)**

### ***FOR THE PERIOD ENDED 31 MARCH 2011***

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#### **Mental Health Liaison Service - continued**

##### **Training and Support for Voluntary Groups**

The Mental Health Liaison Project has links locally, regionally and nationally with a range of organisations, providing information, tender documentation and training opportunities. These are circulated via the email network. VSMHN also organises information and training events for members as required. Roger Kerry has also attended several training events on national legislation etc and feeds information back to VSMHN.

In 2009/10, Roger had worked in partnership with SDVSMHF, Derbyshire Mind, the Amber Trust and First Steps Derby in producing a programme of mental health awareness training aimed at the wider voluntary sector and beyond. This programme of training continued in 2010 /11.

#### **Financial Review**

On 1<sup>st</sup> April 2010 the assets, liabilities and other obligations of the old unincorporated North Derbyshire Voluntary Action were transferred to NDVA, an incorporated charity which continues to carry on the work of the old unincorporated charity.

NDVA is largely dependent on funding from the statutory sector. During the year, 98% of funding came from Derbyshire County Primary Care Trust and Derbyshire County Social Services. About 23% of the total funding in the year supported the general activities of the charity. Approximately 54% of funding was restricted and supported specific projects, namely Derbyshire LINK (40%) and the Mental Health Project (14%). The remaining 23% was restricted to be paid out as grants or to pay travel and involvement expenses for meeting and forum participants.

The charity ended the year with a £27,500 reserve in the general fund. The year-end reserve represents six months operating expenditure for the general fund and covers in full the minimum reserve target for the general fund of £14,000. The minimum reserve target equals approximately three months operating expense in the general fund and was established by estimating obligations that might still need to be covered if funding were withdrawn. The Directors recognise that the actual reserve will fluctuate from year to year depending on spending due to unforeseen opportunities or circumstances.

NDVA operated seven restricted funds during the year. The beginning balances and any income added to each fund during the year must only be spent for each funds' intended purpose unless the fund grantor approves spending for other purposes. NDVA anticipates that amounts not spent in the year received will be spent in the following year or at the end of the respective project.

# **NDVA**

## **ANNUAL REPORT OF THE TRUSTEES (CONTINUED)**

### ***FOR THE PERIOD ENDED 31 MARCH 2011***

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#### **The Future**

During the course of 2010 /11, the feedback received by NDVA from its membership, statutory bodies and others about the contribution it is making was overwhelmingly positive, suggesting it has maintained the high reputation enjoyed by its predecessor (North Derbyshire Voluntary Action).

The Board of Directors are committed to ensuring that NDVA's support to health related community groups and voluntary organisations is sustained and developed and that it remains an efficient and cost effective organisation.

They will also ensure that NDVA continues to strike the right balance between maintaining its core business and the need to adjust to the rapidly changing environment and to identify new opportunities.

#### **Statement of Trustees' Responsibilities**

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

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

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

#### **Statement of Disclosure to Auditor**

- A) so far as directors are aware, there are no relevant audit information of which the company's auditors are unaware, and
- B) they have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

#### **Auditors**

The auditors, Barber Harrison & Platt have expressed willingness to continue in office, subject to the approval of members in the general meeting.

The report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005) and in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 21 June 2011 and signed on its behalf by:

**Sue Howard**  
**Chair**

# **NDVA**

## **INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF NDVA**

### ***FOR THE PERIOD ENDED 31 MARCH 2011***

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We have audited the financial statements of NDVA for the period ended 31 March 2011 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their presentation is applicable law and Financial Reporting Standards for Small 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 authors 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 auditor**

As explained more fully in the Trustees' Responsibilities Statements set out on page 11 the trustees (who are also directors of the charitable company for the purpose of the company of 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's (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 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. If we become aware of any apparent misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on 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 2011 and of its incoming resources and application of resources, including its income and expenditure for the period then ended;
- have been 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 which the financial statements are prepared is consistent with the financial statements.

# NDVA

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF NDVA (CONTINUED)

### *FOR THE PERIOD ENDED 31 MARCH 2011*

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#### **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 or 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 Trustees' Annual Report.

**A C D Staniforth (Senior Statutory Auditor)  
For and on behalf of Barber Harrison & Platt**

28 June 2011

Chartered Accountants  
Statutory Auditor

57-59 Saltergate  
Chesterfield  
Derbyshire  
S40 1UL

# NDVA

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOMING AND EXPENDITURE ACCOUNT)

**FOR THE PERIOD ENDED 31 MARCH 2011**

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	Note	Unrestricted Funds £	Restricted Funds £	Total 2011 £
Incoming resources				
Voluntary income	2	56,485	92,010	148,495
Income from investments		185	60	245
Incoming resources from Charitable activities	3	500	100,500	100,500
Total incoming resources		<u>57,170</u>	<u>192,070</u>	<u>249,240</u>
Resources expended				
Charitable activities	4	52,635	150,520	203,155
Governance	6	700	2,288	2,988
Total resources expended		<u>53,335</u>	<u>152,808</u>	<u>206,143</u>
Net incoming resources/net income for the period		3,835	39,262	43,097
Transferred from North Derbyshire Voluntary Action an unincorporated charity on 1 April 2010	14	23,651	40,071	63,722
Balance carried forward 31 March 2011		<u>27,486</u>	<u>79,333</u>	<u>106,819</u>

The statement of financial activities includes all gains and losses in the period. All incoming resources and resources expended derive from continuing activities.

# NDVA

## BALANCE SHEET

**AS AT 31 MARCH 2011**

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	Note	£	2011	£
<b>Fixed Assets</b>				
Tangible assets	5			<b>3,081</b>
<b>Current assets</b>				
Bank current account		<b>104,268</b>		
Petty cash		<b>17</b>		
Debtors	9	<b>11,627</b>		
		<u><b>115,912</b></u>		
<b>Current liabilities</b>				
Creditors and accruals	10	<b>12,174</b>		
<b>Net current assets</b>				<b>103,738</b>
<b>Net assets</b>				<b>106,819</b>
Financed by:				
Funds				
Unrestricted	11,12			<b>27,486</b>
Restricted	11,12			<b>79,333</b>
				<u><b>106,819</b></u>

The financial statements have been prepared in accordance with the Special Provisions of Part 15 of the Companies Act 2006 relating to small companies and with Financial Reporting Standards for Smaller Entities (effective April 2008).

The financial statements on pages 14 to 22 were approved by the board on 21 June 2011 and signed on its behalf by:

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T Carlson  
**Treasurer**

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S Howard  
**Chair**

**Company Registration number: 6956527**

# NDVA

## NOTES TO THE FINANCIAL STATEMENTS

### *FOR THE PERIOD ENDED 31 MARCH 2011*

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#### **1. Accounting Policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

#### **Basis of preparation**

The financial statements have been prepared in accordance with the applicable accounting standards and the Charities SORP 2005.

The financial statements have been prepared under the historical cost convention.

#### **Fund accounting**

- General funds represent the funds of the charity that are not subject to any restrictions regarding their use and are available for application on the general purpose of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### **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 qualified 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.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable. Tax recoverable on such income is recognised in the same accounting year.
- 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.



# NDVA

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE PERIOD ENDED 31 MARCH 2011

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#### 3. Incoming Resources from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2011 £
Links		100,000	100,000
Funding for attending meetings	500	-	500
	<u>500</u>	<u>100,000</u>	<u>100,500</u>

#### 4. Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2011 £
Bank charges	75	141	216
Equipment – not IT	92	81	173
Grants – Chesterfield	-	12,715	12,715
Grants – HPD	-	8,111	8,111
Grants – NE	-	10,091	10,091
Grants – other	-	2,633	2,633
Insurance	524	1,014	1,538
IT equipment	106	715	821
Internet	260	470	730
Photocopier	650	1,674	2,324
Postage	1,351	1,723	3,074
Premises costs	3,502	6,345	9,847
Printing	798	3,245	4,043
Room hire and catering	995	7,448	8,443
Salaries	40,097	78,747	118,844
Stationery	289	566	855
Sundries	660	2,111	2,771
Telephone	330	542	872
Training	478	750	1,228
Travel	1,273	5,664	6,937
Line management	-	4,320	4,320
Recruitment	-	1,029	1,029
Depreciation	1,155	385	1,540
	<u>52,635</u>	<u>150,520</u>	<u>203,155</u>

# NDVA

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2011

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### 5. Tangible fixed asset

	IT Equipment £
<b>Cost</b>	
Additions	4,621
As at 31 March 2011	<u>4,621</u>
<b>Depreciation</b>	
Charge for the year	1,540
As at 31 March 2011	<u>1,540</u>
<b>Net book value at 31 March 2011</b>	<u><u>3,081</u></u>

### 6. Governance

	Unrestricted Funds £	Restricted Funds £	Total 2011 £
Professional Fees	<u>700</u>	<u>2,288</u>	<u>2,988</u>

### 7. Staff Costs

	2011 £
Wages and salaries	109,686
Employer's NI	8,556
Pension costs	602
	<u><u>118,844</u></u>

The average number of full time equivalent employees during the period was

5

No employee earned over £60,000 per annum.

### 8. Trustee Expenses

No trustee has received remuneration for their services to the charity.

Their travelling and other expenses are reimbursed in respect of expenses incurred on the charity's business. In the period ended 31 March 2011 these totalled £391 (2010 £699).

# NDVA

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE PERIOD ENDED 31 MARCH 2011**

### 9. Debtors

	2011 £
Grants receivable	10,549
Prepayments	1,078
	<u>11,627</u>

### 10. Creditors and Accruals

	2011 £
Accruals	12,174

### 11. Analysis of net assets by fund

	Unrestricted Funds £	Restricted Funds £	Total 2011 £
Fixed assets	2,219	862	3,081
Current assets	26,360	89,552	115,912
Current liabilities	(1,093)	(11,081)	(12,174)
	<u>27,486</u>	<u>79,333</u>	<u>106,819</u>

### 12. Fund Balances

	Transferred at 1 April 2010	Incoming Resources	Outgoing Resources	Transfers	As at 31 March 2011
<b>Restricted Funds</b>					
Mental Health	15,817	34,490	32,453	-	17,854
Consultancy	810	-	664	-	146
TEUIF	9,813	6,437	5,004	-	11,246
Small Grants					
JF Small Grant	11,820	29,275	23,546	-	17,549
Health Grants	11	7,423	7,423	-	11
BME	-	14,445	1,180	-	13,265
Links	1,800	100,000	82,538	-	19,262
Total restricted funds	<u>40,071</u>	<u>192,070</u>	<u>152,808</u>	<u>-</u>	<u>79,333</u>
<b>Unrestricted Funds</b>					
General	23,651	57,170	53,335	-	27,486
Total funds	<u>63,722</u>	<u>249,240</u>	<u>206,143</u>	<u>-</u>	<u>106,819</u>

# NDVA

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE PERIOD ENDED 31 MARCH 2011**

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### 12. Fund Balances - continued

Mental health:	The funding is provided by Derbyshire County PCT to develop liaison between voluntary sector service providers and the statutory sector in Derbyshire.
Consultancy:	The funding was to appoint a consultant to assist with the change from the old structure to a charitable structure. The funding was provided by Derbyshire County PCT and Derbyshire County Council Social Services Department.
TEUIF:	This is a fund to cover out of pocket expenses for service users, carers and voluntary group representatives who participate in a variety of planning groups and consultation exercises relating to health issues in North Derbyshire. The funding is provided by Derbyshire County PCT and Derbyshire Social Services Department via a service level agreement.
Small Grants:	The funding for the Small Grants Scheme is provided by Derbyshire County Council PCT and Derbyshire Social Services Department via a service level agreement. The funding is designed to offer funding to support small health related voluntary groups working in North Derbyshire.
BME:	NDVA administers the grant fund on behalf of Derbyshire County PCT. The fund is designed to assist black and ethnic minority organisations in the provision of health related support for their communities.
Links:	NDVA in partnership with Amber Valley CVS won the tender to host the Links project The Derbyshire Local Involvement Network (LINKS) is designed to give people in Derbyshire a stronger voice in the planning and improvement of the health and social care services they receive.

### 13. Auditors Remuneration

	<b>2011</b>
	<b>£</b>
Audit	<b>1,825</b>
Other services	<b>1,163</b>
	<hr/> <b>2,988</b> <hr/>

# NDVA

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2011

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### 14. Transfer of assets and liabilities

On 31 March 2011 assets and liabilities were transferred from the unincorporated charity North Derbyshire Voluntary Action at the following values

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total £</b>
Current assets			
Bank current account	<b>23,901</b>	<b>45,351</b>	<b>69,252</b>
Petty cash	<b>304</b>	<b>-</b>	<b>304</b>
Debtors	<b>335</b>	<b>8,751</b>	<b>9,086</b>
Current liabilities	<b>(889)</b>	<b>(14,031)</b>	<b>(14,920)</b>
	<hr/> <b>23,651</b> <hr/>	<hr/> <b>40,071</b> <hr/>	<hr/> <b>63,722</b> <hr/>