

Oxfordshire Children and
Voluntary Youth Services Ltd
(A company limited by guarantee)

Report and Financial Statements
For the Year Ended 31 March 2009

Charity number 1116263
Company number 5768941

Report of the Directors for Year Ended 31 March 2009

The directors present their combined trustees' report and directors' report with the unaudited financial statements for the year ended 31 March 2009.

Chair's report

I want to begin by thanking the staff and trustees for working so hard and with such single mindedness throughout the year. Without their efforts we would be a very different organisation today.

It has been a year when some of our short term contract staff have moved on to other things, we wish them well and thank them for their part in helping OCVYS. We also welcome other new members to our staff team; already they are making a difference to important aspects of our work, examples of which are described elsewhere in this report.

I want to thank Judy Brown and Mike Watkinson who, as trustees, have far exceeded what could normally be regarded as a reasonable contribution to any organisation. They exemplify the idea of volunteering. Two people I want to name are Jacqui Malone and Catherine Lacey. Jacqui arrived on a short term contract as Acting Chief Executive until a permanent post holder could be appointed. It is impossible to overstate the contribution and passion Jacqui brought to the post. One of her main achievements has been the creation and support of the Young Executive Panel (YEP). This group of young people have already made an impact; they were involved in the interviews for our new Chief Executive and also in administering a major fund on behalf of Oxfordshire County Council. Catherine has taken over as our Chief Executive and brings with her a wide range of experience in the field. Catherine has taken over the job of supporting the YEP. I wish her and her staff well.

There are two other things I wish to comment on; the first is about OCVYS, the year we have had and the one we are about to enter, and the second is a more general comment on the role and security of the voluntary children and youth sector.

2008 to 2009 has been a year for ensuring the organisation, its structures and procedures are in working order, and importantly for our members, to be seen to be in working order. The trustees have gone back to basics by spending time re-examining the purpose and role of OCVYS, how it is distinctive, and how it can respond to the needs of our members. There is not space here to say all that has been done or what is in the pipeline but I want to assure our members that the trustees are clear that we exist to support, represent and promote the voluntary organisations working with and for children and youth services. We are considering a number of new approaches and I look forward to being able to write about them in more detail in my report next year.

All political parties are talking about pressurising public spending. The need for a thriving voluntary sector has never been more important. However, experience has shown that the essential relationship between the voluntary and maintained sectors is often an imbalanced one; the voluntary sector simply cannot match the maintained sector's resources. As a result, sometimes it is quite reasonable to ask if the voluntary sector can afford to work with the maintained sector. If this is the case an essential resource could be lost just at a time when the voluntary sector could be helping young people through volunteering, confidence building, new skills and developing a work habit. As Chair of OCVYS, I believe one of our objectives should be to work with the maintained sector to develop the voluntary sectors capability as an important and specialist partner.

Thank you
Ken Webster - Chair OCVYS

Reference and Administrative Information

Charity Name: Oxfordshire Children and Voluntary Youth Services
Charity No.: 1116263
Company No.: 5768941

Registered Office: The Old Music Hall
106/108 Cowley Rd
Oxford
OX4 1JE

Trustees and Directors

Barry Wildsmith (Outgoing Chair)	Resigned July 2008
Wendy Dawson (Outgoing Vice Chair)	Resigned July 2008
Eddie Lofthouse	Resigned May 2008
Anton Nath	Resigned November 2008
Emma Tracy	Resigned November 2008
Nigel Vick	Resigned April 2008
Maggie Willis	Reappointed November 2008
Verity Falvert-Martin	Reappointed Nov. 2008; Resigned Feb. 2009
Judy Brown	Reappointed November 2008
Michael Watkinson MBE	Reappointed November 2008
Ken Webster (Chair)	Appointed November 2008
Paul Lawrence	Appointed November 2008
Yvonne Gunn (Vice Chair)	Appointed November 2008
Dan Norey	Appointed November 2008

Company Secretary and Treasurer

Mike Watkinson MBE

Manager (Executive Director)

Colette Selwood to July 2008 then redeployed within Oxfordshire County Council
Jacqueline Malone (from September 2008)

Reporting Accountant

Elliot Collins ACA, Sunnyside, City, Bledlow Ridge, HP14 4AB

Bankers

Barclays, Market Square, Witney, Oxfordshire, OX28 1EE

Staff

Administration Jenny Cherrill to July 2008 then redeployed within OCC
Jessica Lee from November 2008

OCVYS Projects:

a) CWDC Workforce Strategy Partners Programme

Training Co-ordinator
Suzanne Sutton from March 2008

b) Vinolved (Oxfordshire)

Youth Volunteer Development Managers
Claire Jones from June 2008
Lindsay Watts from June 2008 to Mar 09

Youth Volunteer Advisers

Luan Brothwood from June
Anna Capel Davies from June 2008 to Nov 08
Gert Beardall from March 2009
Emily Baxter from June 2008 to January 09
Chris Keppie Mar 09 then into YVDM post April 09

Structure, Governance and Management

Governing Document

Oxfordshire Children and Voluntary Youth Services (OCVYS) is a charitable company limited by guarantee, incorporated on 3rd April 2006 and registered as a charity on 6th October 2006. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Directors and Trustees

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association, the trustees are elected to serve for a period of one year, after which they must be re-elected at the next Annual General Meeting.

OCVYS is entitled under the Articles of Association to accept nomination of six candidates from full members of OCVYS and also six candidates nominated by retiring trustees. All serving trustees retire annually at the AGM, and may if willing to act, be reappointed.

Trustee Induction and Training

New trustees will receive an information pack by way of induction and all trustees receive information designed to keep them fully informed about their legal responsibilities towards the organisation.

Organisational Structure

The Board of Trustees (the "Board") meets at least quarterly to review the organisation's progress and also between times ad hoc for any urgent business arising.

The trustees have delegated the organisation's day-to-day management to the manager (called the Executive Director) who submits regular reports to the Board on actions taken under those delegated powers.

Objectives and Activities

The charitable company's objects and principal activities are to:

- **Act as an umbrella organisation supporting voluntary organisations working to help and educate children and young people between the ages of 5 and 25 so as to develop their physical, mental and spiritual capacities so they may grow to full maturity as individuals and members of society**

Achievements and Performance

2008/09 was one of the most difficult and yet important years in the development of OCVYS however the whole staff team worked through all problems and they were eventually overcome and OCVYS continued to move forward and develop.

The problems began when some unnecessary and unwelcome changes led to the redeployment of longstanding and loyal staff who had served OCVYS for many years. This situation saw the sudden resignation of both the Chair and Vice Chair and led to a number of other Trustees resigning at the AGM in November 2008. In the meantime three new Trustees came on board in September 2008 to support the organisation and we are happy to report that the AGM successfully attracted a number of new and committed Trustees, all ready to work together to face the challenges of leading and developing OCVYS to reach its full potential. The OCVYS members were kept up to date on all issues and many messages of support were received.

These important changes happened at a very key time when OCVYS had gained three excellent contracts to manage important projects all of which impacted in their own way with our member organisations across the county. Colette Selwood, outgoing Manager had ensured that there was a full team of project staff in place in order to implement this work however for a brief and difficult period there was a gap in the management of these projects. All the staff have been magnificent and against the odds pulled together and moved the projects forward in a positive manner. There were however during the year a number of project staff changes this was because of staff moving into other spheres of work or leaving the area, they all remained loyal to OCVYS throughout the difficulties during their time with us.

The new and surviving OCVYS Trustees were determined to ensure that all work was properly managed in house. They therefore put into place an interim plan and 2 of the Trustees agreed to take on a shared role in a voluntary capacity managing both the projects and the steering of OCVYS towards the employment of new staff for the key roles.

Trustees Judy Brown and Mike Watkinson MBE had between them over 50 years of youth project management experience and the major project funders (v and CWDC) were more than happy for this interim arrangement to go ahead. Unfortunately there were some difficulties with one of OCVYS's major partners in one of the projects and OCVA (Oxfordshire Council for Voluntary Action) suddenly pulled out of their commitment to the **involved Oxfordshire** project. This was a small hiccup and with the agreement of other partner organisations including OCC Integrated Youth Support Services, OCVYS forged ahead and was able to ensure that all staff were supported to deliver the outcomes expected from their various project plans.

OCVYS is immensely proud that all projects hit their major targets by the end of the financial year 2008/09 and were able to report positively to their funding bodies.

In September 2008 OCVYS was joined by **Jacqueline Malone** to take on the manager role of Executive Director in a freelance capacity. Jacqui has an excellent background in work with children and young people and a particular interest in participation work. Jacqui really hit the ground running and immediately ensured our membership were being represented on national and local organisations in order to keep up to date with and inform wider policy decisions. She immediately reinstated the OCVYS news channel through our new monthly Newsletter "Youth Matters" and shared knowledge about new targets, resources, funding. Jacqui was able to encourage many of our Member organisations to take part in several on line surveys, exciting new monitoring/evaluation support was offered as a pilot project to the membership and this work is currently ongoing. Jacqui has encouraged OCVYS to involve young people in a more positive manner and this has been moving forward during 2008/09. Jacqui was ably supported in her role by Jessica Lee the new administrator and office manager of OCVYS.

The OCVYS AGM in November 2008 saw a new Chair appointed, **Ken Webster MPA** who comes with wide experience of working at a senior level within the voluntary sector including with the Worldwide Fund for Nature (WWF UK) and the Improvement and Development Agency (IDeA). The occasion was used to give sincere thanks and good wishes to those OCVYS staff that had moved on including **Colette Selwood** who had ably taken OCVYS forward as a Charity and Company Limited by guarantee together with administrator **Jenny Cherrill** and funding development worker **Sandy Robertson**. Their work was recognised at this meeting as having given a wonderful foundation for the future of OCVYS. Vinformed Oxfordshire gave an interesting presentation at the AGM and the newly formed Youth Executive Panel introduced themselves for the first time to the new Trustees.

In December the OCVYS Trustees held a workshop led by the Chair to revisit the aims of the organisation within the given Charitable Objectives and to ensure everyone was pulling in the same direction. A new marketing plan was introduced by Yvonne Gunn the new Vice Chair.

The following statement of aims and ambitions was put together and guides our work to date:

Our aims:

- *To be the voice of voluntary children and youth organisations at local level*
- *To inform and influence public policy which impacts at a local level on young people and their voluntary and community organisations.*
- *To inform and support developments at regional and national levels through regular contact within our region and with our parent organisation NCVYS (National Council for Voluntary Youth Organisations)*
- *To improve the quality of work with children and young people by developing, supporting and promoting best practice and standards*
- *To raise and maintain the profile of the work of voluntary and community organisations working with children and young people*
- *Generate an income to support the work of OCVYS and to give fundraising support to member organisations*

Our Ambitions: Trustees have identified the following areas for OCVYS work to be continued and further developed.

- *Ensuring robust channels for communication and operations including regular newsletter 'Youth Matters', OCVYS projects, web sites etc.*
- *Encouraging co-operation and joint action by providing regular forums for the exchange of ideas, networking and a voice back to Local Authority and other decision makers*

- *Acting as a hub for disseminating information from a wide number of external sources to inform our membership of important local, regional and national developments, current trends, funding information etc relevant to work with children and young people*
- *Ensuring membership is informed/trained to take on contracts/commissions from OCC and other providers with regard to young people*
- *Encouraging, enabling and supporting the participation of children and young people in OCVYS and membership organisations*
- *Coordinating, commissioning and supplying training in particular through our management of the CWDC (Children's Workforce Development Council) - Workforce Strategy Partners Programme and by linking with IYSS Service Support to access training for voluntary youth sector staff ensuring commissioning and take up of training*
- *Keeping up to date with and maintaining working links within the Oxfordshire Local Authorities in areas which impact on the work of the voluntary children and youth sector particularly in relation to the Children's Trust , Integrated Youth Support Services and the Positive Activities agenda*
- *Advocating on behalf of member organisations in their offer of fun activities to be recognised as relevant preventative work with children and young people*
- *Exploring ways to raise the self esteem of children and young people through supporting, enabling and developing new skills and ambitions*
- *Ensuring membership of and working links with the South East Youth Partnership, NCVYS and other relevant National bodies*
- *Understanding the similarities and differences in the work of the members on offer to young people in Oxfordshire and to highlight any gaps in provision*
- *Signposting organisations and young people to appropriate provision across Oxfordshire*
- *Providing practical help to the members currently to find volunteers through our management of involved Oxfordshire and by promoting youth participation*
- *Providing advice about good practice issues (CRB checks; safeguarding; risk assessments etc)*
- *Data gathering and sharing information about and for our membership to support them in fundraising, direction and prioritising work*
- *Supporting funding applications made by and with member organisations and by OCVYS as an umbrella organisation*
- *Acting as a resource; promoting member's projects, training, job vacancies etc*
- *Supporting monitoring/evaluation processes with up to date methodologies*

One of the most exciting developments spearheaded by the Executive Director during 2008/09 was the setting up in October 2008 of the **Young Executives Panel**, a group of young people keen to support and help direct the work of OCVYS. They met with the Executive Director up to 3 times each month. They are involved in the planning and delivery of **relevant projects** as well as the overall work of OCVYS and are making an amazing contribution. Everything they have done is on behalf of Oxfordshire Children's and Voluntary Youth Services in support of our member organisations and other children and young people in Oxfordshire. They take their role very seriously and OCVYS is very proud of their achievements to date.

OCVYS's enthusiastic young decision making team



Anna, Nick, Rachel, Alice, Laura, Chris, Jonathan, Denise, Carl and Jessica have and continue to do an outstanding job as the **OCVYS Young Executives Panel**

They write: "Projects we have done"¹:

- **Developed an on-line survey 'tool'** for young people to use, to evaluate the projects / organisation they belong to.
- YEP members assisted in the **recruitment of new staff** for OCVYS.
- We have also been involved in re-designing the **Youth Opportunity Fund (YOF)** application forms and Guidance Notes for Oxfordshire County Council which has been very interesting.
- We were trained up to be in charge of **8 YOF grant giving panels**
- We have allocated over **£150,000** to young people groups in Oxfordshire so they can have more things to do and/or more places to go. We are still a very new group but hope to be involved in lots of exciting projects in the future.
- Four of us co-facilitated two workshops **delivering training to adults**² in "Positive / Protective Behaviour" in March 2009.



Anna, Jonathan, Laura and Nick (13-16yrs old) also gained well earned certificates for acting as **Trainers on the "Positive/Protective Behaviour" Training**, after undergoing intensive training themselves.

¹ from a report written by the Young Executive Project March 2009

² Part of the OCVYS managed CWDC Workforce Strategy Partners programme

During 2008/09 OCVYS managed 3 other important Projects and is delighted to report their achievements:

1. involved Oxfordshire funded to March 2011, has a committed staff team who are here to “develop and facilitate volunteering opportunities for 16-25 year olds across the county. We help young people find local volunteering opportunities which tap into their passions, concerns and interests.”

During 2008/09 the team report that involved Oxfordshire has:

- held a successful launch in July 2008, which drew in a number of young people who signed up with the project as well as many local organisations who came to find out more about our project.
- developed a close involvement with: OCVYS member organisations, OCC integrated youth support services, Connexions (Oxfordshire), and has set up drop in sessions in the various colleges across the county.
- regularly runs taster sessions around the county to offer young people of all abilities the chance to try a volunteering activity.
- successfully facilitated the promotion and creation of Youth Action Teams, run by and for young people keen to do project work within their community this included the planning and delivery of a Celebratory Youth “Winter Ball” where certificates were distributed to volunteers across Oxfordshire.



Involved Youth Action Team members who planned and event managed the County celebratory Young People’s “Winter Ball” after 5 months of meetings as young volunteers

- successfully ran capacity building workshops with other voluntary organisations most of whom then in turn created some exciting and diverse opportunities for promotion to young people.
- developed a web site www.involvedox.org.uk
- found thousands of opportunities for young people and they can all be found on <http://www.vinspired.com/opportunities/oppsearch/>

During 2008/09 more than 1700 young people were successfully placed into a short term, long term or full time volunteering placement in Oxfordshire by the **involved Oxfordshire team**. Involved staff must be commended for the enormous effort made to ensure that the project hit all targets in spite of starting late and not having a full team for much of the year.

2. The CWDC Workforce Strategy Partners Programme to March 2010.

The Project supports the involvement of the private and third sectors in local integrated children’s workforce strategies. The OCVYS Training Co-ordinator works with Voluntary Children’s and Youth Sector partners who were involved in the development of the programme of work to hit the key milestones of the project. These partners have been very supportive of the work and the direction of this project and during 2008/09 included key workers from NSPCC; OCVA; Oxfordshire Parenting Forum; Pre school alliance: Diocese of Oxford)

Key Achievements to the March 2009 include:

- A Training Calendar has been collated and updated half yearly and published on the OCVYS web site (www.ocvys.org) as well as in hard copy. The calendar incorporates

relevant training available from a wide group of providers and has developed into a comprehensive list of available training, which is pertinent to the needs of the children's and young people's sector staff and volunteers.

- Conference and training day delivered
- Series of volunteering training and accredited vocational training developed
- Facilitated regular steering group meetings to support the delivery of this project and to consider the training issues impacting on the local integrated children's workforce strategies
- Training co-ordinator attends the County Council led "Workforce Development Strategy Group" to give input on the children's and young peoples workforce needs and offers from the private and third sector.
- Worked alongside the NSPCC Training adviser to support and deliver basic level Safeguarding training appropriate to the sector.
- Worked in conjunction with the Oxfordshire Safeguarding Children Board to develop and deliver a Train the Trainer course to introduce people from the children and young people voluntary sector to the skills they need to deliver training in Safeguarding. 15 people were trained on the first course between April 2008 and March 2009.
- Marketed and explained the relevance of CAF training to those in the private and voluntary sector and acted as a sign poster to existing training.
- Facilitated the delivery of 2 Protective Behaviour training sessions to the 44 people from the voluntary sector and including parents. Young people from the OCVYS Youth Executive Panel were trained and then became part of the training team.
- Accessible Physical Intervention Policy adopted for use within the private, voluntary sector and independent sector.
- Trained over 130 people from 30 organisations on various courses.

3. Disability Connect Forum Project funded by "Awards 4 All" to March 2009.

The project was set up to encourage networking between the 27 member organisations of OCVYS currently working with children and young people with various forms of disability and with others who work in this field and to encourage a regular Disability Forum for the voluntary children and youth sector. 25 voluntary sector organisations responded to an on-line mapping survey answering various questions about provision and needs of this sector. 16 of these organisations were later represented at the **OCVYS Disability Connect Forum luncheon** in January 2009 which provided a structure to meet and examine and promote ideas, projects and partnerships. Key issues raised were of no surprise: continuation funding and specific training around promoting positive behaviour and gentle restraint. In response to this meeting as well as other feedback OCVYS were able to set up further events to provide training on the issues of "Protective Behaviours" and of "Safe Touch, Safe Hold, Safe Restraint". A further networking event was held and it is hoped these will be a regular feature. The Forum full report is available on the OCVYS website www.ocvys.org

In planning our activities for the year **Oxfordshire Council for Children's and Voluntary Youth Services** has kept in mind the Charity Commission's guidance on public benefit whilst planning and delivering its work. OCVYS provides services for its member organisations working with children and young people aged 5-25 years. OCVYS also works directly with children and young people through the delivery of projects which have relevance and benefit the membership. OCVYS welcomes and indeed encourages young people to participate in the development and delivery of its work and in the governance. OCVYS is a county organisation with a wide membership from around 50 diverse organisations which are across Oxfordshire and target young people within the age range and from across all sectors of society. OCVYS supports member organisations and projects to ensure that young people have a positive impact as well as recognition within their neighbourhoods and community.

OCVYS supports training to ensure that safeguarding procedures are in place and the workforce is developed. OCVYS is working to influence the work of the Oxfordshire Children and Young People's Trust and is recognised as the voice of the voluntary youth sector through an agreement with the Integrated Youth Support Services of Oxfordshire County Council. OCVYS also provides opportunities to bring children and young people organisations together from all parts of the county to network and share information and support.

MEMBERSHIP 2008-09

Abingdon Bridge
 ACE Advisory Trust
 ActiveTEN20
 Adventure Plus
 The Art Room
 Asylum Welcome
 Base 33
 Blackbird Leys CDI
 Boys Brigade
 Bridging Project
 British Red Cross
 BYHP
 Centrepont
 CfBT
 Children in Touch
 Didcot TRAIN
 The Duke of Edinburgh's Award
 Girlguiding Oxfordshire
 Henley YMCA

Nomad

Oasis Project
 Oxford Citizens Housing Association
 Oxford Diocesan Youth Service
 Oxford Youth Sail Training Centre
 Oxford Youth Works

Oxfordshire Army Cadet Force
 Oxfordshire Catholic Youth Service
 Oxfordshire Children's Information Service
 Oxfordshire County Scout Council
 Oxfordshire Deaf Children's Society
 Oxfordshire Family Mediation
 Oxfordshire Family Trust
 Oxfordshire Federation of Young Farmers
 Oxfordshire Play Association
 Oxfordshire Playbus
 PACT
 Parasol Project
 The Princes Trust
 Rachel House
 See Saw
 Space YP (THT)
 Station Youth Club
 Stax
 Trax Motor Project
 VOX inc
 Western Corner Project
 Woodcraft Folk
 Young Carers – Oxford
 Young Carers – North & West Oxon
 Young Carers – South & Vale



OCVYS office Dec 2008



Display from Adventure Plus

Financial Review

The charity has been operating since 1973 and enjoys a great deal of voluntary support. Over recent years the charity has involved itself in various pieces of work with service level agreements or contracts in place, thus ensuring a steady stream of restricted income. Other income has been provided by benefactors and grants enabling the charity to maintain a small surplus each year. Funds have also been earmarked for fund raising work to ensure the charity can achieve a secure financial base for the future.

Reserves Policy

The charity currently has no reserves policy, however it is aware of the importance of this and will spend time devising a policy in the future.

Responsibilities of the Directors

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company at the year end and of the income and expenditure of the charitable company for that year. In preparing these financial statements, the directors are required to:

- 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 inappropriate to presume that the charitable company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 1985. They are 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.

The directors must also, in determining how amounts are presented within items in the income and expenditure account and balance sheet, have regard to the substance of the reported transactions or arrangement, in accordance with generally accepted accounting principles or practice.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small Company Exemption

The above report has been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985.

Signed on behalf of the Board of Directors on 9 November 2009.

..... (Director)

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
OXFORDSHIRE CHILDREN AND VOLUNTARY YOUTH SERVICES LTD
FOR THE YEAR ENDED 31 MARCH 2009**

I report on the accounts of the company for the year ended 31 March April 2009, which are set out on pages 14 to 21.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

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

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 221 of the Companies Act 1985; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 226(A) of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

Elliot Collins ACA
Sunnyside, City, Bledlow Ridge, Bucks, HP14 4AB

9 November 2009

OXFORDSHIRE CHILDREN AND VOLUNTARY YOUTH SERVICES LTD
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2009

Notes	Unrestricted Funds 2009 £	Restricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
3 Incoming Resources				
Incoming resources from generated funds:				
<i>Voluntary income</i>	6,908	-	6,908	26,730
<i>Investment income</i>	2,486	-	2,486	2,731
Incoming resources from charitable activities	17,065	247,473	264,538	117,807
Total Incoming Resources	26,460	247,473	273,933	147,268
4 - 6 Resources Expended				
Charitable activities	21,341	197,060	218,401	126,237
Governance costs	1,600	19,711	21,311	4,209
Other resources expended	-	14,854	14,854	4,000
Total Resources Expended	22,941	231,624	254,566	134,446
Net incoming / (outgoing) resources before transfers	3,519	15,849	19,367	12,822
Transfers between funds	21,343	(21,343)	-	-
Net Movement in Funds	24,862	(5,494)	19,367	12,822
Funds Brought Forward	3,390	34,095	37,485	24,663
Funds Carried Forward	28,252	28,600	56,852	37,485

OXFORDSHIRE CHILDREN AND VOLUNTARY YOUTH SERVICES LTD
BALANCE SHEET
AS AT 31 MARCH 2009

<i>Notes</i>		2009		2008
	£	£	£	£
	Fixed Assets	0		0
	Current Assets			
8	Debtors	17,161	16,678	
	Cash at bank and in hand	98,979	136,050	
9	Creditors: amounts due within one year	<u>(59,288)</u>	<u>(115,243)</u>	
	Net Current Assets	56,852		37,485
	Net Assets	<u>56,852</u>		<u>37,485</u>
	Unrestricted Funds			
	General Fund	28,252		3,390
10	Restricted Funds	28,600		34,095
	Total Funds	<u>56,852</u>		<u>37,485</u>

For the financial year ended 31 March 2009 the charitable company was entitled to exemption from audit under s.249A(2) Companies Act 1985; and no notice has been deposited under s.249B(2).

The directors acknowledge their responsibilities for ensuring that the charitable company keeps accounting records which comply with s.221 of the Act and preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its income and expenditure for the financial year in accordance with the requirements of s.226 of the Act and which otherwise comply with the requirements of the Companies Act 1985 so far as applicable to the charitable company. These financial statements have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Directors and authorised for issue on 9 November 2009.

..... (Director)

OXFORDSHIRE CHILDREN AND VOLUNTARY YOUTH SERVICES LTD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2009

1. Basis Of Preparation

The financial statements have been prepared under the historical cost convention and in accordance with:

- Companies Act 1985;
- Accounting and Reporting by Charities - The Statement of Recommended Practice (2005); and
- Financial Reporting Standards for Smaller Enterprises (effective January 2007).

There has been no change in the accounting policies and no changes to prior periods.

2. Accounting Policies

2.1. Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

2.2. Incoming Resources

All incoming resources are included in the Statement of Financial Activities (SoFA) 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:

- Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA;
- Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources;
- The value of volunteer help is not included in the financial statements;
- Investment income is included when receivable.

2.3. Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred and includes VAT as it cannot be recovered:

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- 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;
- Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings, the costs of any legal advice to trustees on governance or constitutional matters and costs linked to the strategic management of the charity.

2.4. Assets

There are no tangible fixed assets, no investment assets and no stock.

3. Analysis of Incoming Resources

		2009	2008
Analysis		£	£
Voluntary Income	Grants	1,874	16,452
	Donations	4,250	8,368
	Membership subscriptions	-	1,910
	Other	785	-
	Total	<u>6,908</u>	<u>26,730</u>
Investment Income	Bank Interest	2,486	2,731
	Total	<u>2,486</u>	<u>2,731</u>
Incoming Resources From Charitable Activities	Grants for Chill Out Fund	4,693	5,000
	Grants for Connexions Fund	-	20,600
	Grants for CWDC Fund	30,000	17,000
	Grants for VOX Fund	-	66,385
	Awards for All Fund	9,850	-
	Grants for V Fund	202,930	-
	Fees for services provided	17,065	8,543
	Other	-	279
Total	<u>264,538</u>	<u>117,807</u>	

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4. Analysis of Resources Expended

Analysis		2009	2008
		£	£
Charitable Activities	Chill Out	-	220
	Connexions	-	19,731
	OCVYS Services	21,341	42,592
	VOX inc. "Respect Us" & "Media"	-	58,606
	CWDC	22,589	5,088
	V	173,941	-
	Awards For All	529	-
Total		<u>218,401</u>	<u>126,237</u>
Governance Costs	Management costs	19,601	1,515
	Accountancy and legal fees	800	1,030
	AGM and other meetings	-	623
	Other inc. insurance	910	1,041
Total		<u>21,311</u>	<u>4,209</u>

£14,854 was returned to the VOX Project team on 1 April 2008 as this project became a charity in its own right.

5. Details of Certain Items of Expenditure

5.1. Support Costs

There are no support costs.

5.2. Trustee Expenses

	2009	2008
	£	£
Trustee expenses	<u>242</u>	<u>Nil</u>

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5.3. Fees for Examination of the Accounts

	2009	2008
	£	£
Reporting Accountant's fees	<u>800</u>	<u>700</u>

6. Staff Costs and Numbers

6.1. Staff Costs

	2009	2008
	£	£
Gross wages and salaries	138,055	106,651
Employer NI costs	-	-
Pension costs	-	-
Total	<u>138,055</u>	<u>106,651</u>

There is no defined contribution pension scheme.

6.2. Average Number of Full-time Equivalent Employees

	2009	2008
	£	£
Charitable Activities	7	5
Total	<u>7</u>	<u>5</u>

7. Taxation

As a charity, OCVYS is exempt from tax on income and gains falling within section 505 of the Income and Corporation Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charitable company.

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8. Debtors

	2009 £	2008 £
Trade Debtors	17,000	16,678
Pre-payments	161	-
Total	<u>17,161</u>	<u>16,678</u>

All amounts are due within one year.

9. Creditors and Accruals

	2009 £	2008 £
Trade Creditors	3,908	700
Accruals and Deferred Income	55,380	114,543
Total	<u>59,288</u>	<u>115,243</u>

All amounts are due within one year.

10. Restricted Income Funds

10.1. Funds Held

Fund Name	Purpose and Restrictions
Chill Out	Award ceremony for young people's achievements
Connexions	Help 13-19 year olds in need
CWDC	Training the trainers e.g. First Aid
VOX	Young people with learning disabilities
Awards For All	Encourage networking between organisations
V	Develop and facilitate volunteering opportunities

There are no endowment funds.

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10.2. Movement of Major Funds

Fund Name	Brought Forward £	Incoming resources £	Resources Expended £	Transfers £	Carried Forward £
Chill Out	-	4,693	-	4,693	-
Connexions	7,329	-	-	7,329	-
CWDC	11,912	30,000	25,589	-	16,323
VOX	14,854	-	14,854	-	-
V	-	202,930	190,653	-	12,277
Awards For All	-	9,850	529	9,321	-
Total Funds	34,095	247,473	231,624	21,343	28,600

10.3. Transfers Between Funds

From	To	Reason	Amount
Chill Out	General (unrestricted)	Objectives achieved – fund closed	4,693
Connexions	General (unrestricted)	Objectives achieved – fund closed	7,329
Awards For All	General (unrestricted)	Objectives achieved – fund closed	9,321

11. Transactions With Related Parties

There were no transactions or loans with trustees or other related parties.