

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

**Report and Financial Statements
For the Year Ended 31 Mar 2008**

**Charity number 1116263
Company number 5768941**

DRAFT

Report of the Directors For The Year Ended 31 March 2008

The directors present their combined trustees' report and directors' report with the unaudited financial statements for the year ended 31 March 2008.

Reference and Administrative Information

Charity Name: Oxfordshire Children and Voluntary Youth Services
Charity No.: 1116263
Company No.: 5768941
Registered Office: Macclesfield House
New Road
Oxford
OX1 1NA

Trustees and Directors

Barry Wildsmith	Chairman
Wendy Dawson	Vice-Chairman
Eddie Lofthouse	
Anton Nath	
Emma Tracy	
Nigel Vick	
Maggie Willis	
Verity Falvert-Martin	

Company Secretary and Treasurer

Mike Watkinson

Manager

Colette Selwood

Reporting Accountant

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

Bankers

Barclays, Market Square, Witney, Oxfordshire, OX28 1EE
CAF Bank, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

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 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

The main areas of charitable activity are:

- OCVYS
- Connexions
- CWDC
- VOX

This is the second year as a charitable company limited by guarantee and once again it has been a busy year for all those associated with OCVYS.

The directors continue to be involved on various committees and panels all which has been integral to the development of OCVYS during the year under review.

The fund raising service delivered by Sandy Robertson has continued to provide many benefits to the membership, in particular members have told us they have found the fund raising seminars very useful.

The broader work in supporting our members through our monthly information packs, internet resource and advice on infrastructure development has continued to be in high demand and has supported many member organisations.

A big thank you to all volunteers for their continued hard work and dedication and, by no means least, all of our members who give up their valuable time to take part in our events and surveys to ensure we have up-to-date information on what is going on and what issues matter to the membership, so that we can continue to represent members effectively.

Finally grateful thanks to the OCVYS staff - Colette, Jenny and Sandy for their tireless efforts and dedication to the organisation.

Fundraising Development

OCVYS Part time Fundraising Development Worker, Sandy Robertson, has continued to provide advice and support to the membership on funding matters. In addition he has also facilitated the Tendering Process for the Voluntary Sector with regard to the new Connexions Contract for Oxfordshire.

Over the year, 9 organisations took advantage of the one to one fundraising advice service which is available free to members. 28 member organisations have now benefited from this service since it was introduced in 2005. During this year, Sandy contacted member organisations he has not already met to advise them of the services available.

The Fundraising Forum has met four times in the year in different locations around the county to allow an opportunity for all members to attend. 29 member organisations attended one or more of the Forums and had the opportunity to exchange information and views on Fundraising. Oxfordshire County Council (OCC) Procurement Unit attended one Forum to introduce members to the tendering process.

OCC used the Forums to introduce the Voluntary Youth Sector to the tendering process for the new Connexions Contract for Oxfordshire. Sandy ran two workshops in the year for members to learn about tendering and commissioning procedures. OCVYS facilitated a showcase day for voluntary organisations and main contractors to meet and coordinate their bids for this contract and Sandy provided support and advice to members to help them through the tendering process itself.

Plans to develop regional funding networks as mentioned in last year's report have been postponed as the support infrastructure for the voluntary sector in Oxfordshire is developed.

This year Sandy introduced a formal Training Workshop to follow each Forum meeting. 12 member organisations attended one or more of these workshops which covered practical fundraising topics.

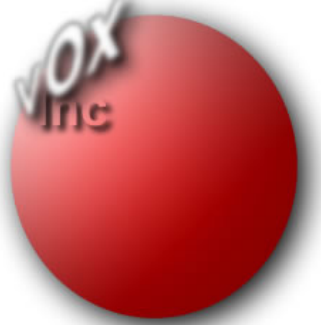
Sandy also provided a workshop on Tendering and Bid Writing for the Milton Keynes, Buckinghamshire and Oxfordshire Councils of Voluntary Youth Services

During the year members continued to be informed of funding opportunities and developments through "Funding Matters" published with the quarterly Newsletter and through regular emails.

Work on the funding database has continued and is now updated regularly by the OCVYS administrator. However a way to upload this information onto the members section of the website on a routine basis has not yet been resolved.

VOX inc Project

VOX inc is an inclusive organisation aiming to support any young person, whatever their situation, to achieve their volunteering goals. We support volunteers aged 16-25 who either have a learning disability or wish to volunteer with people who have a learning disability. We also encourage volunteers with mental health difficulties and those Not in Education, Employment or Training (NEET) to volunteer within their communities.



The highlight of a very busy year for the project was the launch of our project called 'Respect Us'. This was a piece of work designed to encourage Government and others to change their views on their support of work with young disabled people. Our young executives (the FHYV group) made a DVD of their work with the help of VOX staff. In it they interviewed 3 local MPs – Ed Vaisey, Andrew Smith and Boris Johnson to gain their support and then to take a petition to Downing St to present to the Prime Minister, Tony Blair – in fact it was his last day in office, Gordon Brown taking his place that very day. The whole project was filmed and is now being used as a tool to support work with young people with learning difficulties.

Other work has continued with energy and the whole project has been a great success.

Thanks for this are mainly due to the Project workers Sharon Woodward and Rhiannon Smith.

MEMBERSHIP 2007-2008

We currently have 50 members, listed below, and we are always seeking to recruit new members.

Abingdon Bridge	Oxfordshire Catholic Youth Service
ACE Advisory Trust	Oxfordshire Children's Information Service
ActiveTEN20	Oxfordshire County Scout Council
Adventure Plus	Oxfordshire Deaf Children's Society
The Art Room	Oxfordshire Family Mediation
Asylum Welcome	Oxfordshire Family Trust
Base 33	Oxfordshire Federation of Young Farmers
Blackbird Leys CDI	Oxfordshire Play Association
Boys Brigade	Oxfordshire Playbus
Bridging Project	PACT
British Red Cross	Parasol Project
BYHP	The Princes Trust
Centrepont	Rachel House
CfBT	See Saw
Children in Touch	Space YP (THT)
Didcot TRAIN	Station Youth Club
The Duke of Edinburgh's Award	Stax
Girlguiding Oxfordshire	
Henley YMCA	
	Trax Motor Project
Nomad	VOX inc
Oasis Project	Western Corner Project
Oxford Citizens Housing Association	Woodcraft Folk
Oxford Diocesan Youth Service	Young Carers – Oxford
Oxford Youth Sail Training Centre	Young Carers – North & West Oxon
Oxford Youth Works	Young Carers – South & Vale
Oxfordshire Army Cadet Force	

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.

..... (Director)

..... (Date)

Oxfordshire Children and Voluntary Youth Services Ltd
Statement Of Financial Activities for the year ended 31 March 2008
(including Income and Expenditure Account)

Notes	Unrestricted Funds 2008 £	Restricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
3 Incoming Resources				
Incoming resources from generated funds:				
<i>Voluntary income</i>	18,730	8,000	26,730	12,582
<i>Investment income</i>	2,731	-	2,731	36
Incoming resources from charitable activities	8,822	108,985	117,807	57,993
Total Incoming Resources	30,283	116,985	147,268	70,611
4 - 6 Resources Expended				
Charitable activities	42,592	83,645	126,237	61,115
Governance costs	3,284	925	4,209	750
Other resources expended	-	4,000	4,000	-
Total Resources Expended	45,876	88,570	134,446	61,865
Net incoming / (outgoing) resources before transfers	(15,593)	28,415	12,822	8,746
Transfers between funds	2,667	(2,667)	-	-
Net Movement in Funds	(12,926)	25,748	12,822	8,746
Funds Brought Forward	16,316	8,347	24,663	15,917
Funds Carried Forward	3,390	34,095	37,485	24,663

Notes forming part of the Financial Statements for the year ended 31 March 2008

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:

- 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

	Analysis	2008 £	2007 £
Voluntary Income	Oxfordshire CC Grant	16,452	8,000
	Donations	8,368	-
	Membership subscriptions	1,910	445
	Other		4,137
	Total	<u>26,730</u>	<u>12,582</u>
Investment Income	Bank Interest	2,731	36
	Total	<u>2,731</u>	<u>36</u>
Incoming Resources From Charitable Activities	Grants for Chill Out Fund	5,000	-
	Grants for Connexions Fund	20,600	22,768
	Grants for CWDC Fund	17,000	-
	Grants for VOX fund	66,385	-
	Millennium Volunteers	-	35,225
	Fees for services provided	8,543	-
	Other	279	-
Total	<u>117,807</u>	<u>57,993</u>	

4. Analysis of Resources Expended

		2008	2007
		£	£
Charitable Activities	Chill Out	220	16,004
	Connexions	19,731	-
	OCVYS Services	42,592	13,461
	VOX inc. "Respect Us" & "Media"	58,606	-
	CWDC	5,088	-
	Millennium Volunteers	-	31,650
Total		<u>126,237</u>	<u>61,115</u>
Governance Costs	Management costs	1,515	-
	Accountancy and legal fees	1,030	750
	AGM and other meetings	623	-
	Other inc. insurance	1,041	-
Total		<u>4,209</u>	<u>750</u>

5. Details of Certain Items of Expenditure

5.1. Support Costs

There are no support costs.

5.2. Trustee Expenses

There are no trustee expenses.

5.3. Fees for Examination of the Accounts

	2008	2007
	£	£
Reporting Accountant's fees	<u>700</u>	<u>750</u>

6. Staff Costs and Numbers

6.1. Staff Costs

	2008	2007
	£	£
Gross wages and salaries	106,651	37,701
Employer NI costs	-	4,108
Pension costs	-	863
Total	<u>106,651</u>	<u>42,672</u>

There is no defined contribution pension scheme.

6.2. Average Number of Full-time Equivalent Employees

	2008	2007
	£	£
Charitable Activities	5	4
Total	<u>5</u>	<u>4</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.

8. Debtors

	2008	2007
	£	£
Trade Debtors	16,678	12,893
Total	<u>16,678</u>	<u>12,893</u>

All amounts are due within one year.

9. Creditors and Accruals

	2008	2007
	£	£
Trade Creditors	700	-
Accruals and Deferred Income	114,543	25,607
Total	<u>115,243</u>	<u>25,607</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
Millennium Volunteers	Young people with learning disabilities

There are no endowment funds.

10.2. Movement of Major Funds

Fund Name	Brought Forward	Incoming resources	Resources Expended	Transfers	Carried Forward
	£	£	£	£	£
Chill Out	-	5,000	(4,220)	(780)	-
Connexions	6,460	20,600	(19,731)	-	7,329
CWDC	-	17,000	(5,088)	-	11,912
VOX	-	74,385	(59,531)	-	14,854
Millennium Volunteers	1,887	-	-	(1,887)	-
Total Funds	<u>8,347</u>	<u>116,985</u>	<u>(88,570)</u>	<u>(2,667)</u>	<u>34,095</u>

10.3. Transfers Between Funds

From	To	Reason	Amount
Millennium Volunteers	General (unrestricted)	Objectives achieved – fund closed	£1,887
Chill Out	General (unrestricted)	Objectives achieved – fund closed	£780

11. Transactions With Related Parties

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

12. Additional Disclosures

During the year OCVYS transferred £4,000 to the OAYP charity from OCVYS' Chill Out fund. This was undertaken following consultation with Oxfordshire County Council.

Accountants' Report on the Unaudited Accounts of OCVYS Ltd

We report on the accounts for the year ended 31 March 2008 set out on pages 9 to 16.

Respective responsibilities of directors and reporting accountants

As described on page 7 the trustees as directors of the charitable company are responsible for the preparation of the accounts and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- a) The accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- b) Having regard only to, and on the basis of, the information contained in those accounting records:
 - I. The accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - II. The company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time with that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Elliot Collins ACA
Reporting Accountant

Sunnyside, City, Bledlow Ridge, HP14 4AB