

REGISTERED COMPANY NUMBER: 07183132 (England and Wales)
REGISTERED CHARITY NUMBER: 1143640

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2016
FOR
NOVA WAKEFIELD DISTRICT LIMITED**

Hansons
St Oswald House
St Oswald Street
Castleford
West Yorkshire
WF10 1DH

NOVA WAKEFIELD DISTRICT LIMITED
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2016

	Page
Report of the Trustees	1 to 7
Report of the Independent Auditors	8 to 9
Statement of Financial Activities	10
Balance Sheet	11 to 12
Notes to the Financial Statements	13 to 22
Detailed Statement of Financial Activities	23 to 24

NOVA WAKEFIELD DISTRICT LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07183132 (England and Wales)

Registered Charity number

1143640

Registered office

11 Upper York Street
Wakefield
West Yorkshire
WF1 3LQ

Trustees

C Bann

P Bee

J S Bilton

P J Carter

W Guinan

M W Holt

A C Howell

V L Hughes

S E Roxby

H S Shockett - resigned 7.10.2015

P Skinner

M Ayub

R Willoughby - resigned 1.3.2016

T Long

S Walsh - resigned 26.2.2016

Auditors

Hansons

St Oswald House

St Oswald Street

Castleford

West Yorkshire

WF10 1DH

Bankers

Unity Trust Bank PLC

Nine Brindleyplace

Birmingham

B1 2HB

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a company limited by guarantee and was incorporated on 9 March 2010. It is governed by a memorandum and articles of association as amended by special resolution on 8 August 2011 and 12th July 2013. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

NOVA WAKEFIELD DISTRICT LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The trustees of the charity are also the directors for the purposes of company law. Trustees are recruited primarily from the membership of Nova Wakefield District, and occasionally from outside the membership to meet the skills requirements of the board. Trustees who are not part of an organisation which is a Nova member are made Individual Nova Members once they are on the Nova board. Trustees are appointed by members at the AGM, or co-opted by other members of the board between AGMs to ensure the board has the skills required to govern the organisation (co-opted Trustees then stand for election at the AGM following the co-option). All trustees are provided with an induction session (including an induction pack), delivered by the Chair and CEO of Nova. An annual skills audit of trustees is carried out, which is used to identify the training needs of the trustees (individually and collectively).

Organisational structure

Nova has a Board of up to 15 trustees who meet every 6 weeks and are responsible for the strategic direction and policy of the charity. At present the Board has 13 members, with a variety of professional skills relevant to the work of the charity. The NOVA CEO is the Company Secretary and also sits on the board but has no voting rights. A scheme of delegation is in place, with day-to-day responsibility for the provision of services resting with the Chief Executive, who is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. Nova operates a very flat organisational structure with only 3 layers of management, which aims to encourage personal responsibility and innovation amongst staff. Regular reporting to peers, line managers and the Nova board ensure accountability from the executive team.

Related parties

The following are organisations that trustees work for or have an interest in that have received a grant or contract payment from Nova Wakefield District Limited during the financial year 2015/16.

Eastmoor Community Project
St. George's, Lupset
Groundwork
Age UK Wakefield District
Well Women Centre
Senior Citizens Support Group
Community Foundation for Wakefield District
Next Generation

Risk management

The Trustees have conducted a review of the major risks to which the charity is exposed. Nova has a Risk Management Plan and a Continuity Plan, which are updated and reviewed annually by staff and trustees. Where appropriate (and based on each of these plans) systems or procedures have been established to mitigate the risks the charity faces. During 2015/16 there were no risks that were deemed to be at severe or crisis level and the vast majority were assessed as 'tolerable', which is the lowest risk rating. Four areas were assessed as 'moderate', these were: equipment failure; reduction in income; not meeting members expectations; not retaining appropriate staff. Following the most recent risk assessment in April 2015, steps have been taken to reduce the risk in these areas down to 'tolerable'.

Retention of the ISO 9001 quality standard ensures a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Nova's charitable objects are:

To promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Wakefield District and its environs (hereinafter called the "area of benefit") and, in particular, build the capacity of third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.

To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

NOVA WAKEFIELD DISTRICT LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2016

OBJECTIVES AND ACTIVITIES

Significant activities

Nova operates to a strategic plan (available in the Nova Documents section of our website), which describes our Vision, Purpose, Values and Aims. Under each Aim we describe the key areas of activity for the forthcoming year. The strategic plan also describes the key enablers that make us a strong and capable organisation and the key performance indicators which we use to ensure our delivery is on track.

Activities, achievements and performance are described below, under Nova's three organisational Aims:

1. Provide opportunities for growth for Nova members

- Support members to collaborate to bid for contracts
- Drive up the quality of our members service delivery
- Enabling excellence in contract management
- Develop innovative models to support the sustainability of our sector

A key area of Nova's work is to secure resources for our members. We do this in a variety of ways, including bidding for and managing public service contracts. The bulk of delivery is sub-contracted to member organisations whilst Nova carries out contract implementation, management and quality assurance functions. The following contracts and grant programmes were delivered in 2015/16:

Healthwatch Wakefield is the citizen-led watchdog for health and social care across the local district. Healthwatch provides information about the health and social care system, collects experiences of patients and users of the system and uses those experiences to effect change where possible. During the year under review Healthwatch carried out significant amounts of work for the Connecting Care programme, in addition to its core delivery of the Healthwatch service in the district. Nova employs the 'core' staff team that delivers the contract. Wakefield District CAB, Young Lives Consortium and Leeds Beckett University are delivery partners for specialist functions related to the service. Healthwatch Wakefield's Annual Report provides full detail of activity and achievements over 2015/16 and can be found on the website www.healthwatchwakefield.co.uk. During the financial year under review, plans were made to 'spin out' Healthwatch Wakefield as a separate legal entity from Nova, with full transfer occurring on 1st April 2016, including novation of the contract from Nova to Healthwatch Wakefield Ltd.

Support for Families was an ESF/DWP co-financed programme that provides mentor support to adults within families with current or historic unemployment. Nova was one of the highest performing delivery agencies in the Yorkshire region, which means that many of the people using the service overcame personal issues, found employment and stayed employed for at least 6 months. Groundwork Wakefield and Dominion Training were the two main delivery organisations from within Nova's membership. The contract ended in June 2015 and we are currently bidding for work from the European Structural and Investment Funds (ESIF) to ensure continuity of this successful service.

The **Youth Contract** provided mentoring support to young people who were not in employment, education or training, and helped them focus on personal goals and progression. Six Nova members were involved with delivery. The project also came to end within the financial year 2015/16 and provided tailored and person-centered support for 100s of young people across the district.

The **Bereavement Advice and Support Service** provides information, practical and emotional support to people who have recently experienced bereavement in Wakefield district. The two delivery partners are Age UK Wakefield District and Cruse.

The **Lay Asthma Educators Project (LEAP)** was commissioned by Public Health to focus on young people with asthma, using digital media. The project came to an end within the financial year under review, with a legacy website developed by the main delivery partner, 1-2-1 Development Trust.

NHS Vanguard

Nova acted as the main conduit for commissioned VCS activity within the two NHS Vanguards in the district: the West Wakefield Multispeciality Community Provider (MCP) and the Care Homes Vanguard. Some of the funding received paid for Nova's strategic and practical involvement with the two Vanguards, with the bulk of the funding used to pay for Nova members to carry out engagement and support work with Care Homes; delivery activities linked to the MCP Social Prescribing service; and community engagement work with GPs surgeries.

NOVA WAKEFIELD DISTRICT LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

OBJECTIVES AND ACTIVITIES

Significant activities

South West Yorkshire Partnership NHS Foundation Trust

Nova was provided with funding to develop 'Tier One' activities to support people with mild or managed mental health issues. We worked closely with Creative Minds (an NHS charity) and we commissioned Next Generation to set up Wellbeing Cafes to provide support across the district. This project also created the foundations for our work in 2016/17 to develop 'Community Solutions' to enhance wellbeing across the district.

Warwick Ahead and Macmillan projects

In addition to securing financial resources and delivery opportunities for multiple Nova members, Nova also occasionally acts as accountable body for individual members. Usually this is because the member is not formally constituted, or does not have the track record to receive significant amounts of grant funding. In 2015/16 we started to work in partnership with two Nova members (Warwick Ahead Partnership Board and Levi's Star) to provide such support. We employ the Community Development Worker for Warwick Ahead (a Big Local area) and have become the accountable body for a Macmillan project devised by Levi's Star - a charity based in Wakefield that provides support for children with brain tumors and their families. In summer 2016 Nova will employ two members of staff for the Macmillan project, with the aim of working with Levi's Star over the next couple of years to adopt a suitable legal structure that will enable them to bid for similar sized projects in future.

2. Ensure the voluntary sector is able to shape and influence decision-making in the district

- Ensure that local policies and practice take into account the views, needs and assets of the sector
- Be a two way link for sharing information with VCSE colleagues and statutory partners
- Provide a platform for campaigning and engagement on key issues facing the sector
- Ensure there is adequate representation on strategic partnerships across Wakefield district
- Influence statutory agencies to ensure the third sector is positioned to deliver contracts

Nova hosts 'The Assembly', which is the 'brand' we use for all influencing activity by the local voluntary, community and social enterprise sector (VCSE), to ensure that local policies and practice take into account the views, needs and assets of the VCSE and the local people it works with. VCSE representatives attend the Health and Wellbeing Board, the Third Sector Strategy Group, the Children and Young People's Partnership Board and the Children's Safeguarding Board. We are delighted that this year the VCSE was invited to provide a representative for the Community Safety Partnership - a place that Nova had lobbied for some time. The Assembly has a Core Group comprising all the VCSE representatives and the Chair and CEO of Nova. The Core Group provides a forum to share key strategic information and to plan VCS campaigns for the coming year.

Nova has been heavily involved with influencing the integration of health and social care locally (which is known as Connecting Care). We are represented on the CCG's Connecting Care Partnership Board and on the Provider Alliance, which comprises all the major deliverers of health and social care in the district. As a direct result of Nova's input, the VCSE is integral to the Provider Alliance's response to the Connecting Care specification and the two NHS Vanguards which will provide the model for integration over the coming years.

Nova has also worked closely with colleagues in the Public Health and Communities teams at Wakefield council, to promote the importance of 'community anchors' in the district. Anchors are neighbourhood-based, socially enterprising organisations which provide a wide range of services to their local population. Anchors are now an integral part in a variety of partnership delivery models (e.g. health, social care, adult education) and Nova has been provided with a strategic grant to develop the capacity and capability of anchors to increase their activities over the next two years.

3. Organisational development support for Nova members

- Identification of members' needs using Nova Assist
- Provide high quality appropriate support for our members
- Co-ordinate support to our members via partners using Nova Assist
- Re-establish a Volunteer Centre in the district
- Raise the profile of volunteering in the district
- Support members to develop partnerships and joint working
- Improve the capability of organisations to provide a quality volunteering experience

NOVA WAKEFIELD DISTRICT LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

OBJECTIVES AND ACTIVITIES

Significant activities

We continue to provide very practical organisational development advice and support to our members (and occasionally through consultancy to non-members). This can take the form of 1-2-1 support (i.e. where a Nova staff member works directly with a single organisation around a particular development topic), or - increasingly - collective support where we work with groups of organisations on common development themes. This has the added advantage of the groups receiving expert peer support, as well as the input from Nova staff. Over the year, Nova and our partners* worked directly with over 100 local organisations. Typical support included: deciding what legal model to adopt; legal registration; developing Full Cost Recovery unit-costing; governance; business planning; bid feedback; safeguarding training and advice; financial planning and management; human resource management (including TUPE).

(* Nova Partners are Young Lives Consortium, the Community Foundation for Wakefield District, PERS, WYCAS and Fit4Funding (n.b. F4F closed in June 2015). The partners offer a wide range of organisational development support activities, and we meet regularly to review our 'offer' and to plan our support to local organisations).

We run Nova Networking and Learning sessions every month in various venues across the district. These are short sessions, focussed on a particular topic (including volunteering, income generation, governance, auto-enrolment) with input from expert speakers on the topic, and Nova members who have particular expertise and experience in that area. These are becoming increasingly popular and we are now planning to hold them in the evenings and at weekends to enable more members to attend.

Nova sends out a monthly ebulletin, containing information about our own and partners services and we make good use of Twitter (@Nova_WD) to promote our work and comment on VCSE issues locally and nationally. Nova also operates a comprehensive website that has attracted praise for its clarity and navigability. The website hosts our organisational diagnostic tool (Assist); links to a myriad of practical resources on a whole range of topics pertinent to our members; training, events and jobs information; and a news section.

An important new support programme this year is aimed at Community Anchors. Anchors are entrepreneurial neighbourhood-based organisations that provide wide-ranging support to the whole population. Nova received funding from Public Health to work with anchors on sustainability and business-planning. This included funding for the anchors to purchase specialist advice; training; materials; equipment - basically anything that would help with income diversification and sustainability.

Nova also received significant funding from the Social Investment Business through the Impact Readiness Fund to develop an impact measurement tool. This was particularly predicated on an upcoming (competitively tendered) contract from Public Health, which would require close monitoring and assessment of a range of wellbeing interventions delivered by the VCSE. Crellin Consultancy was contracted to develop the tool and to work with Nova members to ensure it was do-able across a range of organisations.

Nova also started to deliver L-CREATE in Wakefield. This is the technical support programme for organisations wishing to bid and deliver ESIF funded projects. Support included awareness-raising workshops on the programme and upcoming opportunities, and also the specific issues related to EU funding that organisations need to be aware of.

Nova runs a quarterly Volunteering Forum to provide opportunities for networking, peer support, and sharing of best practice and information that will ultimately lead to an increase in the number of quality volunteering opportunities, an increase in the number of people volunteering, and better volunteer support and management in the Wakefield. There is also a strategic sub-group of the Forum, which oversees the delivery of the Wakefield Volunteering Strategy.

Nova also offers advice and guidance around involving and managing volunteers within an organisation. We provide model policies and practice, and regularly carry out 1-2-1 support (including review of current practice) for organisations which wish to audit their approach to volunteer management.

Public benefit

In setting our objectives, and planning our activities, our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the relief of poverty and disadvantage.

NOVA WAKEFIELD DISTRICT LIMITED

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2016**

FINANCIAL REVIEW

Reserves policy

Once a year the Board considers the level of reserves that it is prudent for the organisation to hold. Consideration will be given to redundancy liabilities, lease agreements and any other significant factors that should be taken into account if the organisation were to close. Nova's current reserves policy is to retain closedown costs plus three months' expenditure and we have these reserves in place.

Principal funding sources

Principal funding sources in 2015/16 were as follows:

Wakefield Council and NHS Wakefield CCG	Core grant to support Nova's activity under its three main aims. The grant also includes funding for Nova's partners (WYCAS, Community Foundation for Wakefield, Young Lives Consortium, PERS, Fit4Funding)
NHS Wakefield CCG	Grant to ensure involvement of VCSE in integration of Health and Social Care (Connecting Care)
Social Investment Business	Grant to pay for the development of an Impact Measurement Tool which will enable Nova and Nova members to prove progression towards contracted outcomes.
Wakefield Council	A grant to pay for development support and advice to community anchors. The grant also includes funding for anchors to purchase other support/equipment to contribute towards sustainability.
South West Yorkshire Partnership NHS Foundation Trust	Grant to pay for the development of non-clinical support for people with mild/moderate/maintained mental health issues
Wakefield Council	Contract to deliver Healthwatch Wakefield
Avanta	Contract to deliver ESFDWP Support for Families
Wakefield Council	Contract to deliver Youth Contract
Big Local	Grant to employ a Community Development Worker on behalf of Warwick Ahead

NOVA WAKEFIELD DISTRICT LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Nova Wakefield District Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- 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 charitable 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 charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Hansons, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 21st September 2016 and signed on its behalf by:

P J Carter - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
NOVA WAKEFIELD DISTRICT LIMITED**

We have audited the financial statements of Nova Wakefield District Limited for the year ended 31st March 2016 on pages ten to twenty two. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

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

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

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 Ethical Standards for Auditors.

Scope of the audit of the financial statements

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

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 31st March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
NOVA WAKEFIELD DISTRICT LIMITED**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Hansons

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

St Oswald House

St Oswald Street

Castleford

West Yorkshire

WF10 1DH

21st September 2016

NOVA WAKEFIELD DISTRICT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2016

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	200	-	200	200
Activities for generating funds	3	445	-	445	1,534
Incoming resources from charitable activities					
Contracts and service agreements	4	32,968	498,861	531,829	1,131,309
Other income		48,644	-	48,644	35,333
Grants		217,667	229,003	446,670	234,193
Other incoming resources		8,068	380	8,448	36,392
Total incoming resources		307,992	728,244	1,036,236	1,438,961
RESOURCES EXPENDED					
Charitable activities					
Grants	5	91,450	4,421	95,871	114,884
Cost of activities		188,272	463,879	652,151	1,239,438
Premises		9,394	7,799	17,193	11,973
Support costs		27,832	66,426	94,258	68,730
Governance costs	8	5,712	1,937	7,649	6,944
Total resources expended		322,660	544,462	867,122	1,441,969
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		(14,668)	183,782	169,114	(3,008)
Gross transfers between funds	18	3,055	(3,055)	-	-
Net incoming/(outgoing) resources		(11,613)	180,727	169,114	(3,008)
RECONCILIATION OF FUNDS					
Total funds brought forward		294,057	46,280	340,337	343,345
TOTAL FUNDS CARRIED FORWARD		282,444	227,007	509,451	340,337

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

The notes form part of these financial statements

NOVA WAKEFIELD DISTRICT LIMITED

**BALANCE SHEET
AT 31ST MARCH 2016**

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
FIXED ASSETS					
Tangible assets	12	118,258	1,138	119,396	124,734
Investments	13	1,000	-	1,000	1,000
		119,258	1,138	120,396	125,734
CURRENT ASSETS					
Debtors	14	4,102	7,655	11,757	87,286
Cash at bank		329,128	229,622	558,750	360,886
		333,230	237,277	570,507	448,172
CREDITORS					
Amounts falling due within one year	15	(170,042)	(11,410)	(181,452)	(233,569)
NET CURRENT ASSETS					
		163,188	225,867	389,055	214,603
TOTAL ASSETS LESS CURRENT LIABILITIES					
		282,446	227,005	509,451	340,337
NET ASSETS					
		282,446	227,005	509,451	340,337
FUNDS					
Unrestricted funds	18			282,446	294,057
Restricted funds				227,005	46,280
TOTAL FUNDS					
				509,451	340,337

The notes form part of these financial statements

NOVA WAKEFIELD DISTRICT LIMITED

**BALANCE SHEET - CONTINUED
AT 31ST MARCH 2016**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2016.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees on 21st September 2016 and were signed on its behalf by:

P J Carter -Trustee

NOVA WAKEFIELD DISTRICT LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2016

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Financial reporting standard number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

Incoming resources

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

Income is only deferred when it relates to specific expenditure incurred after the current accounting period.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Allocation and apportionment of costs

All costs are allocated between the expenditure categories of the SOFA on a basis designated to reflect the use of the resources. Costs relating to a particular activity are allocated directly.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Fixtures and fittings	- 25% on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

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

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. VOLUNTARY INCOME

	2016	2015
	£	£
Donations	200	200
	<hr/>	<hr/>

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

3. ACTIVITIES FOR GENERATING FUNDS

	2016	2015
	£	£
Room hire	445	1,534
	<u>445</u>	<u>1,534</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	2016	2015
		£	£
Contract income	Contracts and service agreements	531,829	1,131,309
Consultancy income	Other income	6,909	24,167
Management fee income	Other income	41,735	11,166
Grants	Grants	446,670	234,193
		<u>1,027,143</u>	<u>1,400,835</u>

Grants received, included in the above, are as follows:

	2016	2015
	£	£
Wakefield Council & NHS Wakefield CCG Core Grant	140,000	140,000
Wakefield Council - Care Closer to Home User Surveys	24,293	42,897
NHS Wakefield CCG- Children's Strategy	6,164	1,836
Wakefield Council - Healthy Workforce Challenge	-	4,000
NHS Wakefield CCG - Social Prescribing	-	35,460
Social Investment Business - Community Right to Challenge	-	10,000
Social Investment Business - Impact Readiness Fund	25,000	-
South West Yorkshire Partnership NHS Foundation Trust	50,000	-
Wakefield Council - Community Anchors Development Programme	88,333	-
WYCA/ESIF - L-Create	1,655	-
Big Local - Warwick Ahead CD Worker	32,208	-
Wakefield Council - Care Closer to Home Carers Surveys	10,000	-
NHS Wakefield CCG - Care Homes Vanguard	16,000	-
NHS Wakefield CCG - Health and Social Care Worker	11,667	-
NHS Wakefield CCG - Care Homes Residents Engagement	41,350	-
	<u>446,670</u>	<u>234,193</u>

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Grant funding of activities (See note 6)	Support costs (See note 7)	Totals
	£	£	£	£
Cost of activities	652,151	-	-	652,151
Grants	-	95,871	-	95,871
Premises	-	-	17,193	17,193
Support costs	-	-	94,258	94,258
	<u>652,151</u>	<u>95,871</u>	<u>111,451</u>	<u>859,473</u>

Included in cost of activities are monies paid directly to partners for the provision of Healthwatch Wakefield. An analysis of the amounts paid is given below:

	2016	2015
	£	£
Citizens Advice Bureau	37,209	70,380
Young Lives Consortium	16,803	16,803

6. GRANTS PAYABLE

	2016	2015
	£	£
Grants	<u>95,871</u>	<u>114,884</u>

The total grants paid to institutions during the year was as follows:

	2016	2015
	£	£
Young Lives Consortium	29,421	17,655
Community Foundation for Wakefield District	25,000	25,000
West Yorkshire Community Accounting Service	12,000	21,180
Pay & Employment Rights Service	6,200	9,000
Well Women Centre	250	1,855
Next Generation	23,000	-
Fit4Funding	-	9,000
Age UK Wakefield District	-	450
St George's Lupset	-	9,450
Northern Refugee Council	-	1,705
One To One Development Trust	-	16,000
Leeds Mind	-	1,705
SESKU Academy	-	400
CoActive	-	390
Senior Citizens Support Group	-	388
Chrysalis	-	386
Dominion Training Services	-	320
	<u>95,871</u>	<u>114,884</u>

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

7. SUPPORT COSTS

	Management £	Finance £	Premises £	Totals £
Premises	-	-	17,193	17,193
Support costs	93,796	462	-	94,258
	93,796	462	17,193	111,451

8. GOVERNANCE COSTS

	2016 £		2015 £
Professional fees	1,493		1,200
Auditors' remuneration	6,156		5,744
	7,649		6,944

9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2016 £		2015 £
Auditors' remuneration	6,156		5,744
Depreciation - owned assets	6,264		5,653
Deficit on disposal of fixed asset	1,652		-
	14,072		11,397

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2016 nor for the year ended 31st March 2015 .

Trustees' expenses

	2016 £		2015 £
Trustees' expenses	45		124
	45		124

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

11. STAFF COSTS

	2016	2015
	£	£
Wages and salaries	338,738	314,630
Other pension costs	12,610	13,471
	<u>351,348</u>	<u>328,101</u>

The average monthly number of employees during the year was as follows:

	2016	2015
Administration staff	2	2
Other	15	13
	<u>17</u>	<u>15</u>

No employees received emoluments in excess of £60,000.

12. TANGIBLE FIXED ASSETS

	Freehold property	Fixtures and fittings	Computer equipment	Totals
	£	£	£	£
COST				
At 1st April 2015	125,000	2,702	8,487	136,189
Additions	-	-	2,578	2,578
Disposals	-	(791)	(3,023)	(3,814)
At 31st March 2016	<u>125,000</u>	<u>1,911</u>	<u>8,042</u>	<u>134,953</u>
DEPRECIATION				
At 1st April 2015	5,000	1,225	5,230	11,455
Charge for year	2,500	676	3,088	6,264
Eliminated on disposal	-	(475)	(1,687)	(2,162)
At 31st March 2016	<u>7,500</u>	<u>1,426</u>	<u>6,631</u>	<u>15,557</u>
NET BOOK VALUE				
At 31st March 2016	<u>117,500</u>	<u>485</u>	<u>1,411</u>	<u>119,396</u>
At 31st March 2015	<u>120,000</u>	<u>1,477</u>	<u>3,257</u>	<u>124,734</u>

NOVA WAKEFIELD DISTRICT LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016

13. FIXED ASSET INVESTMENTS

	Unlisted investments £
MARKET VALUE	
At 1st April 2015 and 31st March 2016	<u>1,000</u>
NET BOOK VALUE	
At 31st March 2016	<u>1,000</u>
At 31st March 2015	<u>1,000</u>

There were no investment assets outside the UK.

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade debtors	6,342	21,111
Accrued income	1,655	63,965
Prepayments	3,760	2,210
	<u>11,757</u>	<u>87,286</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Bank loans and overdrafts (see note 16)	4,197	14,143
Trade creditors	31,374	22,944
Social security and other taxes	6,224	6,675
Deferred income	133,000	113,372
Accrued expenses	6,657	76,435
	<u>181,452</u>	<u>233,569</u>

DEFERRED INCOME

Deferred income comprises grants received prior to 31st March 2016 which relate to specific expenditure incurred in the next accounting period.

	£
Balance as at 1st April 2015	113,372
Amount released to incoming resources	(113,372)
Amount deferred in year	133,000
Balance as at 31st March 2016	<u>133,000</u>

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

16. LOANS

An analysis of the maturity of loans is given below:

	2016	2015
	£	£
Amounts falling due within one year on demand:		
Bank overdraft	4,197	-
Bank loans	-	14,143
	<u>4,197</u>	<u>14,143</u>

17. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	Land and buildings		Other operating leases	
	2016	2015	2016	2015
	£	£	£	£
Expiring:				
Between one and five years	<u>6,160</u>	<u>6,160</u>	<u>2,229</u>	<u>2,229</u>

NOVA WAKEFIELD DISTRICT LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016

18. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	Transfers between funds £	At 31.3.16 £
Unrestricted funds				
General fund	294,057	(14,666)	3,055	282,446
Restricted funds				
NHS Wakefield CCG - PCT LEAP	8,000	(8,000)	-	-
NHS Wakefield CCG - Health and Social Care Worker	10,197	(10,197)	-	-
NHS Wakefield CCG - Multiple Behaviours Project	2,000	(2,000)	-	-
DWP EOS - Support for Families	1,086	226	(1,312)	-
Prospects Youth Contract	83	(83)	-	-
NHS Wakefield CCG - Bereavement Advice and Support Service	484	(484)	-	-
Big Local - Warwick Ahead CD Worker	-	(287)	-	(287)
NHS Wakefield CCG - Children's Strategy Wakefield Council - Community Anchors Development Programme	-	1,743	(1,743)	-
WYCA/ESIF - L-Create	-	78,870	-	78,870
Wakefield Council - Air Quality Research	-	(1,866)	-	(1,866)
NHS Wakefield CCG - Care Homes Vanguard	-	6,000	-	6,000
NHS Wakefield CCG - Multispeciality Community Provider Vanguard	-	8,616	-	8,616
Wakefield Council - Healthwatch Wakefield	-	64,200	-	64,200
Wakefield Council - Care Closer to Home User Surveys	5,495	10,707	-	16,202
Wakefield Council - Care Closer to Home Carers Surveys	18,935	(8,443)	-	10,492
NHS Wakefield CCG - Future in Mind	-	6,854	-	6,854
NHS Wakefield CCG - Care Homes Residents Engagement	-	(389)	-	(389)
	-	38,313	-	38,313
	<u>46,280</u>	<u>183,780</u>	<u>(3,055)</u>	<u>227,005</u>
TOTAL FUNDS	<u>340,337</u>	<u>169,114</u>	<u>-</u>	<u>509,451</u>

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

18. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	307,993	(322,659)	(14,666)
Restricted funds			
NHS Wakefield CCG - Health and Social Care Worker	-	(10,197)	(10,197)
DWP EOS - Support for Families	98,711	(98,485)	226
Prospects Youth Contract	5,259	(5,342)	(83)
NHS Wakefield CCG - Bereavement Advice and Support Service	67,343	(67,827)	(484)
Big Local - Warwick Ahead CD Worker	32,208	(32,495)	(287)
Social Investment Business - Impact Readiness Fund	25,000	(25,000)	-
NHS Wakefield CCG - Children's Strategy	6,164	(4,421)	1,743
Wakefield Council - Community Anchors Development Programme	88,333	(9,463)	78,870
WYCA/ESIF - L-Create	1,655	(3,521)	(1,866)
Wakefield Council - Air Quality Research	11,480	(5,480)	6,000
NHS Wakefield CCG - Care Homes Vanguard	32,500	(23,884)	8,616
NHS Wakefield CCG - Multispeciality Community Provider Vanguard	64,200	-	64,200
Wakefield Council - Healthwatch Wakefield	219,367	(208,660)	10,707
Wakefield Council - Care Closer to Home User Surveys	24,673	(33,116)	(8,443)
Wakefield Council - Care Closer to Home Carers Surveys	10,000	(3,146)	6,854
NHS Wakefield CCG - Care Homes Residents Engagement	41,350	(3,037)	38,313
NHS Wakefield CCG - PCT LEAP	-	(8,000)	(8,000)
NHS Wakefield CCG - Multiple Behaviours Project	-	(2,000)	(2,000)
NHS Wakefield CCG - Future in Mind	-	(389)	(389)
	<u>728,243</u>	<u>(544,463)</u>	<u>183,780</u>
TOTAL FUNDS	<u><u>1,036,236</u></u>	<u><u>(867,122)</u></u>	<u><u>169,114</u></u>

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

18. MOVEMENT IN FUNDS - continued

Fund name	Purpose of restriction
NHS Wakefield CCG - PCT LEAP	Towards costs for a project that supports young people with asthma
NHS Wakefield CCG - Health and Social Care Worker	Towards the costs of a Nova Adviser (Health and Social Care)
NHS Wakefield CCG - Multiple Behaviours Project	Delivery of a survey for Public Health
DWP EOS - Support for Families	Payment to Nova members for outputs achieved
Prospects Youth Contract	Payment to Nova members for outputs achieved
NHS Wakefield CCG - Bereavement Advice and Support Service	Payment to Nova members for the delivery of a bereavement advice and support service
Big Local - Warwick Ahead CD Worker	The costs of employing and managing a Community Development Worker for Warwick Ahead
NHS Wakefield CCG - Children's Strategy	Payment to Nova members for engagement work for integrated children and young people's strategy
Wakefield Council - Community Anchors Development Programme	Delivery of a support service to community anchors
WYCA/ESIF - L-CREATE	Provision of technical support to organisations wishing to bid to the ESIF programme
Wakefield Council - Air Quality Research	Delivery of a survey for Public Health
NHS Wakefield CCG - Care Homes Vanguard	Delivery of engagement and support work within Care Homes in the district
NHS Wakefield CCG - Multispeciality Community Provider Vanguard	Delivery of a micro-commissioning scheme in the West of the district
Wakefield Council - Healthwatch Wakefield	Delivery of the Healthwatch Wakefield service in the district
Wakefield Council - Care Closer to Home User Surveys	Training and management of volunteers, and completion of surveys to contribute to the evaluation of Care Closer to Home (now called Connecting Care)
Wakefield Council - Care Closer to Home Carers Surveys	Training and management of volunteers, and completion of surveys to contribute to the evaluation of Care Closer to Home (now called Connecting Care)
NHS Wakefield CCG - Future in Mind	Delivery (via Healthwatch staff) of part of the Future in Mind programme in the district
NHS Wakefield CCG - Care Homes Residents Engagement	Surveys of people living in Care Homes and Sheltered accommodation

NOVA WAKEFIELD DISTRICT LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2016

	2016 £	2015 £
INCOMING RESOURCES		
Voluntary income		
Donations	200	200
Activities for generating funds		
Room hire	445	1,534
Incoming resources from charitable activities		
Grants	446,670	234,193
Contract income	531,829	1,131,309
Consultancy income	6,909	24,167
Management fee income	41,735	11,166
	<hr/>	<hr/>
	1,027,143	1,400,835
Other incoming resources		
Other income	8,448	7,289
Exceptional items	-	29,103
	<hr/>	<hr/>
	8,448	36,392
	<hr/>	<hr/>
Total incoming resources	1,036,236	1,438,961
RESOURCES EXPENDED		
Charitable activities		
Trustees' expenses	45	124
Wages	338,738	314,630
Pensions	12,610	13,471
Staff travel	5,268	3,208
Consultancy	23,373	9,807
Training	2,106	3,893
Contract delivery	267,031	890,940
Recruitment	1,852	1,148
Volunteer costs	1,128	2,217
Grants to institutions	95,871	114,884
	<hr/>	<hr/>
	748,022	1,354,322
Governance costs		
Professional fees	1,493	1,200
Auditors' remuneration	6,156	5,744
	<hr/>	<hr/>
	7,649	6,944
Support costs		
Management		
Insurance	2,000	1,994
Telephone & internet	4,948	4,712
Carried forward	6,948	6,706

This page does not form part of the statutory financial statements

NOVA WAKEFIELD DISTRICT LIMITED

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2016**

	2016	2015
	£	£
Management		
Brought forward	6,948	6,706
Postage, stationery & photocopying	8,451	9,227
Marketing and publicity	6,129	7,352
Sundries	2,403	4,033
IT Consumables	6,296	8,072
Repairs & renewals	4,831	4,192
Meeting & room hire costs	9,085	11,036
Management & overhead charges	41,736	11,166
Freehold property	2,500	2,500
Fixtures and fittings	676	676
Computer equipment	3,089	2,477
Loss on sale of tangible fixed assets	1,652	-
	<hr/>	<hr/>
	93,796	67,437
Finance		
Bank charges	73	70
Loan interest	389	1,223
	<hr/>	<hr/>
	462	1,293
Premises		
Light, heat & water	6,258	5,067
Office rent	10,935	6,906
	<hr/>	<hr/>
	17,193	11,973
	<hr/>	<hr/>
Total resources expended	867,122	1,441,969
	<hr/>	<hr/>
Net income/(expenditure)	169,114	(3,008)
	<hr/> <hr/>	<hr/> <hr/>