

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

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2015
FOR
NOVA WAKEFIELD DISTRICT LIMITED**

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

NOVA WAKEFIELD DISTRICT LIMITED
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FOR THE YEAR ENDED 31ST MARCH 2015

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NOVA WAKEFIELD DISTRICT LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2015

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 2015. 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	
N F E Robinson	- resigned 21.8.2014
S E Roxby	
H S Shockett	
P Skinner	
E Wray	- resigned 13.11.2014
M Ayub	- appointed 11.3.2015
R Willoughby	- appointed 28.1.2015
T Long	- appointed 28.1.2015
S Walsh	- appointed 1.10.2014

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 2015

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 are appointed by members at the AGM. 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 14 members, with a variety of professional skills relevant to the work of the charity. The Secretary also sits on the Committee 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. The very small senior management team comprises the CEO and the Director of Healthwatch. 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 and Healthwatch boards 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 2014/15.

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

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 2014/15 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

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 2015

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 four organisational Aims:

1. Provide opportunities for growth for Nova members

- Work with statutory agencies to understand where the third sector is best positioned to deliver contracts
- 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 major part of Nova's work is to secure and manage public service contracts on behalf of Nova members. The bulk of delivery is sub-contracted to member organisations whilst Nova carries out contract implementation, management and quality assurance functions. In the financial year under review, over £1,000,000 of contract and grant income flowed through Nova to our members and partners, which is an increase of around £400,000 on the previous financial year. The following contracts and grant programmes were delivered in 2014/15:

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. Wakefield District CAB, Young Lives Consortium and Leeds Beckett University are delivery partners for Healthwatch. This year, Healthwatch carried out projects that included visits to the Acute Assessment Unit and Elderly Care at Pinderfields Hospital; an outpatient survey at Mid Yorkshire Hospital NHS Trust; an unannounced Enter and View visit of intermediate care and a survey of young people regarding their experience of GP services. Healthwatch Wakefield's Annual Report, providing much more detail of achievements over 2014/15 can be found on the website www.healthwatchwakefield.co.uk

Support for Families is an ESF/DWP co-financed programme that provides mentor support to adults within families with current or historic unemployment. Nova is one of the highest performing delivery agencies in the Yorkshire region, which means that many of the people using the service are overcoming personal issues, finding employment and staying employed for at least 6 months. For example, Nova was contracted to provide 6% of job outputs but has actually delivered 25% over the lifetime of the contract.

The **Youth Contract** provides mentoring support to young people who are not currently in employment, education or training, and helps them focus on personal goals and progression.

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 train volunteers to advise asthma patients in GP surgeries about their care plans. This project experienced high rates of volunteer attrition, which meant it wasn't as successful as had been originally hoped. Subsequently, it was altered to focus on young people with asthma, using digital media.

Nova was chosen to be the lead partner for Wakefield's bid to **Ageing Better**, a Big Lottery programme focussing on alleviating social isolation amongst older people. The strategy was delivered in May 2014 - unfortunately we were unsuccessful with our bid.

Nova delivered a **School Support** project for Public Health, which provided personal development activities for young people based on specific issues that arose from the annual schools survey carried out in the district.

Healthy Workforce Challenge provided very small grants to Nova members to encourage staff and volunteers to be more healthy at work. This included healthy eating, physical exercise and wellbeing activities.

NOVA WAKEFIELD DISTRICT LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2015

OBJECTIVES AND ACTIVITIES

Significant activities

We also delivered several other projects for Public Health, using the reach and personal skills of our members to carry out surveys and data collection with members of the public.

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

- Bring the sector together into the Nova Assembly and support virtual networking
- Work with statutory sector to raise awareness and achievements of the Nova Assembly
- Identify the big issues for the sector in Wakefield District
- Support specific campaigns identified by the networks in the Nova Assembly

Nova hosts 'The Assembly', which is the name for 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 continue to attend partnerships and boards, but we still have not been invited to sit on some of the key decision-making structures in the district and we shall continue to press for VCSE representation on these. However, the Assembly does have representation on the Health and Wellbeing Board, the Third Sector Strategy Group, the Children and Young People's Partnership Board and the Children's Safeguarding Board. 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 few 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 just 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
- Identify support trends across our sector and provide appropriate support packages for our members

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).

We successfully advised a complex merger of four advocacy organisations (plus 2 wholly owned subsidiaries). This included advice around TUPE, pensions (including auto-enrolment), legal structures, financial and business planning, creating the new board and staffing structure and communications during the process.

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) and 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 WAKEFIELD DISTRICT LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2015

OBJECTIVES AND ACTIVITIES

Significant activities

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.

We worked in partnership with national VCSE support agencies, such as NCVO and NAVCA. Joint activities included a 2-day commissioning masterclass, a webinar on consortia development and a case study (also on consortia development) written for the Know How Non Profit website.

* 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.

4. Support volunteering activity in the district

- Re-establish a Volunteer Centre in Wakefield District
- Raise the profile of volunteering in the district
- Encourage joint working to increase volunteer numbers and opportunities
- Improve the capacity of organisations to provide a quality volunteering experience

During this financial year, the 'do-it.org' website, which Nova had traditionally supported local organisations to access, changed its operating model so that organisations could upload their own volunteering opportunities directly onto it. The changeover was complex and fraught with glitches, which took up a lot of Nova staff resource. However, it is now up and running and operating well and has eventually freed up staff time at Nova to concentrate on other activities relating to promotion and support of volunteering in the district.

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. A public event was held around Volunteers Week in June 2014, which involved running stalls at the various markets that run across the local district. This directly led to increased public knowledge about volunteering and an increase in volunteers for organisations that took part.

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.

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.

NOVA WAKEFIELD DISTRICT LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2015

FINANCIAL REVIEW

Principal funding sources

Principal funding sources in 2014/15 were the various contracts we hold (and described on page 20 of the accounts). 85 - 95% of this funding goes out again to our sub-contracted members, leaving 5 - 15% management fees with Nova, dependent on the complexity of the contract and the attendant amount of time it takes to manage contract activity. We also received significant grants from:

Big Lottery Fund- Fulfilling Lives: Ageing Better	Development costs of the Ageing Better Vision and Strategy
NHS Wakefield CCG- Social Prescribing	Development costs of a social prescribing model for the district
Wakefield Council - School Support	Payment to Nova members for the delivery of a health related behaviour survey
Wakefield Council and NHS Wakefield CCG Core Grant	Delivery of specified outcomes related to Nova's core areas of activity
Wakefield Council- Healthy Workplace Challenge	Delivery of workplace health scheme
Wakefield Council - Care Closer To Home	Payment towards the delivery of CC2H patient/service user engagement variation
Social Investment Business- Community Right to Challenge	Towards cost of carrying out a pre feasibility study to assess the opportunity to manage the delivery of voluntary, community and social enterprise development services
Wakefield Council- Barriers To Physical Activity	Payment to Nova members for conducting research on barriers to physical activity

Nova also generates income from room rental and its consultancy services.

NOVA WAKEFIELD DISTRICT LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2015

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 26th August 2015 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 2015 on pages ten to twenty one. 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 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; 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

26th August 2015

NOVA WAKEFIELD DISTRICT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2015

	Notes	Unrestricted funds £	Restricted funds £	2015 Total funds £	2014 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	200	-	200	224
Activities for generating funds	3	1,534	-	1,534	1,158
Incoming resources from charitable activities					
Contracts and service agreements	4	111,913	1,019,396	1,131,309	751,868
Other income		35,333	-	35,333	28,130
Grants		60,000	174,193	234,193	263,504
Other incoming resources	5	36,392	-	36,392	285,161
Total incoming resources		245,372	1,193,589	1,438,961	1,330,045
RESOURCES EXPENDED					
Charitable activities					
Grants	6	-	114,884	114,884	74,000
Cost of activities		199,679	1,039,759	1,239,438	808,334
Premises		5,416	6,557	11,973	12,242
Support costs		36,545	32,185	68,730	71,088
Governance costs	9	5,942	1,002	6,944	11,329
Total resources expended		247,582	1,194,387	1,441,969	976,993
NET INCOMING/(OUTGOING) RESOURCES					
		(2,210)	(798)	(3,008)	353,052
RECONCILIATION OF FUNDS					
Total funds brought forward		296,269	47,076	343,345	(9,707)
TOTAL FUNDS CARRIED FORWARD		294,059	46,278	340,337	343,345

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 2015**

		Unrestricted funds	Restricted funds	2015 Total funds	2014 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	13	122,611	2,123	124,734	127,542
Investments	14	1,000	-	1,000	-
		<u>123,611</u>	<u>2,123</u>	<u>125,734</u>	<u>127,542</u>
CURRENT ASSETS					
Debtors	15	15,923	71,363	87,286	158,034
Cash at bank and in hand		233,505	127,381	360,886	229,153
		<u>249,428</u>	<u>198,744</u>	<u>448,172</u>	<u>387,187</u>
CREDITORS					
Amounts falling due within one year	16	(78,982)	(154,587)	(233,569)	(157,148)
		<u>170,446</u>	<u>44,157</u>	<u>214,603</u>	<u>230,039</u>
NET CURRENT ASSETS					
		<u>294,057</u>	<u>46,280</u>	<u>340,337</u>	<u>357,581</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
CREDITORS					
Amounts falling due after more than one year	17	-	-	-	(14,236)
		<u>294,057</u>	<u>46,280</u>	<u>340,337</u>	<u>343,345</u>
NET ASSETS					
FUNDS					
Unrestricted funds	19			294,057	296,269
Restricted funds				46,280	47,076
				<u>340,337</u>	<u>343,345</u>
TOTAL FUNDS					

The notes form part of these financial statements

NOVA WAKEFIELD DISTRICT LIMITED

**BALANCE SHEET - CONTINUED
AT 31ST MARCH 2015**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2015.

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 26th August 2015 and were signed on its behalf by:

P J Carter -Trustee

The notes form part of these financial statements

NOVA WAKEFIELD DISTRICT LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2015

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

	2015	2014
	£	£
Donations	200	224
	<u> </u>	<u> </u>

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015**

3. ACTIVITIES FOR GENERATING FUNDS

	2015	2014
	£	£
Room hire	1,534	1,158
	<u>1,534</u>	<u>1,158</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	2015	2014
		£	£
Contract income	Contracts and service agreements	1,131,309	751,868
Consultancy income	Other income	24,167	-
Management fee income	Other income	11,166	28,130
Grants	Grants	234,193	263,504
		<u>1,400,835</u>	<u>1,043,502</u>

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

	2015	2014
	£	£
Wakefield Council - Wellbeing Consortium Development Grant	-	15,000
Wakefield Council - Cold Homes Action Project	-	24,132
Big Lottery Fund - Transforming Local Infrastructure	-	16,152
Big Lottery Fund - Fulfilling Lives: Ageing Better	-	18,320
Wakefield Council - Building Health Partnerships	-	13,400
Wakefield Council & NHS Wakefield CCG Core Grant	140,000	151,000
NHS Wakefield CCG - Social Prescribing	35,460	-
NHS Wakefield CCG - Sexual Health Project	-	5,000
NHS Wakefield CCG - Adult Competencies Project	-	7,000
NHS Wakefield CCG - Multiple Behaviours Project	-	13,500
Wakefield Council - Healthy Workforce Challenge	4,000	-
Wakefield Council - CC2H Patient/Service User Engagement	42,897	-
Social Investment Business - Community Right to Challenge	10,000	-
NHS Wakefield CCG- Children's Strategy	1,836	-
	<u>234,193</u>	<u>263,504</u>

5. OTHER INCOMING RESOURCES

	2015	2014
	£	£
Other income	7,289	9,241
Exceptional items	29,103	275,920
	<u>36,392</u>	<u>285,161</u>

Exceptional item

On 14th October 2014 NOVA Wakefield District Limited received £29,103 from a pension overpayment that was previously overpaid by Voluntary Action Wakefield District Limited in March 2014. NOVA Wakefield District Limited acquired the assets of Voluntary Action Wakefield District Limited on 1st October 2013.

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015**

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Grant funding of activities (See note 7)	Support costs (See note 8)	Totals
	£	£	£	£
Cost of activities	1,239,438	-	-	1,239,438
Grants	-	114,884	-	114,884
Premises	-	-	11,973	11,973
Support costs	-	-	68,730	68,730
	<u>1,239,438</u>	<u>114,884</u>	<u>80,703</u>	<u>1,435,025</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:

	2015	2014
	£	£
Citizens Advice Bureau	70,380	60,351
Young Lives Consortium	16,803	19,200

7. GRANTS PAYABLE

	2015	2014
	£	£
Grants	<u>114,884</u>	<u>74,000</u>

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

	2015	2014
	£	£
Young Lives Consortium	17,655	9,000
Community Foundation for Wakefield District	25,000	25,000
West Yorkshire Community Accounting Service	21,180	9,000
Fit4Funding	9,000	9,000
Age UK Wakefield District	450	2,000
Pay & Employment Rights Service	9,000	9,000
Wakefield Council (Cold Homes Action Project 2)	-	11,000
St George's Lupset	9,450	-
Well Women Centre	1,855	-
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>114,884</u>	<u>74,000</u>

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015**

8. SUPPORT COSTS

	Management	Finance	Premises	Totals
	£	£	£	£
Premises	-	-	11,973	11,973
Support costs	67,437	1,293	-	68,730
	<u>67,437</u>	<u>1,293</u>	<u>11,973</u>	<u>80,703</u>

9. GOVERNANCE COSTS

	2015	2014
	£	£
Professional fees	1,200	5,569
Auditors' remuneration	5,744	5,760
	<u>6,944</u>	<u>11,329</u>

10. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2015	2014
	£	£
Auditors' remuneration	5,744	5,760
Depreciation - owned assets	5,653	5,098
	<u>5,653</u>	<u>5,098</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2015 nor for the year ended 31st March 2014.

Trustees' expenses

	2015	2014
	£	£
Trustees' expenses	124	86
	<u>124</u>	<u>86</u>

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015**

12. STAFF COSTS

	2015	2014
	£	£
Wages and salaries	314,630	218,166
Other pension costs	13,471	8,383
	<u>328,101</u>	<u>226,549</u>

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

	2015	2014
Administration staff	2	2
Other	13	8
	<u>15</u>	<u>10</u>

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

13. TANGIBLE FIXED ASSETS

	Freehold property	Fixtures and fittings	Computer equipment	Totals
	£	£	£	£
COST				
At 1st April 2014	125,000	2,198	6,146	133,344
Additions	-	504	2,341	2,845
	<u>125,000</u>	<u>2,702</u>	<u>8,487</u>	<u>136,189</u>
At 31st March 2015	125,000	2,702	8,487	136,189
	<u>125,000</u>	<u>2,702</u>	<u>8,487</u>	<u>136,189</u>
DEPRECIATION				
At 1st April 2014	2,500	549	2,753	5,802
Charge for year	2,500	676	2,477	5,653
	<u>5,000</u>	<u>1,225</u>	<u>5,230</u>	<u>11,455</u>
At 31st March 2015	5,000	1,225	5,230	11,455
	<u>5,000</u>	<u>1,225</u>	<u>5,230</u>	<u>11,455</u>
NET BOOK VALUE				
At 31st March 2015	120,000	1,477	3,257	124,734
	<u>120,000</u>	<u>1,477</u>	<u>3,257</u>	<u>124,734</u>
At 31st March 2014	122,500	1,649	3,393	127,542
	<u>122,500</u>	<u>1,649</u>	<u>3,393</u>	<u>127,542</u>

14. FIXED ASSET INVESTMENTS

	Unlisted investments
	£
MARKET VALUE	
Additions	1,000
	<u>1,000</u>
NET BOOK VALUE	
At 31st March 2015	1,000
	<u>1,000</u>
At 31st March 2014	-
	<u>-</u>

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015**

14. FIXED ASSET INVESTMENTS - continued

There were no investment assets outside the UK.

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Trade debtors	21,111	108,789
Accrued income	63,965	48,269
Prepayments	2,210	976
	<u>87,286</u>	<u>158,034</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Bank loans and overdrafts (see note 18)	14,143	13,444
Trade creditors	22,944	30,267
Social security and other taxes	6,675	5,438
Deferred income	113,372	47,460
Accrued expenses	76,435	60,539
	<u>233,569</u>	<u>157,148</u>

DEFERRED INCOME

Deferred income comprises grants received prior to 31st March 2015 which relate to specific expenditure incurred in the next accounting period.

		£
Balance as at 1st April 2014		47,460
Amount released to incoming resources		(47,460)
Amount deferred in year		113,372
		<u>113,372</u>
Balance as at 31st March 2015		<u>113,372</u>

17. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2015	2014
	£	£
Bank loans (see note 18)	-	14,236
	<u>-</u>	<u>14,236</u>

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015**

18. LOANS

An analysis of the maturity of loans is given below:

	2015	2014
	£	£
Amounts falling due within one year on demand:		
Bank loans	14,143	13,444
	<u> </u>	<u> </u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	-	14,236
	<u> </u>	<u> </u>

19. MOVEMENT IN FUNDS

	At 1.4.14	Net movement in funds	At 31.3.15
	£	£	£
Unrestricted funds			
General fund	296,269	(2,212)	294,057
Restricted funds			
NHS Wakefield CCG- Lay Respiratory Champions	25,000	(17,000)	8,000
Wakefield Council - Healthwatch	(182)	5,677	5,495
Big Lottery Fund - Fulfilling Lives: Ageing Better	11,526	(11,526)	-
NHS Wakefield CCG - Social Prescribing	-	10,197	10,197
NHS Wakefield CCG - Sexual Health Project	5,000	(5,000)	-
NHS Wakefield CCG - Multiple Behaviours Project	4,451	(2,451)	2,000
DWP EOS - Support for Families	1,082	4	1,086
Prospects Youth Contract	199	(116)	83
NHS Wakefield CCG - Bereavement Advice and Support Service	-	484	484
Wakefield Council - Care Closer to Home (CC2H)	-	18,935	18,935
	<u> </u>	<u> </u>	<u> </u>
	47,076	(796)	46,280
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>343,345</u>	<u>(3,008)</u>	<u>340,337</u>

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015**

19. 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	245,372	(247,584)	(2,212)
Restricted funds			
Wakefield Council - Healthwatch	217,267	(211,590)	5,677
Big Lottery Fund - Fulfilling Lives: Ageing Better	-	(11,526)	(11,526)
NHS Wakefield CCG - Social Prescribing	35,460	(25,263)	10,197
NHS Wakefield CCG - Sexual Health Project	-	(5,000)	(5,000)
NHS Wakefield CCG - Multiple Behaviours Project	-	(2,451)	(2,451)
DWP EOS - Support for Families	513,642	(513,638)	4
Prospects Youth Contract	191,937	(192,053)	(116)
Wakefield Council - School Support	21,600	(21,600)	-
Wakefield Council & NHS Wakefield CCG Core Grant	80,000	(80,000)	-
Wakefield Council - Healthy Workforce Challenge	4,000	(4,000)	-
NHS Wakefield CCG - Bereavement Advice and Support Service	67,250	(66,766)	484
Wakefield Council - Care Closer to Home (CC2H)	42,897	(23,962)	18,935
Social Investment Business- Community Right to Challenge	10,000	(10,000)	-
Wakefield Council - Barriers To Physical Activity	7,700	(7,700)	-
NHS Wakefield CCG - Children's Strategy	1,836	(1,836)	-
NHS Wakefield CCG- Lay Respiratory Champions	-	(17,000)	(17,000)
	<u>1,193,589</u>	<u>(1,194,385)</u>	<u>(796)</u>
TOTAL FUNDS	<u><u>1,438,961</u></u>	<u><u>(1,441,969)</u></u>	<u><u>(3,008)</u></u>

NOVA WAKEFIELD DISTRICT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2015**

19. MOVEMENT IN FUNDS - continued

Fund name	Purpose of restriction
NHS Wakefield CCG - Lay Respiratory Champions	Towards costs for the Lay Educators Asthma Project
Wakefield Council - Healthwatch	A restricted contract for the provision of the Healthwatch Wakefield
Big Lottery Fund - Fulfilling Lives: Ageing Better	Development costs of the Ageing Better Vision and Strategy
NHS Wakefield CCG - Social Prescribing	Development costs of a social prescribing model for the district
NHS Wakefield CCG - Sexual Health Project	Delivery of a sexual health project in the district
NHS Wakefield CCG - Multiple Behaviours Project	Delivery of a survey for Public Health
DWP- ESF - Support for families	Payment to Nova members for outputs achieved
Prospects Youth Contract	Payment to Nova members for outputs achieved
Wakefield Council - School Support	Payment to Nova members for the delivery of a health related behaviour survey
Wakefield Council and NHS Wakefield CCG Core Grant	Delivery of specified outcomes related to Nova's core areas of activity
Wakefield Council - Healthy Workplace Challenge	Delivery of workplace health scheme
NHS Wakefield CCG - Bereavement Advice and Support Service	Payment to Nova members for the delivery of a bereavement advice and support service
Wakefield Council - Care Closer To Home	Payment towards the delivery of CC2H patient/service user engagement variation
Social Investment Business- Community Right to Challenge	Towards cost of carrying out a pre feasibility study to assess the opportunity to manage the delivery of voluntary, community and social enterprise development services
Wakefield Council - Barriers To Physical Activity	Payment to Nova members for conducting research on barriers to physical activity
NHS Wakefield CCG - Children's Strategy	Payment to Nova members for engagement work for integrated children and young people's strategy

NOVA WAKEFIELD DISTRICT LIMITED

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2015**

	2015	2014
	£	£
INCOMING RESOURCES		
Voluntary income		
Donations	200	224
Activities for generating funds		
Room hire	1,534	1,158
Incoming resources from charitable activities		
Grants	234,193	263,504
Contract income	1,131,309	751,868
Consultancy income	24,167	-
Management fee income	11,166	28,130
	1,400,835	1,043,502
Other incoming resources		
Other income	7,289	9,241
Exceptional items	29,103	275,920
	36,392	285,161
Total incoming resources	1,438,961	1,330,045
RESOURCES EXPENDED		
Charitable activities		
Trustees' expenses	124	86
Wages	314,630	218,166
Pensions	13,471	8,383
Staff travel	3,208	2,485
Consultancy	9,807	10,300
Training	3,893	3,208
Contract delivery	890,940	563,382
Recruitment	1,148	1,187
Volunteer costs	2,217	1,137
Grants to institutions	114,884	74,000
	1,354,322	882,334
Governance costs		
Professional fees	1,200	5,569
Auditors' remuneration	5,744	5,760
	6,944	11,329
Support costs		
Management		
Insurance	1,994	1,118
Telephone & internet	4,712	4,076
Carried forward	6,706	5,194

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 2015**

	2015	2014
	£	£
Management		
Brought forward	6,706	5,194
Postage, stationery & photocopying	9,227	6,882
Marketing and publicity	7,352	8,800
Sundries	4,033	1,827
IT Consumables	8,072	3,156
Repairs & renewals	4,192	4,229
Meeting & room hire costs	11,036	5,698
Management & overhead charges	11,166	28,130
Freehold property	2,500	2,500
Fixtures and fittings	676	549
Computer equipment	2,477	2,049
	<hr/>	<hr/>
	67,437	69,014
Finance		
Bank charges	70	64
Loan interest	1,223	2,010
	<hr/>	<hr/>
	1,293	2,074
Premises		
Light, heat & water	5,067	3,357
Office rent	6,906	8,885
	<hr/>	<hr/>
	11,973	12,242
	<hr/>	<hr/>
Total resources expended	1,441,969	976,993
	<hr/>	<hr/>
Net (expenditure)/income	<u><u>(3,008)</u></u>	<u><u>353,052</u></u>