

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

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE  
YEAR ENDED 31ST MARCH 2017  
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 2017**

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**NOVA WAKEFIELD DISTRICT LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2017**

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 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**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 2017

### OBJECTIVES AND ACTIVITIES

#### Significant activities

Nova operates to a strategic plan which was reviewed in October 2016 (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 2016/17:

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. This contract has recently been reviewed for a further 2 years.

#### NHS Vanguard

Nova acted as the main conduit for commissioned VCS activity within the West Wakefield Care Homes Vanguard. Some of the funding received paid for Nova's strategic and practical involvement with the Vanguard, with the bulk of the funding used to pay for Nova members to carry out engagement and support work with Care Homes; carers surveys; and community engagement work with GPs surgeries.

#### 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.

#### Warwick Ahead and Macmillan projects

In addition to securing financial resources and delivery opportunities for multiple Nova members, Nova also occasionally acts as the 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. We 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 tumours and their families. In summer 2016 Nova employed 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.

#### Healthwatch Wakefield

Healthwatch which had been formerly hosted by Nova became a fully independent entity at the start of the financial year whilst maintaining close ties with Nova and its members. The change required the transfer of balances from our funds which is dealt with as an exceptional item as a result.

#### 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

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2017

**OBJECTIVES AND ACTIVITIES**

**Significant activities**

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 and the Community Safety Partnership. 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 from mid- 2015 to mid-2017.

**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

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 120 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, PERS & WYCAS). 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.

# NOVA WAKEFIELD DISTRICT LIMITED

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2017

### OBJECTIVES AND ACTIVITIES

#### Significant activities

The Community Anchor support programme was maintained throughout the year. 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 that would help with income diversification and sustainability.

Nova received funding from the Social Investment Business through the Impact Readiness Fund to develop an impact measurement tool. This was particularly predicated on a Social Wellbeing 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.

The partnership project involving Macmillan Cancer Support, Nova and Levi's Star has been very well received across the Region, with a very eclectic range of clients needs and support programmes.

Nova was appointed as the single Local Trusted Organisation (LTO) for Warwick Ahead Big Local Partnership. With the support of the Partnership's Community Development worker (hosted by Nova on their behalf) the year was focused developing the Partnership and its members to comprehensively review the previous 3 years activity and to develop a new Plan defining their activities for future years.

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 District. 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.

### FINANCIAL REVIEW

#### Principal funding sources

Principal funding sources in 2016/17 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, Young Lives Consortium, PERS)
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.
Big Local	Grant to employ a Community Development Worker on behalf of Warwick Ahead ans to assist in drawing up a Big Local Plan.

# NOVA WAKEFIELD DISTRICT LIMITED

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2017

### 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.

### 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.

#### 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 2016/17.

Eastmoor Community Project  
St. George's, Lupset  
Age UK Wakefield District  
Senior Citizens Support Group  
Next Generation

### 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

NOVA WAKEFIELD DISTRICT LIMITED

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2017

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

C Bann

P Bee

J S Bilton

P J Carter

W Guinan

- resigned 21.11.2016

M W Holt

A C Howell

V L Hughes

S E Roxby

P Skinner

M Ayub

T Long

U Ali - Co-opted

- appointed 14.12.2016

N F Esmond - Co-opted

- appointed 14.12.2016

**Independent examiner**

Mark Upex BA FCA

Institute of Chartered Accountants in England and Wales

Hansons

St Oswald House

St Oswald Street

Castleford

West Yorkshire

WF10 1DH

**Bankers**

Unity Trust Bank PLC

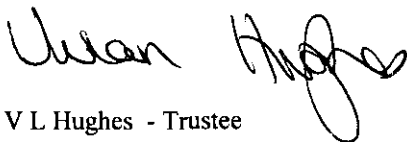
Nine Brindleyplace

Birmingham

B1 2HB

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 12th July 2017 and signed on its behalf by:



V L Hughes - Trustee



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
NOVA WAKEFIELD DISTRICT LIMITED**

I report on the accounts for the year ended 31st March 2017 set out on pages eight to twenty five.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants in England and Wales.

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

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

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

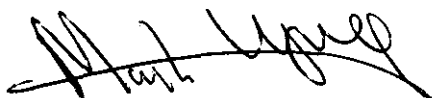
**Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

have not been met; or

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



Mark Upex BA FCA  
Institute of Chartered Accountants in England and Wales  
Hansons  
St Oswald House  
St Oswald Street  
Castleford  
West Yorkshire  
WF10 1DH

18th July 2017

NOVA WAKEFIELD DISTRICT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31ST MARCH 2017

	Notes	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	200	-	200	200
<b>Charitable activities</b>	4				
Contracts and service agreements		35,157	290,773	325,930	531,829
Other income		28,555	-	28,555	48,644
Grants		195,583	239,723	435,306	446,670
Other trading activities	3	1,226	-	1,226	445
Other income		15,669	-	15,669	8,448
<b>Total</b>		<b>276,390</b>	<b>530,496</b>	<b>806,886</b>	<b>1,036,236</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	5				
Grants		48,800	42,913	91,713	95,871
Cost of activities		209,233	365,813	575,046	652,151
Premises		10,000	1,785	11,785	17,193
Support costs		38,745	48,401	87,146	101,907
Other		-	78,638	78,638	-
<b>Total</b>		<b>306,778</b>	<b>537,550</b>	<b>844,328</b>	<b>867,122</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(30,388)</b>	<b>(7,054)</b>	<b>(37,442)</b>	<b>169,114</b>
<b>Transfers between funds</b>	19	<b>(10,628)</b>	<b>10,628</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(41,016)</b>	<b>3,574</b>	<b>(37,442)</b>	<b>169,114</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>282,446</b>	<b>227,005</b>	<b>509,451</b>	<b>340,337</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>241,430</b>	<b>230,579</b>	<b>472,009</b>	<b>509,451</b>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

**NOVA WAKEFIELD DISTRICT LIMITED**

**BALANCE SHEET  
AT 31ST MARCH 2017**

		<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2017 Total funds £</b>	<b>2016 Total funds £</b>
<b>FIXED ASSETS</b>					
Tangible assets	13	115,491	-	115,491	119,396
Investments	14	1,000	-	1,000	1,000
		<u>116,491</u>	<u>-</u>	<u>116,491</u>	<u>120,396</u>
 <b>CURRENT ASSETS</b>					
Debtors	15	5,997	3,174	9,171	11,757
Cash at bank		140,904	269,359	410,263	558,750
		<u>146,901</u>	<u>272,533</u>	<u>419,434</u>	<u>570,507</u>
 <b>CREDITORS</b>					
Amounts falling due within one year	16	(21,959)	(41,957)	(63,916)	(181,452)
 <b>NET CURRENT ASSETS</b>		<u>124,942</u>	<u>230,576</u>	<u>355,518</u>	<u>389,055</u>
 <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>241,433</u>	<u>230,576</u>	<u>472,009</u>	<u>509,451</u>
 <b>NET ASSETS</b>		<u>241,433</u>	<u>230,576</u>	<u>472,009</u>	<u>509,451</u>
 <b>FUNDS</b>	19				
Unrestricted funds				241,433	282,446
Restricted funds				230,576	227,005
 <b>TOTAL FUNDS</b>				<u>472,009</u>	<u>509,451</u>

The notes form part of these financial statements

**NOVA WAKEFIELD DISTRICT LIMITED**

**BALANCE SHEET - CONTINUED  
AT 31ST MARCH 2017**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2017.

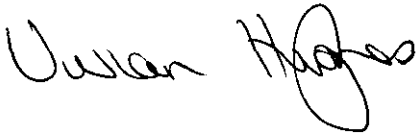
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2017 in accordance with Section 476 of the Companies Act 2006.

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.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 12th July 2017 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'V L Hughes', written in a cursive style.

V L Hughes -Trustee

**NOVA WAKEFIELD DISTRICT LIMITED**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31ST MARCH 2017**

	Notes	2017 £	2016 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	(147,239)	210,778
Interest paid		-	(389)
		<hr/>	<hr/>
<b>Net cash provided by (used in) operating activities</b>		<b>(147,239)</b>	<b>210,389</b>
		<hr/>	<hr/>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		-	(2,578)
		<hr/>	<hr/>
<b>Net cash provided by (used in) investing activities</b>		<b>-</b>	<b>(2,578)</b>
		<hr/>	<hr/>
<b>Cash flows from financing activities:</b>			
Loan repayments in year		-	(14,144)
		<hr/>	<hr/>
<b>Net cash provided by (used in) financing activities</b>		<b>-</b>	<b>(14,144)</b>
		<hr/>	<hr/>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(147,239)</b>	<b>193,667</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	2	<b>554,553</b>	<b>360,886</b>
		<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the reporting period</b>	2	<b>407,314</b>	<b>554,553</b>
		<hr/> <hr/>	<hr/> <hr/>

The notes form part of these financial statements

**NOVA WAKEFIELD DISTRICT LIMITED**

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31ST MARCH 2017**

**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2017	2016
	£	£
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	<b>(37,442)</b>	169,114
<b>Adjustments for:</b>		
Depreciation charges	3,905	6,265
Loss on disposal of fixed assets	-	1,652
Interest paid	-	389
Decrease in debtors	2,586	75,529
Decrease in creditors	<b>(116,288)</b>	<b>(42,171)</b>
<b>Net cash provided by (used in) operating activities</b>	<b><u>(147,239)</u></b>	<b><u>210,778</u></b>

**2. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	2017	2016
	£	£
Notice deposits (less than 3 months)	410,263	558,750
Overdrafts included in bank loans and overdrafts falling due within one year	<b>(2,949)</b>	<b>(4,197)</b>
<b>Total cash and cash equivalents</b>	<b><u>407,314</u></b>	<b><u>554,553</u></b>

# NOVA WAKEFIELD DISTRICT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2017

### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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. DONATIONS AND LEGACIES

	2017	2016
	£	£
Donations	<u>200</u>	<u>200</u>

**NOVA WAKEFIELD DISTRICT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2017**

**3. OTHER TRADING ACTIVITIES**

	2017	2016
	£	£
Room hire	<u>1,226</u>	<u>445</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

		2017	2016
	Activity	£	£
Contract income	Contracts and service agreements	325,930	531,829
Consultancy income	Other income	470	6,909
Management fee income	Other income	28,085	41,735
Grants	Grants	435,306	446,670
		<u>789,791</u>	<u>1,027,143</u>

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

	2017	2016
	£	£
Wakefield Council & NHS Wakefield CCG Core Grant	115,000	140,000
Wakefield Council - Care Closer to Home User Surveys	-	24,293
NHS Wakefield CCG- Children's Strategy	-	6,164
Social Investment Business - Impact Readiness Fund	31,880	25,000
South West Yorkshire Partnership NHS Foundation Trust	-	50,000
Wakefield Council - Community Anchors Development Programme	125,000	88,333
WYCA/ESIF - L-Create	1,294	1,655
Big Local - Warwick Ahead CD Worker	36,800	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 Carers Survey - MSP Vanguard	23,333	-
NHS Wakefield CCG - Care Homes Residents Engagement	-	41,350
Safer Communities Fund	4,970	-
Macmillan Cancer Support & Levi's Star	46,029	-
Power To Change Learning Grant	10,000	-
Joint Leadership Programme	20,000	-
Big Local - Warwick Ahead Big Local Plan	21,000	-
	<u>435,306</u>	<u>446,670</u>



**NOVA WAKEFIELD DISTRICT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2017**

**5. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Grant funding of activities (See note 6)	Support costs (See note 7)	Totals
	£	£	£	£
Cost of activities	575,046	-	-	575,046
Support costs	15,607	-	71,539	87,146
Grants	-	91,713	-	91,713
Premises	-	-	11,785	11,785
	<u>590,653</u>	<u>91,713</u>	<u>83,324</u>	<u>765,690</u>

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

	2017	2016
	£	£
Young Lives Consortium	25,000	29,421
West Yorkshire Community Accounting Service	12,000	12,000
Pay & Employment Rights Service	11,800	6,200

**6. GRANTS PAYABLE**

	2017	2016
	£	£
Grants	<u>91,713</u>	<u>95,871</u>

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

	2017	2016
	£	£
Young Lives Consortium	25,000	29,421
Community Foundation for Wakefield District	-	25,000
West Yorkshire Community Accounting Service	12,000	12,000
Pay & Employment Rights Service	11,800	6,200
Well Women Centre	-	250
Next Generation	-	23,000
St George's Lupset	5,044	-
Chrysalis	5,000	-
Five Towns Christian Fellowship	3,009	-
Castleford Heritage Trust	5,000	-
Kinsley & Fitzwilliam L & CC	5,000	-
Horbury Community Centre Trust	5,000	-
Glasshoughton Community Forum	4,900	-
Lightwaves Community Trust	4,960	-
Havercroft & Ryhill CLC	5,000	-
	<u>91,713</u>	<u>95,871</u>

**NOVA WAKEFIELD DISTRICT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2017**

**7. SUPPORT COSTS**

	<b>Management</b>	<b>Finance</b>	<b>Other</b>	<b>Governance costs</b>	<b>Totals</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Premises	-	-	11,785	-	11,785
Support costs	63,741	187	-	7,611	71,539
	<u>63,741</u>	<u>187</u>	<u>11,785</u>	<u>7,611</u>	<u>83,324</u>

**8. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Auditors' remuneration	-	6,156
Depreciation - owned assets	3,905	6,264
Deficit on disposal of fixed asset	-	1,652
	<u>-</u>	<u>14,072</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2017 nor for the year ended 31st March 2016.

**Trustees' expenses**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trustees' expenses	-	45
	<u>-</u>	<u>45</u>

There were no trustees' expenses paid for the year ended 31st March 2017.

**10. STAFF COSTS**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Wages and salaries	255,117	338,738
Other pension costs	10,418	12,610
	<u>265,535</u>	<u>351,348</u>

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

	<b>2017</b>	<b>2016</b>
Administration staff	2	2
Other	10	15
	<u>12</u>	<u>17</u>

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

**NOVA WAKEFIELD DISTRICT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2017**

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	200	-	200
<b>Charitable activities</b>			
Contracts and service agreements	32,968	498,861	531,829
Other income	48,644	-	48,644
Grants	217,667	229,003	446,670
Other trading activities	445	-	445
Other income	8,068	380	8,448
<b>Total</b>	<b>307,992</b>	<b>728,244</b>	<b>1,036,236</b>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Grants	91,450	4,421	95,871
Cost of activities	188,272	463,879	652,151
Premises	9,394	7,799	17,193
Support costs	33,544	68,363	101,907
<b>Total</b>	<b>322,660</b>	<b>544,462</b>	<b>867,122</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>(14,668)</b>	<b>183,782</b>	<b>169,114</b>
<b>Transfers between funds</b>	<b>3,055</b>	<b>(3,055)</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(11,613)</b>	<b>180,727</b>	<b>169,114</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>294,057</b>	<b>46,280</b>	<b>340,337</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>282,444</b>	<b>227,007</b>	<b>509,451</b>

**12. EXCEPTIONAL ITEMS**

Wakefield Council - Healthwatch became its own entity at the beginning of the year, at which point the fund of £78,638 was held by NOVA Wakefield District Limited. This has been paid over to Wakefield Council - Healthwatch during the year.

**NOVA WAKEFIELD DISTRICT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2017**

**13. TANGIBLE FIXED ASSETS**

	Freehold property £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1st April 2016 and 31st March 2017	<u>125,000</u>	<u>1,911</u>	<u>8,042</u>	<u>134,953</u>
<b>DEPRECIATION</b>				
At 1st April 2016	7,500	1,426	6,631	15,557
Charge for year	<u>2,500</u>	<u>478</u>	<u>927</u>	<u>3,905</u>
At 31st March 2017	<u>10,000</u>	<u>1,904</u>	<u>7,558</u>	<u>19,462</u>
<b>NET BOOK VALUE</b>				
At 31st March 2017	<u>115,000</u>	<u>7</u>	<u>484</u>	<u>115,491</u>
At 31st March 2016	<u>117,500</u>	<u>485</u>	<u>1,411</u>	<u>119,396</u>

**14. FIXED ASSET INVESTMENTS**

	Unlisted investments £
<b>MARKET VALUE</b>	
At 1st April 2016 and 31st March 2017	<u>1,000</u>
<b>NET BOOK VALUE</b>	
At 31st March 2017	<u>1,000</u>
At 31st March 2016	<u>1,000</u>

There were no investment assets outside the UK.

**15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017 £	2016 £
Trade debtors	2,367	6,342
Accrued income	2,949	1,655
Prepayments	<u>3,855</u>	<u>3,760</u>
	<u>9,171</u>	<u>11,757</u>

**NOVA WAKEFIELD DISTRICT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2017**

**16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017	2016
	£	£
Bank loans and overdrafts (see note 17)	2,949	4,197
Trade creditors	7,261	31,374
Social security and other taxes	5,931	6,224
Deferred income	41,667	133,000
Accrued expenses	6,108	6,657
	<u>63,916</u>	<u>181,452</u>

**DEFERRED INCOME**

Deferred income comprises grants received prior to 31st March 2017 which relate to specific expenditure incurred in the next accounting period.

	£
Balance as at 1st April 2016	133,000
Amount released to incoming resources	133,000
Amount deferred in year	41,667
	<u>41,667</u>
Balance as at 31st March 2017	<u>41,667</u>

**17. LOANS**

An analysis of the maturity of loans is given below:

	2017	2016
	£	£
Amounts falling due within one year on demand:		
Bank overdraft	2,949	4,197
	<u>2,949</u>	<u>4,197</u>

**18. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2017	2016
	£	£
Within one year	8,109	8,389
Between one and five years	20,522	2,882
	<u>28,631</u>	<u>11,271</u>

**NOVA WAKEFIELD DISTRICT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2017**

**19. MOVEMENT IN FUNDS**

	At 1.4.16 £	Net movement in funds £	Transfers between funds £	At 31.3.17 £
<b>Unrestricted funds</b>				
General fund	282,446	(30,385)	(10,628)	241,433
<b>Restricted funds</b>				
Big Local - Warwick Ahead CD Worker	(287)	4,763	-	4,476
Social Investment Business - Impact				
Readiness Fund	-	11,500	-	11,500
Wakefield Council - Community Anchors				
Development Programme	78,870	20,505	-	99,375
WYCA/ESIF - L-Create	(1,866)	(1,596)	3,462	-
Wakefield Council - Air Quality Research	6,000	(5,800)	-	200
NHS Wakefield CCG - Care Homes Vanguard	8,616	45,376	-	53,992
NHS Wakefield CCG - Multispeciality				
Community Provider Vanguard	21,000	(4,175)	-	16,825
Wakefield Council - Healthwatch Wakefield	16,202	(23,368)	7,166	-
Wakefield Council - Care Closer to Home				
User Surveys	10,492	(10,492)	-	-
Wakefield Council - Care Closer to Home				
Carers Surveys	6,854	(6,854)	-	-
NHS Wakefield CCG - Future in Mind	(389)	389	-	-
NHS Wakefield CCG - Care Homes Residents				
Engagement	38,313	(38,313)	-	-
Wakefield District VCS Community Safety				
Network	-	2,700	-	2,700
Macmillan Cancer Support and Levi's Star	-	(219)	-	(219)
Power to change	-	5,187	-	5,187
NHS Wakefield CCG - Micro Commissioning				
Vanguard	43,200	(40,493)	-	2,707
Big Local Trust - Warwick Ahead Big Local				
Plan	-	12,505	-	12,505
Culture Cures Engagement	-	9,500	-	9,500
Wakefield Council - Joint Leadership				
Programme	-	11,828	-	11,828
	<u>227,005</u>	<u>(7,057)</u>	<u>10,628</u>	<u>230,576</u>
<b>TOTAL FUNDS</b>	<u>509,451</u>	<u>(37,442)</u>	<u>-</u>	<u>472,009</u>

NOVA WAKEFIELD DISTRICT LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2017

19. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	276,390	(306,775)	(30,385)
<b>Restricted funds</b>			
NHS Wakefield CCG - Bereavement Advice and Support Service	65,593	(65,593)	-
Big Local - Warwick Ahead CD Worker	36,801	(32,038)	4,763
Social Investment Business - Impact Readiness Fund	31,880	(20,380)	11,500
Wakefield Council - Community Anchors Development Programme	68,750	(48,245)	20,505
WYCA/ESIF - L-Create	1,295	(2,891)	(1,596)
Wakefield Council - Air Quality Research	-	(5,800)	(5,800)
NHS Wakefield CCG - Care Homes Vanguard	78,600	(33,224)	45,376
NHS Wakefield CCG - Multispeciality Community Provider Vanguard	46,900	(51,075)	(4,175)
Wakefield Council - Healthwatch Wakefield	-	(23,368)	(23,368)
Wakefield Council - Care Closer to Home User Surveys	-	(10,492)	(10,492)
Wakefield Council - Care Closer to Home Carers Surveys	-	(6,854)	(6,854)
NHS Wakefield CCG - Care Homes Residents Engagement	-	(38,313)	(38,313)
Wakefield District VCS Community Safety Network	4,970	(2,270)	2,700
Macmillan Cancer Support and Levi's Star	46,030	(46,249)	(219)
Power to change	10,000	(4,813)	5,187
NHS Wakefield CCG - Micro Commissioning Vanguard	90,000	(130,493)	(40,493)
Big Local Trust - Warwick Ahead Big Local Plan	20,000	(7,495)	12,505
Building Better Opportunities - Connecting Opportunities	180	(180)	-
Culture Cures Engagement	9,500	-	9,500
Wakefield Council - Joint Leadership Programme	19,997	(8,169)	11,828
NHS Wakefield CCG - Future in Mind	-	389	389
	<u>530,496</u>	<u>(537,553)</u>	<u>(7,057)</u>
<b>TOTAL FUNDS</b>	<u><u>806,886</u></u>	<u><u>(844,328)</u></u>	<u><u>(37,442)</u></u>

**NOVA WAKEFIELD DISTRICT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2017**

**19. MOVEMENT IN FUNDS - continued**

<b>Fund name</b>	<b>Purpose of restriction</b>
NHS Wakefield CCG - Health and Social Care Worker	Towards the costs of a Nova Adviser (Health and Social Care)
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
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 accomodation

**20. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st March 2017.



**NOVA WAKEFIELD DISTRICT LIMITED**

**RECONCILIATION OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 31ST MARCH 2016**

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies		200	-	200
Charitable activities		1,027,143	-	1,027,143
Other trading activities		445	-	445
Other income		8,448	-	8,448
		<hr/>		<hr/>
<b>Total</b>		1,036,236	-	1,036,236
<b>EXPENDITURE ON</b>				
Charitable activities		859,470	7,652	867,122
Governance costs		7,652	(7,652)	-
Other		-	-	-
		<hr/>		<hr/>
<b>NET INCOME/(EXPENDITURE)</b>		<u>169,114</u>	<u>-</u>	<u>169,114</u>

**NOVA WAKEFIELD DISTRICT LIMITED**

**RECONCILIATION OF FUNDS  
AT 1ST APRIL 2015  
(DATE OF TRANSITION TO FRS 102)**

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
<b>FIXED ASSETS</b>				
Tangible assets		124,734	-	124,734
Investments		1,000	-	1,000
		<u>125,734</u>	<u>-</u>	<u>125,734</u>
 <b>CURRENT ASSETS</b>				
Debtors		87,286	-	87,286
Cash at bank		360,886	-	360,886
		<u>448,172</u>	<u>-</u>	<u>448,172</u>
 <b>CREDITORS</b>				
Amounts falling due within one year		(233,569)	-	(233,569)
 <b>NET CURRENT ASSETS</b>				
		<u>214,603</u>	<u>-</u>	<u>214,603</u>
 <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>				
		<u>340,337</u>	<u>-</u>	<u>340,337</u>
		<u><u>340,337</u></u>	<u><u>-</u></u>	<u><u>340,337</u></u>
 <b>FUNDS</b>				
Unrestricted funds		294,057	-	294,057
Restricted funds		46,280	-	46,280
		<u>340,337</u>	<u>-</u>	<u>340,337</u>
<b>TOTAL FUNDS</b>		<u><u>340,337</u></u>	<u><u>-</u></u>	<u><u>340,337</u></u>

**NOVA WAKEFIELD DISTRICT LIMITED**

**RECONCILIATION OF FUNDS  
AT 31ST MARCH 2016**

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
<b>FIXED ASSETS</b>				
Tangible assets		119,396	-	119,396
Investments		1,000	-	1,000
<b>Total</b>		<u>120,396</u>	-	<u>120,396</u>
 <b>CURRENT ASSETS</b>				
Debtors		11,757	-	11,757
Cash at bank		558,750	-	558,750
		<u>570,507</u>	-	<u>570,507</u>
 <b>CREDITORS</b>				
Amounts falling due within one year		(181,452)	-	(181,452)
 <b>NET CURRENT ASSETS</b>				
		<u>389,055</u>	-	<u>389,055</u>
 <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>				
		<u>509,451</u>	-	<u>509,451</u>
 <b>NET ASSETS</b>				
		<u><u>509,451</u></u>	-	<u><u>509,451</u></u>
 <b>FUNDS</b>				
Unrestricted funds		282,446	-	282,446
Restricted funds		227,005	-	227,005
<b>TOTAL FUNDS</b>		<u><u>509,451</u></u>	-	<u><u>509,451</u></u>