

The Children and Families
Voluntary Sector Forum

Together we are stronger

Bromley Children and Families Voluntary Sector Forum

**TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016**

Bromley's Children and Families Voluntary Sector Forum was established in the early 1990's as an independent network of local voluntary groups working with children and young people as well as their families. Today the Forum is their primary point of access for information, training, joint planning, consultation and representation purposes. Everything we do helps our members better serve children, young people and their families. We have 250 member groups, many of which are small and do not have the time or resources to keep up to date with changes in legislation, good practice or seek funding opportunities.

Our sole aim is to enable our 250 member groups to better serve children, young people and families in the Borough.

www.bromleycff.org.uk

Charitable Incorporated Organisation
Registration No. 115345

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Valerie Michelet (Chair)
Gillian Eldridge (Vice Chair)
Tony Catherall (Hon. Treasurer)
Helen Dyer
Edward McWhirter
Glenis Ruston
Phil Cheverton
Keith Sykes
Paul Cosgrave

Registered office

Community House
South Street
Bromley
BR1 1RH

Secretary

Judy Kimmins

Independent examiner

T.L. Huxtable FCCA

Charitable Incorporated Organisation
Number: 1153545

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TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2016

Message from Chair

It is a pleasure to write that one Year on from our last annual report, the Forum continues to thrive. Indeed, we have embedded the important initiatives we began last year and have strengthened our membership ties so that even more mutual learning and partnership working is taking place.

Our now, 250 member organisations are closely connected through the Forum's bi-weekly newsletter and of course always invited to our 4 open meetings during the year.

A new development is the increase of requests to receive our newsletter from professionals working locally. They too acknowledge the unique nature of our charity and the fact the Forum holds a 'finger on the pulse' of the rich range of charitable activities in our Borough.

None of this important work could take place without the generous commitment and high professional standards employed by Judy Kimmins, the Forum Development Officer and our invaluable Trustees. It is a pleasure to work with such talented, committed people. I can honestly say that being a part of the Forum is an exciting experience and even more exciting is observing our member charities grow as they contribute so creatively to our Bromley community.

Valerie Michelet
Chair, Children and Families Forum

Activities

The Forum's activities for the year followed the objectives set in our operational Plan and included:

1 Information

Outcome: Member groups have been informed of relevant local and national issues, plans and developments, so that they can better serve and appropriately inform the children, young people, and their parents and carers that they represent.

We have provided electronic fortnightly updates to member groups and partner organisations with information central to their work. We have, over the past few months, included a section in the updates where members can highlight any resources that they are able to offer to other members and also items that they need. We have welcomed 3 new members during this year.

2 Networking

Outcome: Sharing information and good practice has been of benefit for those served by member groups.

Four open events were held during the year for networking and information purposes. We held these at member's premises for ease of access and to keep expenditure to a minimum. At each of these meetings we include some time for members to share good news, best practice or to share how they have overcome a difficulty. We also give our members an opportunity to tell others about their work and provide fundraising tips. In addition to the regular items we covered the following:

June 2015

- AGM celebrations
- Introducing the trustees and why they believe in the forum.
- Bromley Safeguarding Children Board and Business Manager role- Howard Baines
- Jubilee Church Mentoring Scheme and Youth Work
- Fundraising tips

Sept 2015

- Clinical Commissioning Group update
- Mytime Active - information about funding available for sports and community groups
- Crystal Palace Community Development Trust
- Fundraising tips

Dec 2015

- Introduction to Makaton (Makaton uses speech with signs (gestures) and symbols (pictures) to help people communicate)
- Shared training - exploring how we can support members to share training
- Fundraising tips

March 2016

- Bromley LA used this meeting to host the annual Children & Young People's Stakeholder Conference focusing on emotional wellbeing. We were pleased that the Forum was invited to deliver a presentation alongside Cllr Evans and Doug Paterson, Chief Exec Bromley LA. The conference was a reminder of how useful it is to meet people from other organisations. The information gathered from the Conference will help those who organise health and social care services to understand the role that voluntary sector groups play in helping children and young people to develop emotional wellbeing.

3 Consultation and Representation

Outcome: *The London Borough of Bromley was enabled to consult organisations working with children, young people and families. The Forum represented children's, young people and family services effectively, (especially with regard to service provision in these challenging economic times).*

- The Forum has and will continue to be a conduit by which the LBB can consult organisations working with children, young people and families. The information gathered from the annual Children and Young People's Stakeholder Conference will help those who organise health and social care services to understand the role that voluntary sector groups play in helping children and young people to develop emotional wellbeing.
- It is the Forum's ambition to increase its ability to proactively represent the needs of children, young people and families in Bromley, offering support to its member groups as appropriate.
- We continue to represent the interests of member organisations on the Bromley Children's Safeguarding Board and are working closely with their Business Manager to support voluntary sector groups across Bromley Borough. We have supported the Safeguarding Board during the lay member recruitment exercise and also on their communications group.

4 Encouraging Good Practice - Training (Workforce Development)

Outcome: Improved skills and knowledge for those working for member organisations whether paid staff or volunteers.

We continue to seek ways to support member groups increasing the skills and knowledge to serve children and young people across the Borough. We arranged for an introduction to Makaton session to be delivered at our December open meeting. Following this we will be holding our first Makaton training session in May 2016. The initial course will be delivered to 20 member groups and further sessions will follow. The Forum strives to encourage member groups to share training. We have started to see member groups sharing training including: spaces being offered on a volunteer induction course, two groups sharing personal care training and spaces being offered on a first aid course.

5 Administration, Finance/Fundraising, Reporting and Governance

Outcome: Value for money, effective governance, financial security and efficient administration.

The Forum is a 'no-frills' network providing support and information for the benefit of local children's, youth and families voluntary organisations. We seek to keep our expenditure to a minimum and over the past year have used member accommodation to host both trustee and open forum meetings. This is our second year of independence without any statutory funding and we are grateful for the financial support we have received. We have seen a 50% increase in donations from our members and continue to use a systematic approach for fundraising. We are very grateful for the financial support we have received.

The Forum continues to be served by Judy Kimmins in her role as Development Officer. We are grateful for the continued support received from George Ruston during this financial year, in particular for delivering the fundraising sessions at our open forum meetings.

Structure, Governance and Management

Bromley's Children and Families Voluntary Sector Forum was established in the early 1990's as an independent network of voluntary and community organisations concerned with children, young people and their families. The Forum acts as a primary point of access for a diverse range of organisations in the London Borough of Bromley for information, training, joint planning, consultation and representation purposes. There are approx. 250 groups in membership, many of which are small and do not have the time or expertise to keep up to date with changes in legislation, good practice or funding opportunities. A full list of membership can be found at www.bromleycff.org.uk.

Trustees are appointed at the Annual Meeting on the basis of nominations received from member groups. Consideration is given to specialist skills or knowledge, competence and overall suitability. New Trustees receive information about their responsibilities and the aims of the charity. They are required to undergo a Disclosure and Barring Service check. Trustees meet every two months. The day to day running of the charity is carried out by the Development Officer.

None of the Trustees has any beneficial interest in the charity. All of the Trustees are members of the charity and guarantee to contribute £1 in the event of a winding up.

Risk Management

Risks are identified, assessed and controls established throughout the year.

The key controls used include:

- comprehensive strategic planning, budgeting and accounting.
- clear authorisation and approval levels.
- vetting procedures as required by law for the protection of children.

Financial Review

Our financial statements show that we were successfully in obtaining financial support from various sources during 2015/16. These included: £3,000 from Truemark Trust £1,600 from Bromley & Orpington Sunday Football League, £3,000 from DCR Allen Charitable Trust, £600 from Cutler Trust, £2,000 from Mrs Smith & Mount Trust, £3,500 from the Foyle Foundation, £2,500 from Bromley Community Fund and £1,000 from Albert Hunt Trust. Support has also come from our members in terms of voluntary contributions that range from £10-£120.

The statement of financial affairs shows the total income for 2015/16 was £18,237.00 The total resources expended amounted to £15,995.15. The surplus of £2,241.85 has been carried forward to 2016/17 year.

Reserves Policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout much of the year although there was a period when the Forum's resources nearly dropped below three months expenditure and the Trustees had to plan for closure should income not have been received.

Independent Examiners Report

We have reviewed the financial statements of Bromley Children & Families Voluntary Sector Forum on the following pages for the 12 month period ended 31st March 2016. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Our audit work has been undertaken so that we might state to the trustees those matters we are required to state to them in an auditor's 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 Trustees as a body for our audit work, for this report or for the opinions we have formed.

Respective responsibilities of Trustees & Auditors

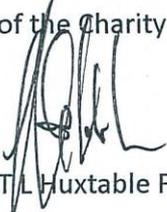
As described in the statement of Trustees' responsibilities, the Trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Accepted Accounting Practice.)

Our responsibility is to Audit the Financial Statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK & Ireland)

We report to you our opinions as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the Trustees report is not consistent with the financial statements, if the Company has not kept proper accounting records if we have not received all the information and explanations we require for our audit, or if information specified by law regarding remunerations and transactions is not disclosed.

Opinion

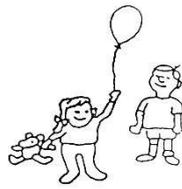
In our opinion the Trustees' report is consistent with the financial statements and the financial statements give a true and fair view of the state of affairs at 31st March 2016.
of the Charity


T.L. Huxtable FCCA

18/4/16
Date:

11 Stanhope Court
Beckenham

BA3 3 5 3



The Children and Families
Voluntary Sector Forum

INCOME & EXPENDITURE 31st MARCH 2016

Income		2016		2015
Grants	0		0	
Charitable Trusts	15600.00		11100.00	
Donations	1790.00		1599.24	
Member contributions	847.00		506.20	
Gift Aid	0		59.00	
		18237.00		13264.44
Expenditure				
Member support	14400.00		14400.00	
Development Work	0		2500.00	
Office Rent	458.00		500.00	
Meeting Costs	22.27		404.47	
Printing & Stationery	18.00		0	
Postage	26.52		44.53	
Computer Costs	48.00		32.49	
Telephone	189.81		140.47	
Insurance	338.05		320.89	
Promotion/marketing	0.00		36.00	
Travel costs	12.50		11.55	
Training	482.00		800.00	
Sundries	0		50.00	
		15995.15		19240.40
Surplus Income/Expenses		2241.85		-5975.96

The Income & Expenditure account has been prepared on the basis that all operations are continuing operations. There are no recognised gains or losses other than those passing through the Income & Expenditure Account.



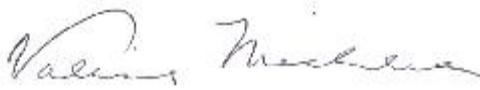
BALANCE SHEET 31ST MARCH 2016

		31,316		31,315
Assets				
	Bank	5996.52		3758.84
	Cash in	44.41		40.24
	Hand		6040.93	3799.08
Represented by:				
	Reserve	3799.08		9775.04
	b/f	2241.85	Loss	5975.96
	Surplus		2015	
	2016			3799.08
		6040.93		

The Financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and with the Financial Reporting Standard for Small Entities (effective April 2008).

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

Approved by the Trustees

Signed: 
Valerie Michelet, Chair

Date: 15TH June 2016