

**One East Midlands**  
(Company number 04342574, charity number 1094733)  
**Financial statements**  
**for the year ended 31 March 2012**

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**One East Midlands**  
**Directors' report (incorporating the Trustees' annual report)**  
**for the year ended 31 March 2012**

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2012.

**Full name** One East Midlands  
(The charity was formerly known as Engage East Midlands and East Midlands Single Platform)

**Registered charity number** 1094733  
**Registered company number** 04342574

**Principal address**  
7 Mansfield Road, Nottingham, NG1 3FB

**Directors (Trustees)**

Fiona White, Chair	Ilyas Mohammed Aziz
Laurie Moran, Vice Chair	Karon Phillips
Will Wakefield, Treasurer	Ron Simpson
Terry Kirby	Dawn Elliot
Patrick Smith, from 17/11/11	Simon Richards, from 15/12/11
Hassan Yaqoob, from 15/12/11	Angela Kandola, from 15/12/11
Sandra Hopkins, from 15/12/11	Resham Singh Sandhu, until 25/5/11
Ajay Aggarwal, until 25/5/11	Darron Cox, until 25/5/11
Kirit Mistry, until 21/7/11	Andrew Chick, until 17/11/11
Tirathpal Naute, until 17/11/11	
Teresa Waldron, from 15/12/11 until 13/2/12	

**Company Secretary**

Rachel Quinn

**Chief Executive**

Rachel Quinn

**Bankers**

Allied Irish Bank (GB), Maid Marian Way, Nottingham, NG1 6HS

**Independent examiner**

John O'Brien, employee of Community Accounting Plus, Ormiston House, 32-36 Pelham Street, Nottingham, NG1 2EG

**Structure, Governance and Management**

The Company was incorporated on 18 December 2001 (No 4342574) as Engage East Midlands. At the AGM held on 3 October 2007 the members voted to change the name to East Midlands Single Platform (given at Companies House on 17 October 2007). Subsequent to the year end the members voted a further change of name to One East Midlands (given at Companies House on 9 July 2008).

## **One East Midlands Directors' report (continued) for the year ended 31 March 2012**

At an extraordinary AGM held on 19 November 2009 the Charity passed a resolution to amend its Articles of Association.

The charity is governed by a Memorandum of Association and Articles of Association and is registered as a charity with the Charity Commission for England and Wales No. 1094733. The Organisation is a Charitable Company Limited by Guarantee.

At the start of the accounting period Trustees had been nominated and elected by member organisations using the election protocols agreed at the One EM AGM on the 19th November 2009. These procedures remain current.

The arrangements require that all trustees retire annually at the AGM but are eligible for re-election. Trustees are elected by Full members of One EM through a democratic process. Trustees have the power of co-option to address skills or needs within the Board membership. At this time there are 7 Trustees recruited through co-option. At any given time the Board of Trustees must comprise at least 5 and no more than 16 members. Trustees must use their best endeavours to ensure that at least one quarter of the trustees on the Board are the appointed representatives of organisations led by and working to support the needs of black and minority ethnic people living in the East Midlands. The full trustee board meets on a bi-monthly basis.

### **Trustee induction and Training**

New trustees of One East Midlands receive induction support. This includes a regularly updated induction pack and a meeting with the Chair and CEO. The Board undertake an annual development activity jointly in January with the full staff team of One East Midlands. A Board skills survey is undertaken bi-annually and skills gaps are filled through co-option or by the provision of training to the whole board or individual trustees.

### **Objectives and Activities**

Trustees of a charity have a new duty to report in their Annual Report on their charity's public benefit. The Trustees of One EM confirm that they have read and given due regard to the Charity Commission's guidance on public benefit. The trustees confirm that they have complied with their duties under Section 4 of the 2006 Charities Act with regard to Public Benefit.

Having considered the guidance the Trustees have concluded that the work of One EM directly supports the strength of the VCS and ability to influence in the region. In doing so One EM helps support VCS organisations to thrive and improve delivery; thereby providing greater ultimate public benefit. One EM makes its services available to any organisation or individual that shares the same values.

To ensure that public benefit is achieved and that no detriment or harm is caused through the activities of One EM, the company pursues the following direction and purpose.

## **One East Midlands Directors' report (continued) for the year ended 31 March 2012**

The objects as set out in the Charity's Memorandum of Association are:

- to promote any charitable purposes for the benefit of residents of the East Midlands and in particular the advancement of education, the promotion of health and the relief of poverty, distress and sickness;
- to promote the efficient application of resources for charitable purposes by charities and non charitable voluntary organisations working for the benefit of persons in the East Midlands area.

In order to achieve these Objects the One East Midlands Board of Trustees has developed clear role, mission and strategic aims through our strategic plan.

### **Strategic Aims**

Our role is to ensure that all elements of the VCS play a valued role in the development of policies and strategies that impact on the individuals and communities in our region. In particular, we prioritise our support to those parts of the VCS with specialist perspectives and knowledge or working with those communities facing most disadvantages. This role is encapsulated in our mission statement:

'Maximise the role of the VCS as an influential, valued and equal partner in all policy development'

One EM is a membership organisation and our members set our purpose and strategic direction. We have four core strategic functions that enable us to deliver our mission:

1. Influencing – Creating an environment for the VCS to exert strategic influence and shape future policy through:

- developing strategic links;
- shaping policy and;
- advocating the role of the VCS.

2. Enabling – Developing the sector 'landscape' to enable and support collaboration, develop consensus and raise collective voice:

- Supporting networks and sector representatives;
- Facilitate wider 'third sector' collaboration;
- Levering resources.

3. Communicating – Ensuring greater understanding of the sector through effective communication:

- Website and e:bulletin services;
- Magazine;
- Promoting the sector and our members.

4. Strengthening – Supporting the development of the sector:

- Training;
- Sharing best practice;
- Supporting collaboration;
- Events and networking opportunities.

## **One East Midlands Directors' report (continued) for the year ended 31 March 2012**

To achieve these aims One East Midlands works closely in partnership with a wide variety of key stakeholder organisations. Our key partners are:

### **Investors and Decision Makers**

The key strategic role of the charity hinges on its relationship with the key regional and national public bodies and partnerships which invest in and have an impact on the Voluntary and Community Sector and Third Sector infrastructure, especially: Big Lottery Fund, East Midlands Councils, Equalities and Human Rights Commission (EHRC), Cabinet Office, the Midlands and East SHA Cluster, East Midlands ERDF, and the Department of Health (DH).

All of the above stakeholders have supported the relationship with One East Midlands as the vehicle through which they can engage with the VCS throughout the region.

### **Key Regional Partners**

#### **Working with VCS and Third Sector Stakeholders**

The Charity leads activity to bring together VCS infrastructure across the region to ensure that there is synergy and co-ordination amongst organisations and groups which work regionally, and those which work at sub-regional and local level.

The East Midlands Infrastructure Steering Group (EMISG) and the Regional Infrastructure Consortium (RIC) are the established structures which have been key to ensuring that the Company has worked closely with infrastructure providers across the region.

There are also a large number of other key organisations, partnerships and consortia in the East Midlands which the Charity has worked with to ensure that the full diversity of the VCS and Third Sector can be involved in influencing its work. The list below is not exhaustive but it gives a good indication of the range of organisations the Charity has worked with:

- Advice Alliance East Midlands;
- Age Concern East Midlands;
- Children England;
- Coordinating European Funding for the East Midlands Third Sector (CEFET);
- Community Foundations;
- Community Matters;
- East Midlands Churches Forum (EMCF);
- East Midlands Environment Link (EMEL);
- East Midlands Regional Equality Councils (EMREC);
- East Midlands Skills & Learning Partnership (EMSLP);
- East Midlands Voluntary Youth (EMVY);
- England Volunteering Development Council (EVDC);
- Faith to Engage;

## **One East Midlands Directors' report (continued) for the year ended 31 March 2012**

- Locality
- National Institute for Adult Continuing Education (NIACE);
- Regional Equality and Diversity Partnership (REDP);
- Regional Voices;
- Rural Community Action East Midlands;
- Social Enterprise East Midlands (SEEM).

### **Related Parties**

The Charity has a relationship with other charities with whom trustees are involved. In each trustee board the related party transactions are shown within note 10 of the financial statements with the following charities:

- Neighbourhood Watch East Midlands;
- Community Lincs;
- Nottingham CVS;
- Nottinghamshire YMCA.

### **Summary of the main achievements during the period**

During the period the Charity continued to deliver a range of activities in support of our strategic objectives, primarily to support members to engage with the rapidly changing political and funding landscape. Activities ensured that One East Midlands has made progress against the following key outcomes:

- greater sector awareness of national policy and legislative changes;
- positive influence over public policy development;
- tackling discrimination and promoting equality;
- creating channels for influence with local, regional and national policy makers;
- engaging and tracking transition arrangements as new structures and organisations emerge;
- provision of timely, high quality information;
- continued development of One EM to be an effective, transparent and accountable single platform for two-way dialogue with the VCS.

Delivery against these objectives has continued to be supported by a wide range communications activity through our website, e:bulletins, briefings and through thematic editions of the One EM magazine 'Insight'.

One EM's work is shaped by a complex process of identifying external policy issues likely to impact the VCS, the priorities of our members and networks and the provision of appropriate communication channels. This operational analysis is used to set a range of identified policy priorities.

Particular organisational achievements during the year include the appointment of the CEO as Deputy Chair of East Midlands ERDF programme; the successful management of a number of health consultation events on behalf of the Department of Health; a programme of Parliamentary outreach events and the successful embedding of East Midlands Empowerment Partnership online resources within One East Midlands.

## **One East Midlands Directors' report (continued) for the year ended 31 March 2012**

During the period 2011/12 One East Midlands activities were reviewed through a members survey which showed high satisfaction of members with our services and direction of approach. This survey was undertaken alongside an identical survey of our peer network in the North West. The results showed favourable comparison and particular strengths of One EM in our communications systems.

During the year One East Midlands total membership reduced from 311 organisations in March 2011 to 309 in March 2012. In addition to membership, organisations continued to register to receive information, with registered organisations rising from 620 to 753.

However, the increasingly challenging funding environment has resulted in One EM taking the difficult decision to charge for membership services. Although paid membership is likely to reduce member numbers, the Trustees are committed to ensuring that membership of One EM offers good value for money.

### **Financial Review**

During the year ended 31 March 2012 the charity attracted main funding from Big Lottery Fund, Department of Health, The East Midlands Improvement and Efficiency Partnership and Yorkshire and Humberside Regional Forum. One EM also generated significant levels of earned income through the sale of services.

At year end the Charity reports a year-end deficit of £31,156. This deficit has the net effect of reducing One EMs unrestricted fund balance to £58,559 as at 31<sup>st</sup> March 2012. As One EM wind-up costs total £30,000 Trustees are working to ensure strict balanced forward budgets and ensuring that cash flow is maintained; negating any risk of insolvent trading.

The Trustees approved 2 separate budgets for One EM for 2012/13, each based on different funding scenarios. Both budgets were balanced taking into account the prediction of earned income targets based on the performance of the 3 previous years.

### **The charity's policy on reserves**

One East Midlands retains reserves for the following reasons:

- To cover short term requirements (for instance, where grant income is delayed, where up front amounts of expenditure are required or where there are termination costs for a project);
- To enable One EM to undertake projects without funding if necessary;
- To provide working capital;
- To use as leverage to attract further funding to the organisation.

In the Trustees' opinion, the charity requires reserves of around 12 weeks of average expenditure. For this purpose reserves are taken as unrestricted reserves excluding any other specifically allocated reserves. On this basis at 31 March 2012 One East Midlands had reserves of 14 weeks' expenditure (2011: 14 weeks).

## **One East Midlands Directors' report (continued) for the year ended 31 March 2012**

The Trustees' review the reserves position annually as part of the budget approval process and take appropriate action to maintain reserves both then and where necessary during the course of the year. During the financial year the need for such reserves was felt to be particularly important given the climate of uncertainty within which the organisation continues to operate. Over the next 12 months the company will continue to review delivery, governance and staffing arrangements to continue to improve efficiency and aim to maintain the current reserve level.

Part of the Trustees' responsibility is to identify and manage risk.

The key risks to One East Midlands are:

- Loss of funding;
- Loss of staff or other resources.

Management of risk is achieved through:

- evaluation of progress against the work plan and business plan at Board level, including the identification of potential problems and how the organisation was dealing with risks identified at the outset of and during the year;
- evaluation at Board level of progress against an annual budget to ensure that any issues relating to income and expenditure were identified quickly and dealt with;
- robust internal systems, including supervision, appraisal and financial management processes.

During this financial year, the Board have continued implementation of a major change management process. As such, risk analysis has been constantly undertaken and discussed at Board meetings and in the sub groups. Through this process actions to address risks were identified and acted upon.

### **Plans for the Future**

Moving forward and in response to member feedback. One East Midlands will focus on growing our role in supporting and amplifying areas of the VCS to influence local and national policy. With the removal of regional layers of Government and economic development bodies, the role of One East Midlands as an interface between national government and frontline services is greater than ever. One East Midlands is strengthening its relationships nationally through the Regional Voices network. We are working closely with both local and national VCS infrastructure to ensure that VCS strengths and needs are embedded in policy making. Future funding for One East Midlands is partly sustained through continuation of existing project contacts. However, influence at national level is needed to ensure strategic and support functions are continued.

### **Exemptions**

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

**One East Midlands  
Directors' report (continued)  
for the year ended 31 March 2012**

**Responsibilities of the trustees**

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 charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies, as described on page 13, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The members of the committee must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity, and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

**Small company provisions:**

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

Signed on behalf of the charity's trustees:

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Fiona White, Director

**Independent examiner's report to the trustees of  
One East Midlands  
for the year ended 31 March 2012**

I report on the accounts of the charity, which are set out on pages 11 to 16.

**Respective responsibilities of trustees and examiner**

The charity's trustees 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 needed.

It is my responsibility to:

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

**Basis of 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 statement 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 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

John O'Brien MSc, FCCA, FCIE, DChA  
Employee of Community Accounting Plus



**One East Midlands  
Balance sheet  
at 31 March 2012  
Company number 04342574**

2011 £		Note	£	2012 £
	<b>Fixed assets</b>			
1081	Tangible assets	3	-	
<u>1081</u>	Total fixed assets		<u>-</u>	-
	<b>Current assets</b>			
15949	Debtors	4	9527	
113319	Cash at bank and in hand		<u>100545</u>	
<u>129268</u>	Total current assets		<u>110072</u>	
	<b>Liabilities</b>			
	Creditors:	5		
<u>(4862)</u>	amounts falling due within one year		<u>(15741)</u>	
124406	Net current assets			94331
<u>125487</u>	<b>Net assets</b>			<u><b>94331</b></u>
	<b>The funds of the charity</b>			
93104	Unrestricted income funds			58559
32383	Restricted income funds			<u>35772</u>
<u>125487</u>	<b>Total funds</b>			<u><b>94331</b></u>

**Exemption from audit**

*For the year ending 31/03/2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.*

**Directors' responsibilities:**

- *The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;*
- *The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.*

*These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).*

The trustees declare that they have approved the accounts above.  
Signed on behalf of the charity's trustees:

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
Will Wakefield, Director

**One East Midlands  
Notes to the accounts  
for the year ended 31 March 2012**

**1. Accounting policies**

**Basis of the preparation of the accounts**

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

**Incoming resources**

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

**Pension costs**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity in the year.

**Resources expended**

These have been analysed using a natural classification.

**Depreciation**

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets with a cost exceeding £2,500 over their expected useful lives on a straight line basis.

The rates applicable are:

IT equipment	33%	General equipment	20%
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**One East Midlands**  
**Notes to the accounts (continued)**  
**for the year ended 31 March 2012**

**2. Grants & donations**

	Unrestricted funds £	Restricted funds £	Total funds £	2011 £
Big Lottery Fund	-	80443	<b>80443</b>	90682
East Midlands REIP	8570	-	<b>8570</b>	2500
Volunteering England	1369	-	<b>1369</b>	2000
Y & H Regional Forum	33935	-	<b>33935</b>	18000
Awards for All	-	9511	<b>9511</b>	-
NRCEE (Accord HA)	14500	-	<b>14500</b>	-
Sundry grants & donations	10	-	<b>10</b>	806
Capacity Builders	-	-	-	140174
Department of Work & Pensions	-	-	-	12000
Enable	-	-	-	2936
Development Trusts Association	-	-	-	1500
High Peak CVS	-	-	-	3052
New College Stamford	-	-	-	25789
REDP	-	-	-	1000
SEEM	-	-	-	1766
South West Forum 2	-	-	-	9500
Transition UK	-	-	-	5000
	<b><u>58384</u></b>	<b><u>89954</u></b>	<b><u>148338</u></b>	<b><u>316705</u></b>

**3. Fixed assets**

	IT equipment £	Total £
<b>Cost</b>		
Balance brought forward	3243	<b>3243</b>
Additions	-	-
Disposals	-	-
Balance carried forward	<b><u>3243</u></b>	<b><u>3243</u></b>
<b>Depreciation</b>		
Balance brought forward	2162	<b>2162</b>
Disposals	-	-
Charge for year	1081	<b>1081</b>
Balance carried forward	<b><u>3243</u></b>	<b><u>3243</u></b>
<b>Net book value</b>		
Brought forward	<u>1081</u>	<b><u>1081</u></b>
Carried forward	<u>-</u>	<u>-</u>

**One East Midlands**  
**Notes to the accounts (continued)**  
**for the year ended 31 March 2012**

**4. Debtors**

	2012	2011
	£	£
Trade debtors	6482	200
Other debtors	-	15235
Prepayments & accrued income	3045	514
	<u>9527</u>	<u>15949</u>

**5. Creditors**

	2012	2011
	£	£
Trade creditors	3741	4862
Accruals & deferred income	12000	-
	<u>15741</u>	<u>4862</u>

**6. Movements in funds**

	Opening balance £	Incoming resources £	(Resources expended) £	Closing balance £
<b>Unrestricted funds</b>				
General Fund	93104	76383	(110928)	58559
	<u>93104</u>	<u>76383</u>	<u>(110928)</u>	<u>58559</u>
<b>Restricted funds</b>				
EM Funding Advice Network	20776	84768	(79850)	25694
EY2010	363	-	(120)	243
LSIS	11244	11045	(21946)	343
Awards for All	-	9511	(19)	9492
	<u>32383</u>	<u>105324</u>	<u>(101935)</u>	<u>35772</u>

**7. Staff costs and numbers**

	2012	2011
	£	£
Wages	132466	184396
Social security costs	11438	17697
Pension	8212	11786
	<u>152116</u>	<u>213879</u>

No employee received emoluments of more than £60,000.  
The average weekly number of employees during the year was 6 (2011: 6).  
The charity contributes to a defined contribution pension scheme for 5 employees (2011:6).

**One East Midlands**  
**Notes to the accounts (continued)**  
**for the year ended 31 March 2012**

**8. Analysis of net assets by fund**

	Unrestricted funds £	Restricted funds £	Total funds £
Net current assets	58559	35772	94331
	<b>58559</b>	<b>35772</b>	<b>94331</b>

**9. Trustees' remuneration, benefits and expenses**

During this period, a total of £106 was reimbursed to 3 trustees for expenses incurred.

**10. Related party transactions**

During the year a number of payments were made to NCVS which employs Dawn Elliott. These payments were:

- £972 in respect of payroll services;
- £9,907 in respect of rent;
- £544 in respect of room hire and refreshments;
- £1,996 in respect of telephone, postage and photocopying services.

During the year membership subscriptions of between £25 and £75 were received from 4 organisations, each of which employs one of the trustees of the charity.

**11. Independent examination and accountancy services**

During the period, the cost of the examination and accountancy services was £1,450 plus VAT.

**12. Annual commitments under operating leases**

The charity has one lease for premises.

	2012 Land & buildings £	2011 Land & buildings £
Operating leases which expire:		
Within 1 year	9907	9907
Within 2 - 5 years	-	-
Over 5 years	-	-
	<b>9907</b>	<b>9907</b>

**13. Glossary of terms**

**Restricted funds:** These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

**Debtors:** These are amounts owed to the charity, but not received in the accounting period.

**Creditors:** These are amounts owed by the charity, but not paid during the accounting period.